



ePaper Guidebook

UGM Annual Scientific Conferences



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ACCOUNT REGISTRATION

This section will guide you through the registration of your ePaper Management account.

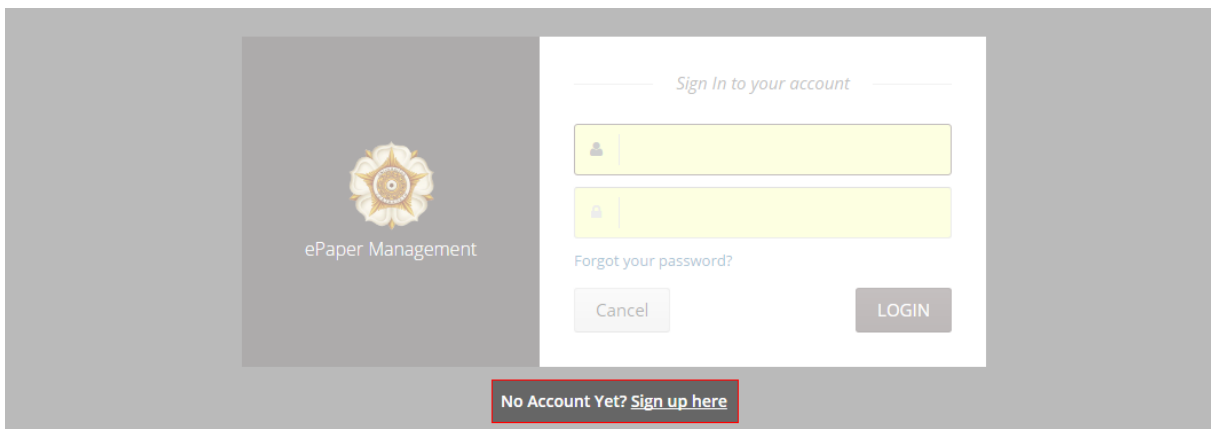
1. Go to the [ePaper Management](#) site.



Alternatively, you can simply click the [Register](#) button on the respective UASC website, which will redirect you to the ePaper Management site.



2. Below the login form, click [Sign up here](#).





3. Enter your details and click **Submit** to create your account.

Notes:

- Add your country's phone code (e.g. **+62** for Indonesia)
- Enter **only one** active email address
- You can change these details later (except for your email)

Create new ePaper account

Country	Indonesia
Email	username@example.com
Password
Confirm Password
Status	Student
Salutation	Mr.
First Name	Lorem Ipsum
Last Name	Amet
Address	Pogung Dalangan, Mlati, Sleman, Yogyakarta - Indonesia
Affiliation	Department of <u>Abc</u> , Faculty of Def, <u>Universitas Gadjah Mada</u>
Mobile Phone	+62 8520000000

I Agree to the ePaper Terms of Service and Privacy Policy

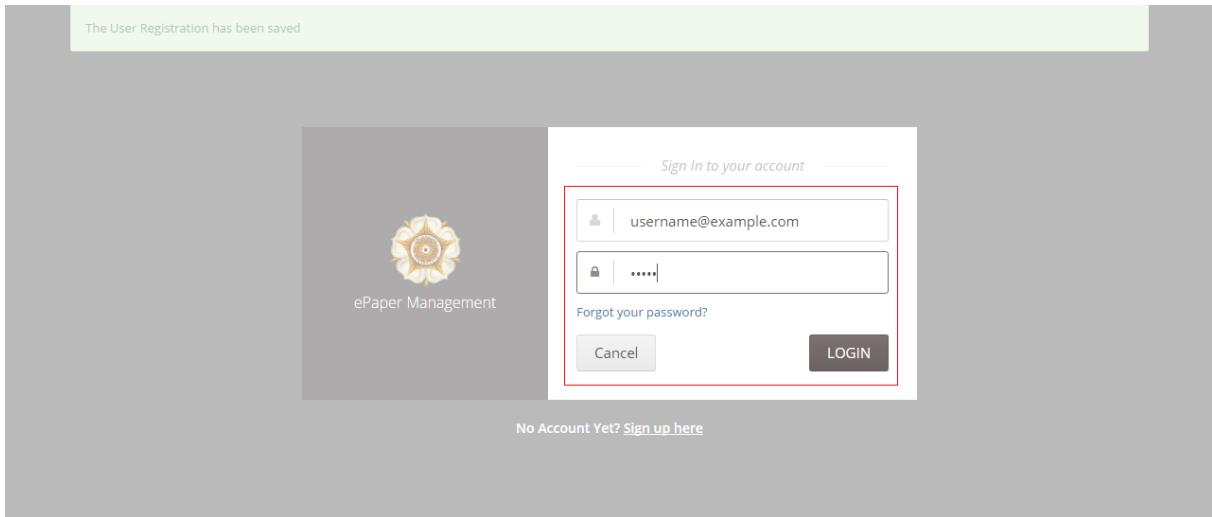
SUBMIT

4. Your account has been created. Your user ID and password will be sent to your email.

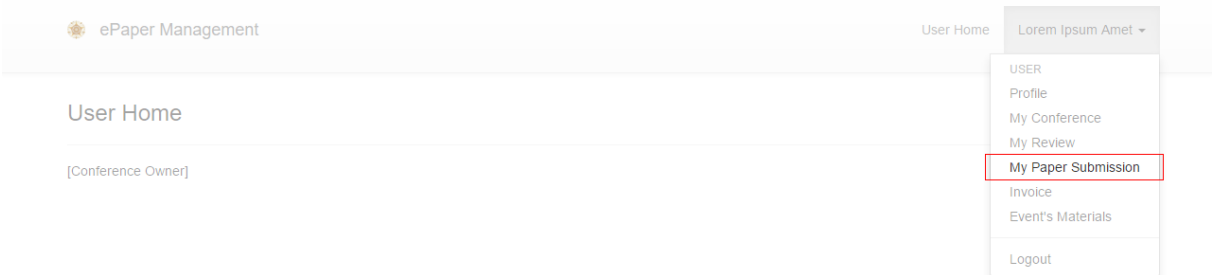
Further steps for participants (non-presenters)

Conference participants who will not be presenting a paper or poster should continue with the following steps.

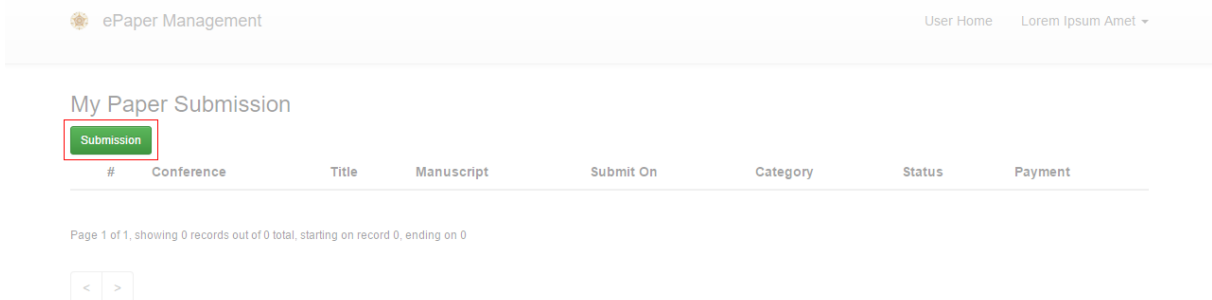
5. Once you have received your user ID and password, log into your account.



6. Click on your name in the top-right corner of the page and select **My Paper Submission**.



7. Click the **Submission** button.





8. Select **Participant** under **Type of presentation** and then click **Submit**.

ePaper Management User Home [Lorem Ipsum Amet](#)

Paper Submission

Conference:

Type of presentation: Oral Poster **Participant (No Present Paper)**

Symposia:

Topic:

Title:

Abstract:

Author:

Name	Email	Authorship	<input type="button" value="+ Author"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="- Authorship -"/>	

Paper/Abstract (Max. 10MB):

If you require further assistance, please email the conference's contact person.



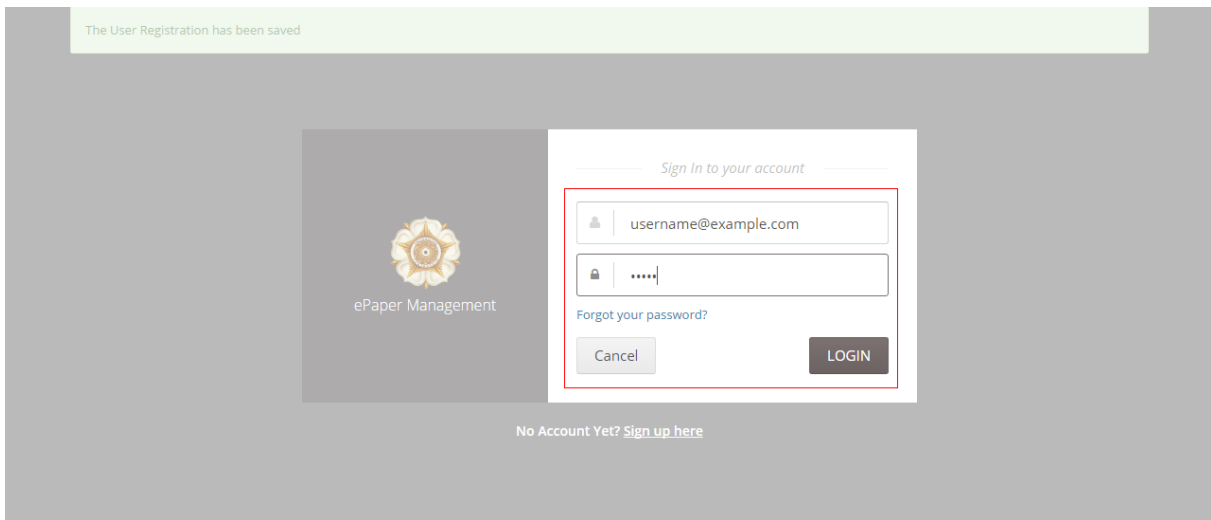
ABSTRACT SUBMISSION

Once your ePaper Management account has been created, you will be able to use this account to submit your abstract. This section will guide you through your abstract submission.

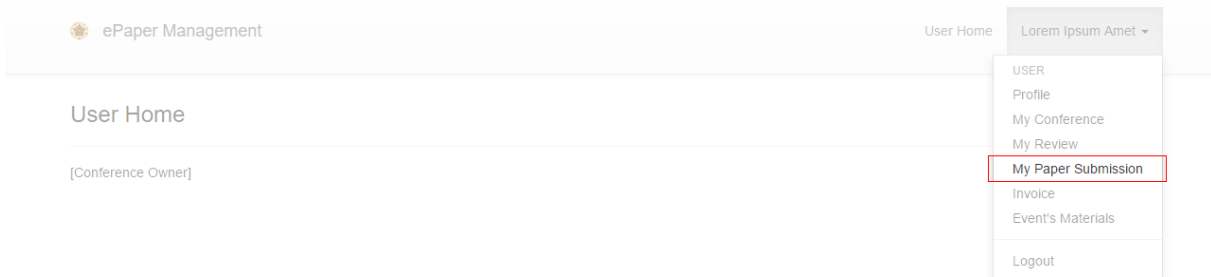


Please ensure that you are using the correct account to submit your manuscript, as an invoice will be generated for this account.

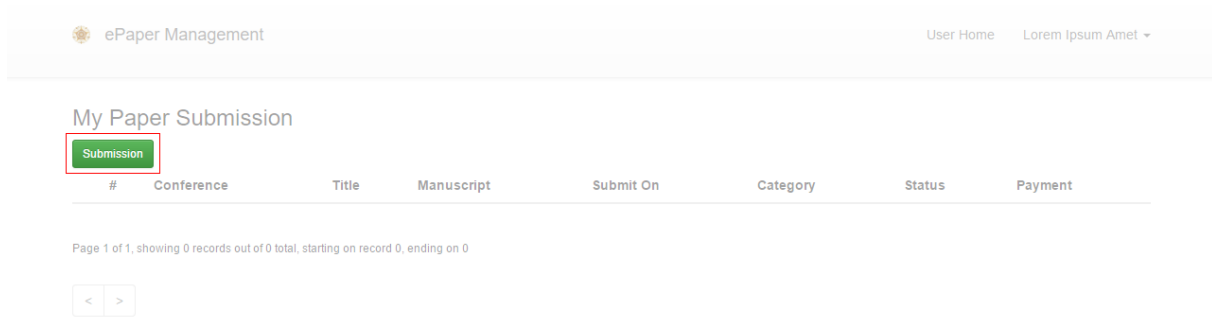
1. Sign in to your account.



2. Once you are logged in, click on your name in the top-right and select **My Paper Submission**.



3. Click the **Submission** button.



4. Fill in the form and then click **Submit** to send your abstract.

- Notes when selecting authorship:
- Select **First Author** for first author
 - If the corresponding author is not a first author, select **Corresponding Author**
 - Select **Co-Author** for another author

Paper Submission

Conference:

Type of presentation: Oral Poster Participant (No Present Paper)

Symposia:

Topic:

Title:

Abstract:

Author	Name	Email	Authorship	
	<input type="text" value="Dolor Sit Amet"/>	<input type="text" value="dolorsit@example.com"/>	<input type="text" value="First Author"/>	<input type="button" value="+ Author"/>
	<input type="text" value="Lorem Ipsum Amet"/>	<input type="text" value="username@example.com"/>	<input type="text" value="Corresponding Author"/>	<input type="button" value="Remove"/>
	<input type="text" value="Consectetur Adipiscing Eli"/>	<input type="text" value="consectetur@example.com"/>	<input type="text" value="Co-Author"/>	<input type="button" value="Remove"/>

Paper/Abstract (Max. 10MB):



5. Your abstract has successfully been submitted. You will now be able to view your abstract in the [My Paper Submission](#) and [Active Paper](#) pages.

ePaper Management User Home [Lorem Ipsum Amet](#) ▾

Paper has been submitted, waiting for review!

My Paper Submission

[Submission](#)

	#	Conference	Title	Manuscript	Submit On	Category	Status	Payment
Ad ▾	11-004	ICTA 2017	Your Manuscript's Title	11-1738-4.doc	18 May 2017	Oral	Manuscript submitted	

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1

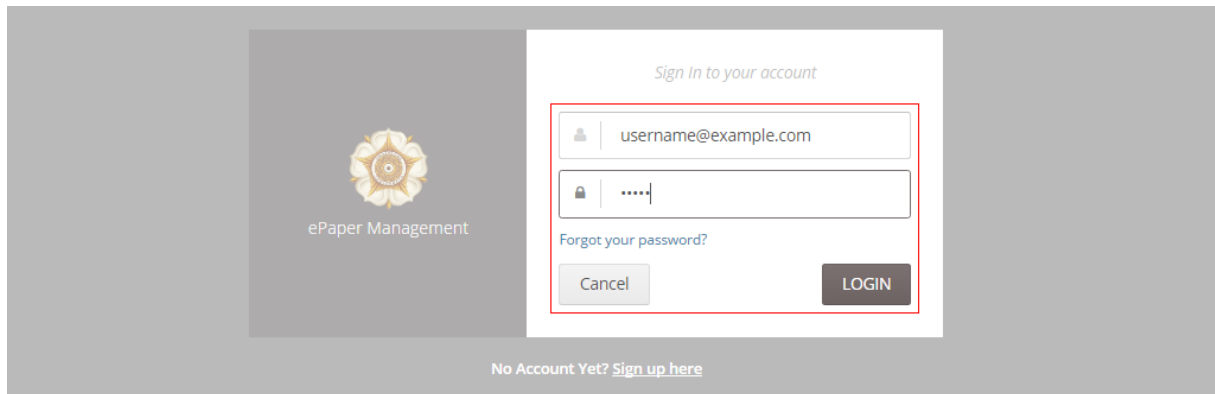
< >

If you require further assistance with submitting your abstract, please email the conference's contact person.

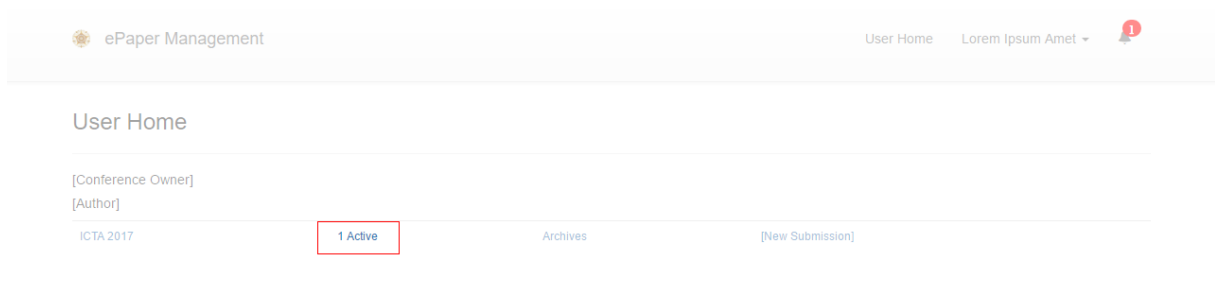
FULL PAPER SUBMISSION

If your abstract is accepted, you will be able to submit your full paper. Follow these steps to do so.

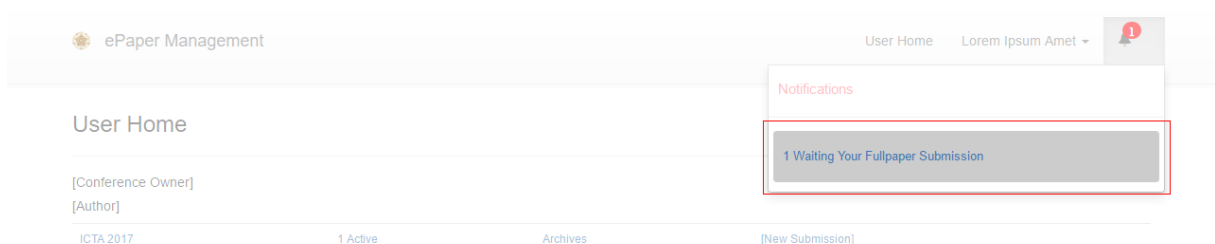
1. Sign in to your account.



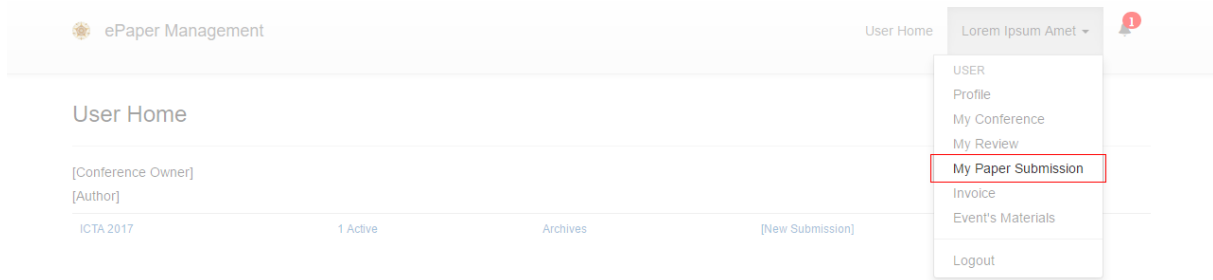
2. In the [User Home](#) page, click your [Active](#) paper.



Alternatively, you can click the notification in the top-right of the page.

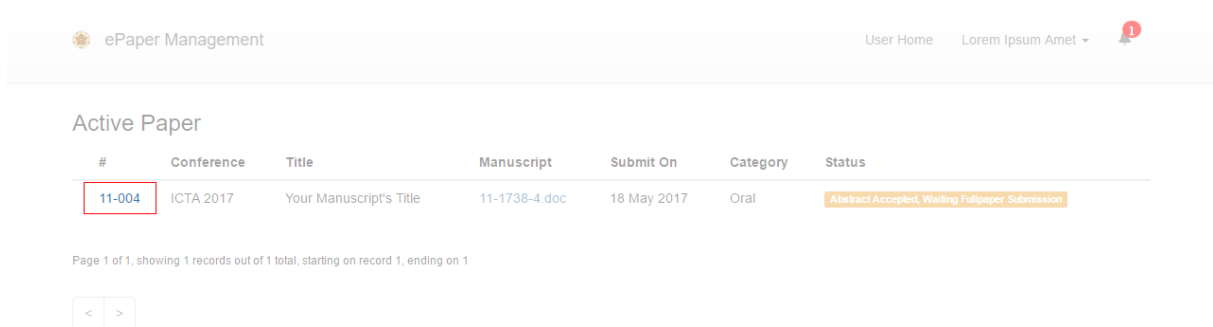


You can also access your paper by clicking your name in the top-right of the page and then selecting [My Paper Submission](#).

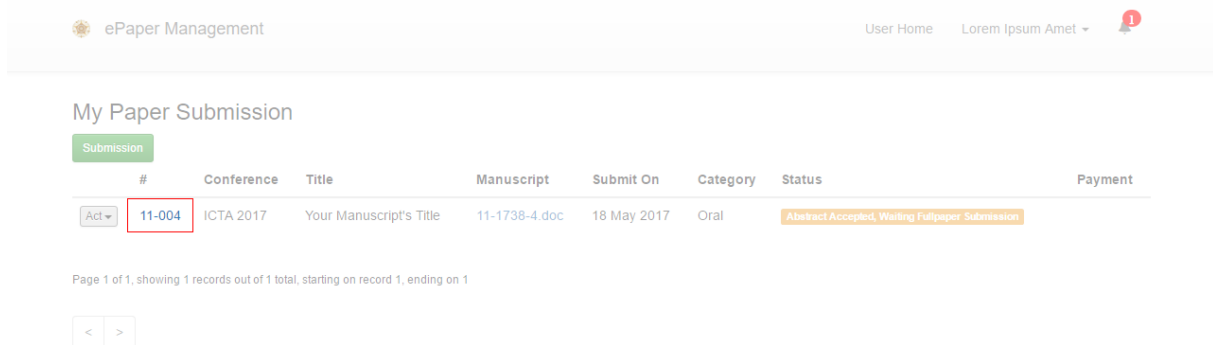


The screenshot shows the 'User Home' section of the ePaper Management interface. A user profile dropdown menu is open, listing options: USER, Profile, My Conference, My Review, **My Paper Submission** (highlighted with a red box), Invoice, Event's Materials, and Logout. The background shows navigation links for 'ICTA 2017', '1 Active', 'Archives', and '[New Submission]'.

3. Click your [paper's ID](#).

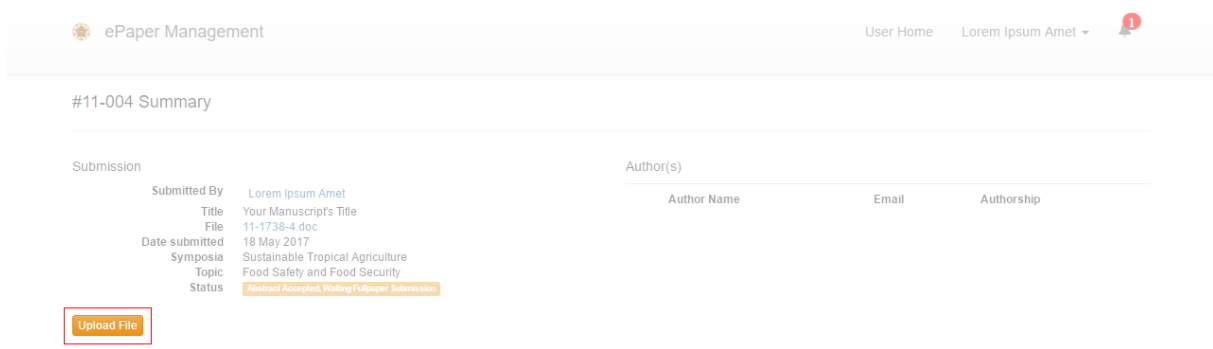


The screenshot displays the 'Active Paper' table. The table has columns: #, Conference, Title, Manuscript, Submit On, Category, and Status. The first row contains the ID '11-004' (highlighted with a red box), 'ICTA 2017', 'Your Manuscript's Title', '11-1738-4.doc', '18 May 2017', 'Oral', and a status message 'Abstract Accepted, Waiting Fullpaper Submission'. Below the table, it indicates 'Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1' with navigation arrows.



The screenshot shows the 'My Paper Submission' page. It features a 'Submission' button and a table with columns: #, Conference, Title, Manuscript, Submit On, Category, Status, and Payment. The first row shows the ID '11-004' (highlighted with a red box), 'ICTA 2017', 'Your Manuscript's Title', '11-1738-4.doc', '18 May 2017', 'Oral', and the same status message. A 'Payment' column is present but empty. Similar to the previous screenshot, it shows 'Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1' with navigation arrows.

4. Your paper's summary will appear. Click the [Upload File](#) button.

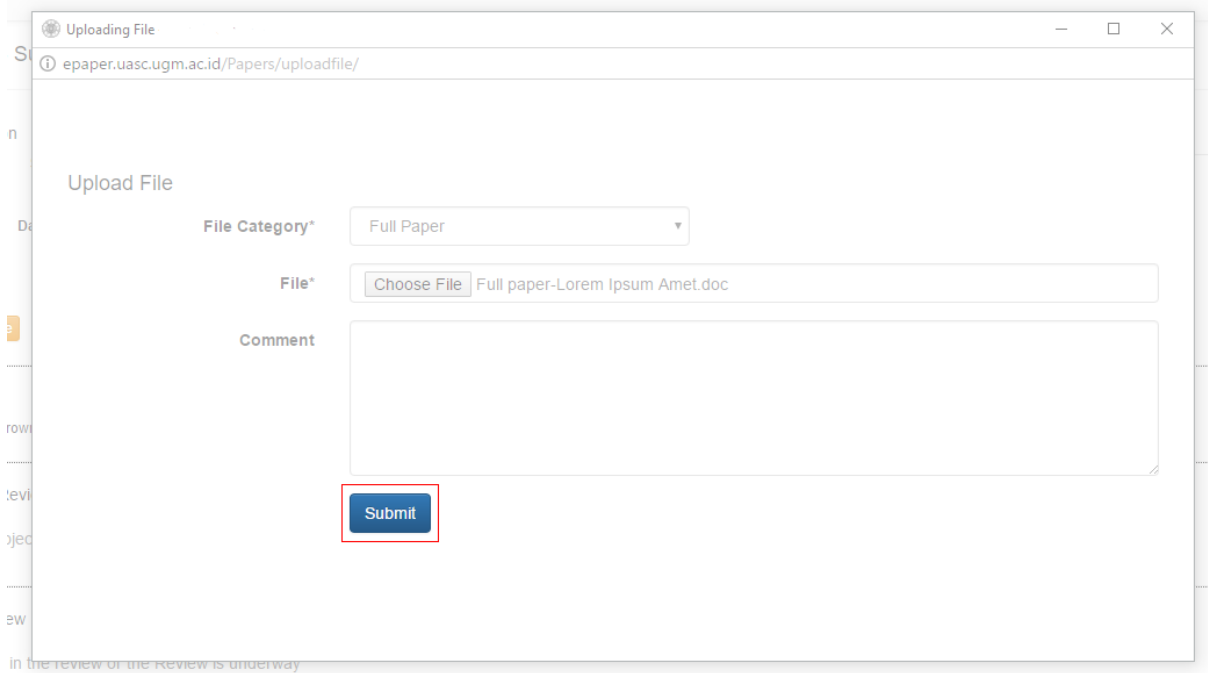


The screenshot displays the '#11-004 Summary' page. It is divided into two main sections: 'Submission' and 'Author(s)'. The 'Submission' section lists details: Submitted By (Lorem Ipsum Amet), Title (Your Manuscript's Title), File (11-1738-4.doc), Date submitted (18 May 2017), Symposia (Sustainable Tropical Agriculture), Topic (Food Safety and Food Security), and Status (Abstract Accepted, Waiting Fullpaper Submission). The 'Author(s)' section has a table with columns: Author Name, Email, and Authorship. At the bottom left, the 'Upload File' button is highlighted with a red box.

5. A new window will appear, through which you can upload your full paper. Once you have selected the [File Category](#) and attached your full paper, click [Submit](#).

Notes:

- Select **Full Paper** for a new full paper
- If you submit a revised full paper, select **Revised Full Paper**
- If your paper has supplementary files, select **Supplementary File**



A confirmation dialogue will appear. Click [OK](#) to confirm your submission.







6. Your full paper has been submitted.

ePaper Management User Home Lorem Ipsum Amet ▾

#11-004 Summary

Submission		Author(s)		
Submitted By	Lorem Ipsum Amet	Author Name	Email	Authorship
Title	Your Manuscript's Title			
File	11-1738-4.doc			
Date submitted	18 May 2017			
Symposia	Sustainable Tropical Agriculture			
Topic	Food Safety and Food Security			
Status	Fullpaper Submitted			

File	File Category	Comment	Uploaded
 	Full Paper		2017-05-18 04:06:25

If you require further assistance with submitting your full paper, please email the conference's contact person.



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