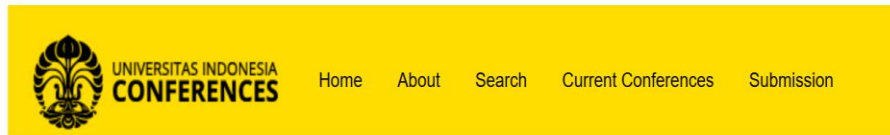


# Basic Manual for Submission Online System

## Step 1a. **Log In** (if you have username and password)



Home > Log In

## Log In

Username

Password

Remember my username and password

» Not a user? Create an account with this site

» Forgot your password?

## Step 1b. **Registration** (to get account)

### Account

Fill in this form to create an account with this conference.

[Click here](#) if you already have an account with this or another conference on this site.

### Profile

Username\*

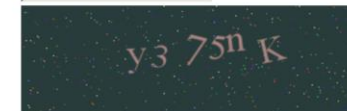
The username must contain only lowercase letters, numbers, &

Password\*

The password must be at least 6 characters.

Repeat password\*

Validation\*



Please enter the letters as they appear in the image above.

Salutation

First name\*

Middle name

Last name\*

Initials

Joan Alice Smith = JAS

Gender

Affiliation\*

## Step 2 Submission

### Step 2. Entering the Submission's Metadata

1. START 2. ENTER METADATA 3. UPLOAD SUPPLEMENTARY FILES 4. CONFIRMATION

#### Authors

First name\*

Middle name

Last name\*

Email\*

(Your institution, e.g. "Simon Fraser University")

Affiliation\*

Country\*

(Your Occupation, e.g. "Student, Researcher, Instructor/Profesor, Government")

Occupation\*

- After click "New Submission"
- Fill registration author form
- Fill your title and abstract

## Step 2 Submission (Upload Your Abstract in .doc/.docx format)

### Step 3. Uploading Supplementary Files

1. START 2. ENTER METADATA 3. UPLOAD SUPPLEMENTARY FILES 4. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that add to the contribution of the work.

| ID   | TITLE | ORIGINAL FILE NAME   |
|--|-------|--|
| <i>No supplementary files have been added to this submission.</i>                      |       |  |
| <b>Upload supplementary file</b>   |       |  |
|  |       | <input type="button" value="Browse..."/> No file selected. |
|  |       | <input type="button" value="Upload"/>                      |
| <input type="button" value="Save and continue"/> <input type="button" value="Cancel"/> |       |  |

## Step 3 **Confirmation**

After you get confirmation for your submission, then you get this for your abstract status

### Active Submissions

**ACTIVE** ARCHIVE

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| ID   | MM-DD<br>SUBMIT | TRACK | AUTHORS | TITLE | STATUS              |
|------|-----------------|-------|---------|-------|---------------------|
| 2656 | 08-10           | MATH  | tes     | TES   | Awaiting assignment |

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1 - 1 of 1 Items

Start here to submit a paper to this conference.  
STEP ONE OF THE SUBMISSION PROCESS