



IMS EEE USER MANUAL CONFERENCE APPROVAL

1. Open the Conference Approval Module by clicking on the same in the sidebar.
2. A page similar to the one below opens up.
3. Fill the relevant fields.

The screenshot shows the 'Apply for Conference' form in the EEE IMS system. The sidebar on the left contains the following links: Faculty, Apply, Submitted Applications, Review, Pending Applications, and Contributors. The main form area has the following fields:

- Purpose:** A dropdown menu with 'Select' as the current option. Callout: "Select the purpose of the conference".
- Title of the Paper / Talk / Poster:** A text input field.
- Name of the Journal / Conference / Workshop / Laboratory:** A text input field. Callout: "Select venue of the conference".
- Venue:** A text input field.
- Organized by:** A text input field.
- Mode of event:** A dropdown menu with 'Select' as the current option. Callout: "Select mode of the conference".
- Brief Description or Justification of the purpose:** A text input field. Callout: "Briefly describe the purpose of".

Callout for the sidebar: "Click here to see previous application's status" (pointing to the 'Pending Applications' link).

4. Your previous submitted applications will be visible once you click on the same in the sidebar.
5. Check your application status by clicking on the Pending Applications.

Notes:

1. The uploaded files must be less than 2MB.