Manual Book

INTERNATIONAL CONFERENCE ON MEDICAL SCIENCE AND HEALTH (ICOMESH)

FOR : PARTICIPANT

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WELLCOME TO THE INTERNATIONAL CONFERENCE ON MEDICAL SCIENCE AND HEALTH (ICOMESH)

This International Conference took the topic Biomolecular, Genetic, and Degenerative Disease. This topic is in accordance with one of the service excellence in the teaching hospital RSPTN University of Lampung project which is the HETI Project University of Lampung. This topic was also taken because it corresponds to the number of cases of non-communicable diseases caused by genetic and degenerative changes in Indonesia.

For those who want to participate in this event, you are required to create an account / register via our Official Website https://icomesh-unila.com/ . **FREE**.
Please check on our website regularly for updated information.
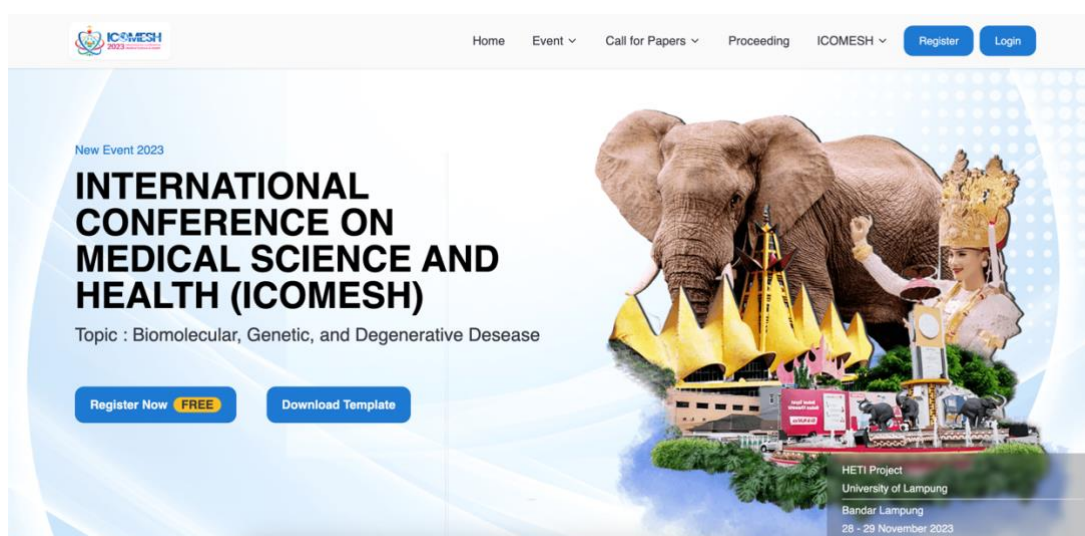
GUIDELINE FOR ICOMESH ABSTRACT

All abstracts must be prepared according to the following instructions:

1. The abstract must be written in English;

2. Abstract title is limited to 20 words;

3. Abstract is limited to 250-300 words (this does not include the title, author's names, institutions, and keywords);

4. Abstract must be in a structured form, including (but not limited to) background, objective, methods, result, and conclusion;

5. Abstract not more than 1 page (size A4);

6. Keywords are limited to 5 words;

7. Full Paper Submission Deadline : 13 Des 2023;

8. 1 Presentation File consist of 5 Pages inculding : Background, Literature Review, Methods, Results and Discussion;

9. Duration for presentation : 12 Minutes (10 min Presentation + 2 min QnA session).

Please save your abstract in Microsoft Word file, with this following file name instruction:

- File name : participant's name_abstract_icomesh
- Example : rahayu_abstract_icomesh

A. Registration

Creating an account is a must. You can manage all of your data for this event via User Dashboard.
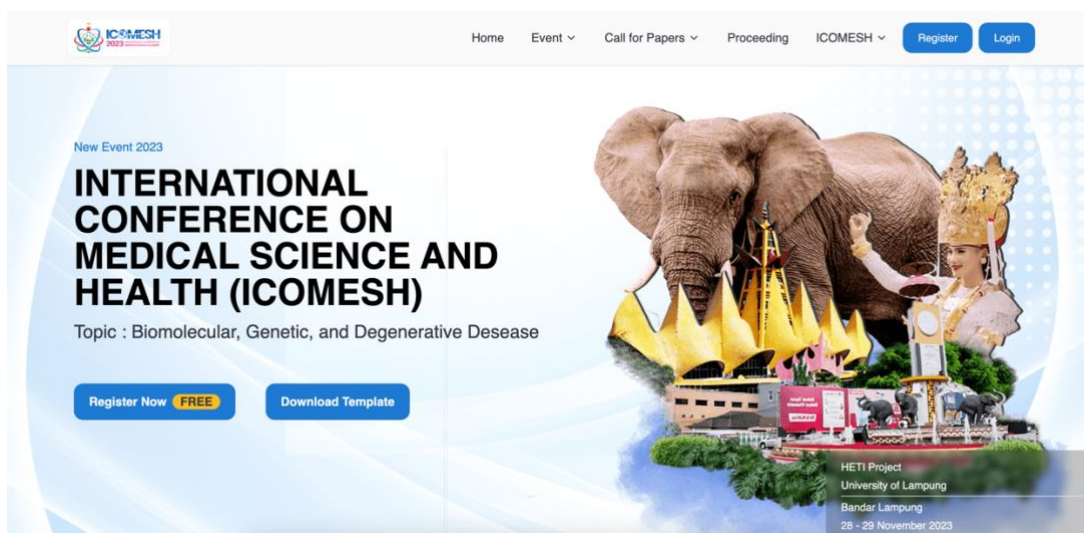
1. Go to https://icomesh-unila.com/

Figure 1.1. ICOMESH Landing Page

2. Click on "**Register**". You will be faced with the registration page.

Figure 1.2. ICOMESH Register Page

3. Fill your data. (All data are required).

    a. Email : Please fill with your active email.

    b. Password : Create a password with minimal 6 character.

    c. Re-enter Password : Please re-enter your password for confirmation.

    d. Mobile Number / Whatsapp : Please fill with your active number and fill your country code first (Ex : 62 821 8333 4447) *Nospacing.

    e. Participant Type :

    Participant Only -> Select this opt if you are just a participant (Viewer).

    Presenter (Oral) -> Select this opt if you are a presenter.

    f. Presence : Your choice to attend the event (Offline or Online).

    Offline participants are limited to the first 200 people.

4. Click "**Sign Up**".

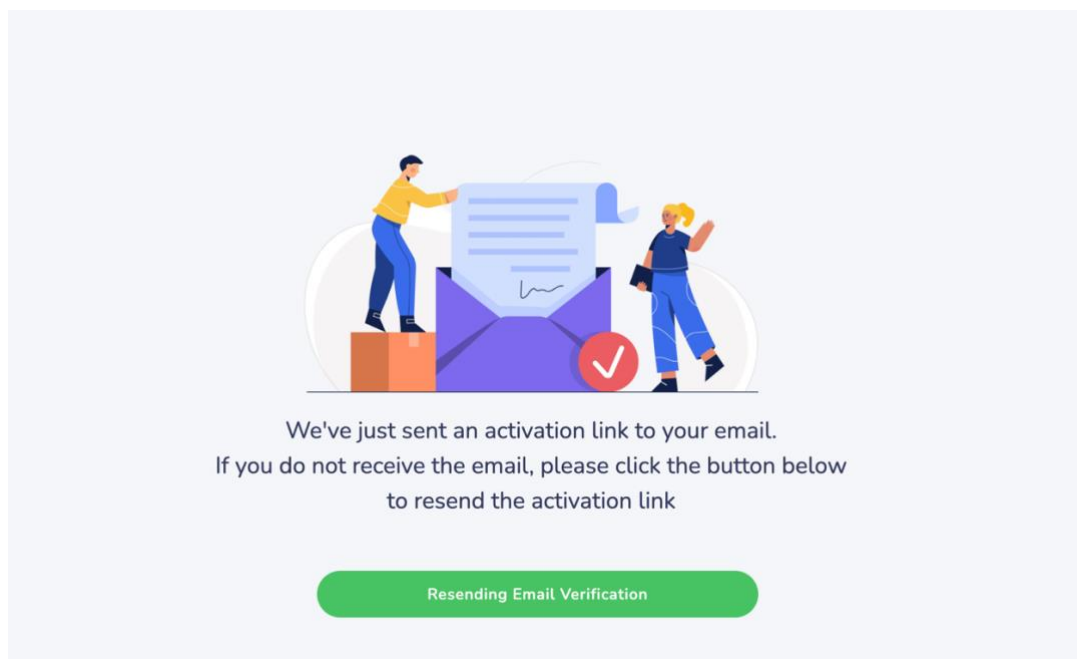5. We will send you an Email Verification. Please check your registered email.

We've just sent an activation link to your email.
If you do not receive the email, please click the button below
to resend the activation link

Resending Email Verification

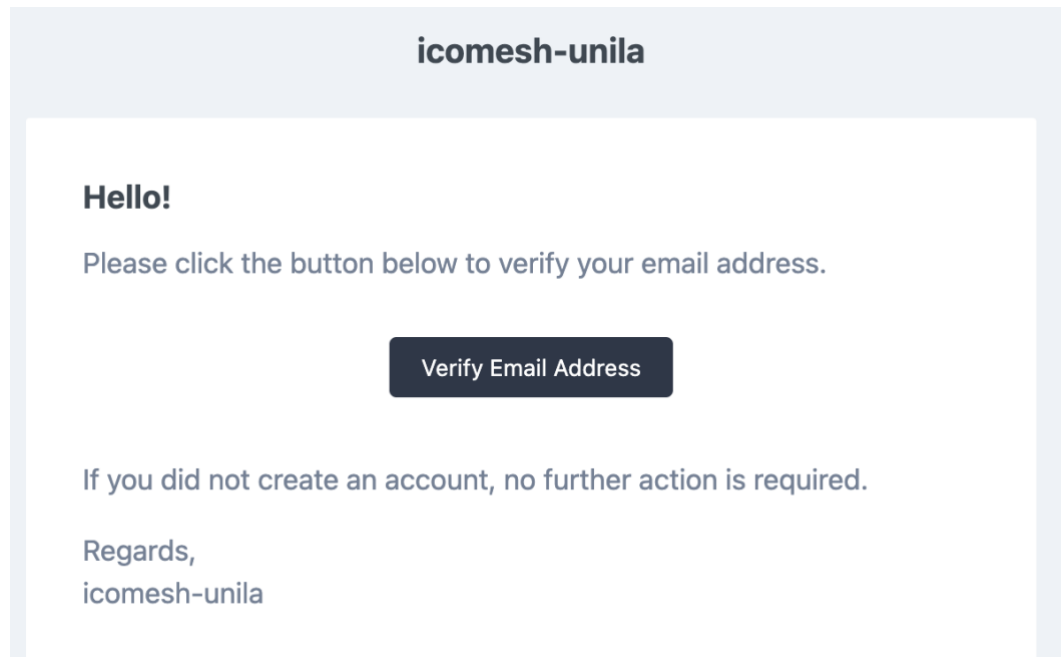Figure 1.3. ICOMESH Verification Notification

6. Verify your account via email. (Required).

Figure 1.4. ICOMESH Email Verification

7. Done.

B. Login Participant

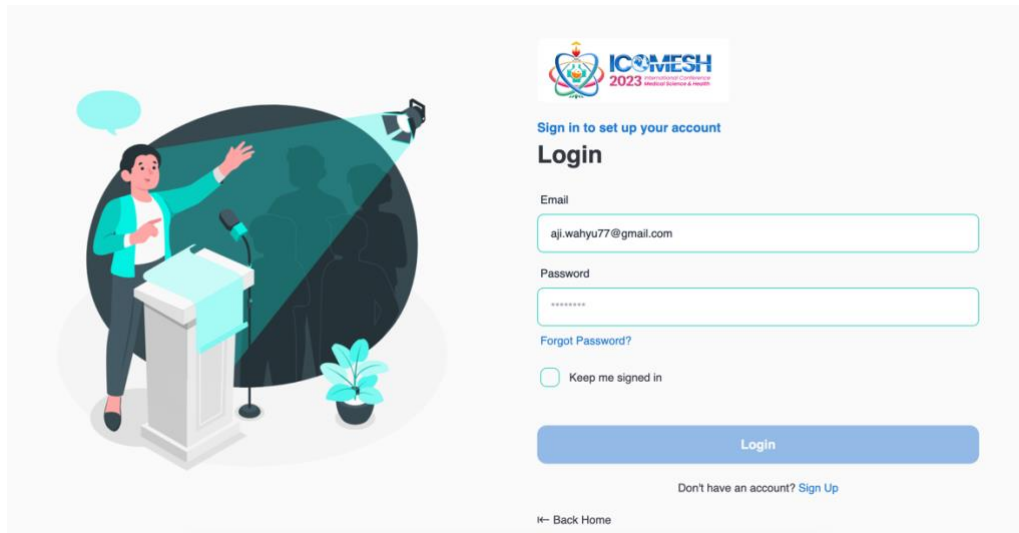If you already have an account, you can Login from https://icomesh-unila.com/ .

1. Login Page

Figure 2.1. ICOMESH Login Page

2. Fill your Registered Email and Password. If you forgot your password, please click on "Forgot Password" and follow the instructions.
3. Click "Login".
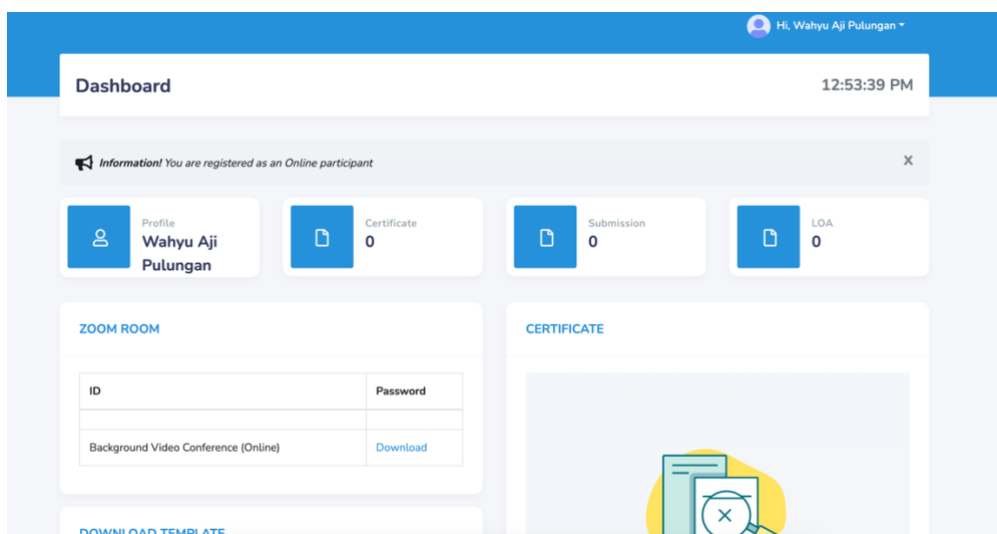4. You will be presented with the user dashboard page.

Figure 2.2. User Dashboard Page

5. Done.

C. Manage Account

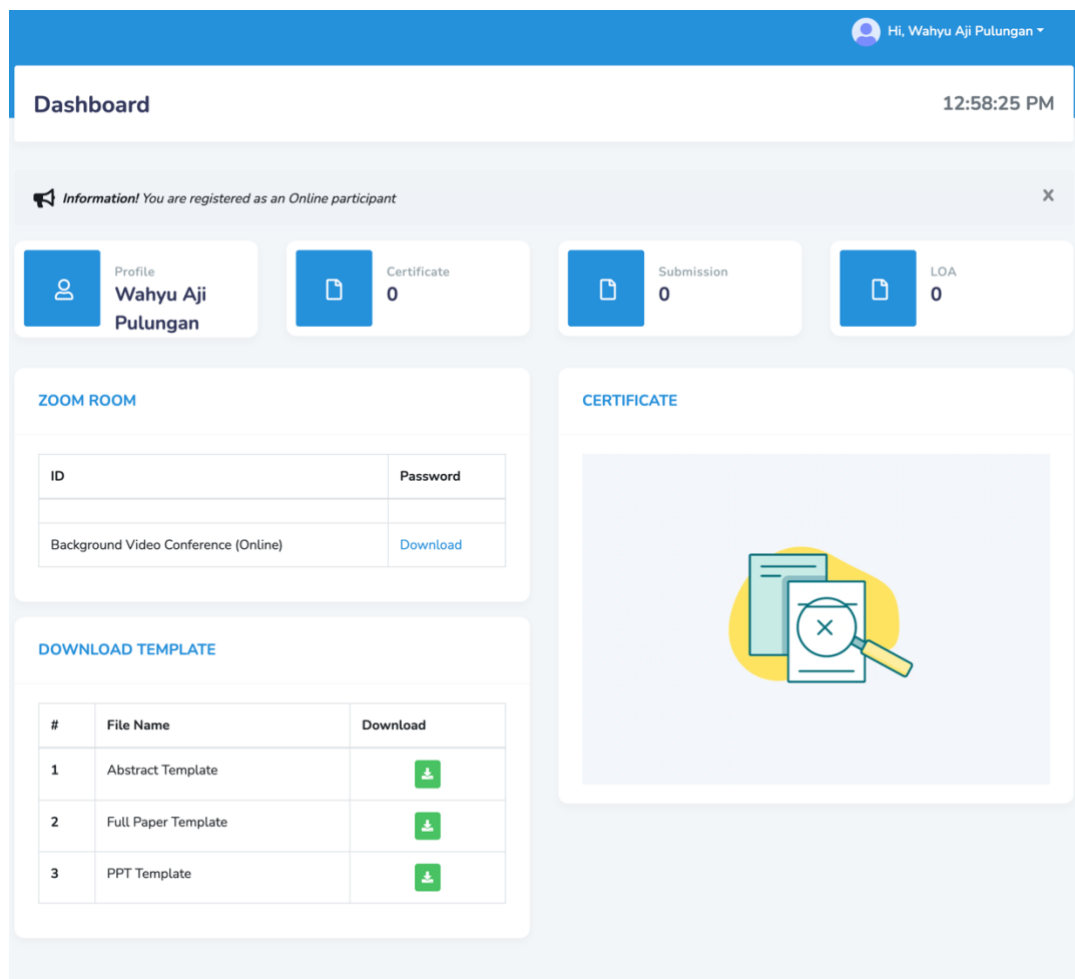After login to your registered account, you can manage it via Dashboard Page.

Figure 3.1. User Dashboard

1. Profile : You can manage your profile and change your password here.

2. Certificate : After event, you can download certificate here.*

3. Submission : Only for -> Participant Type : Presenter. Submit your paper here.

4. LOA : You'll receive a LoA after your Abstract has been accepted. You can download your Letter of Aceptance here.

5. Zoom Room : For Online Participant, you'll get Zoom ID here.

6. Download Template : All of the templates you need are available here.

D. Abstract Submission

For Participant who registered as Presenter (Oral), please manage your abstract submission by entering the Submission Page via your Dashboard. All of your submission history will be available here.
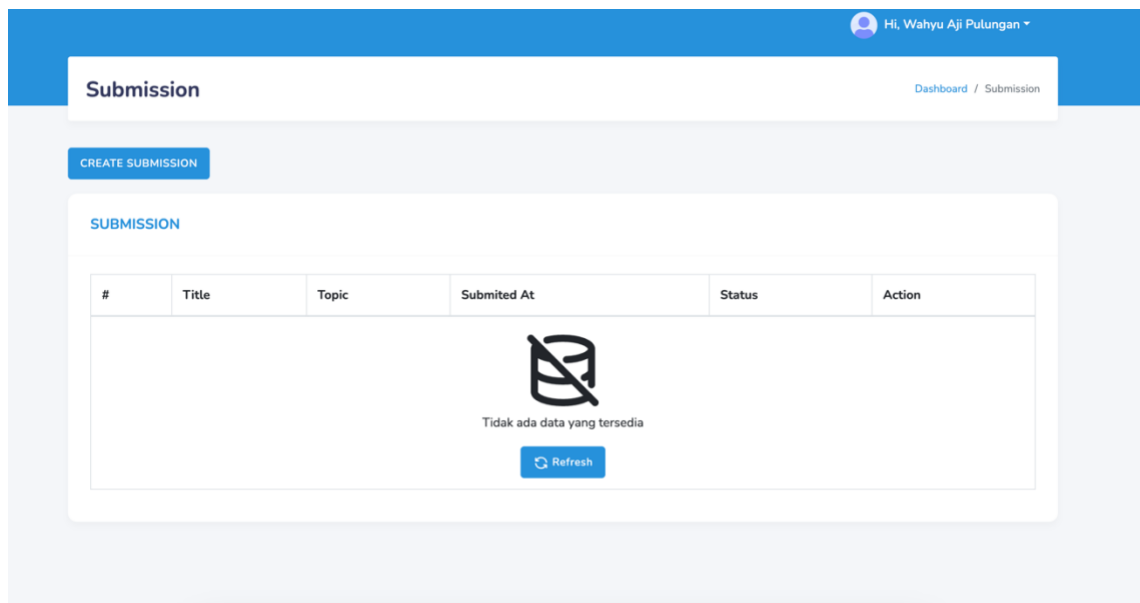

Figure 4.1. Submission Page

1. Click on "**CREATE SUBMISSION**".
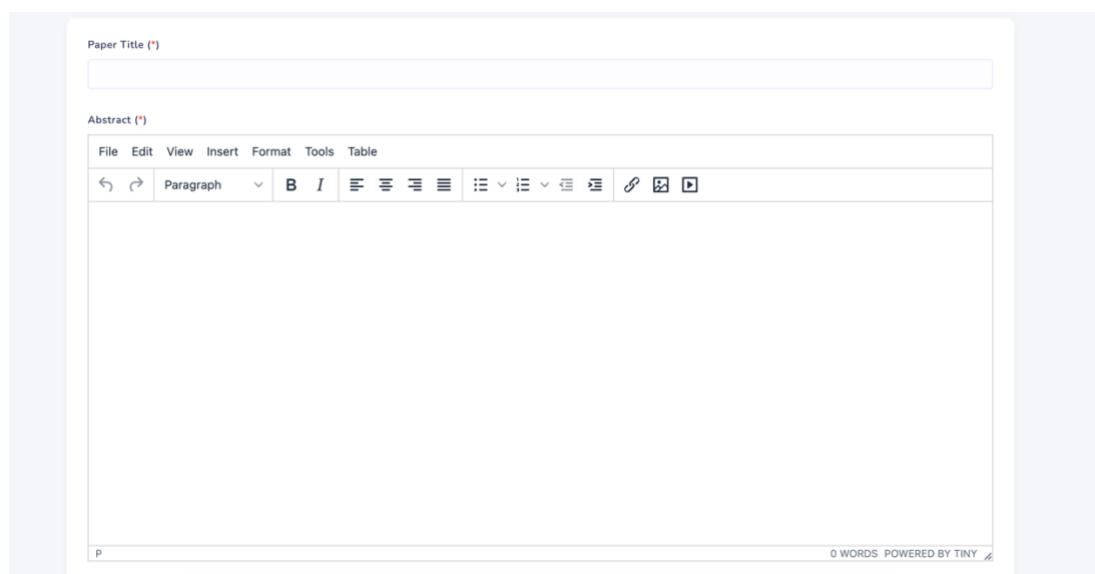2. In this page you can fill your abstract information.

Figure 4.2. Submit Abstract

Fill the following field:

    a. Paper Title

    b. Abstract

    c. Topic

    d. Abstract -> Upload your abstract here.

    e. Full Paper -> If you already have full paper of your research, you can upload it here. (Optional).

    f. Author
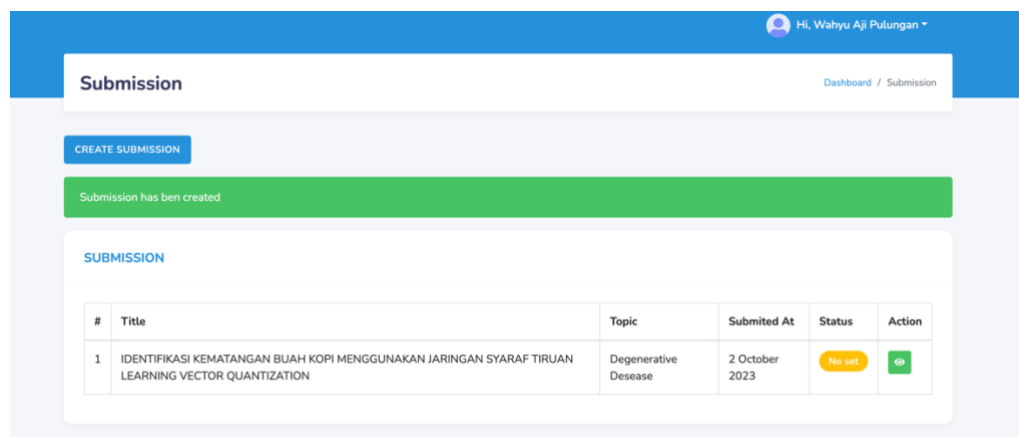
    g. Message (Optional).

3. Click "**Submit**".

Figure 4.3. Submission Has Beed Created.

Status :

    a. Not Set -> not yet reviewed.

    b. Revised -> You must revise your document by following the reviewer's directions or comments.

    c. Rejected -> Your abstract/paper rejected.

    d. Accepted -> Your abstract/paper accepted. You will received LoA Automatically.

4. Open your submission detail by clicking "Eye Icon" in Action column.

5. Please check for corrections from reviewers here (See what's in correction).

Figure 4.4. Correction Document from Reviewer

6. Go to "Submission Histories". All of your submission will available here.

Figure 4.5. Submission Has Beed Created.

7. You will repeat point 2 every time you get a revision.

8. After the abstract accepted -> Go to "Submission Page".

   a. Upload your Presentation file (PPT).

      b. Upload your Full Paper (max. 12 Des 2023).

      c. Withdraw option also available if you want withdraw your paper.

9. Done.

Notes :

* Certificates will be available if the following requirements are met:

- Attend the event on day 1 and day 2.

- Fill out the questionnaire.

- Please update the schedule by visiting our website:

  Homepage -> Event -> Schedule.

- About the paper submission please visit :

  Homepage -> Call for Papers -> Call for Papers.

- E-Proceeding will be available after event is held. (Homepage -> Proceeding).