

HI, APPLICANTS!

To participate as a presenter in the ICST 2021, there are nine steps that you need to follow.

1. CREATE AN EDAS ACCOUNT

Before submitting your manuscript, the authors need to have an EDAS account. If you already have an EDAS account, you can go to the next step to submit your manuscript using your registered account.

1. GO TO THE EDAS SITE

Type edas.info on your browser and click **Create a new account** below the login form.

2. ENTRY YOUR DETAILS

Type your information in the required fields (marked with a red asterisk), you can complete other information after the registration. At the end of the form, tick the box “I consent to the EDAS privacy and policies”, and click **Add this person** to create your account.

Your account has been created and need a moderation at least 24 hours.

3. ACTIVATE YOUR NEW EDAS ACCOUNT

Type your new EDAS account details in the [activation request form](#). If you still didn't get the email from the EDAS system, feel free to [contact us](#) or [EDAS Helpdesk](#). Please note that we use a third-party software, so you cannot request in the end of time.

REQUEST ACTIVATION**4. SET UP YOUR PASSWORD**

Set up your initial password by clicking the link on your email. You could find the email in your inbox or spam mail.

Your initial password has been created.

YOUR ACCOUNT HAS BEEN CREATED!

Now, you can go to the next step to submit your manuscript in the system.

2. SUBMIT YOUR MANUSCRIPT

After creating an EDAS account, you can submit your manuscript in the system. To maximize our services, you need to complete the following details before submitting your manuscript:

- The registered EDAS account of all authors in your manuscript.
- Manuscript format and content in accordance with the author guidelines.

SUBMIT MY MANUSCRIPT**1. LOG IN TO THE ICST UGM 2021 EDAS SITE**

Type edas.info/N28085 and log in to your EDAS account.

2. ENTRY YOUR PAPER DETAILS

Once you are logged in, click the **symposium name** —under the Track column—that matches on your manuscript to be registered.

Enter your manuscript details, tick the box “Add yourself as author” and click **Submit** button to register your manuscript.

Your manuscript has successfully been registered. You will now be able to view your manuscript in your EDAS account.

3. ADD YOUR MANUSCRIPT'S AUTHOR(S)

Click **Add authors** to add your co-authors (if available).

Write your co-author's name, EDAS ID, or email address. Alternatively, you can simply select your co-author's name from the co-author list. Then, click **Add author** button.

Select the radio button before your co-author's name and click **Select this person** button to confirm it.

4. UPLOAD YOUR DOCUMENT

After adding your co-author, click **Upload the manuscript** to upload your document.

Tick the box “I have checked that the authors listed in the manuscript are the same as the current list of authors on the paper record”, choose your document, and click **Upload ...** button.

⚠ Please ensure your document is in the **DOC** , **DOCX** , or **PDF** format.

Your manuscript has been uploaded.

If you still require further assistance, please feel free to [contact us](#).

YOUR MANUSCRIPT HAS BEEN UPLOADED!

Your manuscript is under review process and we will notify you again soon.

3. PEER-REVIEW PROCESS

Your manuscript will go to the blind review. You can check the status of your manuscript anytime from your account in the EDAS. We will notify you too via email when the review process was finished.

[CHECK MY MANUSCRIPT](#)**4. PAY THE CONFERENCE FEES**

If your manuscript has been accepted to be presented at the conference, you need to pay the conference fees before uploading the final manuscript. FYI, one manuscript can only be delivered by one presenter. However, one presenter can deliver more than one manuscript.

[CHECK MY PAPER ID](#)[CONFIRM MY PAYMENT](#)**1. FIND OUT HOW MUCH YOU HAVE TO PAY**

Read the [conference fees](#) to know how much do you need to pay.

2. MAKE YOUR PAYMENT

Payments cannot be made in cash; they must be via credit card or bank transfer to the ICST UGM account below:

Payment via credit card (USD)

For international presenter who submits their manuscript in the EDAS system. We do not recommend the local presenter to pay the conference fee via credit card because the EDAS payment currency is USD.

Payment via bank transfer (USD)

For international presenter can transfer the payment to:

Account name: UGM ICST

Account number: 9888-9002-2411-1453

Bank name: BNI 46

Swift code: BNINIDJA

*) Please note that the bank's account number is different for the international and local presenter.

Payment via bank transfer (IDR) For local presenter (Indonesia) can transfer the payment to:

Account name: UGM ICST

Account number: 9888-8002-2411-1453

Bank name: BNI 46

*) Please note that the bank's account number is different for the international and local presenter.

3. CONFIRM YOUR PAYMENT

Before confirming your payment in the [confirmation form](#), you need to prepare these following items:

- The scanned or screenshot of your payment proof in JPG / JPEG / PDF format.
- Your paper ID(s).
- The presenter name.

[CHECK MY PAPER ID](#)[CONFIRM MY PAYMENT](#)

You can find your paper ID in the EDAS as shown by this following image:

4. WAIT FOR THE NEXT 2-3 BUSINESS DAYS FOR US TO VERIFY YOUR PAYMENT

Please make sure not to miss the date. The deadline for the payment confirmation is on August 24, but you will get an early-bird discount if you pay before August 17. If you did not pay via credit card in the EDAS, you do not need to click the register icon in the EDAS. The committee will register it for you after reviewing your payment.

If you still require further assistance, please feel free to [contact us](#).

THE 4TH STEP HAS BEEN CLEARED!

You can prepare your camera-ready manuscript while waiting the verification of your payment.

5. CHECK YOUR MANUSCRIPT

After you got the notification of acceptance, you need to finalize your final manuscript in accordance with the [author guidelines](#) and [review results](#).

6. SIGN THE COPYRIGHT

Before submitting your final manuscript, you need to sign the copyright from related publisher.

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7. SUBMIT FINAL MANUSCRIPT

1. SUBMIT THE FINAL DOCUMENT

In the EDAS dashboard page, click your paper title and upload the **PDF** and **DOC/DOCX/ZIP** documents by clicking the cloud icon in Final manuscript.

2. SELECT ONE PRESENTER OF YOUR PAPER

By default, the author who was submitted a paper will be presenting at the conference. If the submitter of your paper is not indicate the presenter, please define it in EDAS paper page. If you still require further assistance, please feel free to [contact us](#).

8. SUBMIT PRE-RECORDED VIDEO

1. GO TO THE [EDAS PAGE](#).

2. CLICK ON YOUR PAPER TITLE.

3. APPROVE THE PUBLIC RELEASE (IF AVAILABLE).

4. UPLOAD YOUR MP4 VIDEO FILE TO YOUR PAPER RECORD VIA THE "VIRTUAL PRESENTATION" OPTION.

If you have any issues with uploading your presentation, please [contact us](#). As a reminder, videos that are not received by the deadline will be considered no-shows in accordance with the non-presented paper policy.

9. ATTEND THE CONFERENCE

TBD

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