



REGISTRATION GUIDEBOOK

BioMIC 2018

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ACCOUNT REGISTRATION

This tutorial will guide you through the registration of your **EDAS** account. If you already have an EDAS account, please **log in** to submit your paper using your registered account.

1. Go to the BioMIC 2018 **EDAS** site.



Alternatively, you can click the **register** button on the BioMIC website.



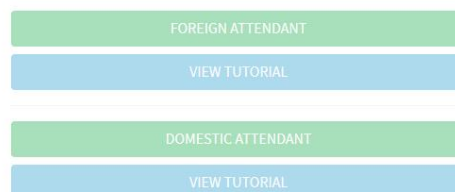
Then, click the **submit paper** button under the EDAS card, which will redirect you to the BioMIC 2018 EDAS website.



Register here if you are going to attend this conference as a presenter.



Register here if you are going to attend this conference as a non-presenter.



2. Below the login form, click [create a new account](#).

3. Enter your details, tick the box “I consent to the EDAS privacy and policies”, and click [add this person](#) button to create your account.


The following information must be filled:


- Name
 - Title
 - First name, middle initial (if any), and last name
- Affiliation
 - Status
 - Current affiliation
 - Country
- Mailing address
 - Street address (use **P.O. box**, if street address is not available)
 - City
 - State, province, or region (based on your country)
 - Postal (zip) code
 - Country
- Contact information
 - Email address
 - Phone or mobile number

4. Your account has been created. Your username and ID number will be sent to your email.

Create new account



Checking email address by contacting the hi_email.co_email server. This may take several minutes if the person's email server is slow. Do not resubmit request.
Resolving MTA secure_email.co
Trying 123.45.67.89
lorem.ip@email.co verified with sender bounce@edas.info.

 For security reasons and to allow conflict-of-interest checking, anonymous email domains are discouraged. Please use a company, university, ACM or IEEE email address. If that is not possible, contact EDAS help.

 Instructions for setting up the password were mailed to lorem.ip@email.co. Once you receive it and create your password, you can [login](#).

5. Set up your initial password by clicking the link in your email.

[BioMIC 2018] Setting up your EDAS account password

 EDAS Conference Manager <help@edas-help.com> on behalf of BioMIC 
2/12/2018 2:54 PM

To: Lorem Ipsum

Dear Lorem Ipsum:

An EDAS publication management account has been created for you for one of the following reasons:

- you are a co-author of a paper;
- you are a technical program committee member;
- you will be asked to review a paper;
- you will be asked to chair a session.

The account was created for BioMIC 2018 by yourself with the information: Universitas Gadjah Mada Indonesia

Your EDAS user name is lorem.ip@email.co your ID number 1234567 your initial password can be set at <https://edas.info/tec2fb33>

You can log in at <http://edas.info/>



Your EDAS account can be used for all EDAS-managed conferences and journals. You should not create a new account for each conference.

Regards,

The EDAS manager help@edas-help.com

6. Your initial password has been created.

[not specified] Password reset

 help@edas-help.com <help@edas-help.com> 
2/15/2018 3:38 PM

To: lorem.ip@email.co

You can reset your EDAS login credentials for user name lorem.ip@email.co at <https://edas.info/t4889066>




If you did not request the reset, you can ignore this message. You can still log in using your current credentials.

This reset URL can be used until [Feb 15, 2018 15:38:15 America/New York](#).

Contact help@edas-help.com for any questions.

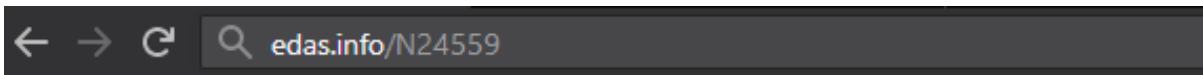
If you still require further assistance, please feel free to [contact us](#).

FULL PAPER SUBMISSION

-  All the paper's author must **register an EDAS account** before submitting a paper.
-  Please ensure that you are using the correct account to submit your paper, as an invoice will be generated for this account.
-  Prepare your paper in accordance with the **author guidelines** and your co-author's EDAS account.

This tutorial will guide you through the submission of your paper in EDAS.

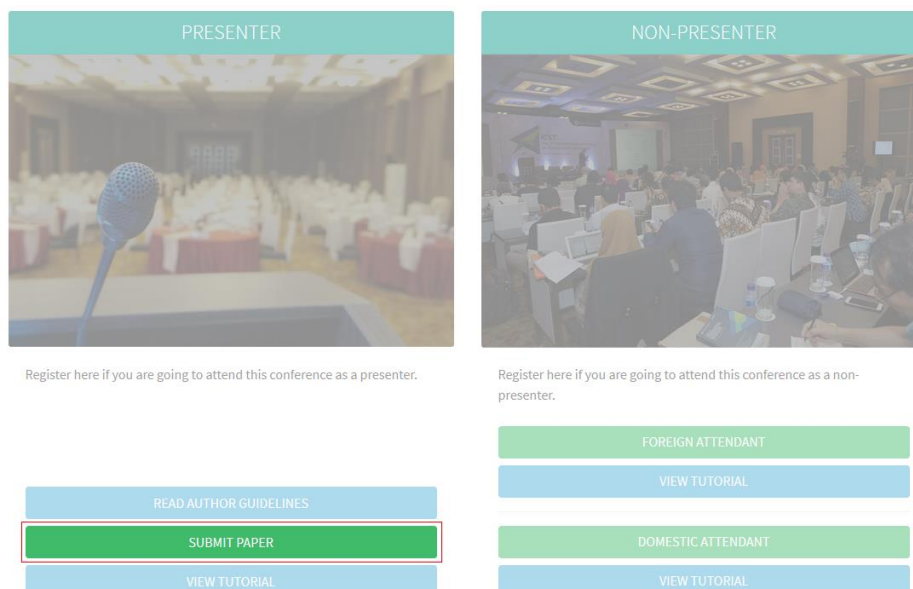
1. Go to the BioMIC 2018 [EDAS](#) site.



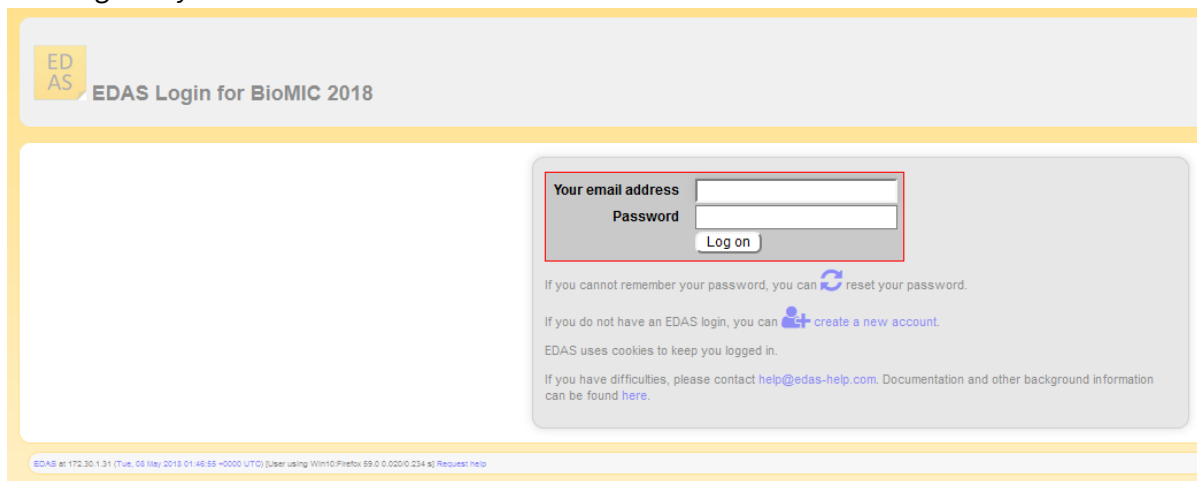
Alternatively, you can click the [register](#) button on the BioMIC website.



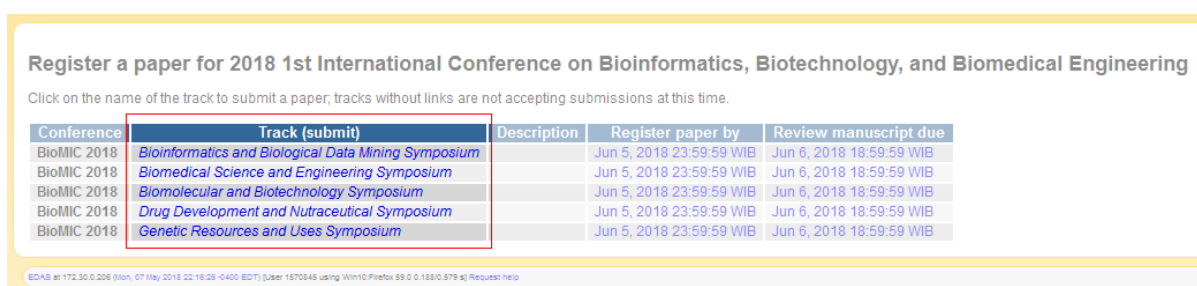
Then, click the [submit paper](#) button under the EDAS card, which will redirect you to the BioMIC 2018 EDAS website.



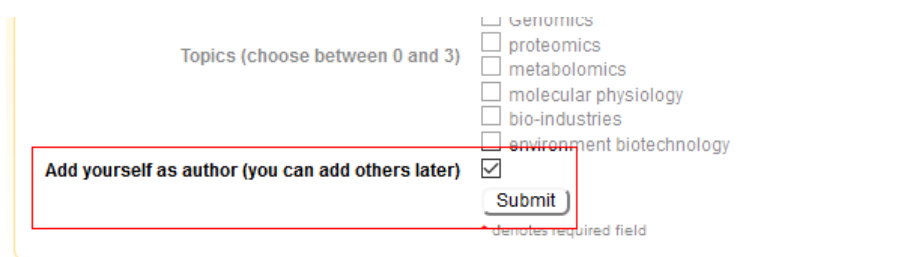
2. Log in to your **EDAS** account.



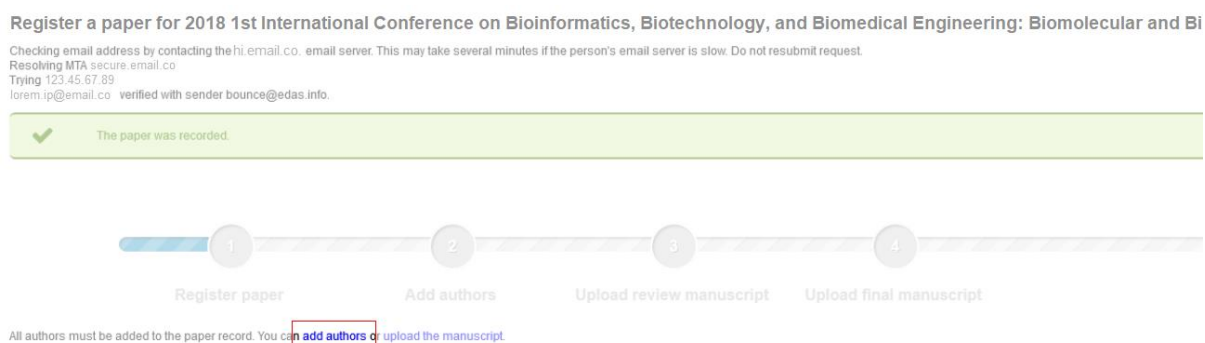
3. Once you are logged in, click the **symposium name**—under the Track column—that matches on your paper to be registered.



4. Enter your paper details, tick the box “Add yourself as author”, and click **submit** button to submit your paper.



5. Your paper has been successfully submitted. You will now be able to view your paper in your EDAS account. Click **add authors** to add your co-authors (if available).



- Write your co-author's name, EDAS ID, or email. 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.



- After adding your co-author, click [upload the manuscript](#) to upload your full paper's file.



- 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", upload your full paper's file, and click [upload](#) button.

 Please ensure your file is in DOC, DOCX, or PDF format.

Upload manuscript for #1234567890: Your Paper Title



Please upload your manuscript for peer-review process

You can now upload your review manuscript for *Your Paper Title* until Mar 13, 2018 03:59:00 UTC.
 You can upload the following file types: PDF, Microsoft Word (doc, but not docx), Microsoft Open Office XML format (Word 2007, docx).
 To convert other file formats, such as Microsoft Word, to PDF, you can use online services. Examples include Adobe, PDFonline or FreePDFconvert. There is also free or cheap software that installs as a printer driver and performs that conversion, including PrimoPDF.
 The file cannot exceed 6 pages.




I have checked that the authors listed in the manuscript are the same as the current list of authors on the paper record: Mr. Lorem Ipsum, Ms. Dolor Sitamet
 Send email notification to authors
 File name: No file chosen
 or, alternatively, URL for file (e.g., Dropbox, Box or Google Drive)

10. Your full paper has been uploaded.

Upload manuscript for #1234567890: Your Paper Title

 The file has been uploaded.



Property	Change Add	Value																																	
Conference and track		2018 1st International Conference on Bioinformatics, Biotechnology, and Biomedical Engineering - <i>Biomolecular and Biotechnology Symposium</i>																																	
Authors		<table border="1"> <thead> <tr> <th>Name</th> <th>ID</th> <th>Edit</th> <th>Flag</th> <th>Affiliation (edit for paper)</th> <th>Email</th> <th>Country</th> <th>Email</th> <th>Move authors</th> <th>Delete</th> <th>Register</th> </tr> </thead> <tbody> <tr> <td>Lorem Ipsum</td> <td>1234567</td> <td></td> <td></td> <td>Universitas Gadjah Mada, Indonesia</td> <td>lorem.ip@email.co</td> <td>Indonesia</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Dolor Sitamet</td> <td>2345678</td> <td></td> <td></td> <td>Universitas Gadjah Mada, Indonesia</td> <td>dolor.sa@email.co</td> <td>Indonesia</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	ID	Edit	Flag	Affiliation (edit for paper)	Email	Country	Email	Move authors	Delete	Register	Lorem Ipsum	1234567			Universitas Gadjah Mada, Indonesia	lorem.ip@email.co	Indonesia					Dolor Sitamet	2345678			Universitas Gadjah Mada, Indonesia	dolor.sa@email.co	Indonesia				
Name	ID	Edit	Flag	Affiliation (edit for paper)	Email	Country	Email	Move authors	Delete	Register																									
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Dolor Sitamet	2345678			Universitas Gadjah Mada, Indonesia	dolor.sa@email.co	Indonesia																													
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If you still require further assistance, please feel free to [contact us](#).

CAMERA-READY



We will announce it after the paper submission deadline has passed.

FOREIGN ATTENDANT

This tutorial will guide you through the registration of your **EDAS** account if you are just going to attend the conference without presenting your paper. If you already have an EDAS account, please **log in** using your registered account.

1. Go to the BioMIC 2018 **EDAS** site.



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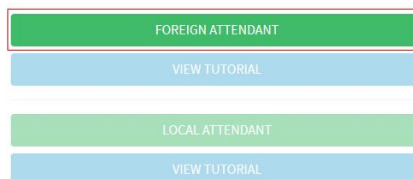
Then, click the **foreign attendant** button under the Non-Presenter card, which will redirect you to the BioMIC 2018 EDAS website.



Register here if you are going to attend this conference as a presenter.



Register here if you are going to attend this conference as a non-presenter.



2. Below the login form, click [create a new account](#).

3. Enter your details, tick the box “I consent to the EDAS privacy and policies”, and click [add this person](#) to create your account.


The following information must be filled:


- Name
 - Title
 - First name, Middle initial (if any), and Last name
- Affiliation
 - Status
 - Current affiliation
 - Country
- Mailing address
 - Street address (use **P.O. box**, if street address is not available)
 - City
 - State, province, or region (based on your country)
 - Postal (zip) code
 - Country
- Contact information
 - Email address
 - Phone or mobile number

4. Your account has been created. Your username and ID number will be sent to your email.

Create new account



Checking email address by contacting the hi.email.co. email server. This may take several minutes if the person's email server is slow. Do not resubmit request.
Resolving MTA secure. email.co
Trying 123.45.67.89
lorem.ip@email.co verified with sender bounce@edas.info.

 For security reasons and to allow conflict-of-interest checking, anonymous email domains are discouraged. Please use a company, university, ACM or IEEE email address. If that is not possible, contact EDAS help.

 Instructions for setting up the password were mailed to lorem.ip@email.co. Once you receive it and create your password, you can [login](#).

5. Set up your initial password by clicking the [link](#) in your email.

[BioMIC 2018] Setting up your EDAS account password

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- you will be asked to review a paper;
- you will be asked to chair a session.

The account was created for BioMIC 2018 by yourself with the information: Universitas Gadjah Mada Indonesia

Your EDAS user name is lorem.ip@email.co your ID number 1234567 your initial password can be set at <https://edas.info/tec2fb33>

You can log in at <http://edas.info/>



Your EDAS account can be used for all EDAS-managed conferences and journals. You should not create a new account for each conference.

Regards,

The EDAS manager help@edas-help.com

6. Your initial password has been created.

[not specified] Password reset

 help@edas-help.com <help@edas-help.com> 
2/15/2018 3:38 PM

To: lorem.ip@email.co

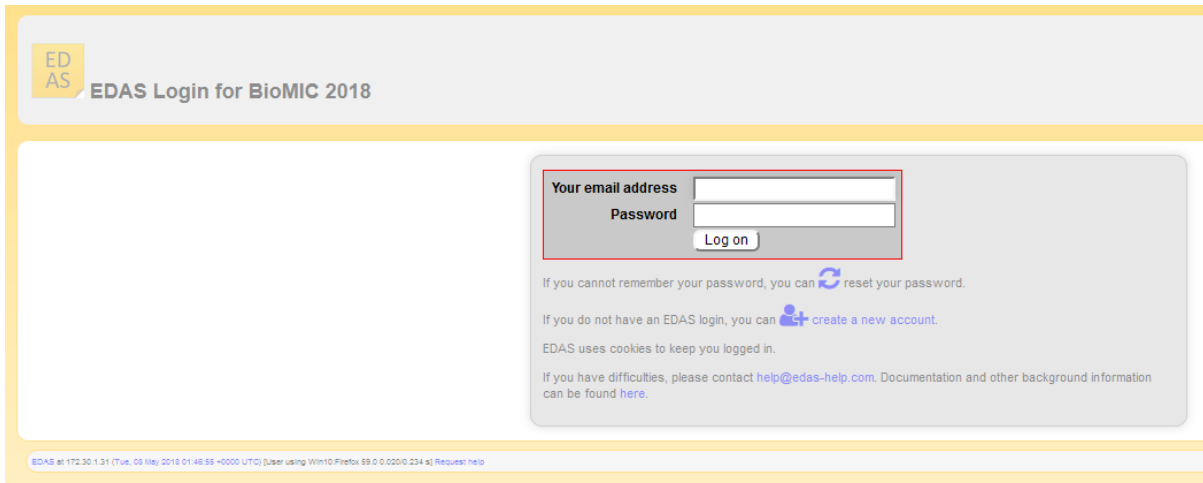
You can reset your EDAS login credentials for user name lorem.ip@email.co at <https://edas.info/t4889066>

If you did not request the reset, you can ignore this message. You can still log in using your current credentials.

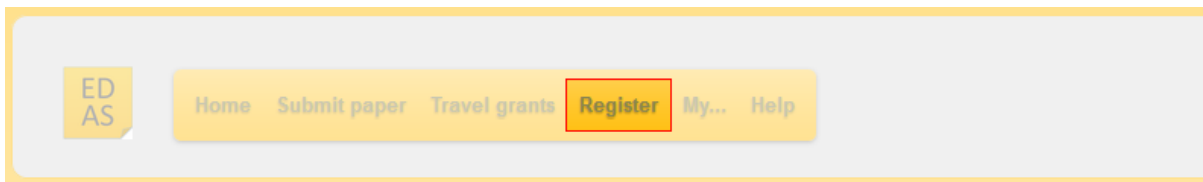
This reset URL can be used until [Feb 15, 2018 15:38:15 America/New York](#).

Contact help@edas-help.com for any questions.

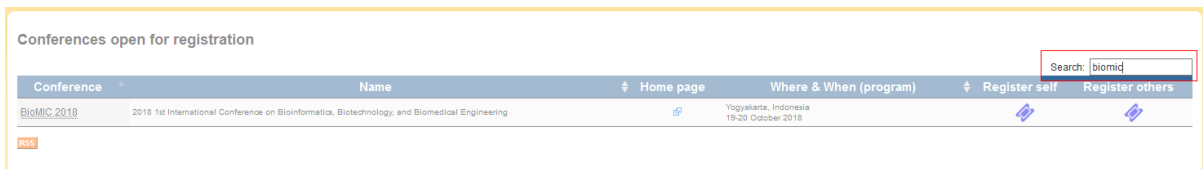
7. Log in to your account.



8. Once you are logged in, click the **register** menu in the EDAS navigation bar.

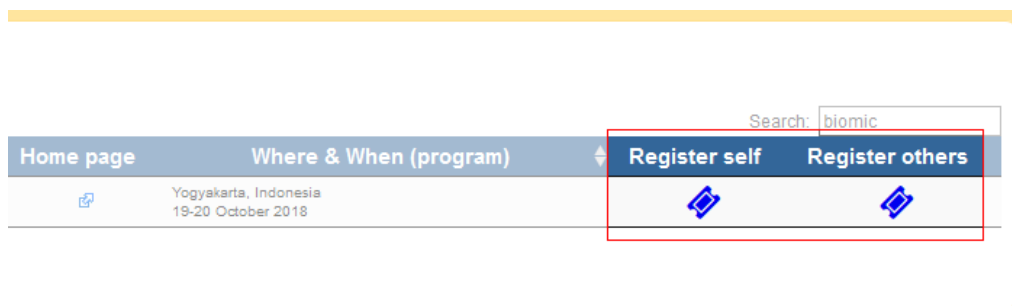


9. Search “BioMIC” in the search box.



10. In the search result sheet, click the **ticket icon** () under the following columns:

- register self column to register yourself as non-presenter; or
- register other column to register your friend as non-presenter.



If you want to register your friend, write your friend’s name, EDAS ID, or email. Alternatively, you can simply select your friend’s name from the co-author list. Then, click [register new person](#) button.

Register person

Select from co-authors ... -- select from co-authors --

... or provide a name

Name, EDAS ID or email address

[Register new person](#)

Select the radio button before your friend’s name and click [select this person](#) button to confirm it.

Register person

Dolor Sitamet Universitas Gadjah Mada dolor.s@email.co

[Select this person](#)

[None of the above](#)

11. After confirming the information, click the [trolley icon](#) () under the register column.

Register for BioMIC 2018

Attendee: Dolor Sitamet - select another

Information Cancellation can only be made before 7 June.

Available registrations

Event/Option	Description	Available for	Amount	Cancellation fee	Covers how many papers?	Register
C3-Early N	Non-presenter registration International participant only	students, academic staff, industry employees, staff of non-governmental organizations (NGOs), government employees, retired persons, all other persons and accompanying persons	USD 100.00	USD 10.00	0	



12. Your account has been successfully registered as an attendant (non-presenter participant) at the BioMIC 2018.


Register for BioMIC 2018

Attendee: Dolor Sitamet - select another

Information Cancellation can only be made before 5 September.

Registered, but not paid

Event/Option	Description	Available for	Amount	Papers covered	Note	Cancel
BioMIC 2018 C3-Early N	Non-presenter registration	students, academic staff, industry employees, staff of non-governmental organizations (NGOs), government employees, retired persons, all other persons and accompanying persons	USD 100.00	0		

Pay 

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

LOCAL ATTENDANT



Please ensure that you can attend this conference since the payments are non-refundable.

This tutorial will guide you through the registration in the BioMIC 2018 if you are just going to attend the conference without presenting your paper.

1. Go to the [BioMIC 2018](#) site.



2. Click the [register](#) button on the BioMIC website.



3. Click the [local attendant](#) button under the non-presenter card.



Register here if you are going to attend this conference as a presenter.

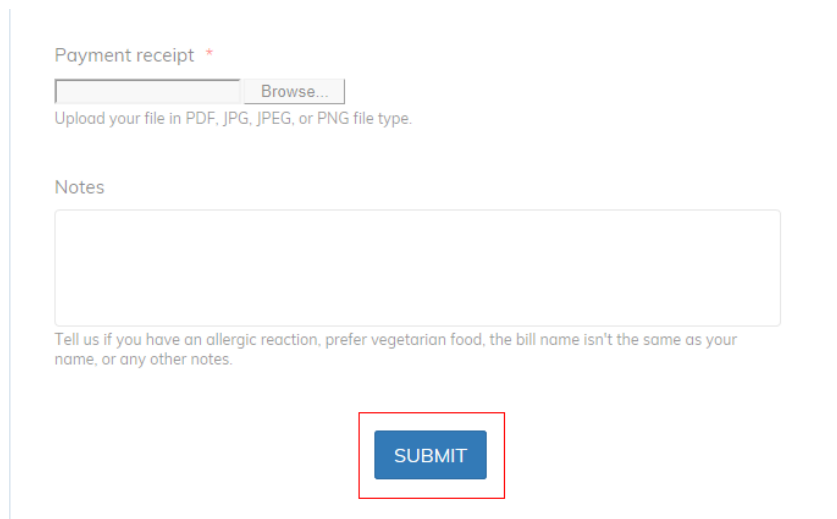
- [READ AUTHOR GUIDELINES](#)
- [SUBMIT PAPER](#)
- [VIEW TUTORIAL](#)



Register here if you are going to attend this conference as a non-presenter.

- [FOREIGN ATTENDANT](#)
- [VIEW TUTORIAL](#)
- [LOCAL ATTENDANT](#)
- [VIEW TUTORIAL](#)

4. Enter your details, upload the payment receipt, and click the [submit](#) button to register.






The image shows a registration form for non-presenter participants. It is enclosed in a light blue border. At the top, there is a label "Payment receipt *" in a light grey font. Below this label is a file upload field consisting of a white text box and a "Browse..." button. Underneath the file field, there is a small instruction: "Upload your file in PDF, JPG, JPEG, or PNG file type." Below the file field is a "Notes" section with a large, empty white text area. Underneath the notes area, there is a small instruction: "Tell us if you have an allergic reaction, prefer vegetarian food, the bill name isn't the same as your name, or any other notes." At the bottom center of the form is a blue button with the word "SUBMIT" in white capital letters. The button is highlighted with a red rectangular border.

You should now be registered as an attendant (non-presenter participant) at the BioMIC 2018. If you still require further assistance, please feel free to [contact us](#).



BADAN PENERBIT DAN PUBLIKASI
UNIVERSITAS GADJAH MADA

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