This document is guidance for author and general participant. This guidance contains two parts:
A. Procedure for Registration
B. Paper submission
The "orange box" helps you in every figure for each step.

For the general participant, please follow the steps in "registration" only.

For the author, you may follow the steps in both "registration" and "paper submission".
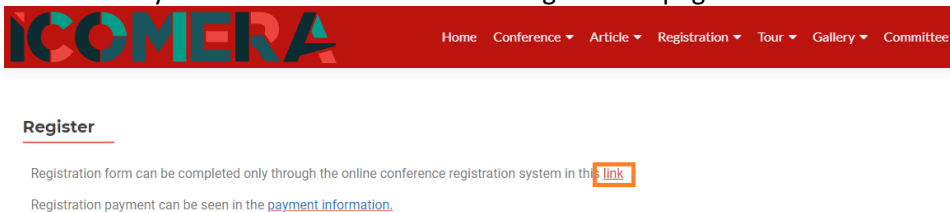
A. **Procedure for registration**
Due to high internet traffic, there could be any delay, error or glitch when you register or submit your paper. Therefore please notify us through our WhattsApp 08383 1102 198 AND to our email: icomera.ub@gmail.com after you complete the registration and / or paper submission,

1. Open the website of ICOMERA and go to registration page

2. Left click on your mouse the word "link" in registration page

3. After left click on the word "link", you will be directed to the online conference system.
https://proicomera.ub.ac.id/index.php/icomera/2
After that, left click on the word "ACCOUNT"

4. Fill all fields including the "validation". For author and general participant, give tick on "Send me a confirmation email including my username and password". By doing this, every update on your data in this online conference system will be automatically sent to your email.
For author only, give tick on "Author: Able to submit items to the conference" (see the orange box).
After all fields are completed, left click on the word "create"

5. Finish. Your account is now created

B. Procedure for Paper Submission (Always follow the orange box on each picture)
Due to high internet traffic, there could be any delay, error or glitch when you register or submit your paper. Therefore please notify us through our WhattsApp 08383 1102 198 AND to our email: icomera.ub@gmail.com after you complete the registration and / or paper submission,

1. Open the online conference system.
https://proicomera.ub.ac.id/index.php/icomera/2

2. Fill your username, password and the left click on "Log in"

3. You can download the "author guidelines" and "template" on the right side of website. Left click on each to download them.

4. You are entering the paper submission page now. Please clik the "new submission"

5. Choose the track. This will classify your paper to corresponding conference topics. After that, Thick all but remember to read and follow this information before you thick all

Track* [Materials ▼]

Submission Checklist

Indicate that this submission is ready to be considered by this conference by checking off the following (comments to the director can be added below).

☑ The submission has not been previously published, nor is it before another conference for consideration (or an explanation has been provided in Comments to the Director).

☑ The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.

☑ All URL addresses in the text (e.g., **http://pkp.sfu.ca**) are activated and ready to click.

☑ The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

☑ The text adheres to the stylistic and bibliographic requirements outlined in the **Author Guidelines**, which is found in About the Conference.

☑ If submitting to a peer-reviewed track of the conference, authors' names are removed from submission, with "Author" and year used in the bibliography and footnotes, instead of authors' name, paper title, etc.

☑ If submitting to peer review, all Microsoft Office documents (including Supplementary Files) have been

6. Fill the box "enter text" to send any message to the editor (optional, not obligation). Then, click "save and continue"

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Comments for Conference Director

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7. Choose file. **The file should be both word and pdf file**. After the selected file is chosen, click upload. Wait until the uploading process is finished. After that, click save and continue

Submission File

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Upload submission file   [Choose File | No file chosen] [Upload]

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8. You will be directed to step 3. Fill all data in step 3

Step 3. Entering the Submission's Metadata

- **1. Start**
- **2. Upload Submission**
- 3. Enter Metadata
- 4. Upload Supplementary Files
- 5. Confirmation

After fill all data in step 3, click "save and continue" on the bottom of this step

9. You will be directed to step 4. This is optional (not obligation). Then click save and continue

ID	Title	Original file name	Date uploaded	Action

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TOOLS

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10. You will be directed to step 5. Only after you chech all data, please click "save and continue"

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Finish Submission   Cancel