

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 “registration”. The manuscript can be then directly sent to icomera.ub@gmail.com. After the manuscript is sent to icomera.ub@gmail.com, please send a notification to our WhatsApp number at 08383 1102 198.

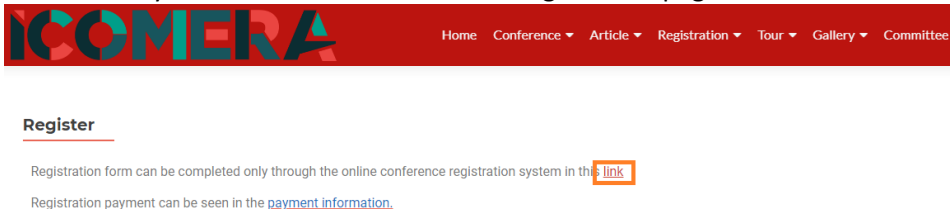
A. Procedure for registration

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 WhatsApp 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”

Bio statement
(E.g., department and rank)

Confirmation
 Send me a confirmation email including my username and password

Create account as
 Reader: Notified by email on publication of presentations.
 Author: Able to submit items to the conference.
 Reviewer: Willing to conduct peer review of submissions to the conference. Identify reviewing interests (substantive areas and research methods).

* Denotes required field

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 please submit your paper directly to our email: icomera.ub@gmail.com. After the paper is sent to our email icomera.ub@gmail.com, please notify us to our WhatsApp number 08383 1102 198