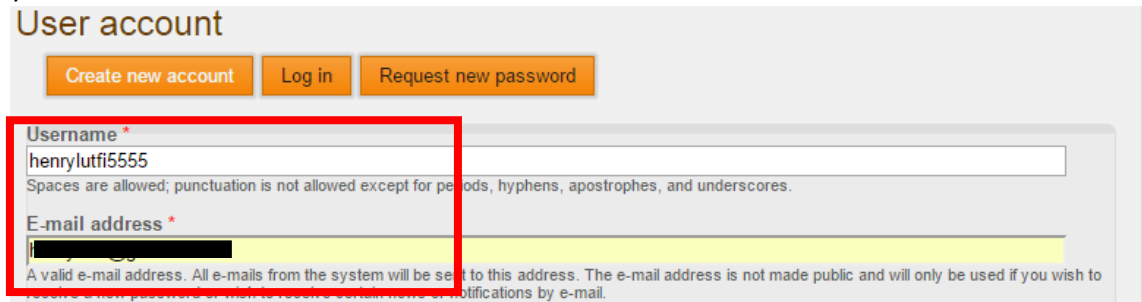


HOW TO SUBMIT PROPOSAL

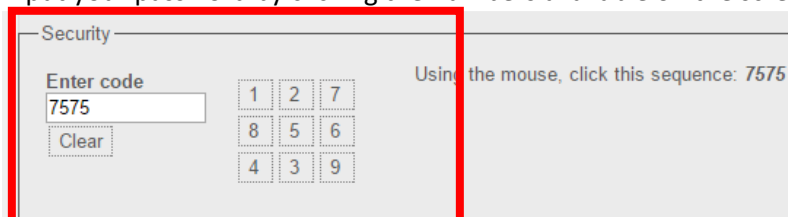
1. Click the 'Register As "PRESENTER"' icon



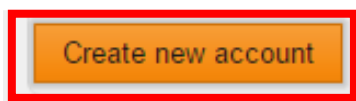
2. Make an account as a presenter by filling the available space on "user account". Insert your username and email.

A screenshot of a 'User account' registration form. At the top, there are three orange buttons: 'Create new account', 'Log in', and 'Request new password'. Below these, the 'Username' field is filled with 'henrylutfi5555'. Below that, the 'E-mail address' field is filled with a redacted email address. A red rectangular border highlights the 'Username' and 'E-mail address' fields. Below the email field, there is a small text note: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive e-mail notifications by e-mail.'

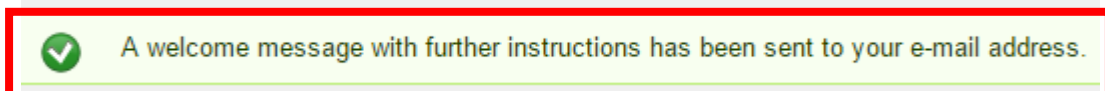
3. Input your password by clicking the numbers available on the screen.

A screenshot of a security code input screen. It features a 'Security' section with an 'Enter code' input field containing '7575' and a 'Clear' button. To the right, there is a numeric keypad with numbers 1-9 and 0. A red rectangular border highlights the 'Enter code' field and the numeric keypad. To the right of the keypad, there is a text prompt: 'Using the mouse, click this sequence: 7575'.

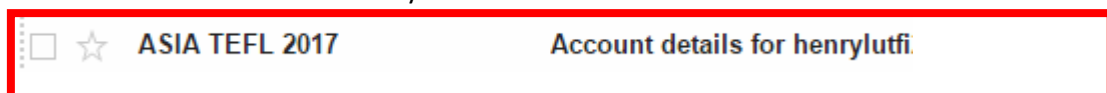
4. Click "Create New Account"



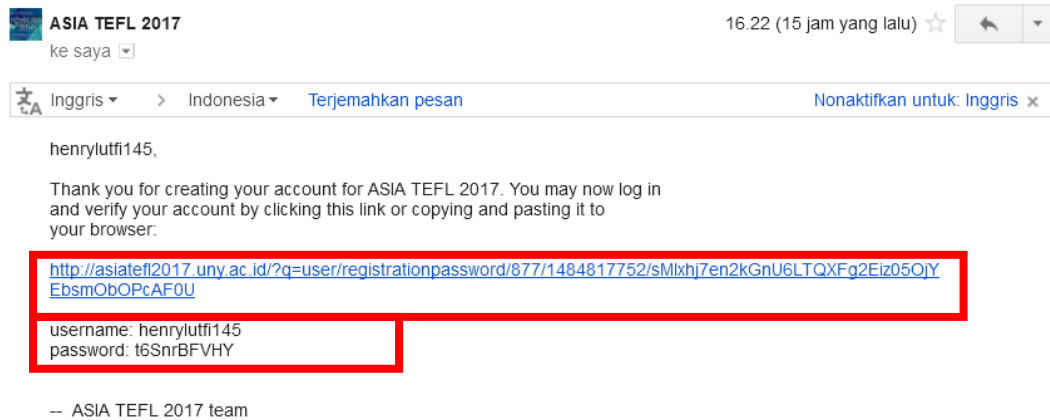
5. There will be a notification confirming your account activation sent to your e-mail address.



6. Check INBOX or SPAM folder on your e-mail.



7. Click the available link to activate your account. Your username and password are shown in the confirmation mail.



8. Input the required information.

Create Presenter Form

Details of Presenter

Title *

Prof.
 Dr.
 Mr.
 Ms.
 Mrs.
 Rev.

First Name *

Middle Name

if any

Surname

Title

N/A
 B.A.
 M.A.

9. Upload your abstract

Presentation Requirements

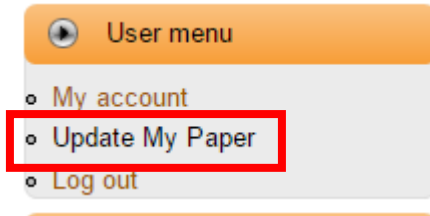
Upload Abstract *

No file chosen

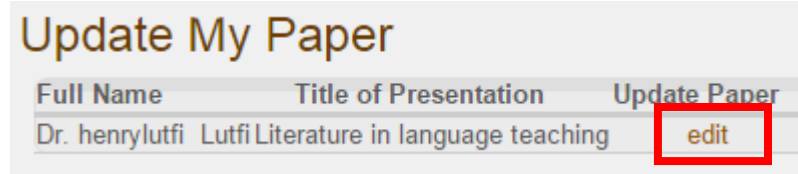
An abstract of no more than 250 words
Files must be less than 5 MB.
Allowed file types: doc docx rtf.

10. Click "Save"

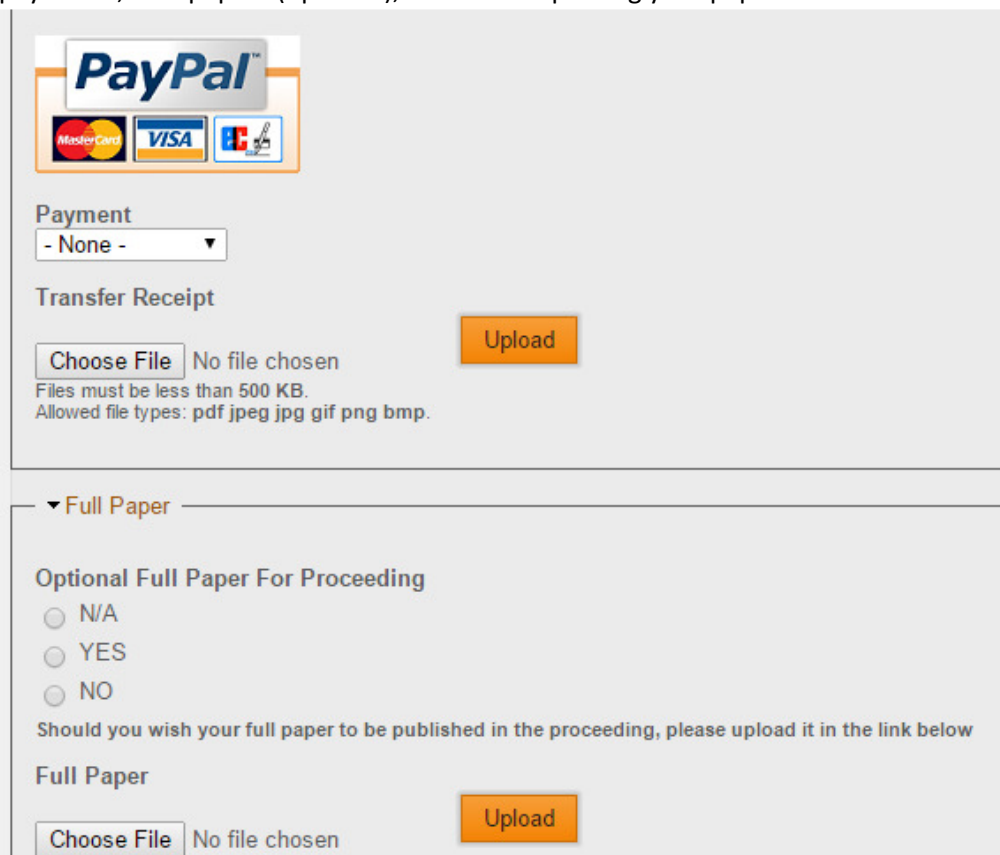
11. To update your personal information and papers, click “Update My Paper”



12. Click “Edit” to update your personal information and paper



13. For the presenters who pass the abstract selection, you will find “short bio”, “proof of payment”, “full paper” (optional), etc . while updating your paper.



14. Make sure your name is listed on the presenters list.



15. Finish