REGISTRATION GUIDEBOOK
BioMIC 2018
## Presenter Tutorials

<table>
<thead>
<tr>
<th>Service</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account registration</td>
<td>3</td>
</tr>
<tr>
<td>Full paper submission</td>
<td>6</td>
</tr>
<tr>
<td>Camera-ready</td>
<td>10</td>
</tr>
</tbody>
</table>

## Non-Presenter Tutorials

<table>
<thead>
<tr>
<th>Service</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign attendant</td>
<td>11</td>
</tr>
<tr>
<td>Local attendant</td>
<td>16</td>
</tr>
</tbody>
</table>
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.
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.

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

6. Your initial password has been created.

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).
6. 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.

7. Select the radio button before your co-author’s name and click select this person button to confirm it.

8. After adding your co-author, click upload the manuscript to upload your full paper’s file.

9. 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.
10. Your full paper has been uploaded.

If you still require further assistance, please feel free to contact us.
We will announce it after the paper submission deadline has passed.
Non-presenter tutorials

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.

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

Then, click the foreign attendant button under the Non-Presenter card, which will redirect you to the BioMIC 2018 EDAS website.
2. Below the login form, click **create a new account**.

![EDAS Login for BioMIC 2018](image)

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
Non-presenter tutorials

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

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

6. Your initial password has been created.
7. Log in to your account.

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


10. In the search result sheet, click the ticket icon (-ticket ) under the following columns:
   a. register self column to register yourself as non-presenter; or
   b. register other column to register your friend as non-presenter.
Non-presenter tutorials

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.

Select the radio button before your friend’s name and click **select this person** button to confirm it.

11. After confirming the information, click the **trolley icon** (🛒) under the register column.

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

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.**
Non-presenter tutorials

4. Enter your details, upload the payment receipt, and click the submit button to register.

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

UGM Main Office Building, 3rd Floor, Room B3-02
Bulaksumur, Yogyakarta, Indonesia 55281

(+62) 274-6491-963
biomic@ugm.ac.id
biomic.ugm.ac.id
@biomicugm
flic.kr/biomic