

MANUAL REGISTRATION ICOSTI 2023

REGISTRATION ACCOUNT

1. Open a web page **ICOSTI** at <https://icosti.uui.ac.id/> and select the menu **Registration**, As the following figure.



2. Complete the Registration Form which has been provided, see the following picture:
(Note * must be filled).

REGISTRATION FORM

Title* Mr Mrs Miss Ms Dr Prof. Other:

Full Name*

Address

Town/City

Country

Post Code

Phone Number*

Email*

Password*

Faculty/Department/School*

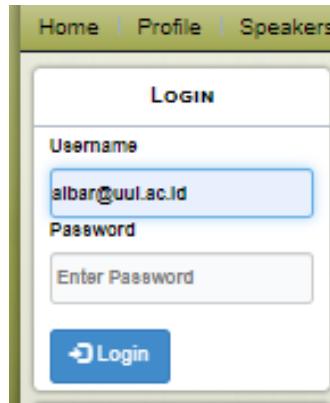
How did you hear about this conference?

Direct Email

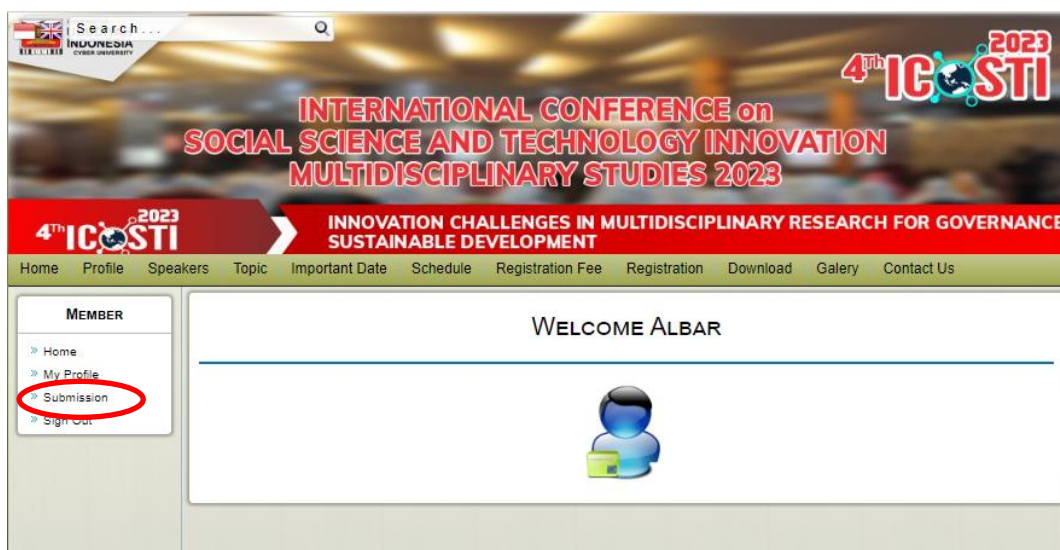
Websites (please Specify):

Other (please Specify):

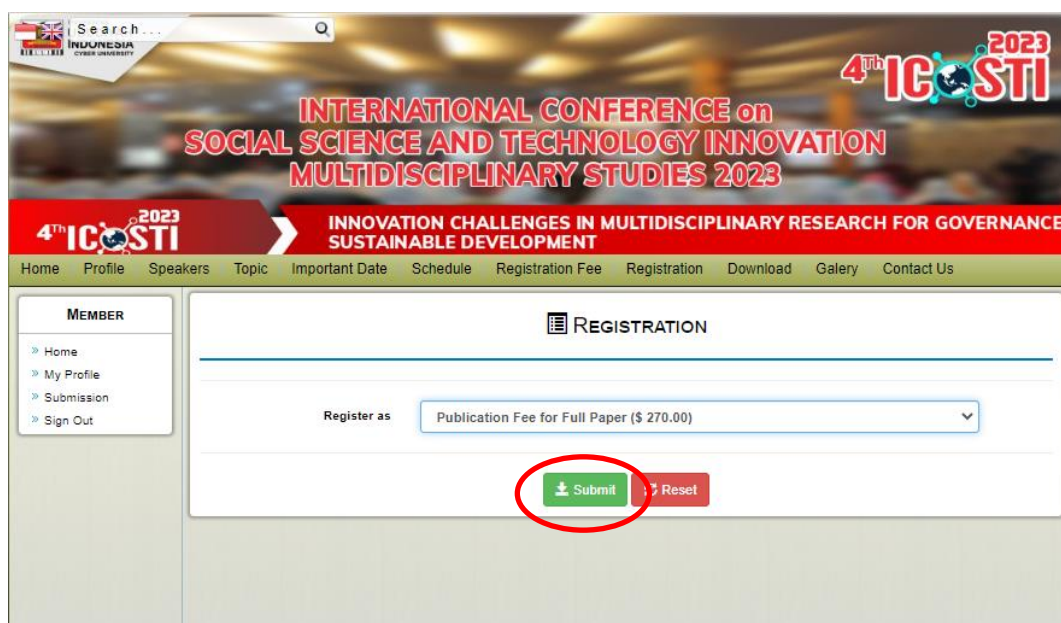
- Next, click save for registration. If registration is successful, you can login by using your email and password during the registration.



- After a successful login, select **Submission** menu on the left sidebar to choose the type of registers, as shown in the picture.



- Pilih Jenis **Register** seperti pada Gambar lalu Klik **Submit**



If you already choose either **Participant** or **Presenter**, then different instructions will be given, Check out this review below.


A. PRESENTER

1. **Abstract** is required to be uploaded in order to continue registration.

YOU HAVE 1 SUBMISSION

No	Reg. Number	Register as	Action	Status	Edit	Print out
1	ICOSTI-213	National Presenter	abstract payment fullpaper	• please upload your abstract	delete	

2. Filling the form as shown in the picture below

 **UPLOAD YOUR ABSTRACT**

Title*

Abstract*

Affiliation*

Presenter*

Most related topic*

File Path* FILE OK KIRIM.pdf
For paper file format doc, docx Max: 3MB
For poster file format pdf, Max: 3MB

Submission as*

Additional presenter
1 x 50000 (National Presenter)

Additional presenter
1 x 50000 (National Presenter)

Additional presenter
1 x 50000 (National Presenter)

Note: * Should not be left empty

Note: additional presenters (will be awarded a certificate as a presenter) requires an extra charge as according to to the category selected (Presenter).

3. After Filling the Form, the abstract will be first reviewed by the reviewers
4. If your abstract has been accepted, “Print the LOA” button will be available to be use and LOA is ready to be printed (The LOA, as shown in the following figure).

5. The next stage, you are required to fill out the payment form.

YOU HAVE 1 SUBMISSION

No	Reg. Number	Register as	Action	Status	Edit	Print out
1	ICOSTI-213	National Presenter	abstract payment fullpaper	<ul style="list-style-type: none">abstract acceptedplease upload your payment	delete	

UPLOAD YOUR PAYMENT

Registered by:

Payment for:

Total Presenter:

Total Payment:

File Receipt* payment transfer.png
file format in jpg, png, pdf. Max file size 2MB
Payment transfer to Bank Bank Syariah Mandiri (BSM) Unit Banda Aceh.
Account : 700 1 741 138 | Swift Code : BSMOIJJA
Name: Universitas Ubudiyah Indonesia

Note : * Should not be left empty

6. The committee will verify the payment made. If payment has been verified by the committee, **Full Paper** can be uploaded As shown in this picture.

YOU HAVE 1 SUBMISSION

No	Reg. Number	Register as	Action	Status	Edit	Print out
1	ICOSTI-213	National Presenter	abstract payment fullpaper	<ul style="list-style-type: none">abstract acceptedpayment acceptedplease upload your fullposter paper	delete	

7. Input your paper as shown in this picture.

UPLOAD YOUR FULL PAPER/POSTER

Title:

File Path* Full Paper.pdf
For paper file format doc, docx Max 3MB
For poster file format pdf, Max 3MB

Note : * Should not be left empty

- The next process will be the Full Paper reviewing process taken by reviewer team. If accepted, then you are required to print the **Registration Card** as shown in this picture.




- Registration Process is completed. Please bring your registration card on the day of the event for the purposes of registration. Thank you.

B. PARTICIPANT

- Click Submission to register as a Participant.

No	Reg. Number	Register as	Action	Status	Edit	Print out
1	ICOSTI-213	National Participant	submission payment	• please input your submission	delete	

- Fill in the Registration Form as shown in this picture

 INPUT YOUR SUBMISSION


Name*

Affiliation*

Note : * Should not be left empty

- After Enrolling as a Participant you are required to make a payment in order to acquire the **Registration Card**.

No	Reg. Number	Register as	Action	Status	Edit	Print out
1	ICOSTI-213	National Participant	submission payment	• please upload your payment	delete	

 **UPLOAD YOUR PAYMENT**

Registered by:

Payment for:

Total Payment:

File Receipt* payment transfer.png
file format in jpg, png, pdf. Max file size 2MB
 Payment transfer to Bank: Bank: Syariah Mandiri (BSM) Unit Banda Aceh.
 Account : 700 1 741 138 | Swift Code : BSMDIDJA
 Name: Universitas Ubudiyah Indonesia

Note : * Should not be left empty

4. The committee will later verify the payment made. If the payment is in accordance with the identity of yours, A “registration card print” option will be available to be used as seen in this picture.



5. After Enrolling as a **Participant** you are required to make a payment to get **Registration Card**. Thank You.