



UMS
UNIVERSITI MALAYSIA SABAH

The logo for Penerbit UMS Press features a stylized black mountain range graphic above the word 'Penerbit' in red. Below 'Penerbit' is the word 'UMS PRESS' in a smaller, black, sans-serif font.

USER MANUAL

CONFERENCE SYSTEM

UPC
UMS PRESS CONFERENCE

A large, semi-transparent background image of a conference or presentation. It shows a man in a dark suit from the back, gesturing with his hands as if speaking. In the foreground, several audience members' hands are visible, some with fingers raised as if asking questions or clapping. The overall atmosphere is professional and academic.

2024

UMS PRESS
UNIVERSITI MALAYSIA SABAH

KNOW YOUR ROLES

1. Administrator

- Have access to all function in the system

2. Conference Manager

- A person who create event/conference
- A person who adds person's role

3. Author

- A person who submits the paper

4. Reviewer

- A person who reviews paper submitted

5. Judges

- A person who can judge the paper submitted from the author based on reviewer

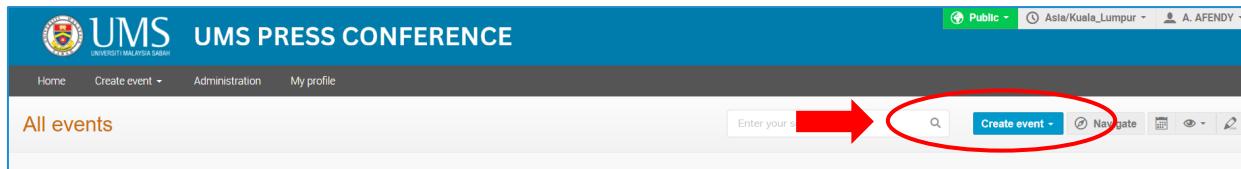
6. User / Participant

- A person who attend the conference

CONFERENCE MANAGER

HOW TO ADD A CONFERENCE?

Step 1: Click the **Create Event** button, select **Conference** to add a new event or conference.



Step 2: Enter all the information regarding the conference. After filling in all the information, click the **Create Event** button.

A screenshot of the 'Create new conference' form. The form fields include: Event title (STaRS), Start date (10/01/2024, 8:00 am), End date (10/02/2024, 6:00 pm), Timezone (Asia/Kuala_Lumpur), Location (Library UMS, Smart Space), and Protection mode (Inheriting selected). A note below the protection mode says: 'Public This event will be publicly accessible since the category Home is not protected.' A red arrow points to the 'Create event' button, and a red circle highlights the entire button area.

Step 3: All the settings will appear after the event has been created.

Persidangan Penerbit 31 Jan
Created by AQILAH AFENDY (aqilahafendy@ums.edu.my)

Settings

	Title: Persidangan Penerbit Description: None Short URL: None
	Date: January 31, 2024 Time: 8:00 AM - 6:00 PM Timezone: Asia/Kuala_Lumpur Screen dates: None
	Room: Auditorium Sekafi Venue: GAH-UMS Address: None Map URL: None
	Chairpersons: None
	Additional Info: None Contact title: Contact Email: None Phone: None

In this part, Conference Manager can manage all the information that occur in the conference. For example, he/she can add information in the **Material** sections, can manage Registration, can manage **Role Setup** etc.

Roles Setup

There are no roles defined yet.

Add a new role

Name *	Code *	Color
<input type="text"/>	<input type="text"/>	<input type="color"/>

Add Role

Save Cancel

Click **Add Role**. A new window will appear, and Conference Manager can add a new role.

HOW TO ADD A CONFERENCE POSTER?

Step 1: Click **Customization**, then click layout. Go to event logo, then **Upload Logo**. Header style, announcement can also be changed in **Layout**.

Persidangan Penerbit 31 Jan
Created by AQILAH AFENDY (aqilahafendy@ums.edu.my)

Layout

General

Enable search Enable search within the event

Show navigation bar Show the navigation bar at the top

"Now happening" Show a banner with the current entries from the timetable

Show social badges

Name format Format in which names are displayed

Show videoconferences Show videoconferences on the main conference page

Header Style

Text color

Background color

Stylesheet

Drag file here
- or -
Choose from your computer

If you want to fully customize your conference page you can create your own stylesheet and upload it. An example stylesheet can be downloaded [here](#)

Event Logo

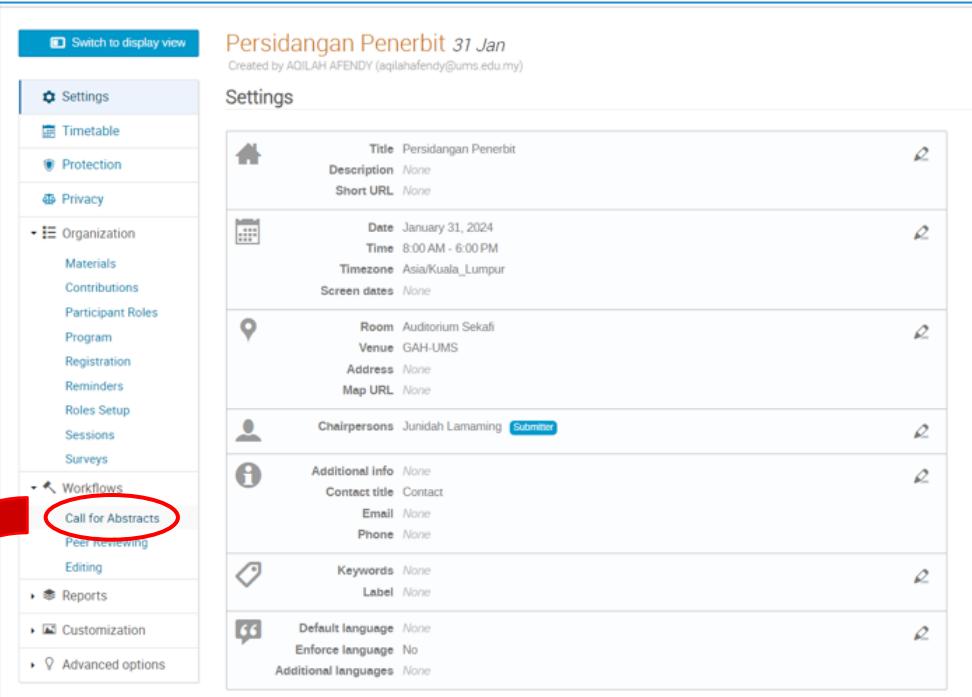
 Choose from your computer

Logo to be displayed next to the event's title

In this part, Conference Manager can upload event posters to make it visible on the front page of the conference.

HOW TO ENABLE CALL FOR ABSTRACTS?

Step 4: To enable **Call for Abstracts** in any conference or seminar, Conference Manager need to enable under **Workflows** -> **Call for Abstract** -> click **Enable Module**

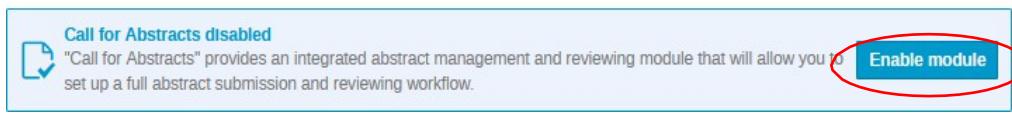


Persidangan Penerbit 31 Jan
Created by ADILAH AFENDY (aqilahafendy@ums.edu.my)

Settings

	Title: Persidangan Penerbit	
	Description: None	
	Short URL: None	
	Date: January 31, 2024	
	Time: 8:00 AM - 6:00 PM	
	Timezone: Asia/Kuala_Lumpur	
	Screen dates: None	
	Room: Auditorium Sekafi	
	Venue: GAH-UMS	
	Address: None	
	Map URL: None	
	Chairpersons: Junidah Lamaming	
	Additional info: None	
	Contact title: Contact	
	Email: None	
	Phone: None	
	Keywords: None	
	Label: None	
	Default language: None	
	Enforce language: No	
	Additional languages: None	

In this part, Conference Manager can upload event posters to make it **visible** on the front page of the conference.

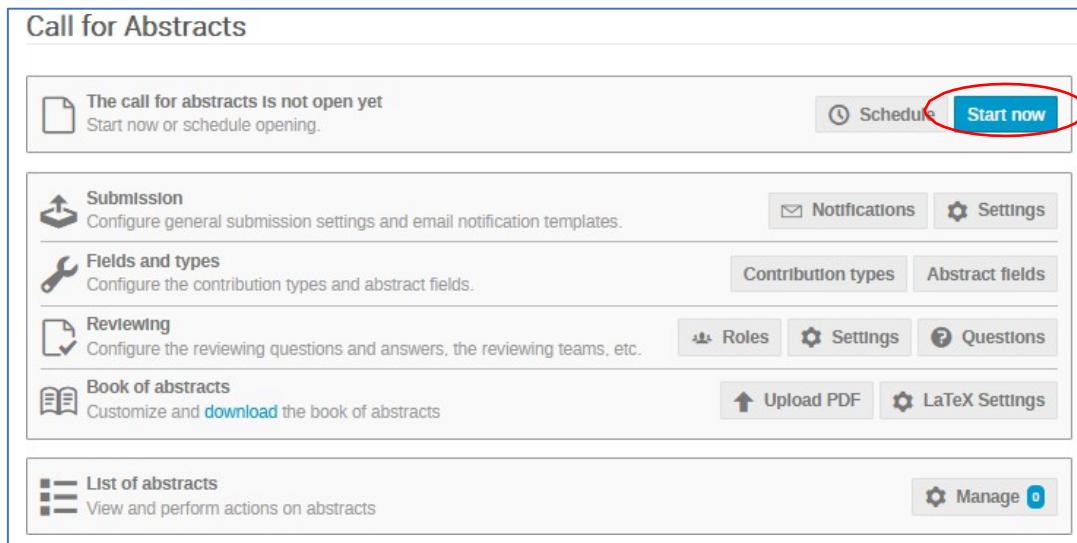


Call for Abstracts

Call for Abstracts disabled
"Call for Abstracts" provides an integrated abstract management and reviewing module that will allow you to set up a full abstract submission and reviewing workflow.

Enable module

Step 5: After enabling it, Conference Manager can **Schedule** the date and time, manage the information etc. Click the **Start Now** button to make it appear on the website.



Call for Abstracts

The call for abstracts is not open yet. Start now or schedule opening.

Submission Configure general submission settings and email notification templates. **Notifications** **Settings**

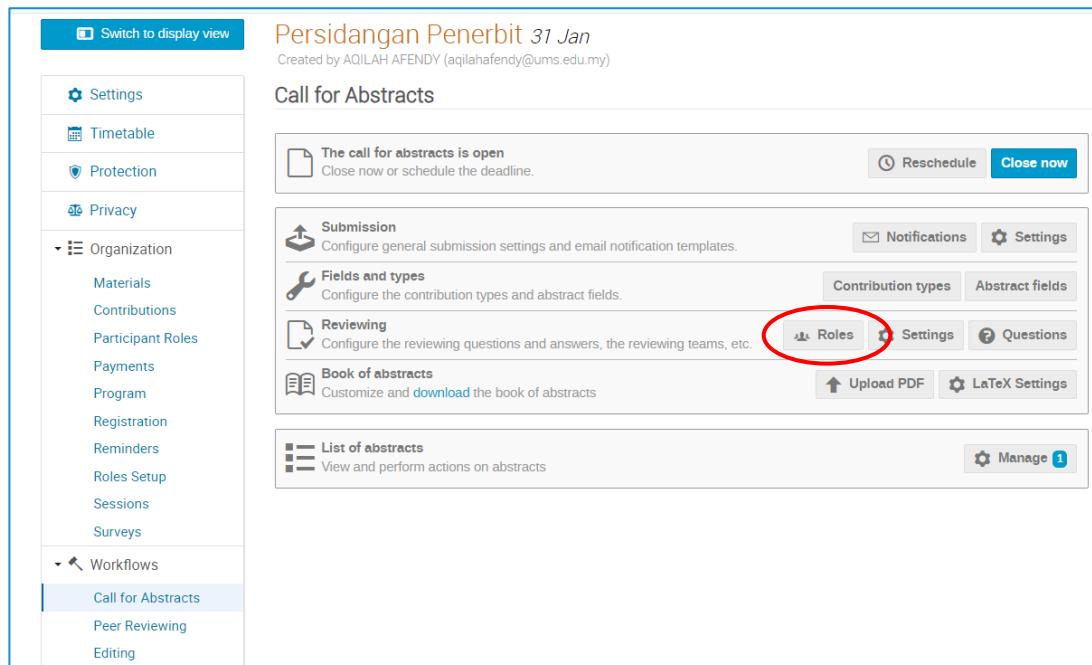
Fields and types Configure the contribution types and abstract fields. **Contribution types** **Abstract fields**

Reviewing Configure the reviewing questions and answers, the reviewing teams, etc. **Roles** **Settings** **Questions**

Book of abstracts Customize and [download](#) the book of abstracts. **Upload PDF** **LaTeX Settings**

List of abstracts View and perform actions on abstracts. **Manage** 0

Step 6: To add **Reviewer**, go to **Call for Abstract** and click **Roles** (Reviewing), Add User and Save.



Persidangan Penerbit 31 Jan
Created by AQILAH AFENDY (aqilahafendy@ums.edu.my)

Call for Abstracts

The call for abstracts is open. Close now or schedule the deadline. **Reschedule** **Close now**

Submission Configure general submission settings and email notification templates. **Notifications** **Settings**

Fields and types Configure the contribution types and abstract fields. **Contribution types** **Abstract fields**

Reviewing Configure the reviewing questions and answers, the reviewing teams, etc. **Roles** **Settings** **Questions**

Book of abstracts Customize and [download](#) the book of abstracts. **Upload PDF** **LaTeX Settings**

List of abstracts View and perform actions on abstracts. **Manage** 1

Switch to display view

Settings **Timetable** **Protection** **Privacy**

Organization

- Materials
- Contributions
- Participant Roles
- Payments
- Program
- Registration
- Reminders
- Roles Setup
- Sessions
- Surveys

Workflows

- Call for Abstracts
- Peer Reviewing
- Editing

Abstract Reviewing Roles

All Tracks

These users will be able to access/review all tracks in the event.

This list is currently empty

+

User Group Event Role

Entomology

Misni Ulfah Mohd Jamil
misni.ulfah@ums.edu.my

Review

+

User Group Event Role

Botany

Misni Ulfah Mohd Jamil
misni.ulfah@ums.edu.my

Review

+

User Group Event Role

Save Cancel

Step 7: To add a new track, go to Program and click add New Track Group. You can also add the sub track under it.

Persidangan Penerbit 31 Jan

Created by ADILAH AFENDY (aqlahafendy@ums.edu.my)

Program

Tracks represent the subject matter of the conference. They represent both the basis for the Scientific Program and a taxonomy that can be used to classify submissions during the Call for Abstracts process.

Program

Configure the conference page displaying the scientific program.

+

Add track group

Add track

In this part, Conference Manager can add new track group for the conference.

Add new track group

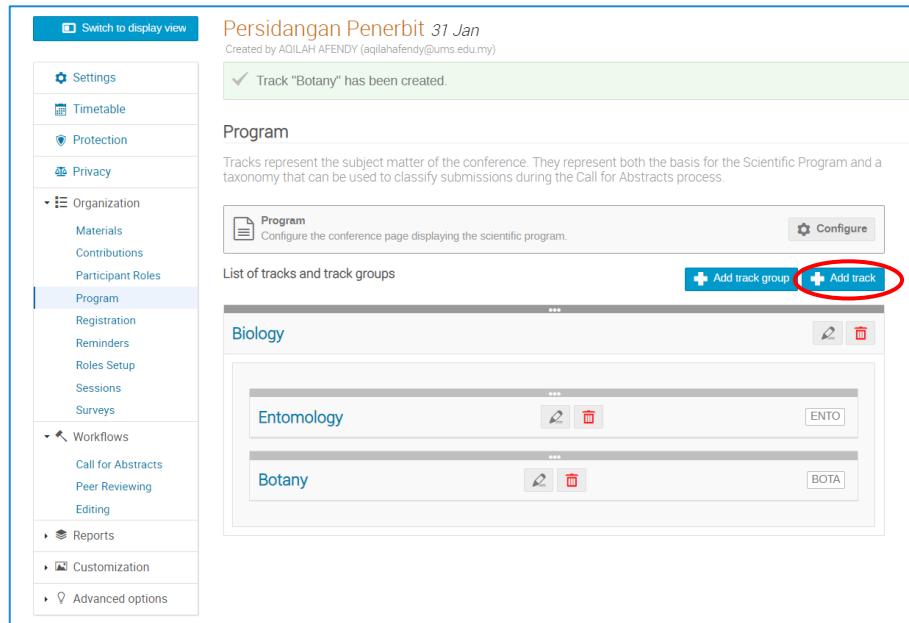
Title *

Description

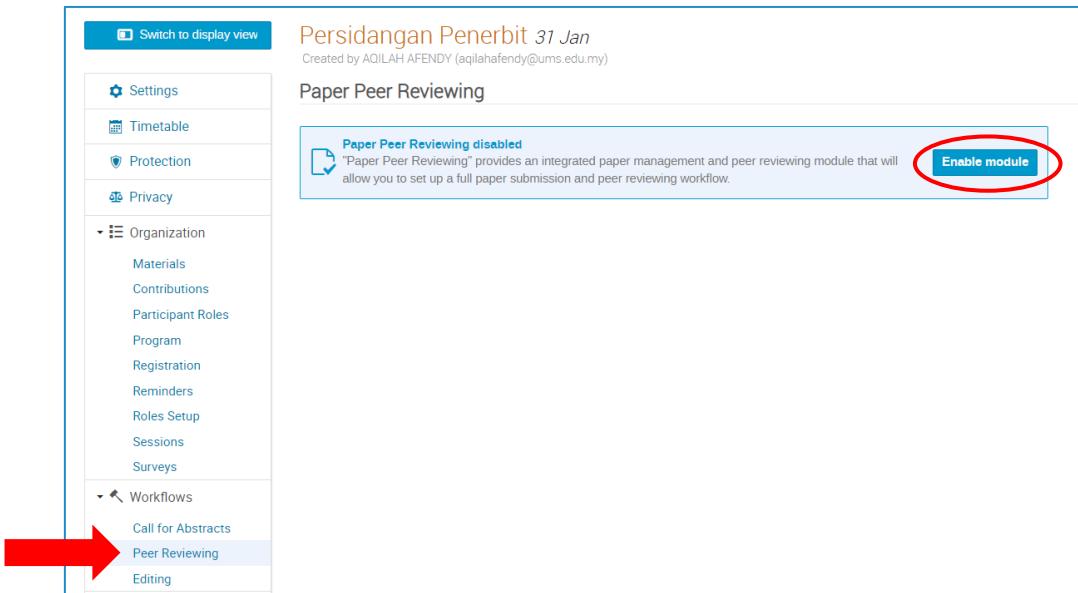
B I

You can use Markdown

Save Cancel

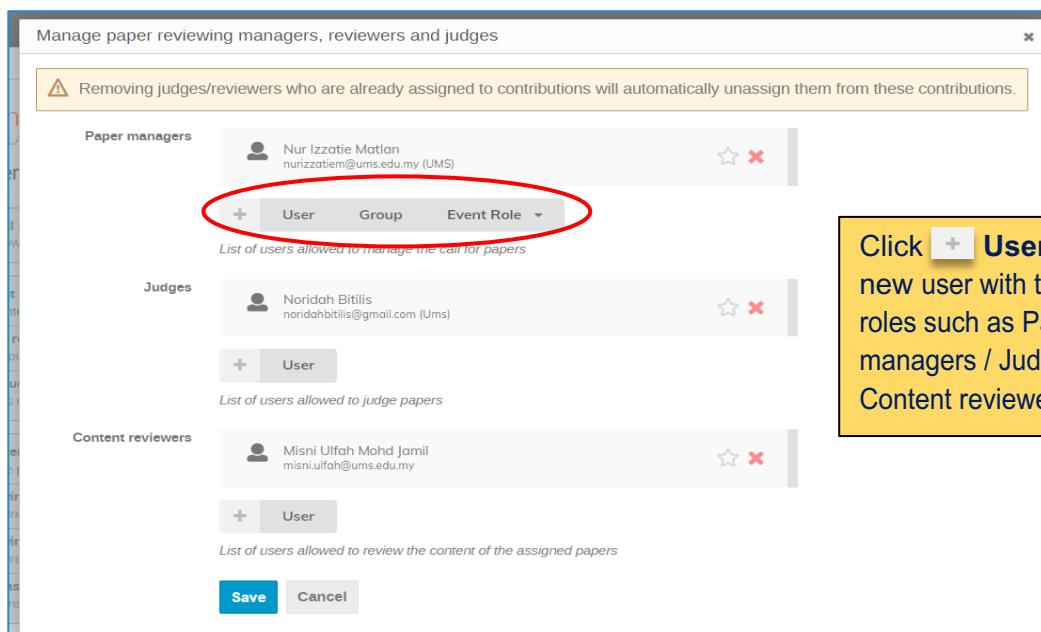
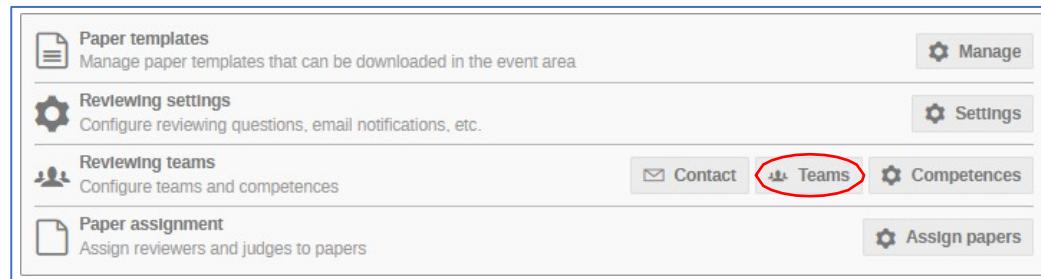
Step 8: Click Add Track to add sub-track under it.

The screenshot shows the 'Program' section of the Conference Management System. On the left, a sidebar lists various management options. In the main area, a message indicates that a sub-track 'Botany' has been created under the main track 'Biology'. The 'Biology' track is expanded, showing its sub-track 'Entomology'. At the top right of the main area, there are two buttons: 'Add track group' and 'Add track'. The 'Add track' button is circled in red.

Step 9: To add Judges, go to Peer Reviewing and click Enable module.

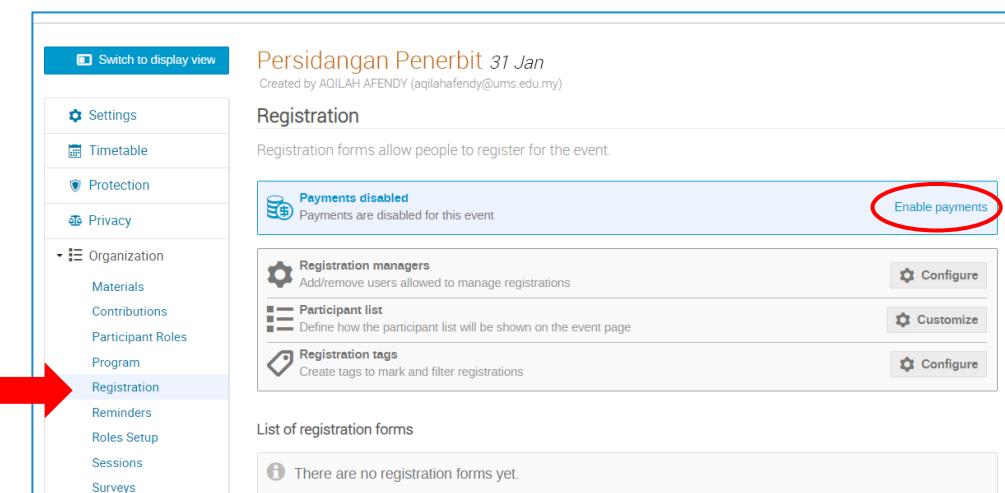
The screenshot shows the 'Paper Peer Reviewing' section of the Conference Management System. The sidebar on the left has a red arrow pointing to the 'Peer Reviewing' option, which is highlighted in blue. In the main area, a message states that 'Paper Peer Reviewing' is disabled and provides a description of the module. A blue 'Enable module' button is located at the bottom right of this message box, and it is circled in red.

Step 10: Click Teams and click User. (Please note that new users **MUST sign up first.)**

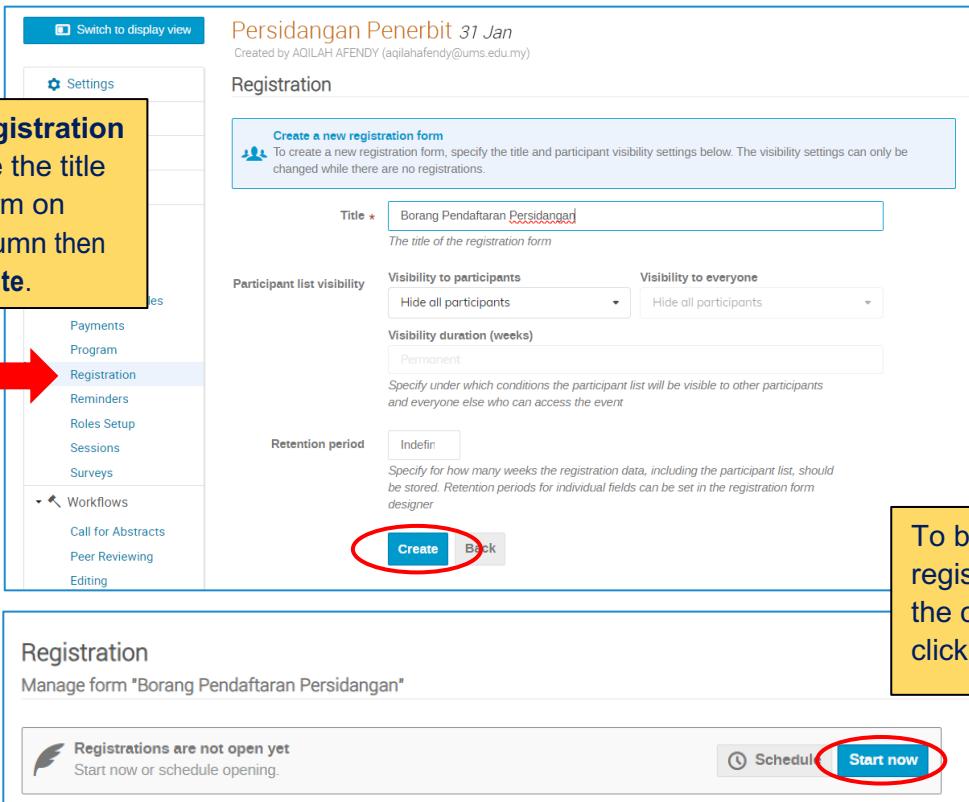


HOW TO ENABLE REGISTRATION?

Step 1: Click Registration and click Enable payment.



Step 2: Click **Create form and click **Start Now** to open registration to participants.**



Click **Registration** and write the title of the form on **Title** column then click **Create**.

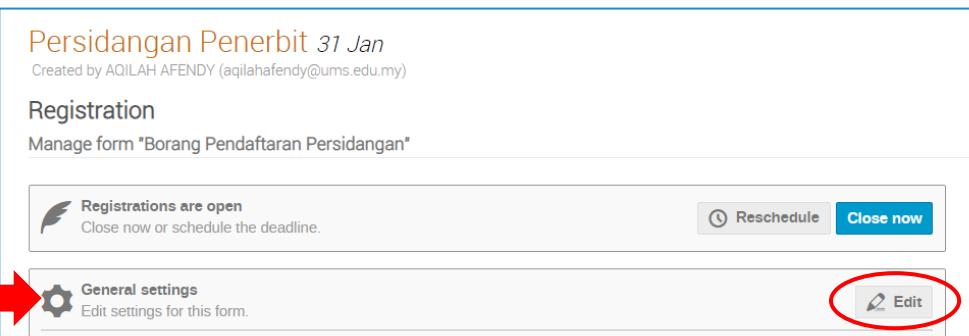
To begin the registration of the conference, click **Start now**.

Registration
Manage form "Borang Pendaftaran Persidangan"

Registrations are not open yet
Start now or schedule opening.

Start now

Step 3: To setup the conference fee, click **Edit.**



General settings
Edit settings for this form.

Edit

Step 4: Click  enable registration moderation. Set **Modification allowed** to **Never**.

Registration
Edit form "Borang Pendaftaran Persidangan"

Title * The title of the registration form

Introduction

Introduction to be displayed when filling out the registration form

Contact info

How registrants can get in touch with somebody for extra information

Moderated  If enabled, registrations require manager approval

Only logged-in users  Users must be logged in to register

Registrant must have account  Registrations emails must be associated with an Individ

Require CAPTCHA  When registering, users with no account have to answer a CAPTCHA

Limit registrations  Whether there is a limit of registrations

Modification allowed  Never Will users be able to modify their data? When?

IMPORTANT:
In the registration form, find **Moderated** and click to **Enable**. This allows Conference Manager to **screen and approve** the registrations from participants.

IMPORTANT:
Set **Modification allowed** to **Never** to limit data modifications by participants in the registration form.

Step 5: Choose **Currency** and enter fee amount on **Registration Fee** and click **Save**.

Price options

Currency * The currency for new registrations

Registration fee  A fixed fee all users have to pay when registering.

Enter amount here.

Notifications for registrants

Notification sender address Email address set as the sender of all notifications sent to users. If empty, then noreply@ums.edu.my is used.

Message for pending registrations Text included in emails sent to pending registrations (Markdown syntax)

Message for unpaid registrations Text included in emails sent to unpaid registrations (Markdown syntax)

Message for complete registrations Text included in emails sent to complete registrations (Markdown syntax)

Attach iCalendar file Attach an iCalendar file to the mail sent once a registration is complete

Notifications for managers

Enabled Enable notifications to managers about registrations

Save **Back**

HOW TO ENABLE PAPER REVIEWING?

Step 1: Go to Peer Reviewing, click Start now

Persidangan Penerbit 31 Jan
Created by AQILAH AFENDY (aqilahafendy@ums.edu.my)

Paper Peer Reviewing

 The call for papers is not open yet
Start now or schedule opening.

Start now

AUTHOR

Step 1: Select conference.



Step 2: The conference information will appear as picture below. Click **Call for Abstracts** to submit the abstract.

This screenshot shows a conference details page. At the top, it displays the dates 'Nov 9 – 11, 2022' and the timezone 'Asia/Kuala_Lumpur'. A search bar is on the right. Below this, a sidebar on the left lists 'Overview', 'Call for Abstracts' (which is highlighted with a red arrow), 'Registration', and 'Participant List'. The main content area shows the start and end times for the conference, a message about the open call for abstracts, and a registration section. A 'Submit new abstract' button is visible in the abstract section.

Step 3: If you do not have an account, you need to register first. You will get an email to verify your account.

This screenshot shows a form for creating a new Indico profile. It asks for an email address to be verified. The email field is labeled 'Email address *'. Below the field are 'Cancel' and 'Send me a verification email' buttons.

✓ You have successfully validated your email address and can now proceed with the registration.

User information

Email address	umarhabib2311@gmail.com
First name *	Umar Habib
Family name *	Saiful Azhar
Affiliation	PML

Login details

Username *	umarhabib
Password *	*****
Confirm password *	*****

Create my Indico profile (button circled in red)

Use the given link in your email to complete your information as shown in the picture below.

Step 4: After successfully login, click **Submit New Abstract** to go to the next page to submit the abstract.

Call for Abstracts

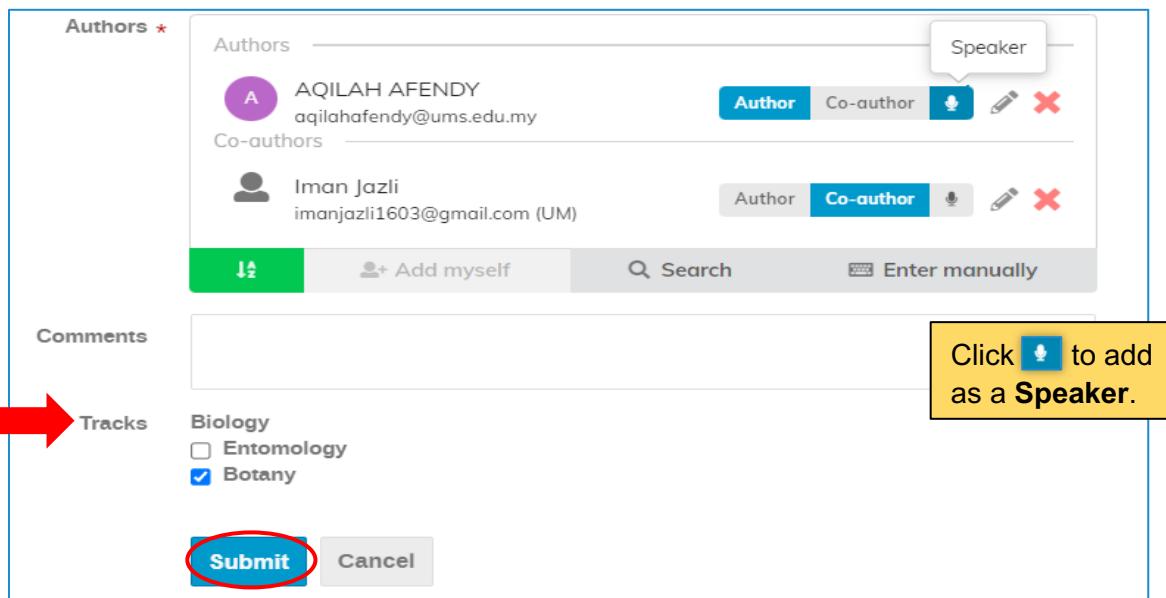
Overview	Opening day	Submission deadline
Call for Abstracts	Jul 19, 2022, 2:39 PM	Aug 19, 2022, 11:59 PM
Registration	The call for abstracts is open You can submit an abstract for reviewing.	
Participant List	Submit new abstract (button circled in red)	

Step 5: Fill in all the mandatory sections such as **Title**, **Content**, and **Authors**.

Submit new abstract

Title *	SRI System
Content *	<p>The System of Rice Intensification (SRI) is now being practiced in over 60 countries worldwide where labor is cheap. Many benefits of SRI have been reported such as increase in rice yield up to 50%-100% or more; saves 25-50% irrigation water; saves seeds by 80-90%; tolerant to drought, wind and storm; reduce methane emission; and use less chemical fertilizers but more organic matter. However Malaysian paddy farmers are reluctant to adopt SRI due to its high labor requirement during the manual transplanting of the fragile young seedlings of < 2 weeks old. Furthermore, the current transplanting technique disturbs the root system that cause transplanting shock of the seedlings, hence affecting growth. Many solutions have been studied for establishment of single</p> <p>The System of Rice Intensification (SRI) is now being practiced in over 60 countries worldwide where labor is cheap. Many benefits of SRI have been reported such as increase in rice yield up to 50%-100% or more; saves 25-50% irrigation water; saves seeds by 80-90%; tolerant to drought, wind and storm; reduce methane emission; and use</p>

Step 6: After selecting the authors, you can add as **Speakers** and choose **Tracks** where the abstract will be shown and click the **Submit** button.



Authors *

Authors

AQILAH AFENDY
aqilahafendy@ums.edu.my

Speaker

Author Co-author

Co-authors

Iman Jazli
imanjazli1603@gmail.com (UM)

Author Co-author

Add myself Search

Comments

Tracks

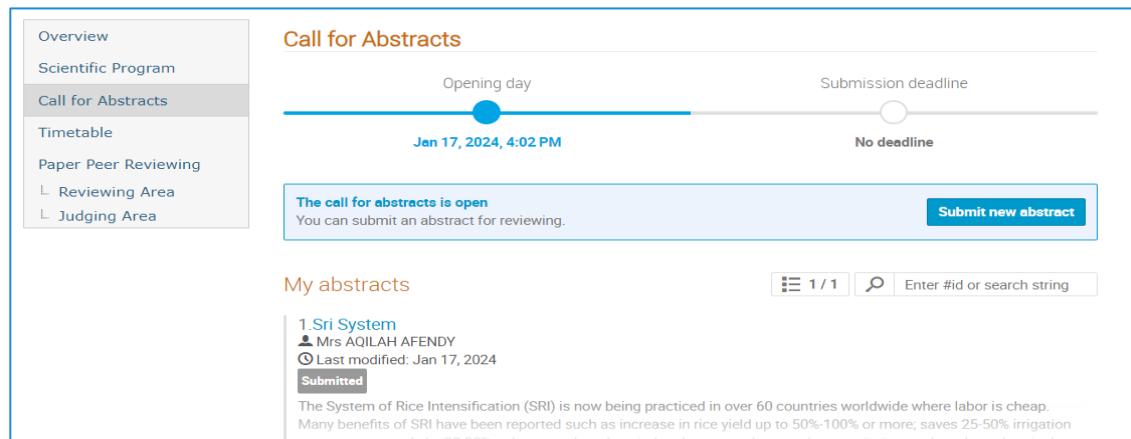
Biology

Entomology

Botany

Click to add as a Speaker.

Step 7: After that, you will see the abstract has been displayed in front page of **Call for Abstract** sections.



Overview

Scientific Program

Call for Abstracts

Timetable

Paper Peer Reviewing

Reviewing Area

Judging Area

Call for Abstracts

Opening day

Jan 17, 2024, 4:02 PM

Submission deadline

No deadline

The call for abstracts is open
You can submit an abstract for reviewing.

Submit new abstract

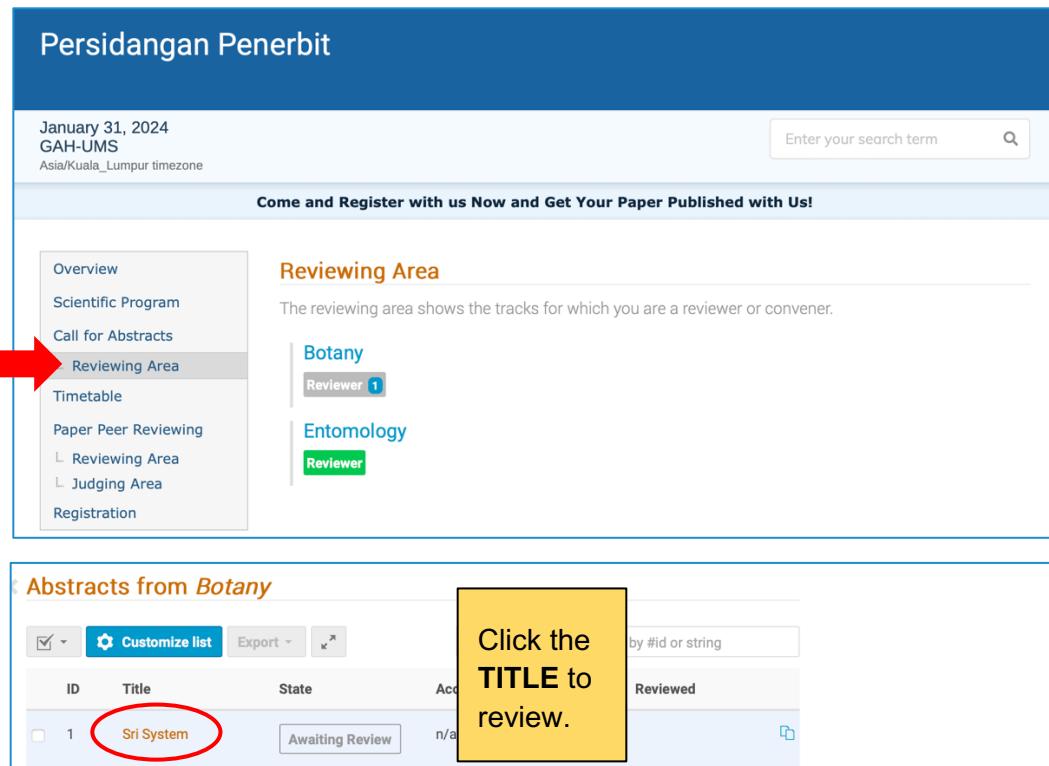
My abstracts

1.Sri System
Mrs AQILAH AFENDY
Last modified: Jan 17, 2024
Submitted

The System of Rice Intensification (SRI) is now being practiced in over 60 countries worldwide where labor is cheap. Many benefits of SRI have been reported such as increase in rice yield up to 50%-100% or more; saves 25-50% irrigation

REVIEWER

Step 1: Under menu **Call for Abstract**, select **Reviewing Area**. You can see there is a new abstract to be reviewed.



Persidangan Penerbit

January 31, 2024
GAH-UMS
Asia/Kuala_Lumpur timezone

Enter your search term

Come and Register with us Now and Get Your Paper Published with Us!

Overview
Scientific Program
Call for Abstracts
Reviewing Area (highlighted with a red arrow)
Timetable
Paper Peer Reviewing
 └ Reviewing Area
 └ Judging Area
Registration

Reviewing Area

The reviewing area shows the tracks for which you are a reviewer or convener.

Botany
Reviewer 1

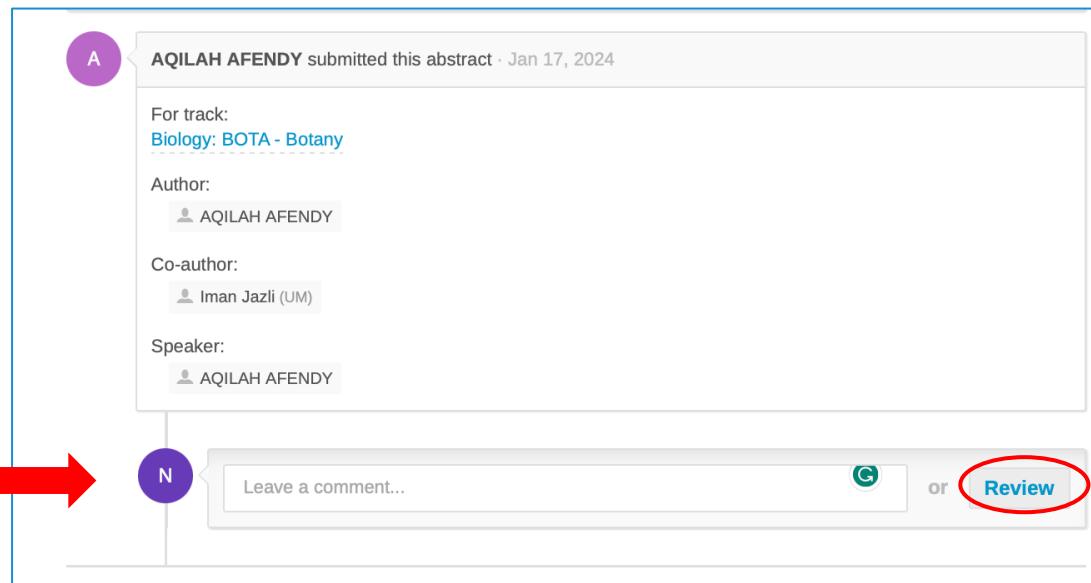
Entomology
Reviewer

Abstracts from Botany

ID	Title	State	Reviewed
1	Sri System	Awaiting Review	n/a

Click the **TITLE** to review.

Step 2: Add comment to give feedback.



AQILAH AFENDY submitted this abstract · Jan 17, 2024

For track:
[Biology: BOTA - Botany](#)

Author:
 AQILAH AFENDY

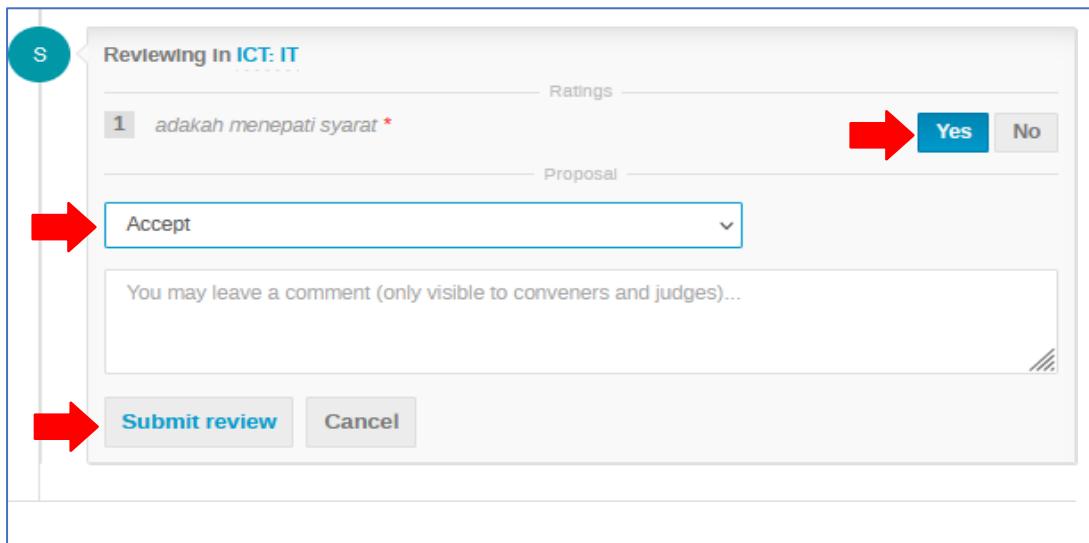
Co-author:
 Iman Jazli (UM)

Speaker:
 AQILAH AFENDY

Leave a comment...

G or **Review** (highlighted with a red circle)

Step 3: To Review, click Review button to purpose an action. Give reasonable ratings (if enable) and select the status of the proposal. Click Submit Review.



Reviewing In **ICT: IT**

1 adakah menepati syarat *

Ratings

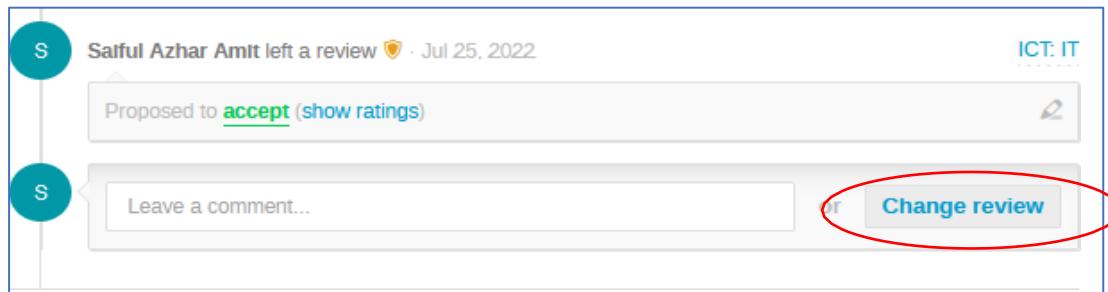
Proposal

Accept

You may leave a comment (only visible to conveners and judges)...

Submit review Cancel

Step 4: Review will appear as below. To change the status, click the Change Review button to change the status.



Salful Azhar Amit left a review  - Jul 25, 2022

ICT: IT

Proposed to [accept](#) (show ratings)

Leave a comment...

or **Change review**

JUDGE

After the paper has been reviewed by Reviewer, a Judge will decide if it will be published.

Step 1: Choose the **STATUS** as below, choose the **Track** where the paper will be post and the session allocated.

Accept

ICT: Infomation Technology

The abstract will be accepted in this track

Session 1

The generated contribution will be allocated in this session

Leave a comment for the submitter...

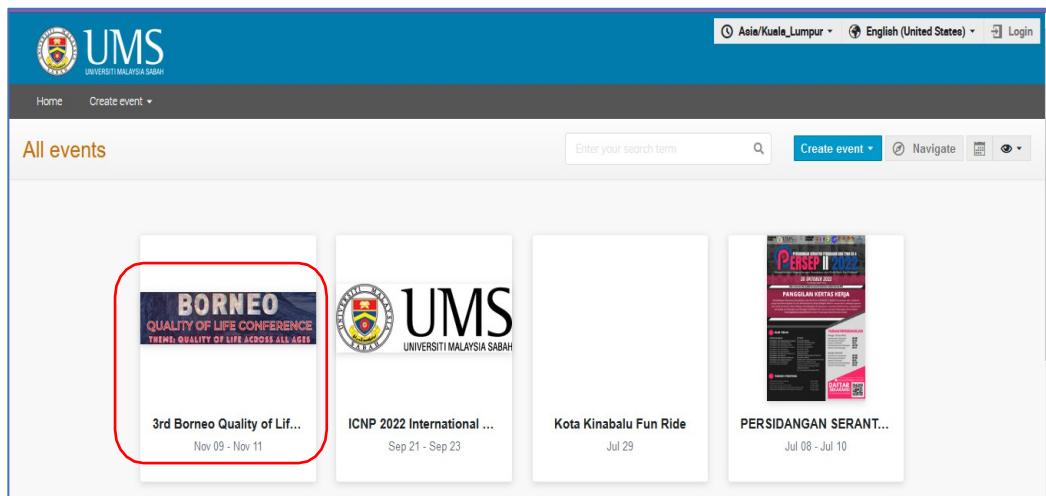
Send notifications to submitter

Judge

Leave a comment for submitter and click Judge button to submit.

USER/PARTICIPANT

Step 1: Select the conference you want to attend on the system's front page. Click the conference.



The screenshot shows the 'All events' section of the system. It displays four event cards. The first event, '3rd Borneo Quality of Life Conference', is highlighted with a red box and a red arrow pointing to it. The other three events are: 'ICNP 2022 International ...', 'Kota Kinabalu Fun Ride', and 'PERSIDANGAN SERANT...'. Each event card includes a thumbnail, the event name, and the date range.

Step 2: The information regarding the conference will appear.



The screenshot shows the detailed information for the '3rd Borneo Quality of Life (BQOL)' conference. The page title is '3rd Borneo Quality of Life (BQOL)'. The main banner features the text 'BORNEO QUALITY OF LIFE CONFERENCE' and 'THEME: QUALITY OF LIFE ACROSS ALL AGES'. The sidebar on the left lists menu items: Overview, Scientific Program, Call for Abstracts, Registration, and Participant List. A red arrow points to the 'Registration' menu item. The main content area displays the conference details: 'Theme: Quality of Life Across All Ages', 'Pre conference: 8th November 2022', 'Venue: University Malaysia Sabah (UMS)', 'Conference: 9th- 11th November 2022', and 'Venue: Sabah International Convention Centre (SICC)'. A yellow box at the bottom contains the text: 'After that, click on Registration menu on the left side.'

Step 3: The registration information will appear below including the type of participant.

Overview

Scientific Program

Call for Abstracts

Registration

Participant List

Registration

Available forms

	Opens	Closes	Fee	
Public (Conference) - Early Bird	Jul 19, 2022, 12:00 AM	Sep 30, 2022, 11:59 PM	MYR400.00	Register
Public (Conference) - Normal	Jul 19, 2022, 2:37 PM	Jul 19, 2022, 2:37 PM	MYR400.00	Register
Public (Package) - Early Bird	Jul 19, 2022, 12:00 AM	Sep 30, 2022, 11:59 PM	MYR550.00	Register
Public (Package) - Normal	Sep 30, 2022, 12:00 AM	Oct 14, 2022, 11:59 PM	MYR700.00	Register
Public (Pre-Conference) - Early Bird	Jul 19, 2022, 12:00 AM	Sep 30, 2022, 11:59 PM	MYR200.00	Register
Public (Pre-Conference) - Normal	Jul 19, 2022, 12:00 AM	Jul 19, 2022, 2:37 PM	MYR250.00	Register

Click Register button to continue.

Step 4: A page below will appear. If you have an account, you can click on the **Log in to proceed** button to log into the system. If you do not have an account, you need to register first.

Overview

Scientific Program

Call for Abstracts

Registration

Participant List

Registration

Public (Conference) - Early Bird

Registration is open
Deadline Sep 30, 2022

Registration fee
MYR400.00

Account required to register
In order to register for this event you have to be logged in.

Log in to proceed >

Step 5: Make sure all the details are correct and click the **Register** button before proceeding to payment.

Overview

Scientific Program

Call for Abstracts

Registration

Participant List

Registration

Public (Conference) - Early Bird

Registration is open
Deadline Sep 30, 2022

Registration fee
MYR400.00

Personal Data

Full Name *	Adhwa
Email Address *	misniulfahmohdjamil@gmail.com
The registration will be associated with your Indico account.	
Phone Number *	0128101088 (+41) 123 45 6789
Organisation *	Syifa
Profession *	Lecturer
Employee ID (UMS Staff Only)	110011-110011

*(All the fields marked with * are mandatory)*

Register

Step 6: After that, a screen as below will appear. Please tick the term and condition and click **Checkout** button

Invoice		Not paid 
Item	Value	Cost
Registration fee		MYR400.00
		Total MYR400.00

I have read and accepted the [terms and conditions](#) and understand that by confirming this order I will be entering into a binding transaction.

Checkout 

Step 7: You can choose either online transfer (for local can choose FPX, and for outside Malaysia can use Credit Card). Users can also pay manually to the secretariat.

- Overview
- Scientific Program
- Call for Abstracts
- Registration**
- Participant List

Registration

Public (Conference) - Early Bird: Checkout

You need to pay MYR400.00 for your registration. You can pay using **Bank Transfer**.

Payment information

[Proceed to FPX](#) [Proceed to Credit Card](#)