FRAPPEHUB

FrappeHub Conference Portal

# AUTHOR GUIDE

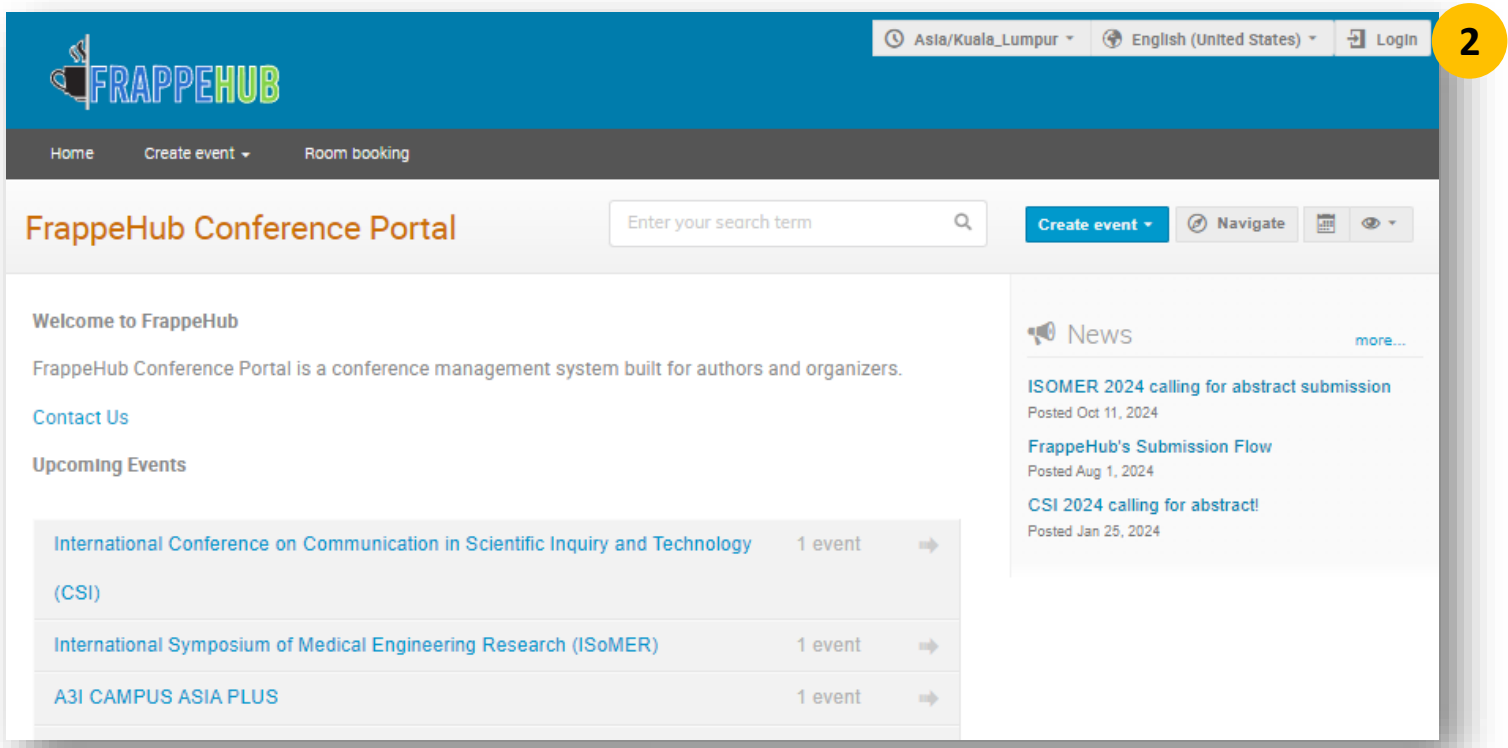
# Author

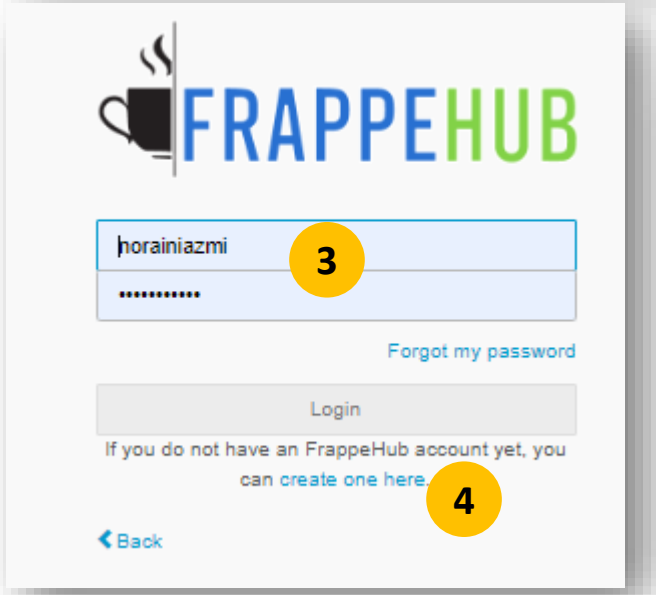
- Register an account
- Submit abstract
  - Wait for review result (accept/reject)
- Submit paper
- Conference registration & payment
- Submit Camera-Ready and Presentation Slide/Materials

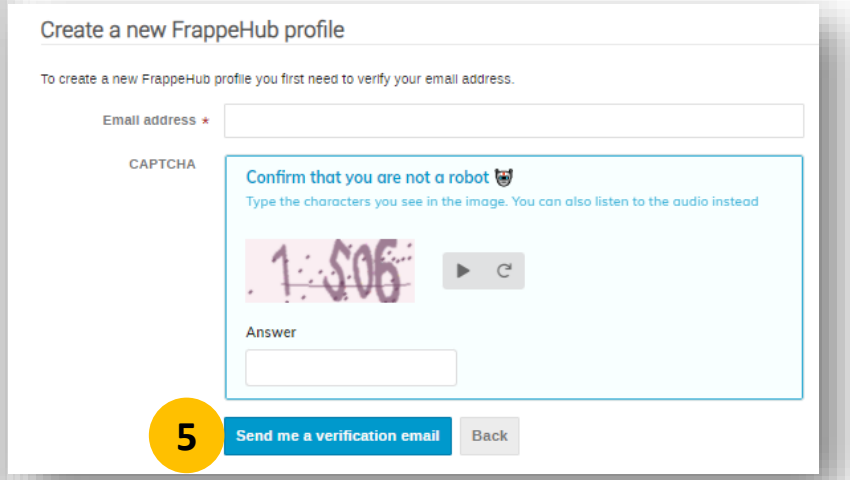
1. Go to https://conference.frappehub.com/
2. Click login

3. Login using email/username and password for existing user.
4. For new user, please register an account by clicking “create one here”.
5. Type in your email address and click “Send me a verification email. Check you mailbox to verify your email. Then click the link in the email proceed with the account registration process.

Next, fill in the profile information (refer next slide).



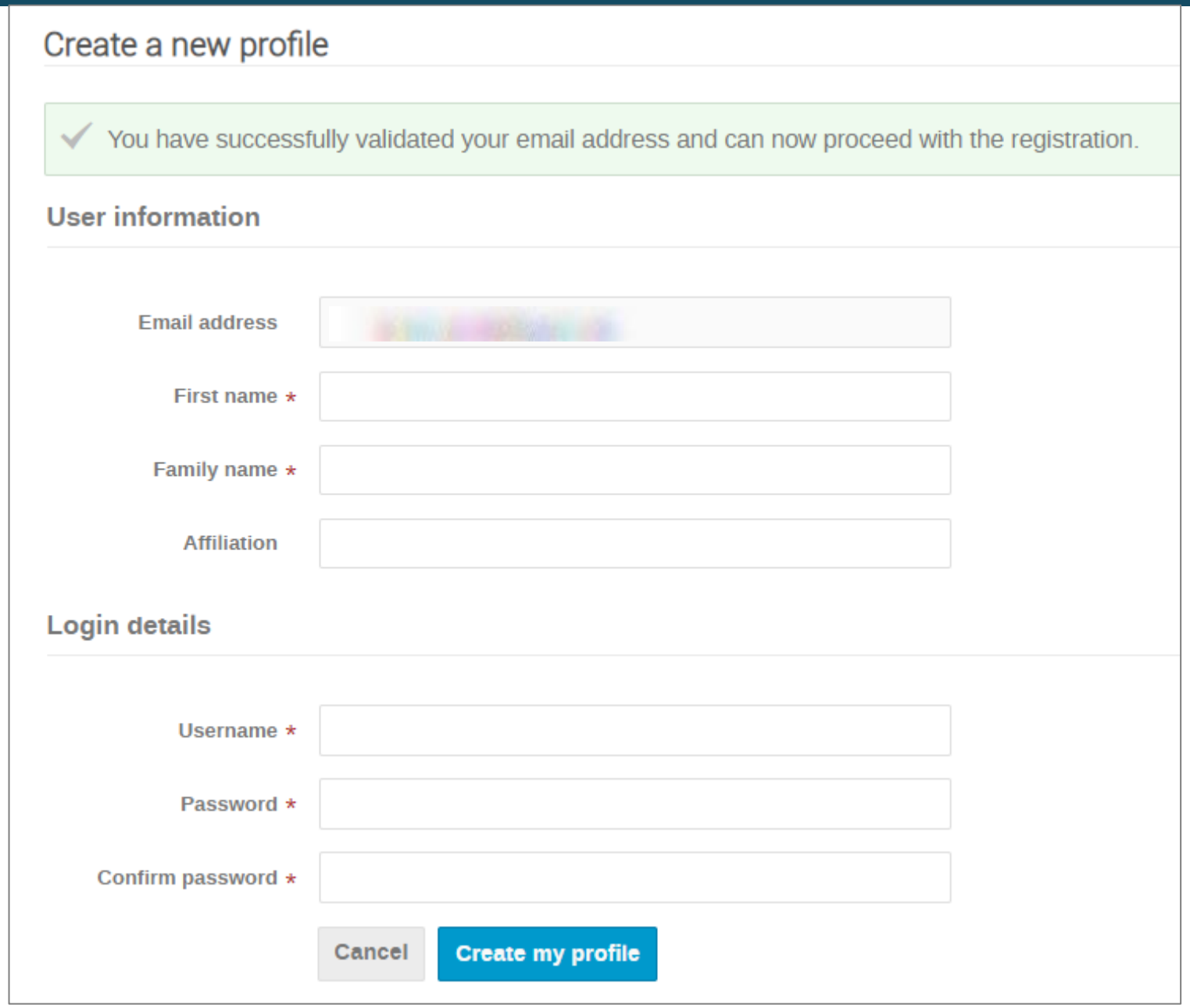



1. Fill in the profile information

2. Once done. Click “Create my profile”.

Now, you have an account with FRAPPEHUB CONFERENCE PORTAL. You can login to submit your paper.

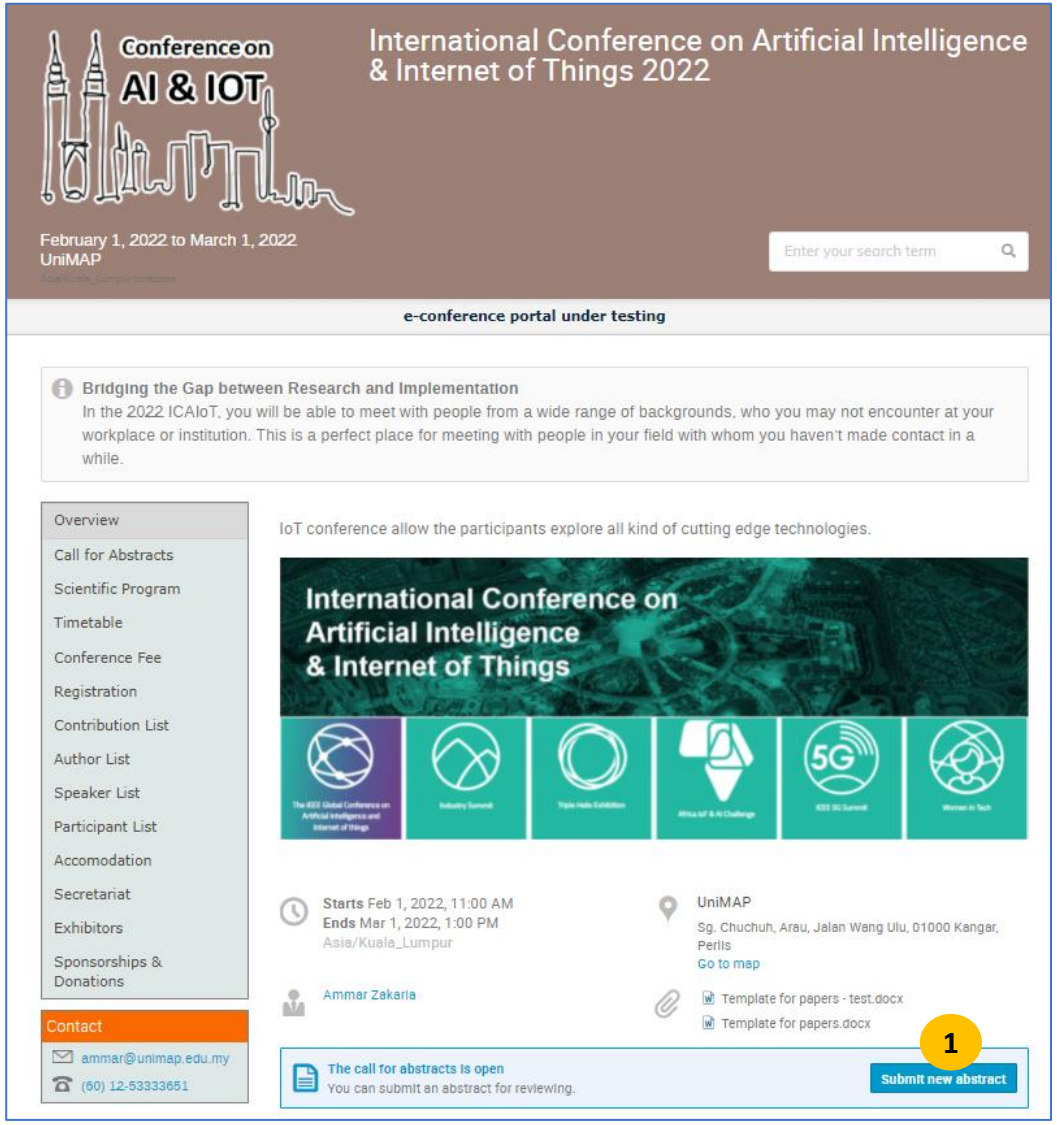
* Only administrator account can set a specific role for the user.

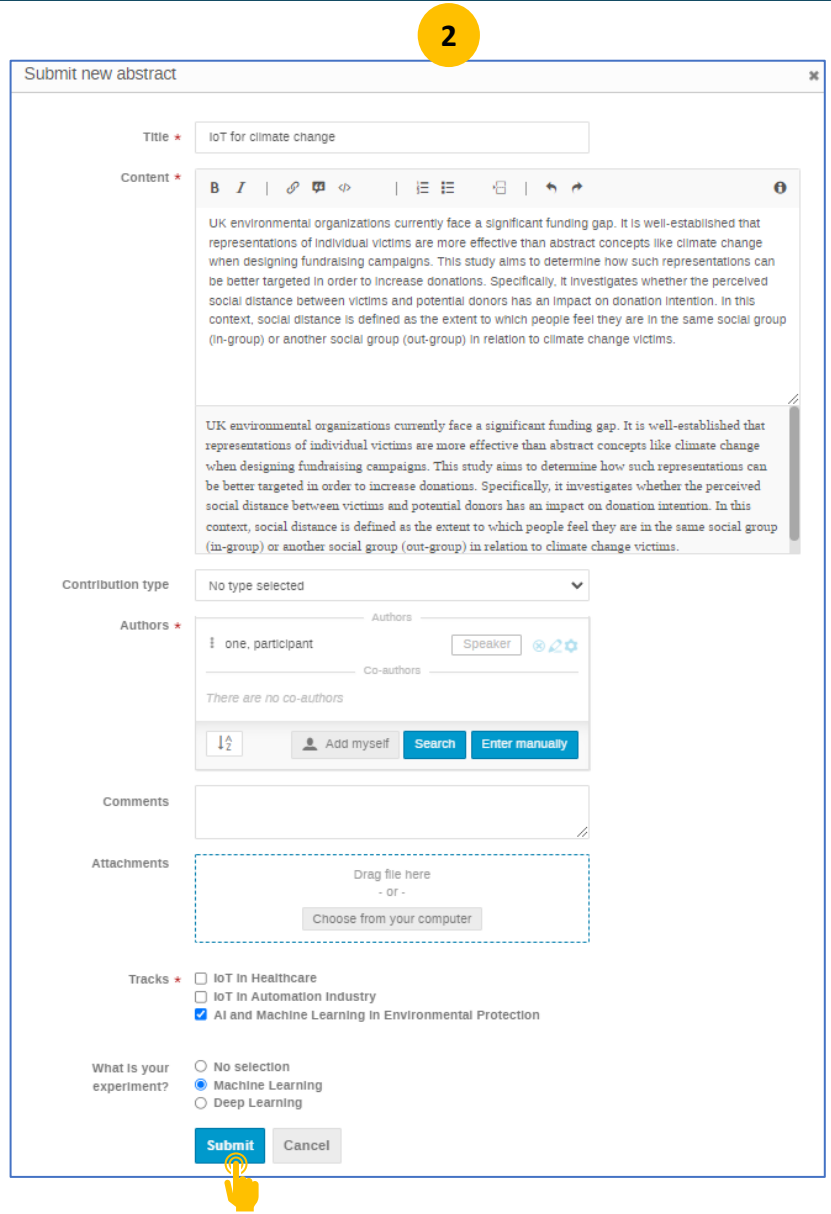


Author can now submit an **abstract**

1. Go to **Overview** tab, Click the '**Submit new abstract**'.

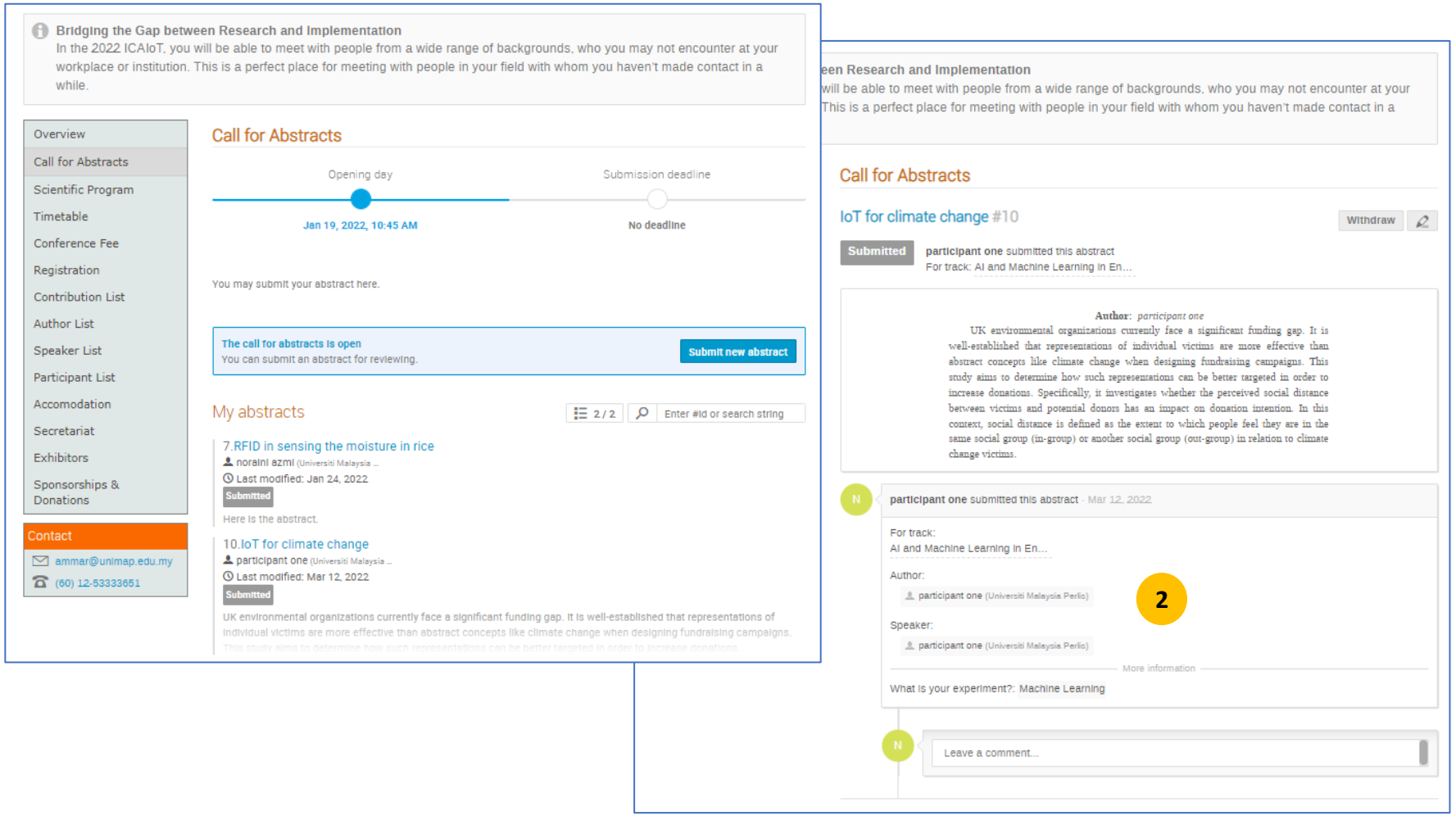
2. Fill in the detail required.



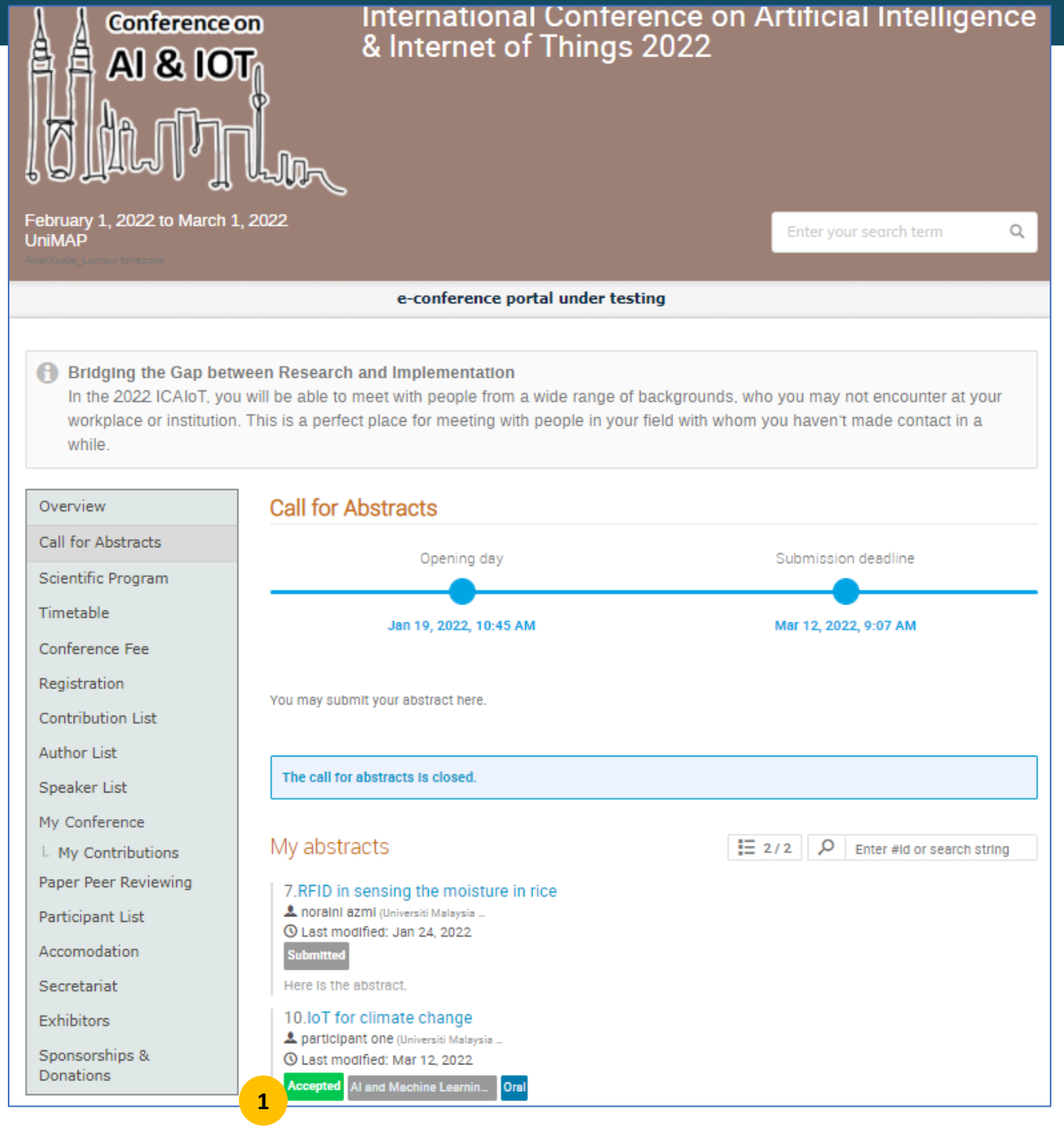



1. Once submitted, author need to wait for reviewing (accept/reject)

2. Click on the abstract title to view the submission detail/status



1 Once the abstract was accepted by the conference. Author can proceed to submit the full paper for the abstract.

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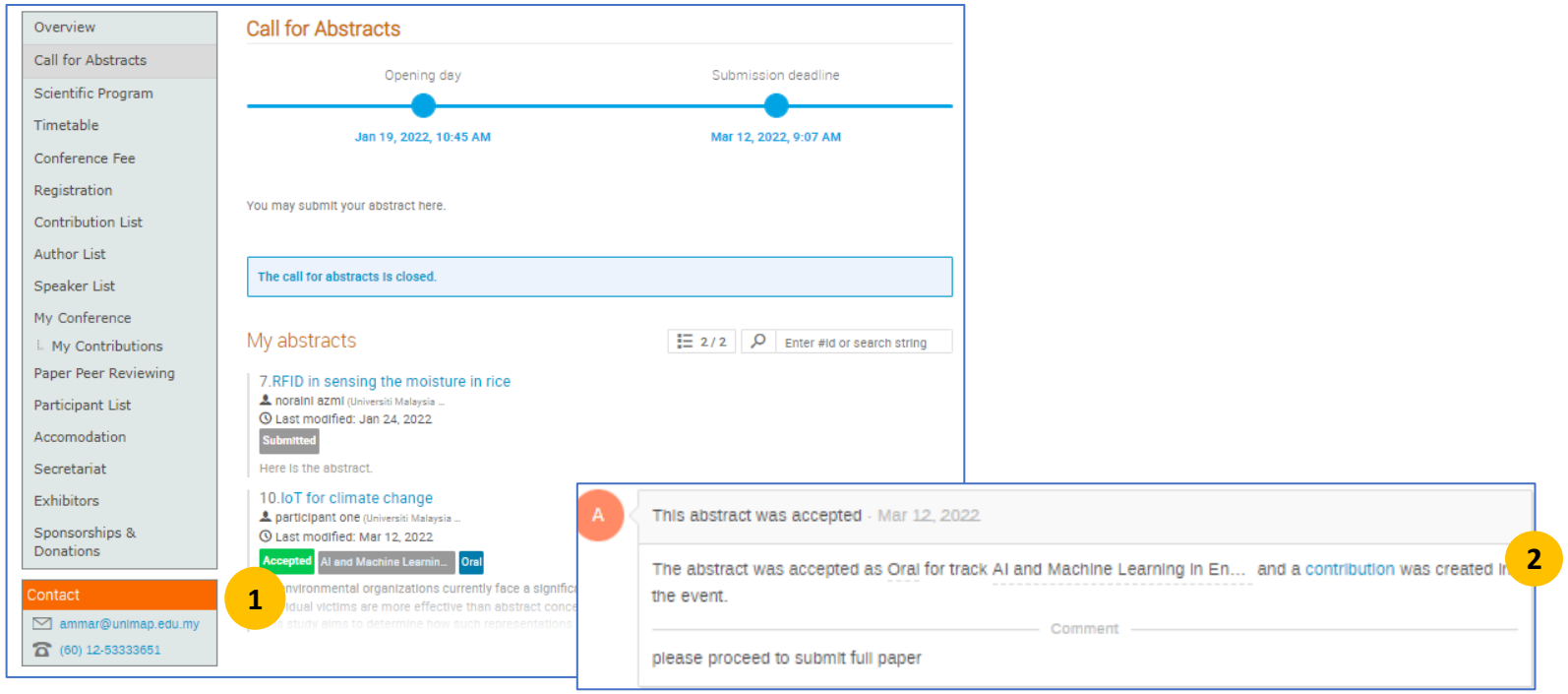
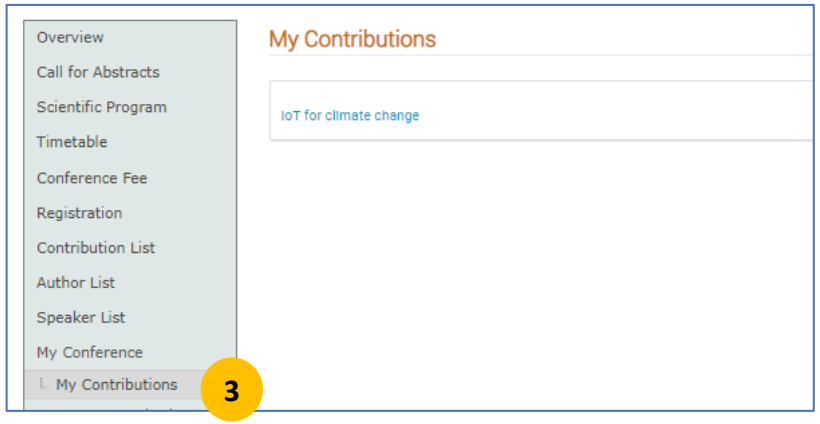
1 Click on the accepted abstract. (*e.g. IoT for climate change*)

2 Click on "**contribution**"

**OR**



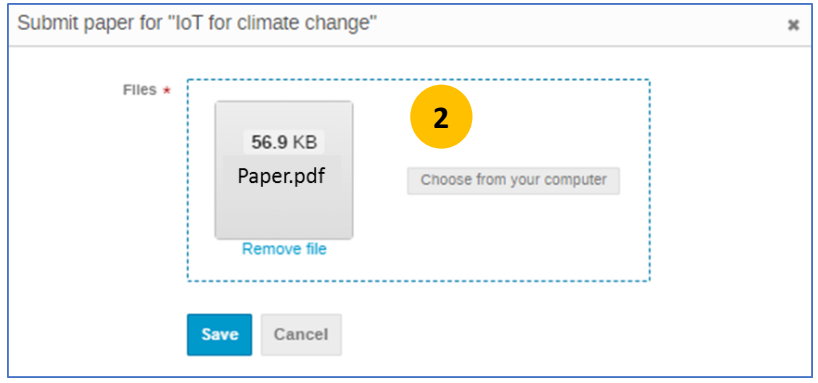

3 Go to "**My Conference**" > "**My Contribution**"

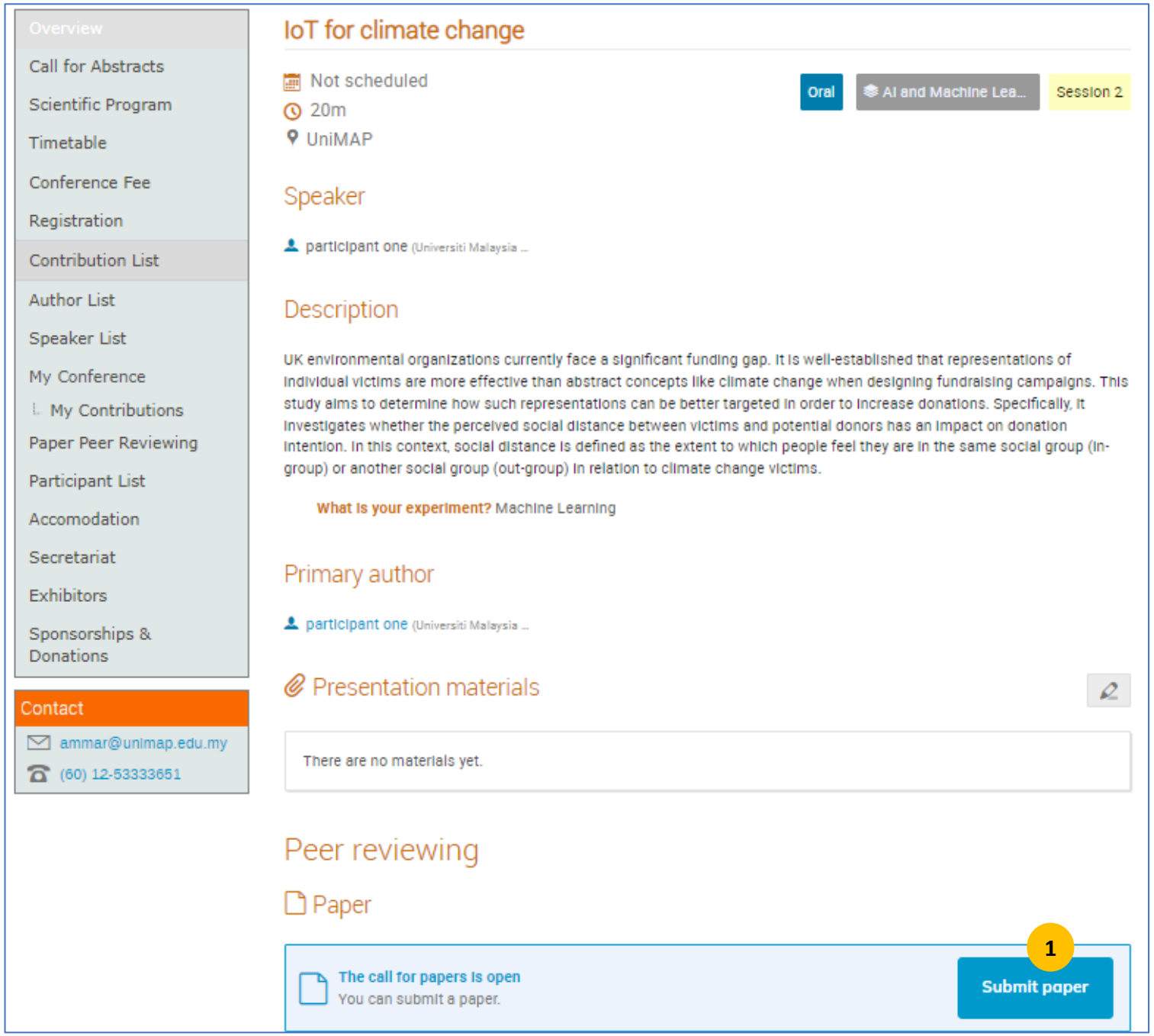


Author then can proceed to submit the full paper for the abstract.

1. Click on the **Submit paper**

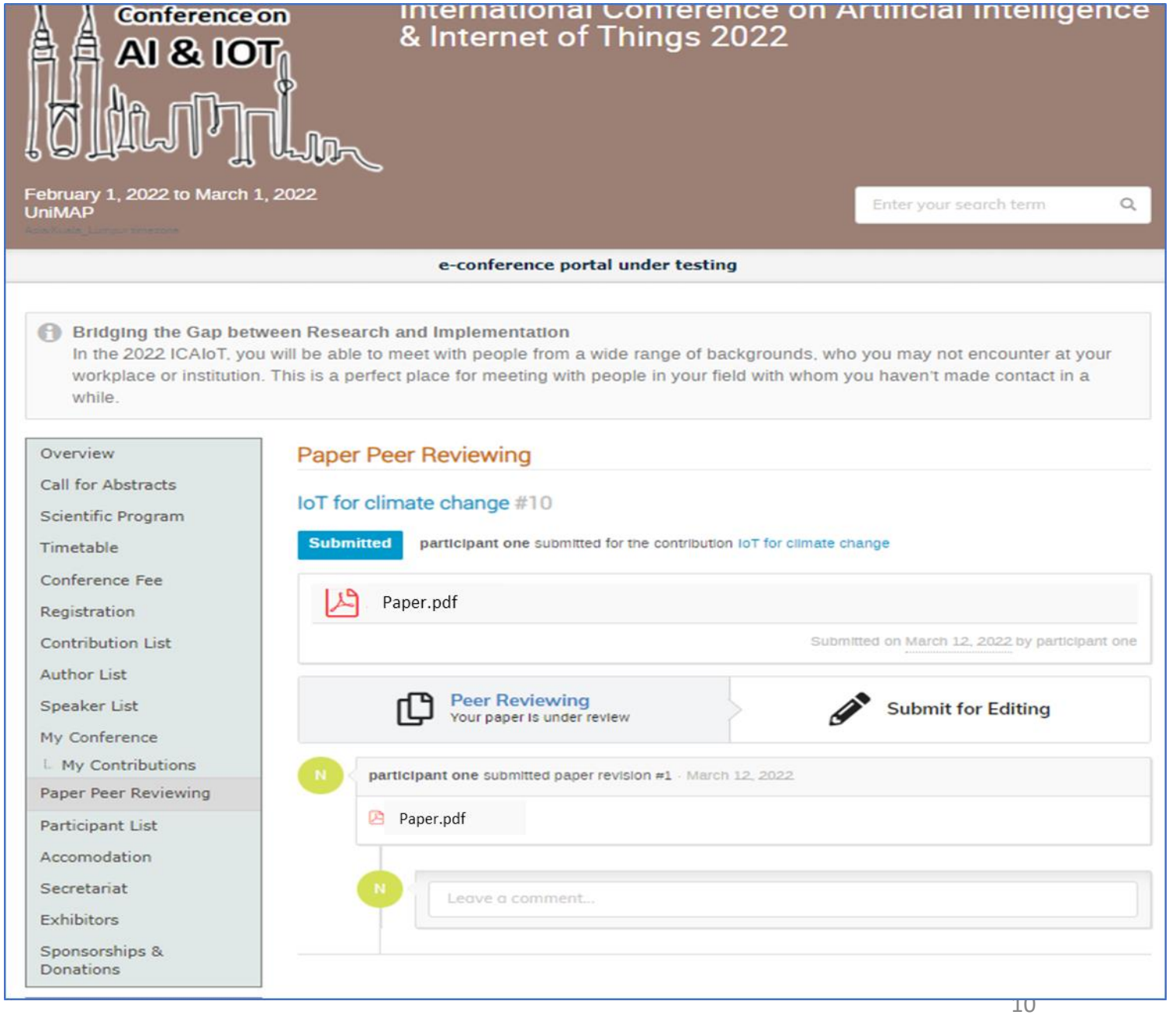
2. Next, author can proceed to upload the full paper for the abstract.



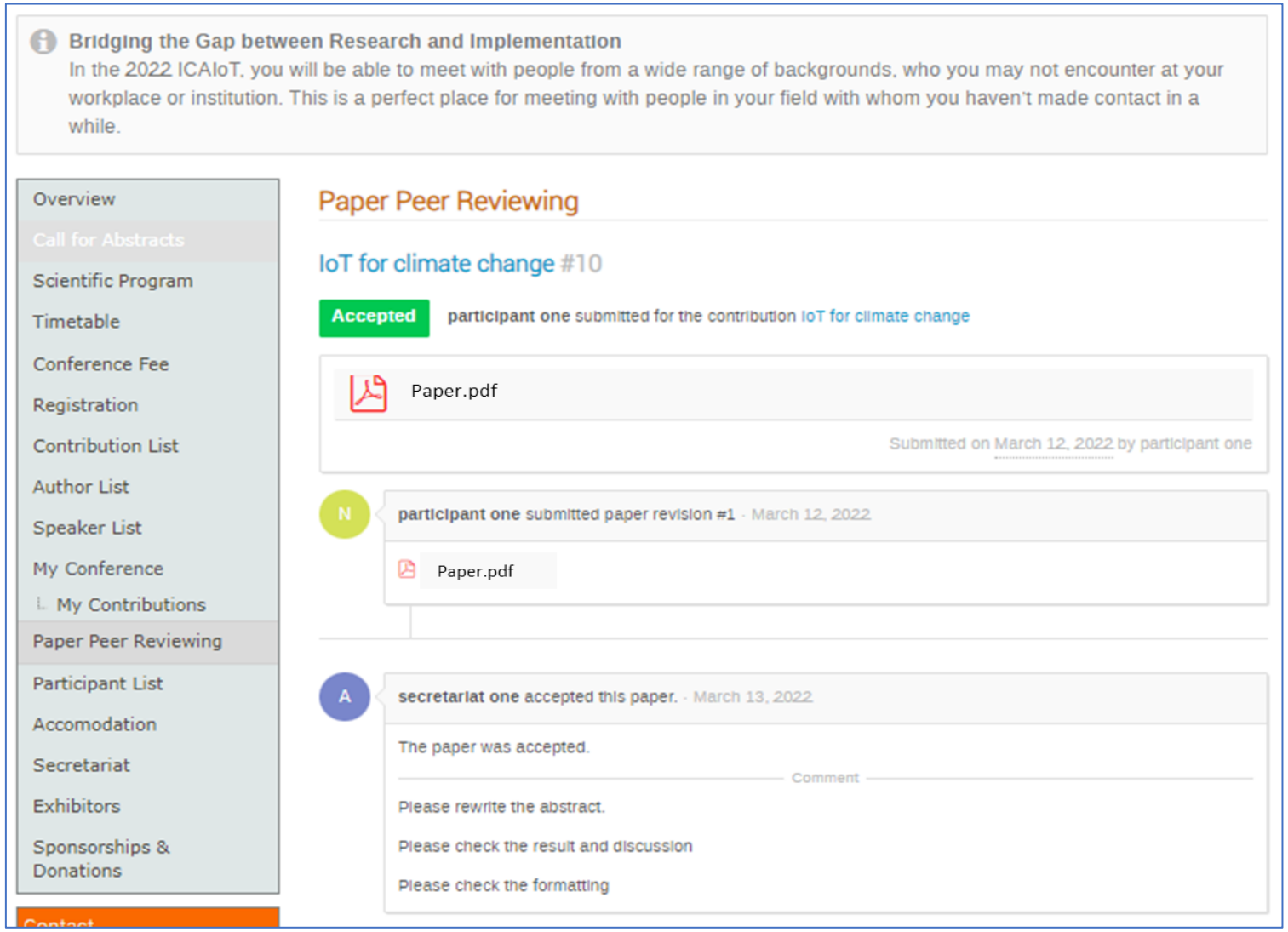
After submitting the paper, author need to wait for the review of the paper.

Author can check the status of the paper through
**Paper Peer Reviewing**



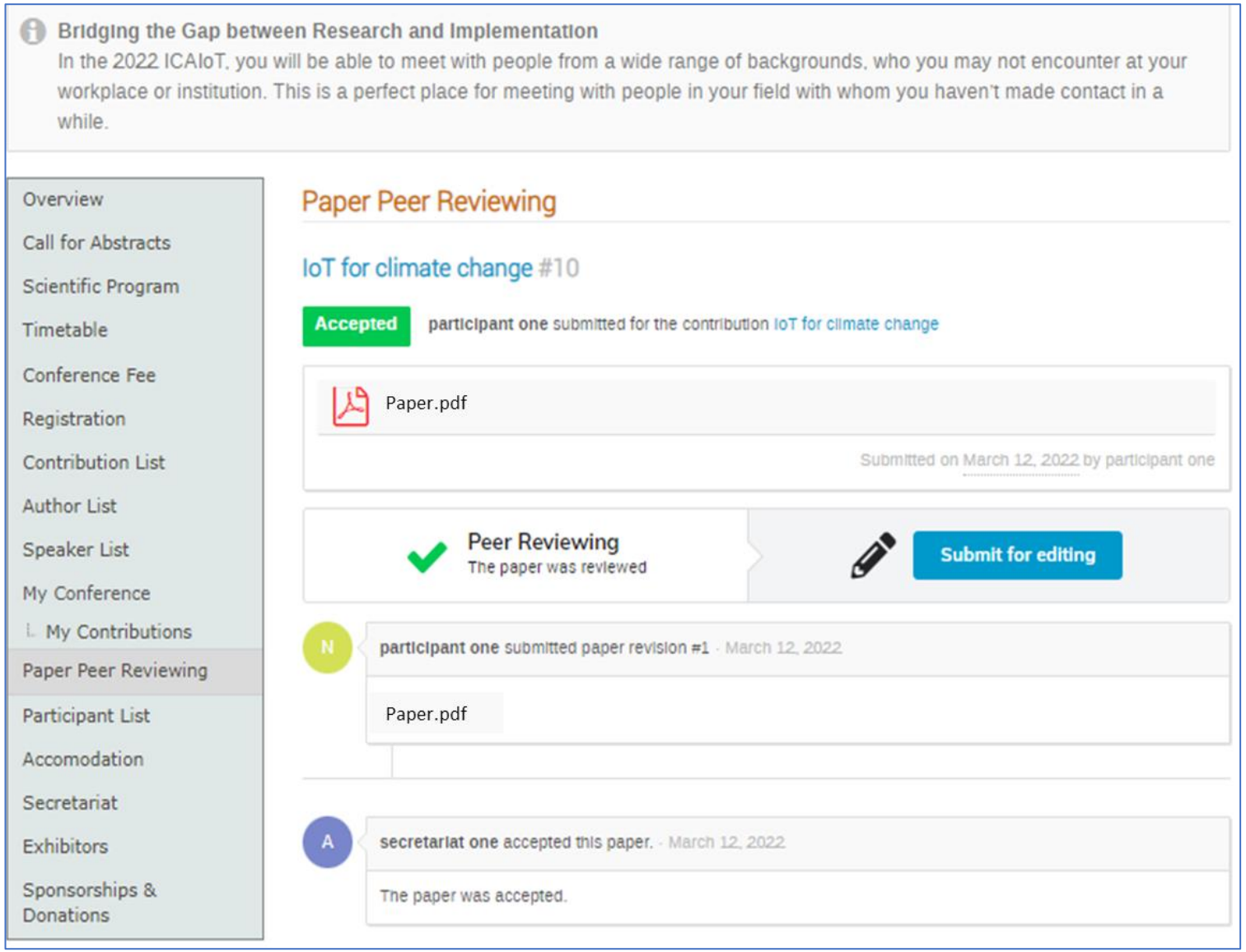
Once the review feedback available.

Author can view the comment from the reviewer in the tab **“Paper Peer Reviewing”**



Author need to make corrections based on the reviewers' comments.

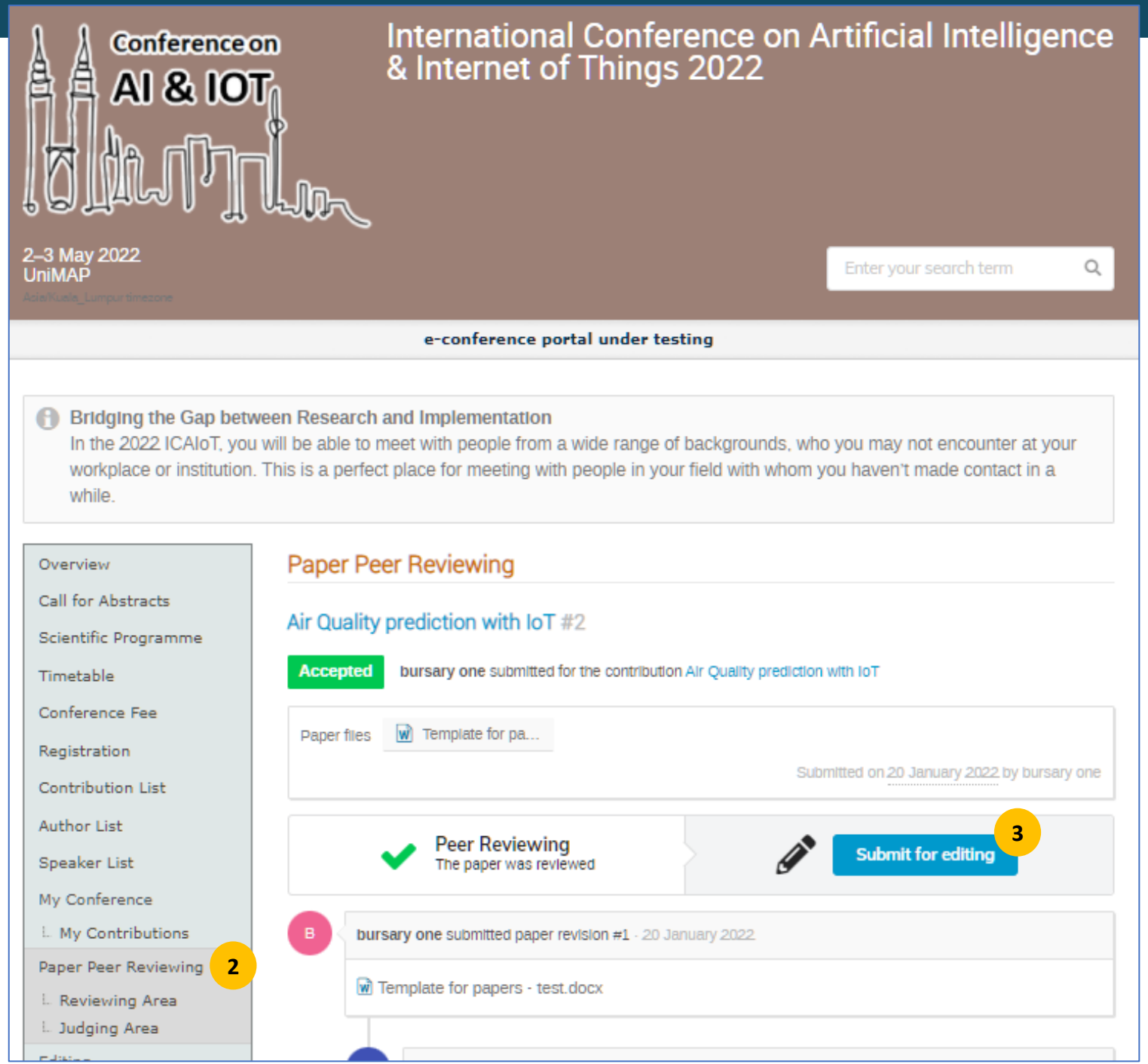
Once the correction was accepted by Judge. Author can start submit final paper for editing once the **submit for editing** was open.



1. Author can start submit final paper for editing once the submit for editing was open.

2. Click on the **Paper Peer Reviewing** section of the page and

3. click on **Submit for editing**

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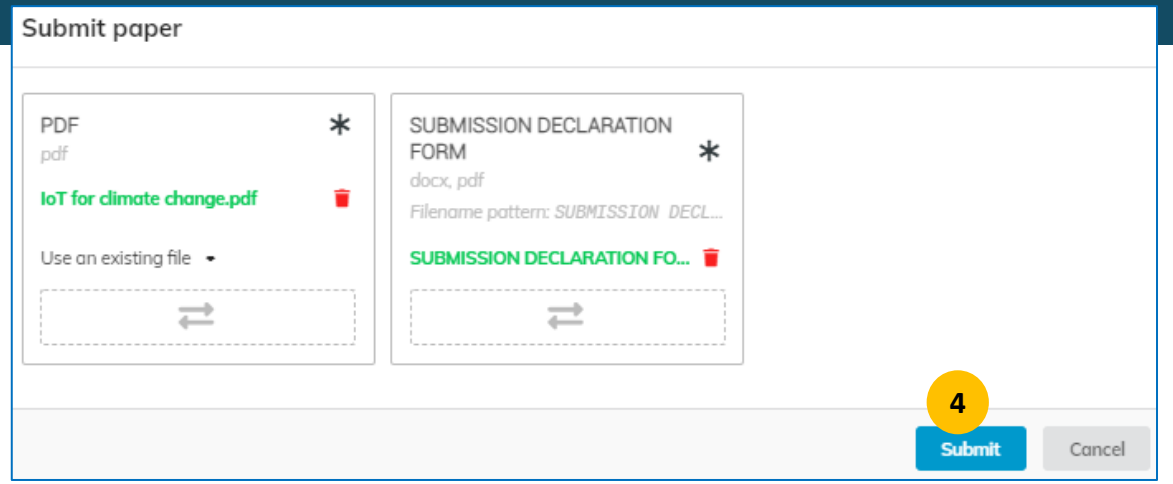
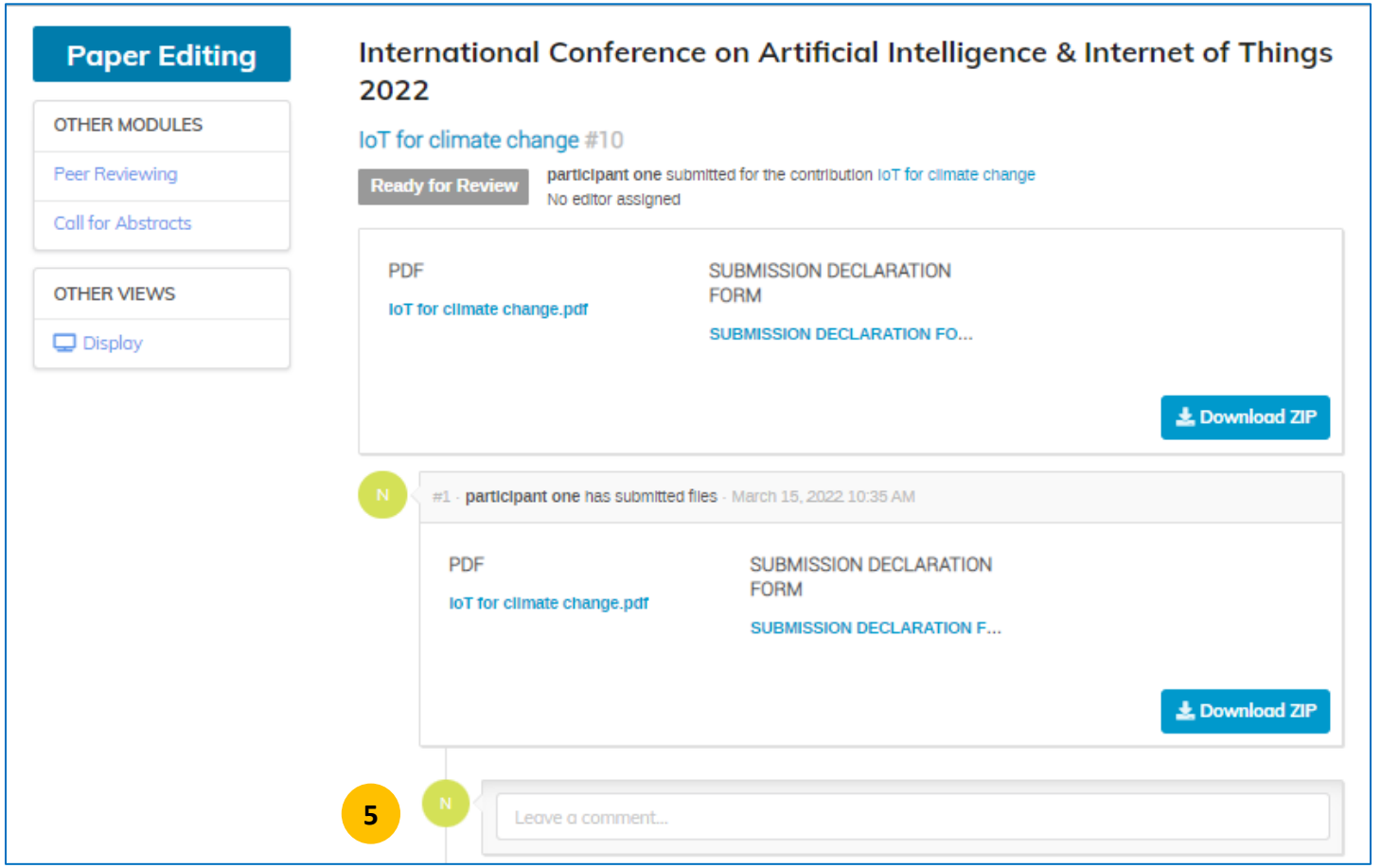
4 Upload the file you want to submit and then click on *Submit*.

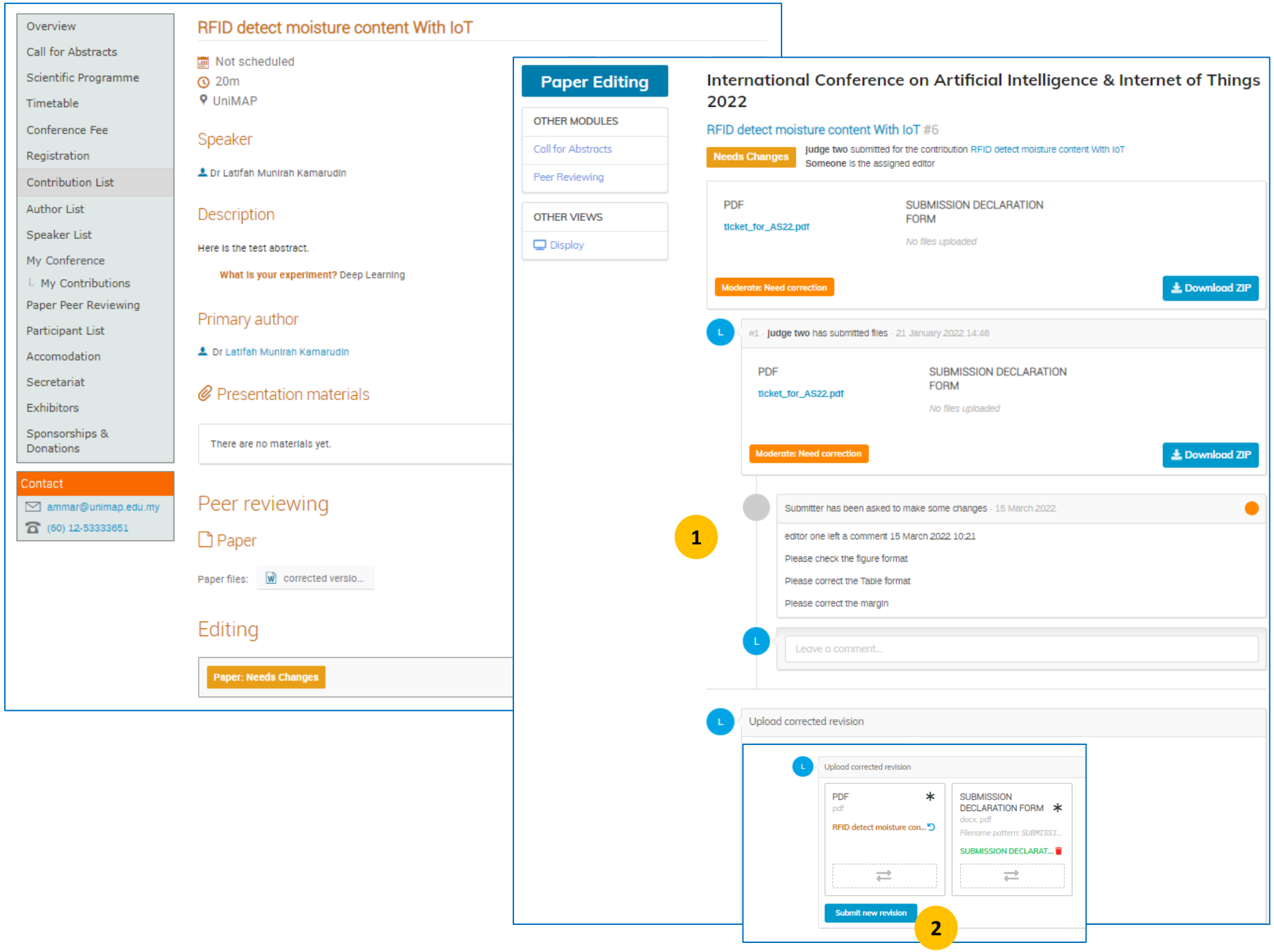
5 Wait for format review



1. If the editor asks for a correction, you will be able to submit a new file via the *editing* section.

2. Select the new file and then click on *Submit new revision*

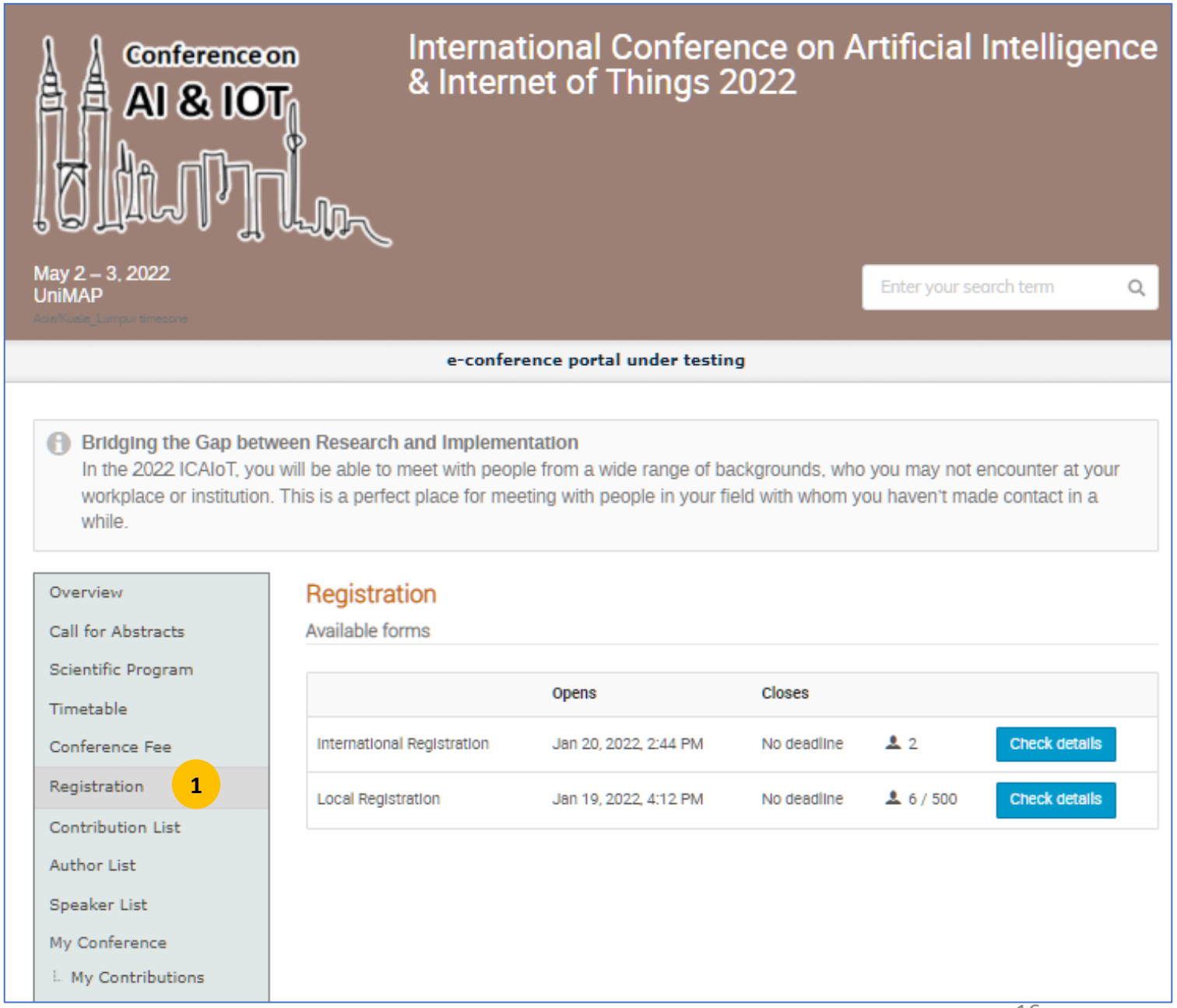


Once the author submit the final paper, author need to register the paper.

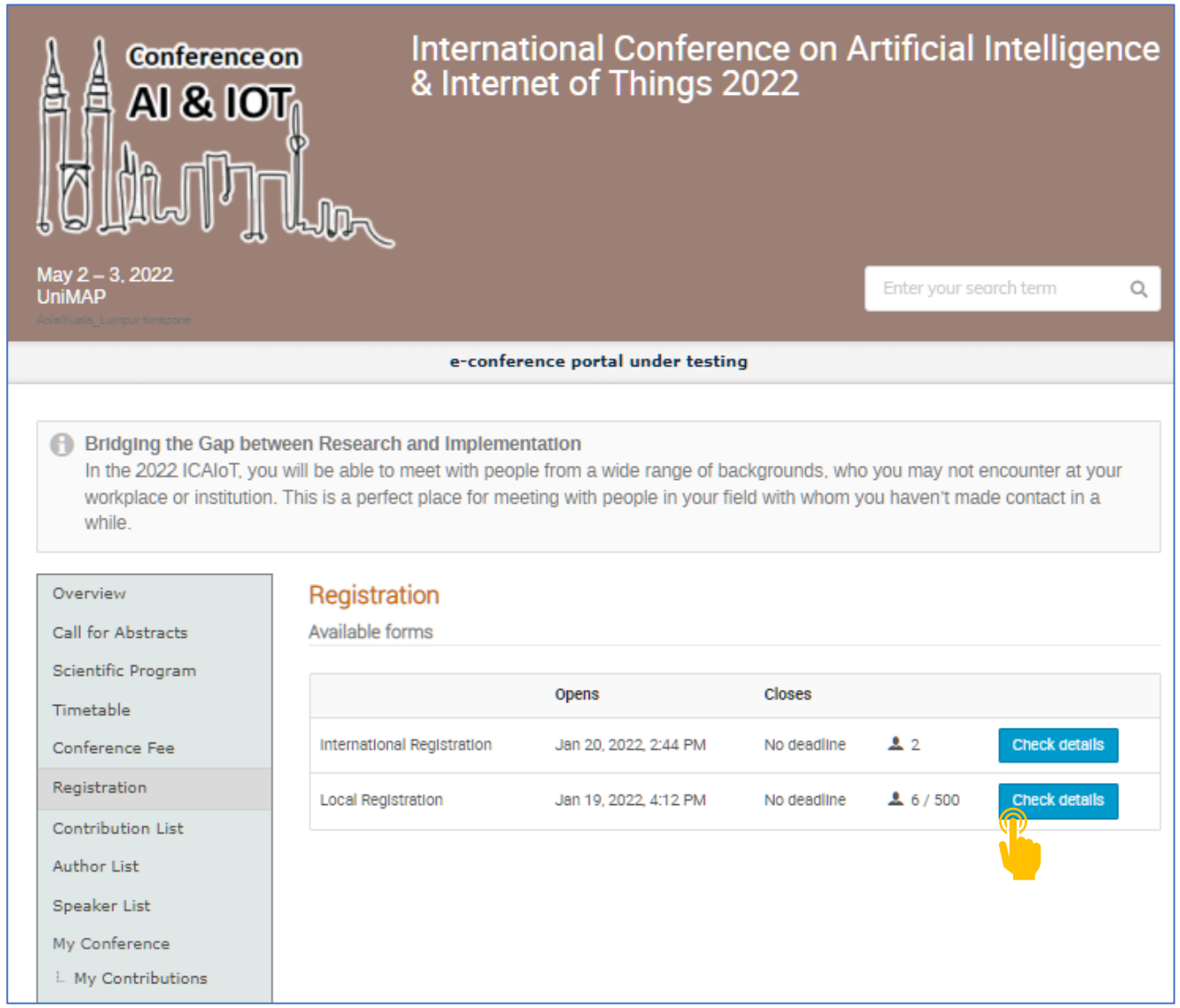
The registration can be done through:

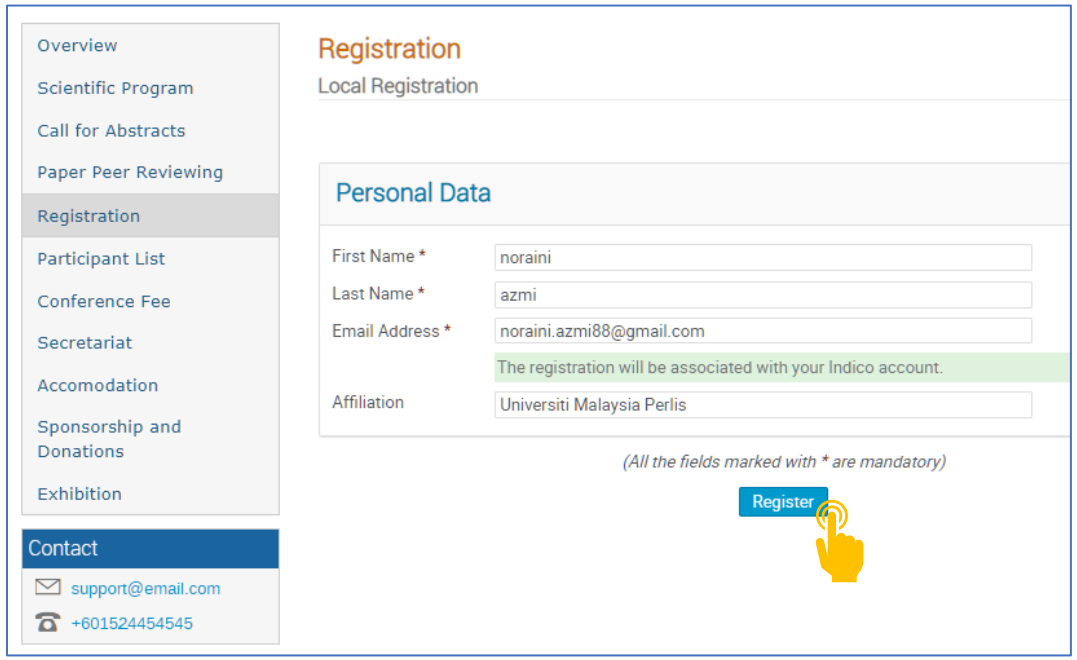
1 Click **Registration**

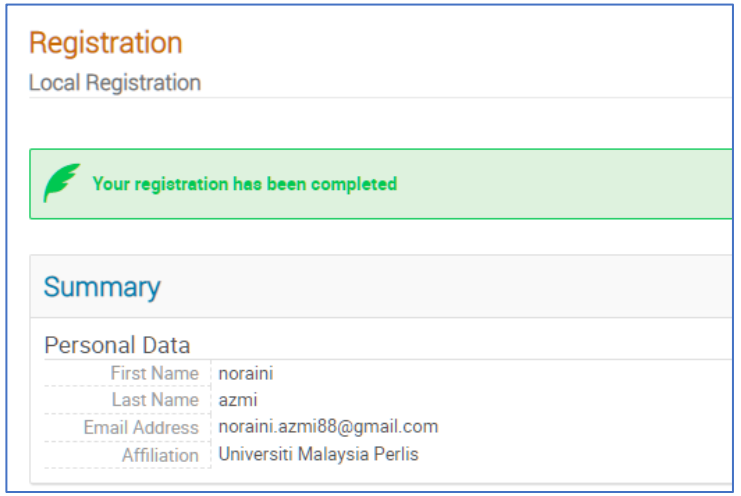
The registration option will be available for authors to choose. For example, international registration or local registration.



# Example registration



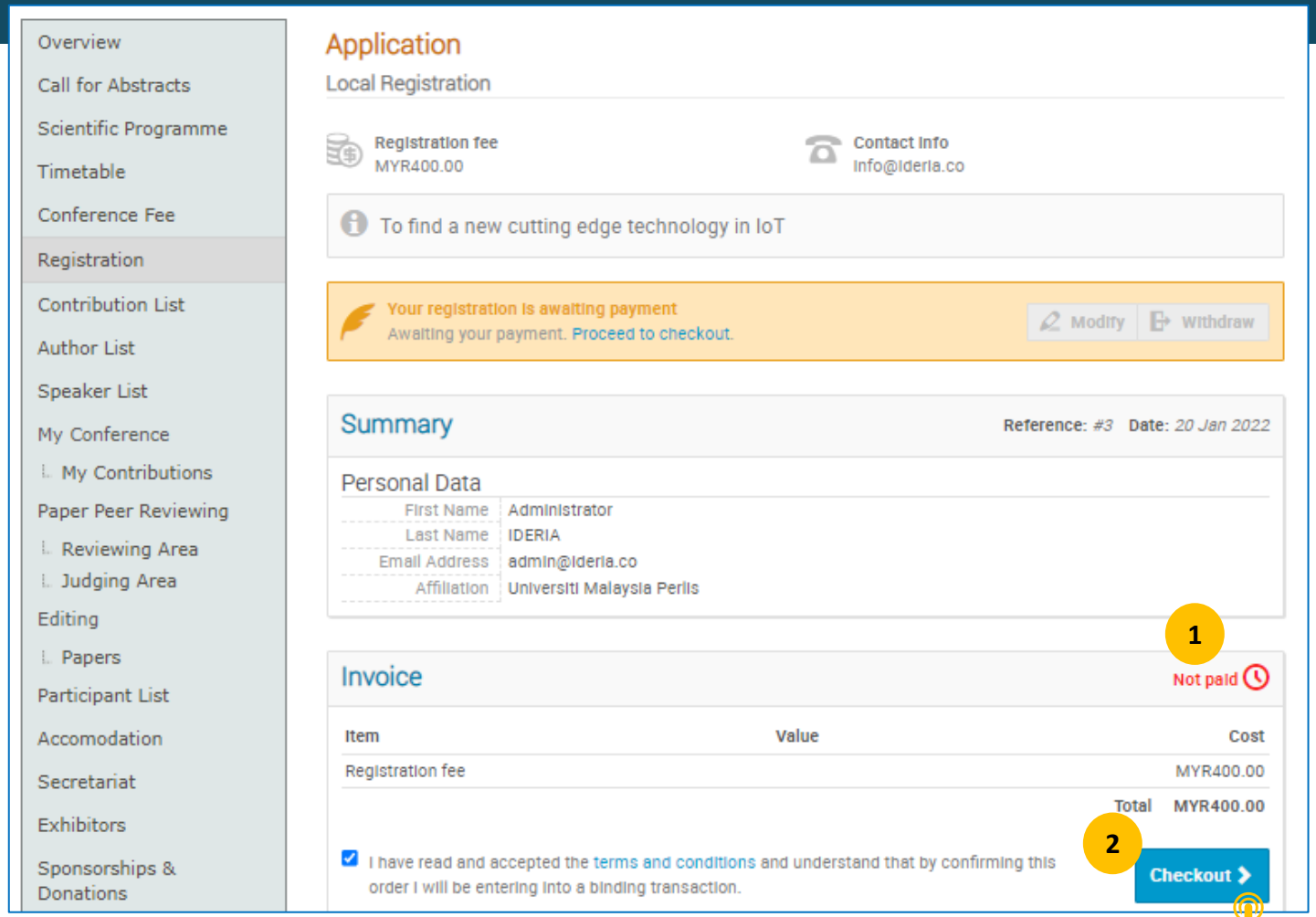



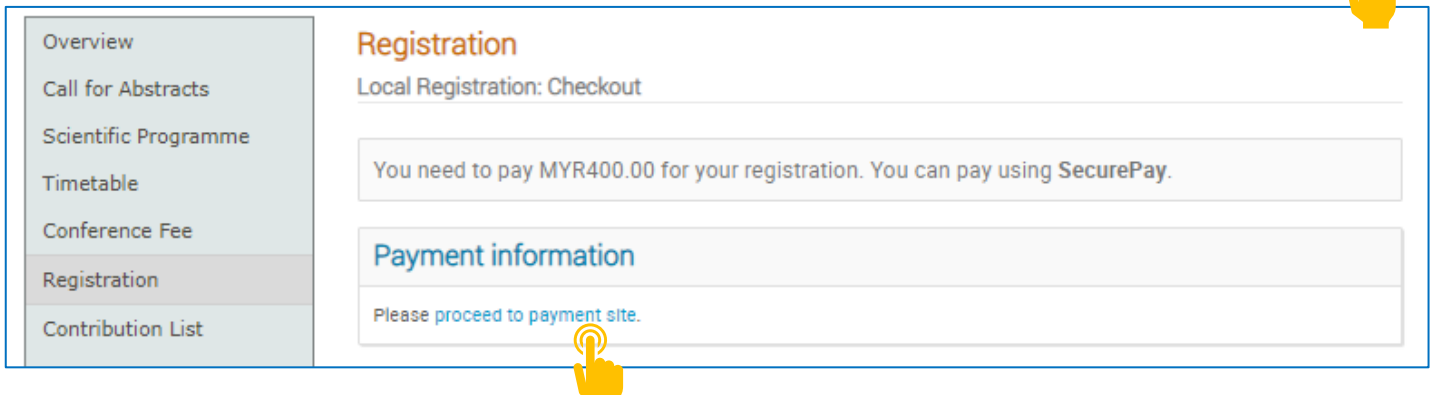
# Payment

1. Participant must wait for the secretariat to approve the registration

2. Once approved, participant can proceed to payment

- If participant wants to pay through other method, please fill in the option during the registration or email the secretariat.

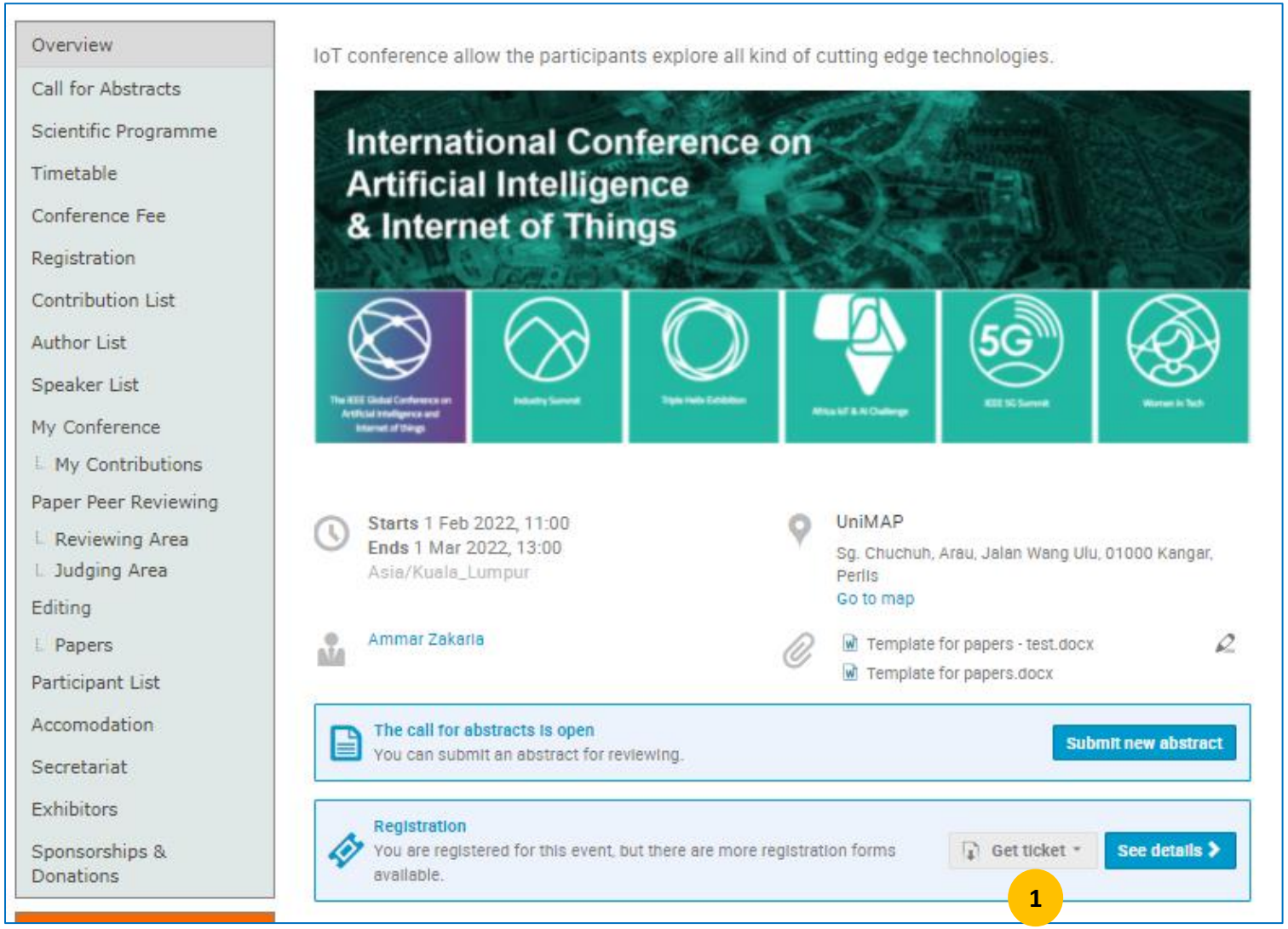


# Payment

1 Once registration was completed.

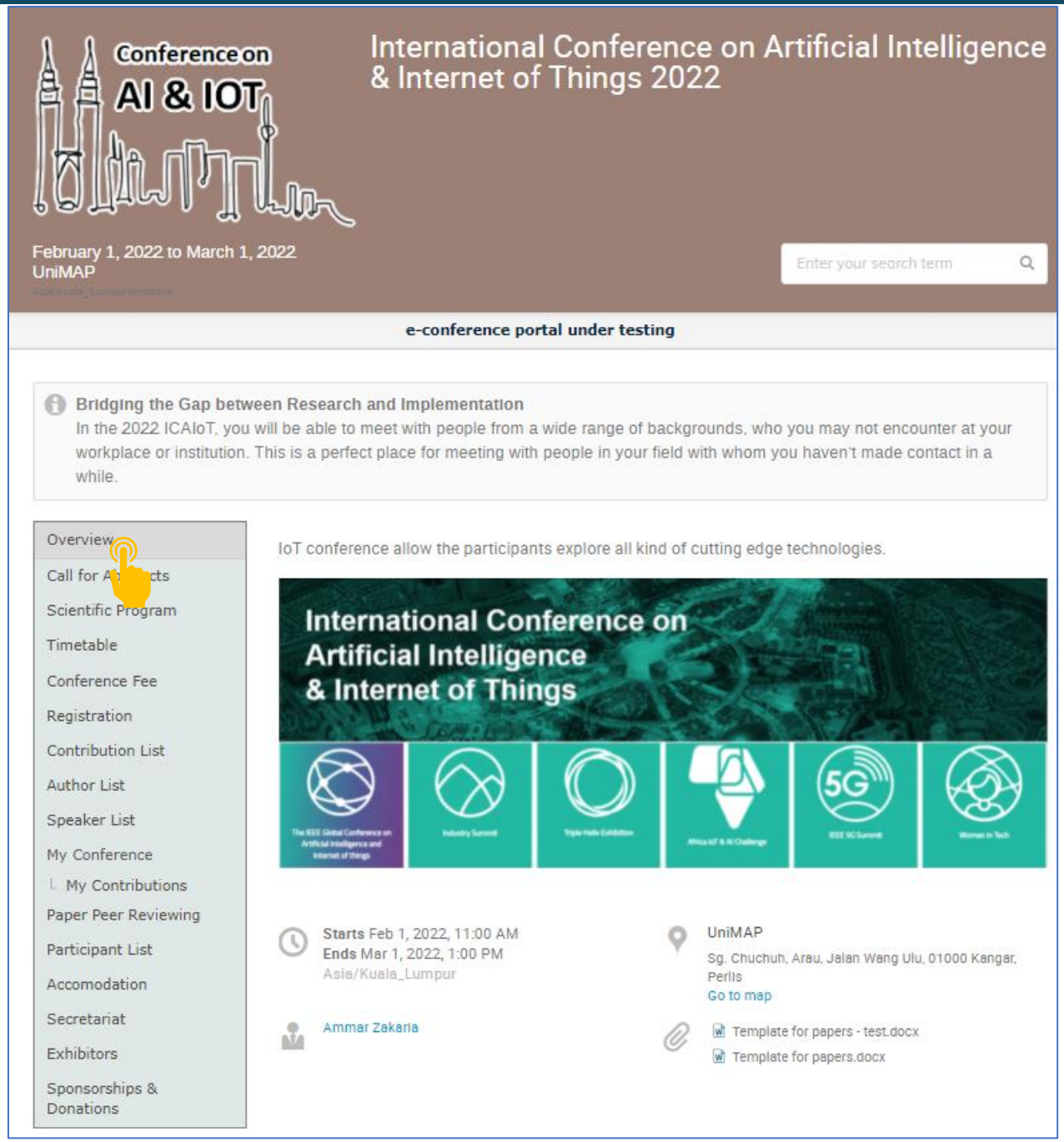
**Depending on the conference method**
*Participant will be issued with a ticket that can be used during the registration (on the first day of the conference)*



## Overview

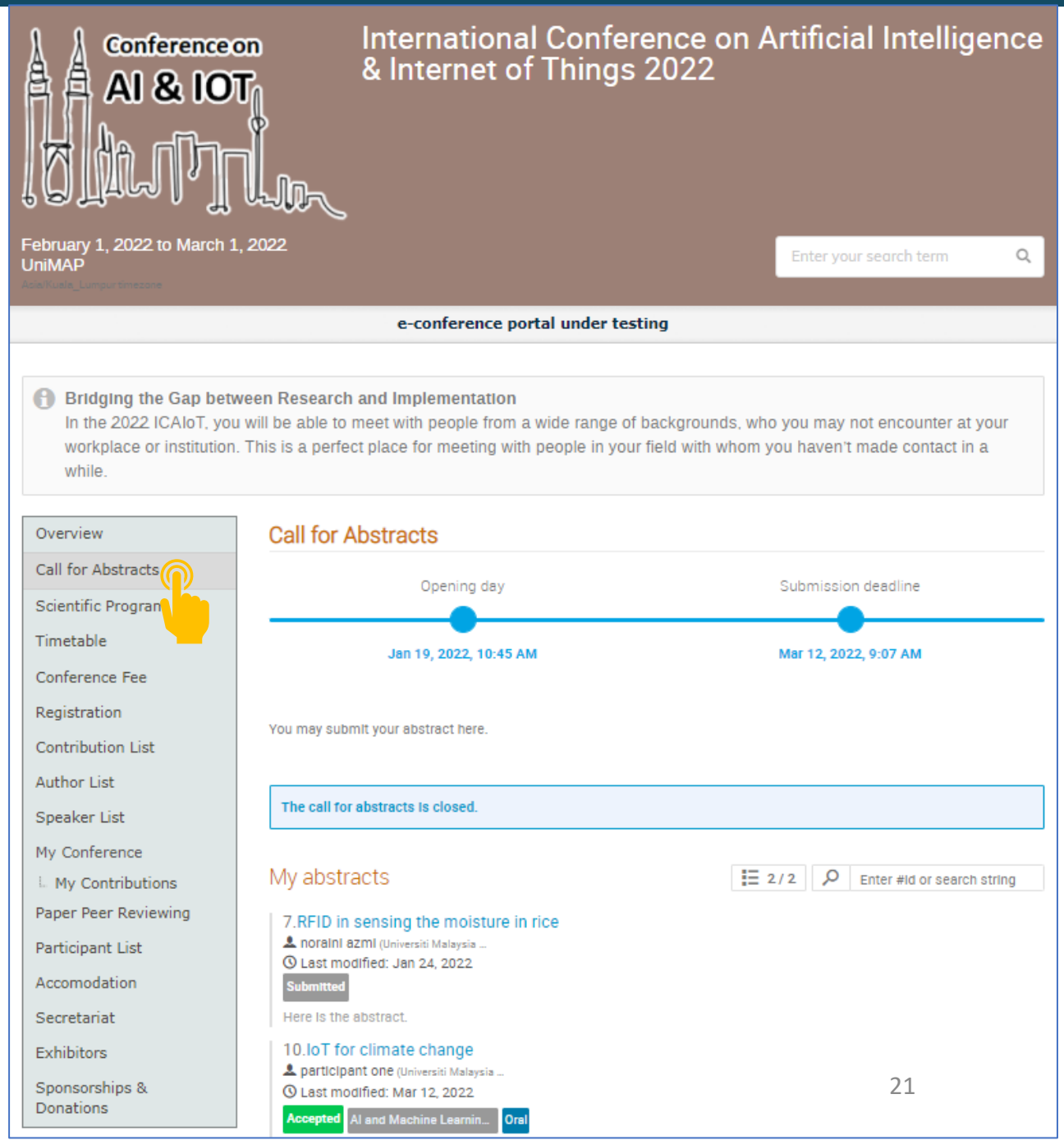
Information about the conference

- Date, time
- Location
- Templates



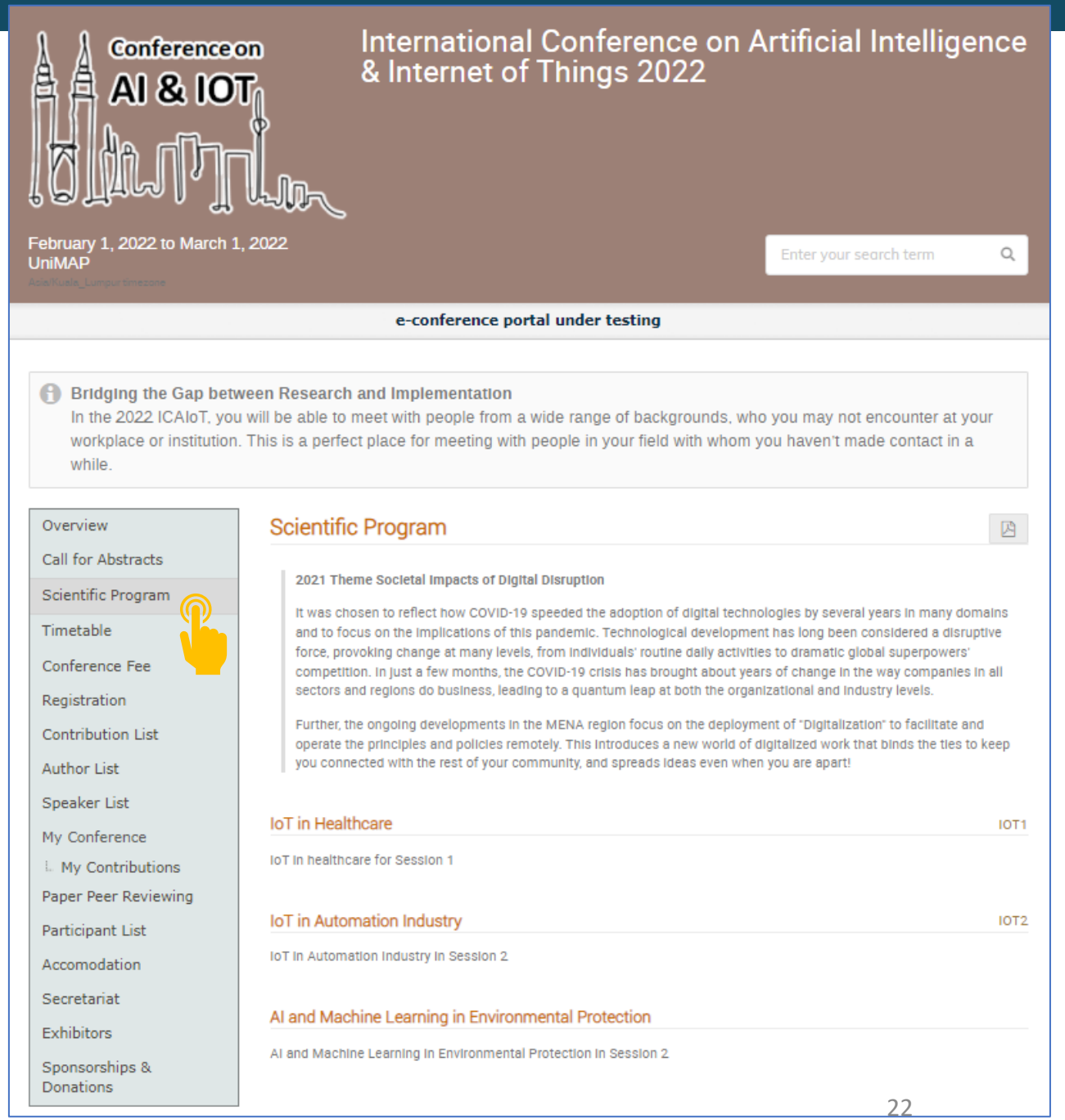
## Call for Abstract

- Opening of call for abstract
- Submit abstract
- Check the status of the abstract
- Check submission dateline



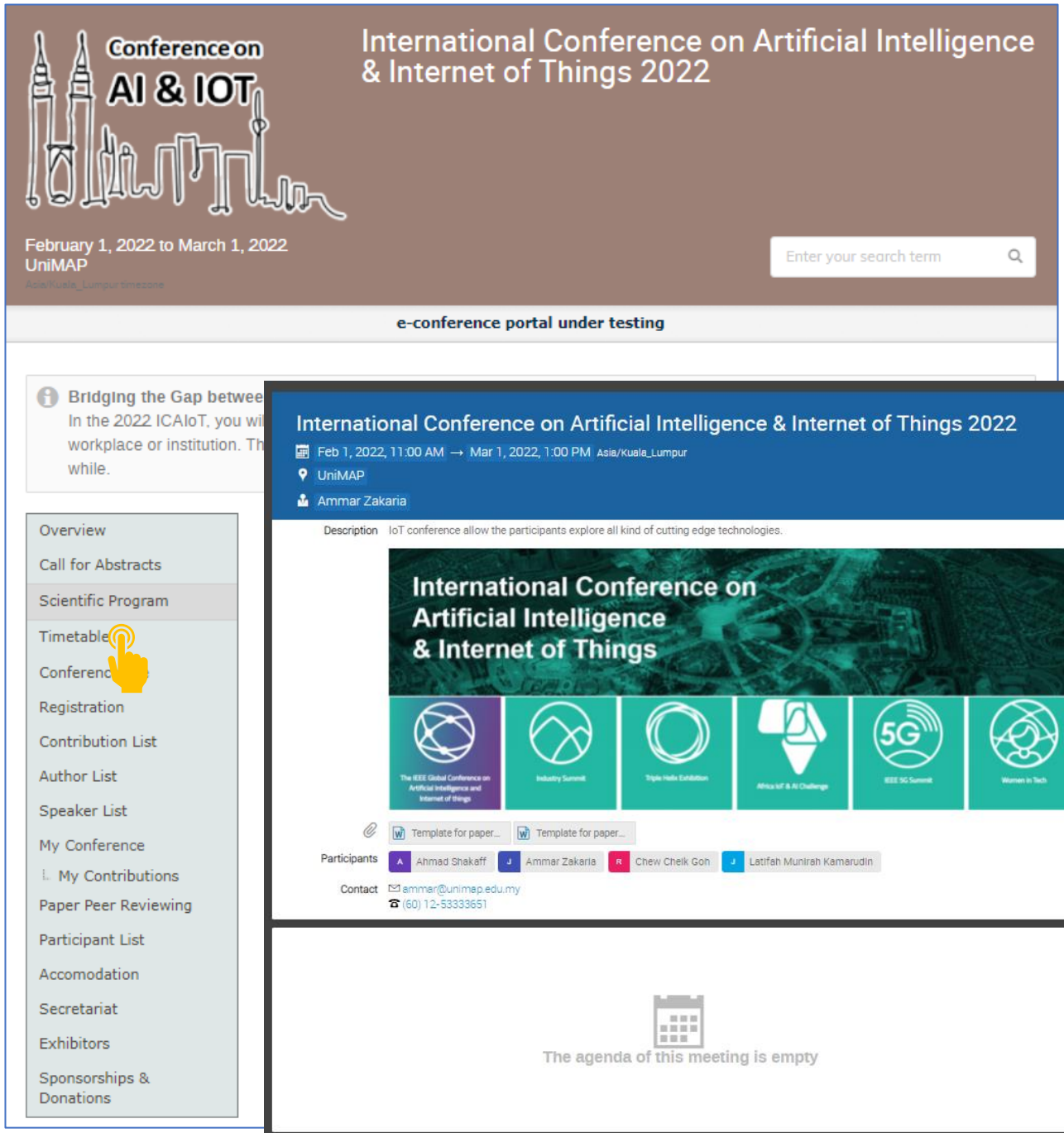
## Scientific Program

- List of tracks available which the suitable abstract/paper can be submitted to.



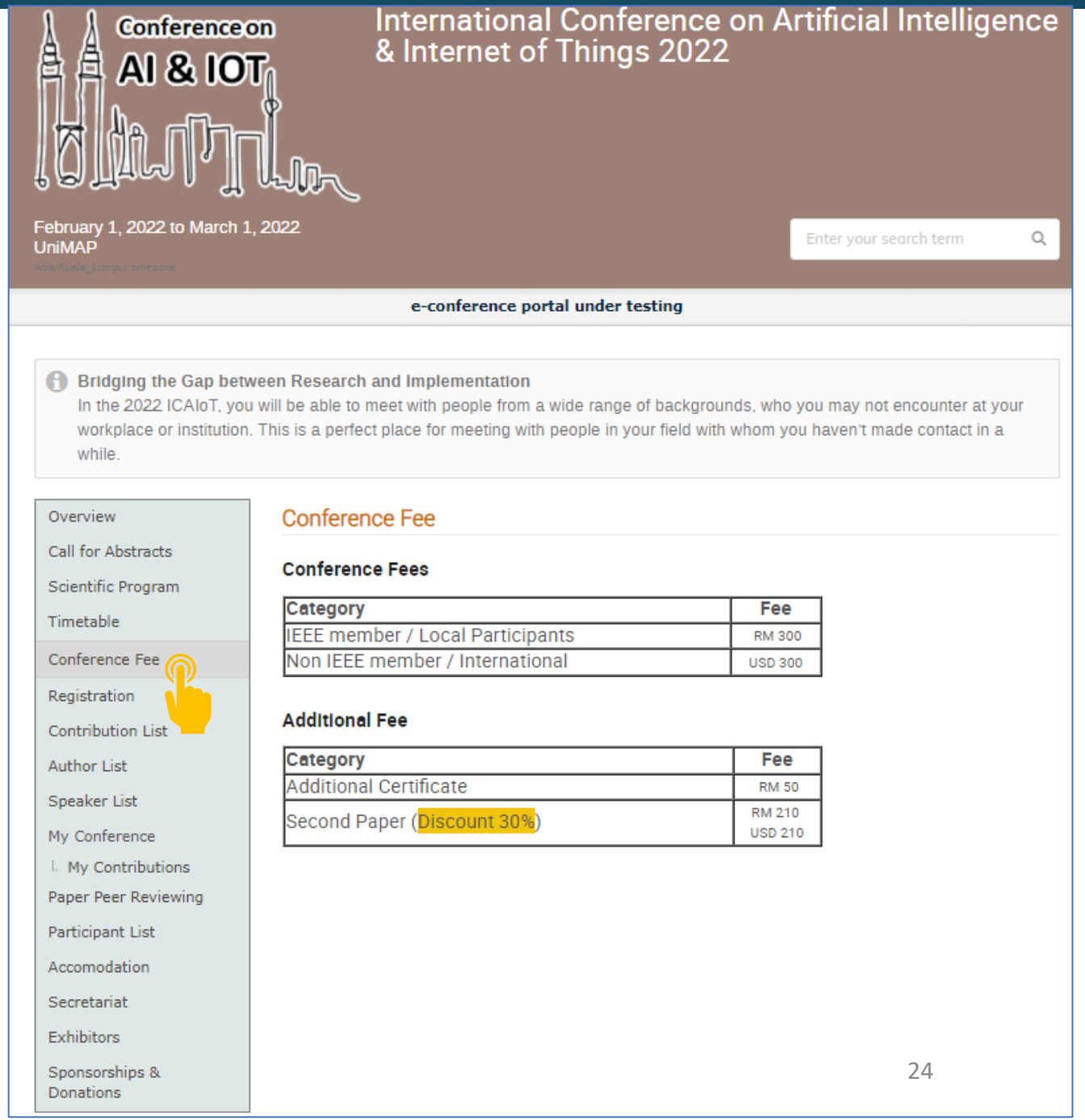
## Timetable

- Schedule of the conference



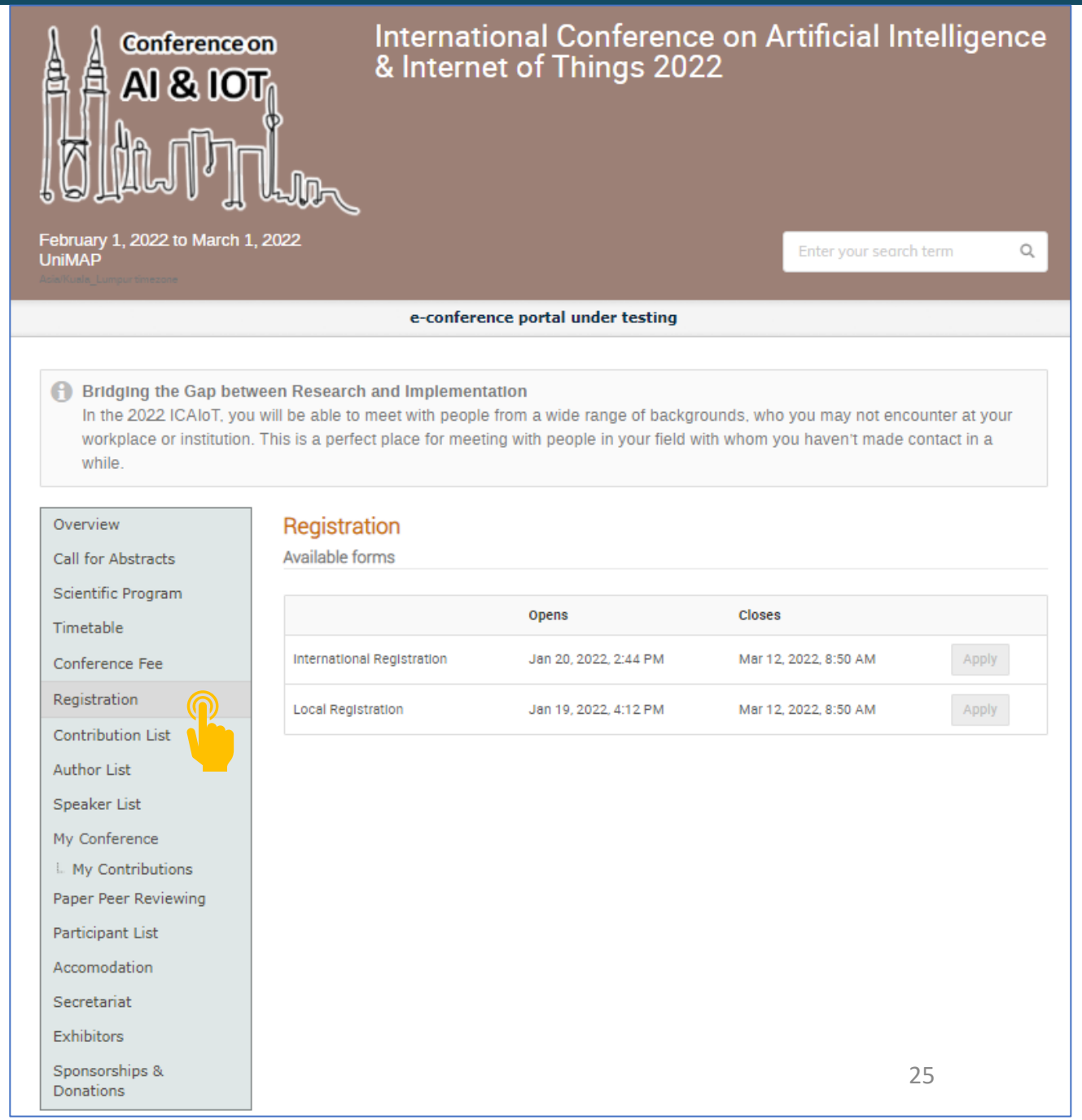
## Conference Fee

- Fee and payment method



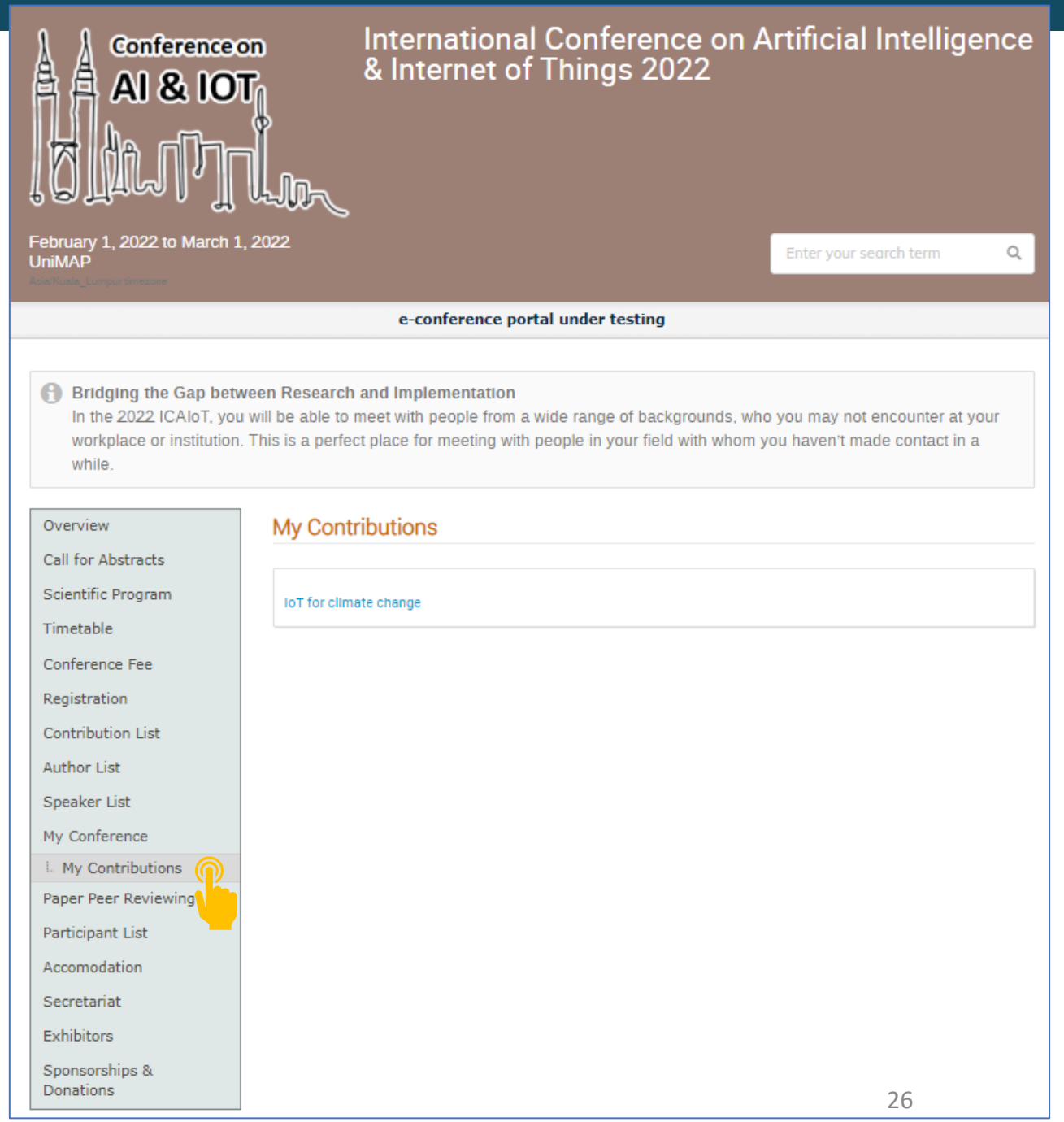
## Registration

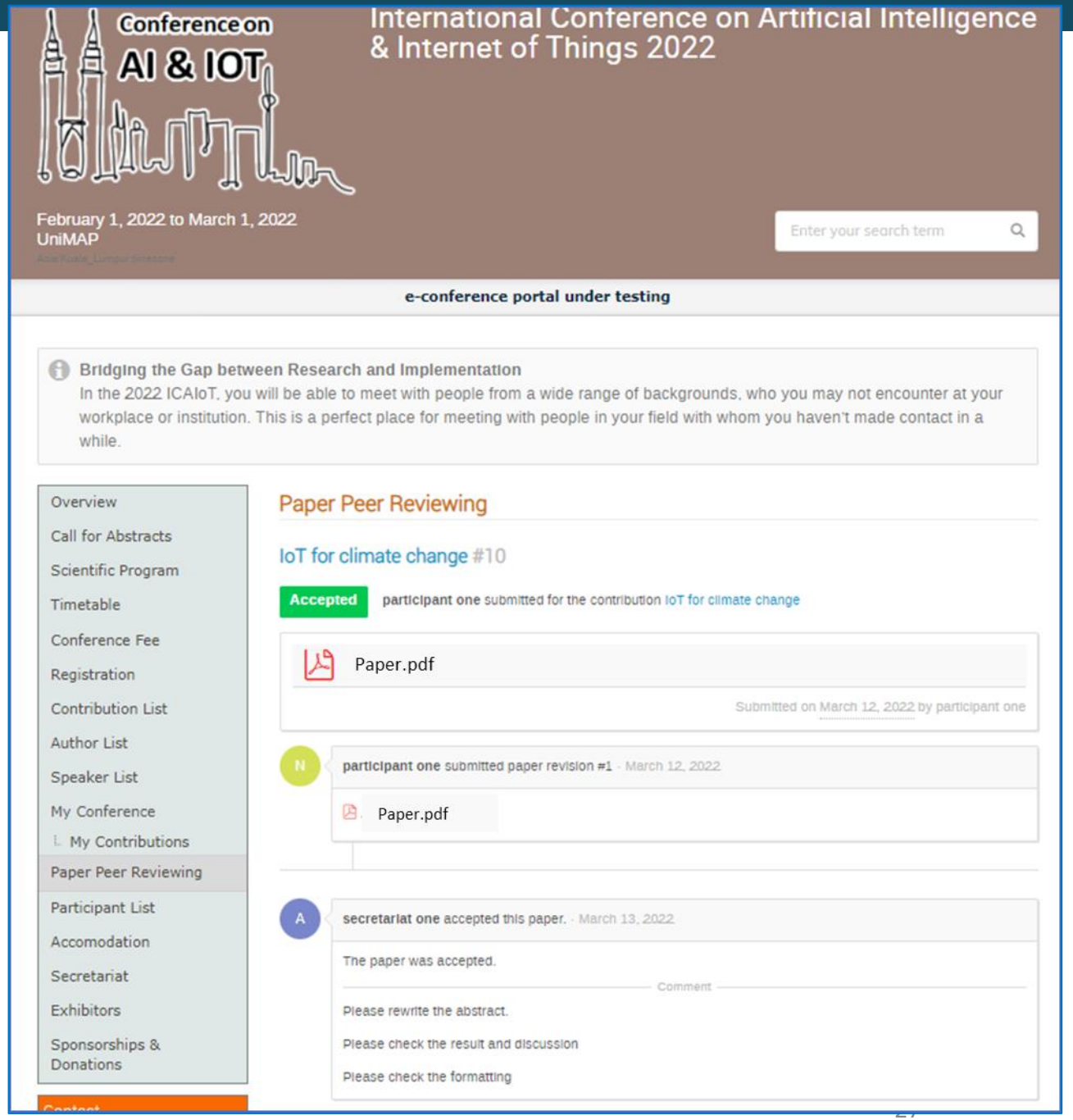
- Register the paper once the registration is open



## My Contribution

- The paper submitted by the author



## Paper Peer Reviewing

- Check the comments from the reviewers conveyed by the judge