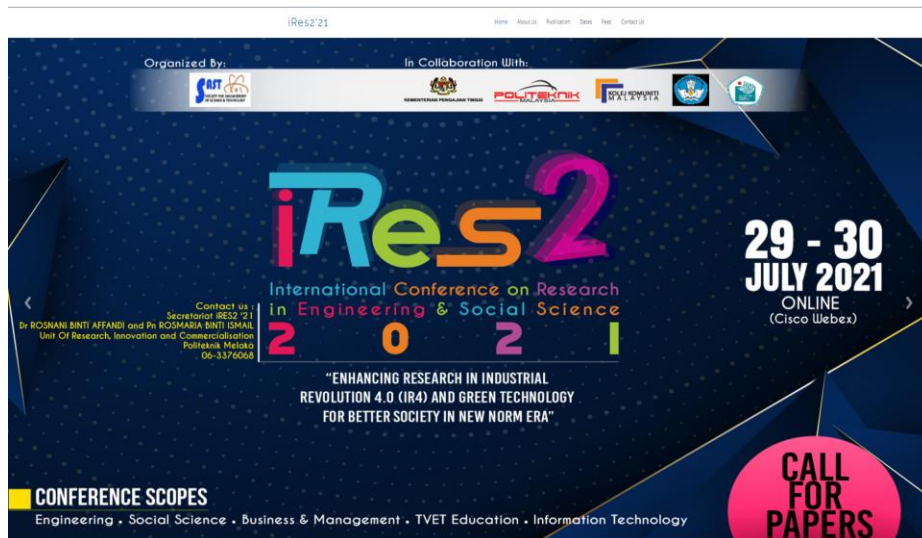


# REGISTRATION AND SUBMISSION MANUAL FOR iRES2'21

1. Click to <http://event.polimelaka.edu.my/ires2/>



2. Go to Online Video Presentation and Click <https://easychair.org/conferences/?conf=ires221>

The image shows a screenshot of the 'Online Video Presentation' page on the iRes2'21 website. The page has a navigation bar with 'Home', 'About Us', 'Publication', 'Dates', 'Fees', and 'Contact Us'. The main heading is 'Online Video Presentation'. Below the heading, it says: 'Due to COVID-19 Pandemic, iRes221 conference is "Online Video Presentation" basis. This can help participants to present their paper without attending the conference. The flows are as follows:'. There is a list of six steps. Step 1 is: '1. Participants are required to register and submit the full paper to <https://easychair.org/conferences/?conf=ires221>'. A red arrow points to this URL. Step 2: '2. Participants will receive a Notification of Acceptance from organiser if the full paper is accepted.' Step 3: '3. Every participation will be given 15 minutes for presentation plus 5 minutes for Q&A.' Step 4: '4. Participants are required to prepare a 10 - 15 minutes video presentation and upload it on YouTube. The YouTube link must be submitted in the google form.' Step 5: '5. For more details about the presentation guideline and the google form, please refer to the information on the iRes221 website.' Step 6: '6. On the day of presentation, participants are required to report to their assigned room 10-15 minutes before the session is scheduled to begin.'

3. You will then be automatically directed to the page shown in Figure 1.

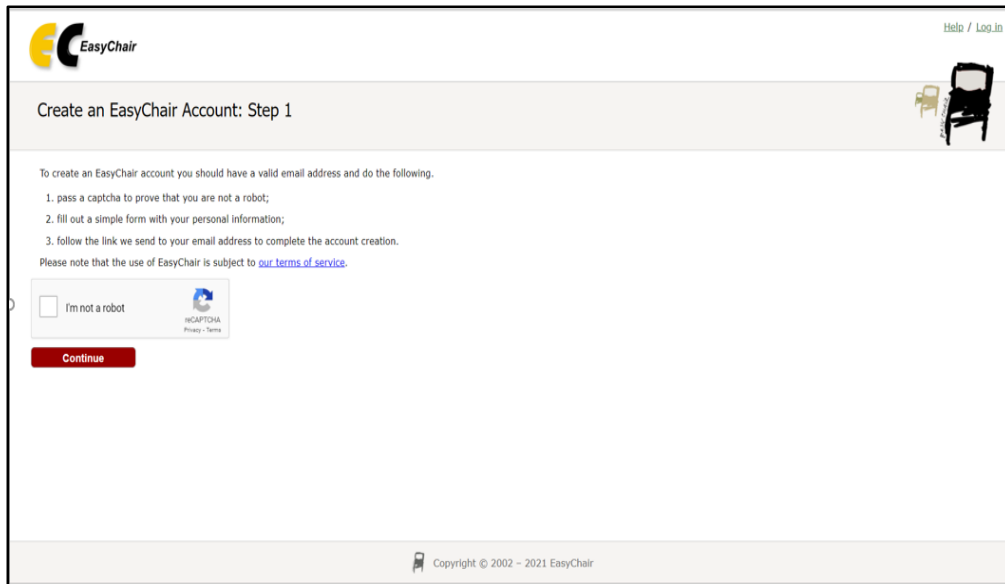


Figure 1: Enter information to sign up

4. Set up an account as an Author First, you will need to set up an account (username and password) as an author.
5. Fill in the textbox with the distorted words that appear directly above it, and click on "Continue".
6. Then, follow the on-screen instructions and complete the form (as shown in Figure 2), and click on "Continue."

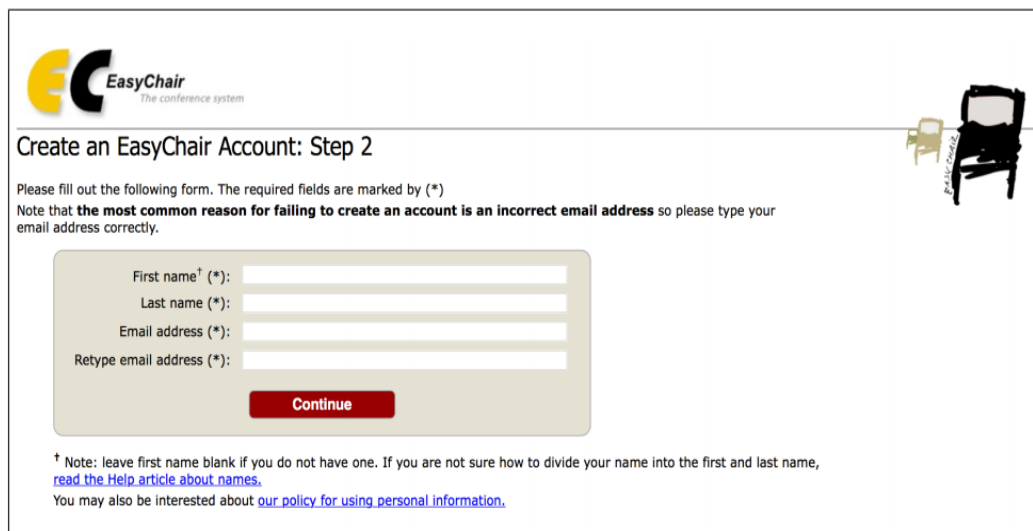


Figure 2: Fill in the form

7. After registering, you will receive an email similar to the one in Figure 3. Use the link provided in the email to continue the account registration process.

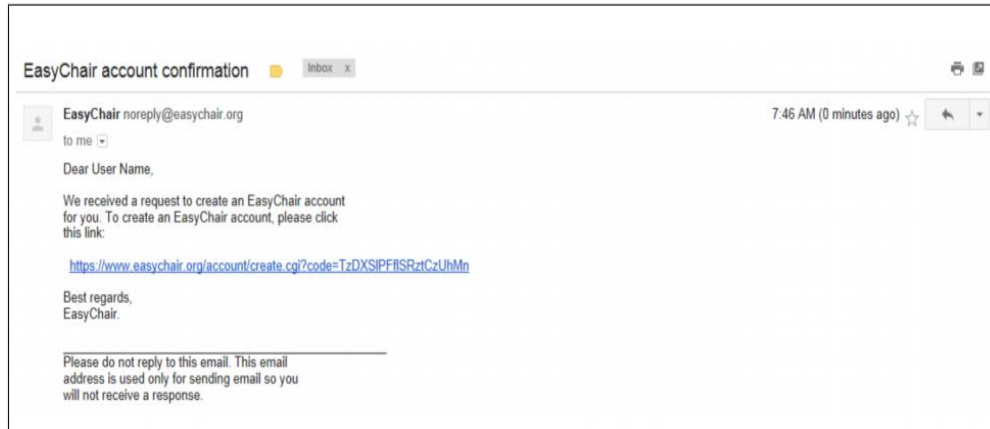


Figure 3: Login email

8. Fill out all of the required information (as shown in Figure 4), and click the "Create my account" button to finalize the account registration process.

A screenshot of the EasyChair website's account creation page. The page title is "Create an EasyChair Account: Last Step". The EasyChair logo is in the top left, and a chair icon is in the top right. The main text says: "Hello Marco Vimercati! To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch." Below this is a form with the following fields: "User name:" (with a note "User names are case-insensitive"), "First name\*", "Last name (\*)", "Company/organization (\*)", "Web site:", "Phone (\*)", "Address, line 1 (\*)", "Address, line 2:", "City (\*)", "Post code (\*)", "State (US only) (\*)" (dropdown), "Country (\*)" (dropdown), "Password (\*)", and "Retype the password (\*)". A red "Create my account" button is at the bottom of the form.

Figure 4: Create an account

9. After the account is registered, you may log in to iRES2'21 simply by clicking on the “click this link” link (as shown in Figure 5), or on the following link <https://easychair.org/conferences/?conf=ires221>.

\*\*\*Note: If your username appears taken, it is possible that you have signed.



Figure 5: Link to the login page.

10. Submit your Full Paper

After logging in to the EasyChair website for iRES2'21, you may click on the “New Submission” link to submit a new fullpaper (as shown in Figure 6).

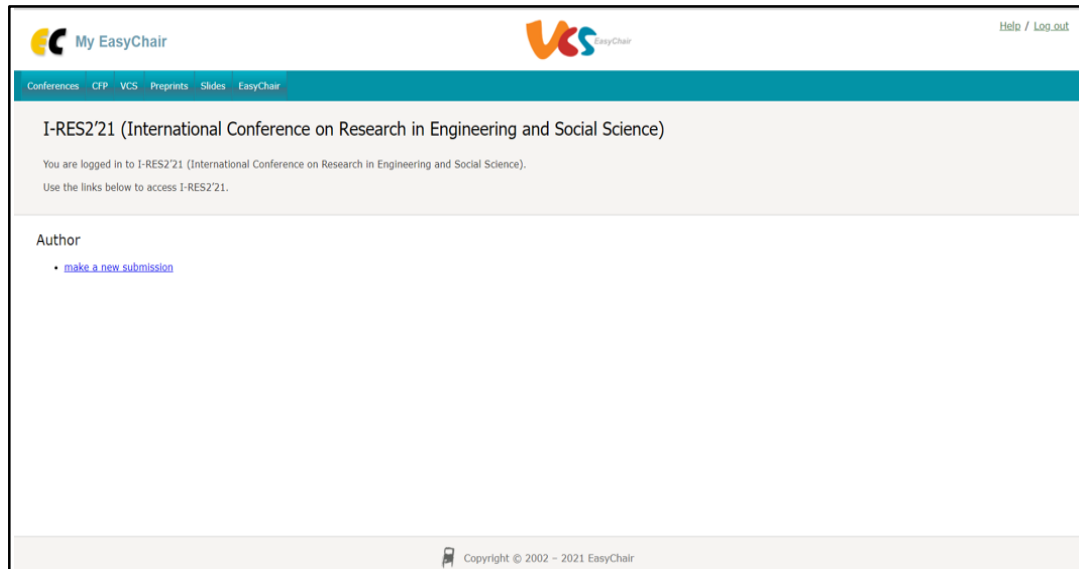
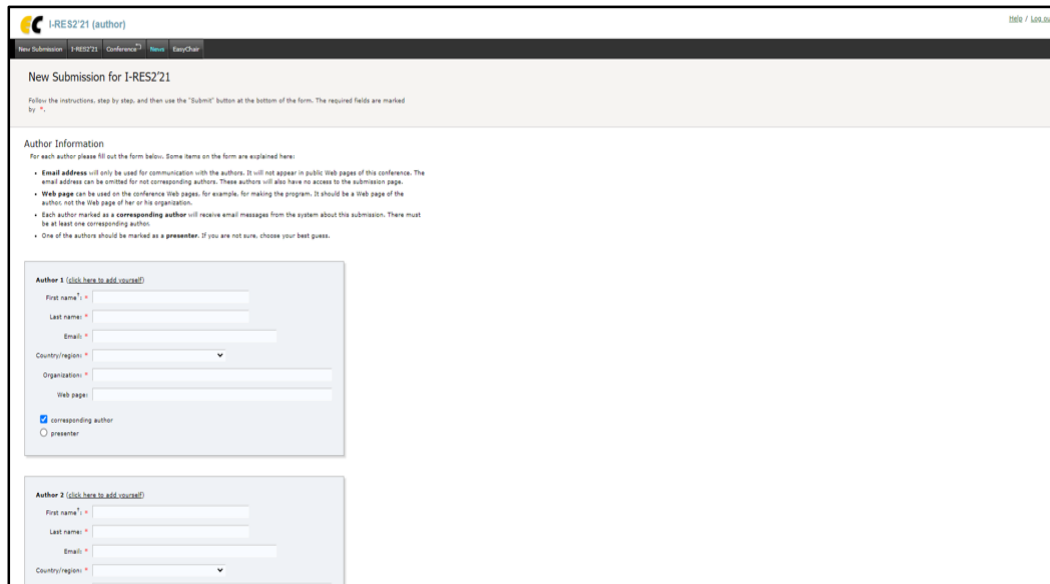


Figure 6: The main page for authors.

11. Follow the on-screen instructions and fill out all of required information (as shown in Figure 7) about the authors.  
**\*\*\*Note:** You must use the same email address that you signed up with when creating the EasyChair account.



The screenshot shows a web form titled "New Submission for I-RES2'21" with a navigation bar at the top containing "New Submission", "I-RES2'21", "Conference2'21", "Home", and "EasyChair". Below the title, there are instructions: "Follow the instructions, step by step, and then use the 'Submit' button at the bottom of the form. The required fields are marked by \*".


The "Author Information" section includes the following text: "For each author please fill out the form below. Some items on the form are explained here:"

- Email address will only be used for communication with the authors. It will not appear in public web pages of this conference. The email address can be omitted for not corresponding authors. These authors will also have no access to the submission page.
- Web page can be used on the conference web pages, for example, for making the program. It should be a web page of the author, not the web page of her or his organization.
- Each author marked as a corresponding author will receive email messages from the system about this submission. There must be at least one corresponding author.
- One of the authors should be marked as a presenter. If you are not sure, choose your best guess.

There are two author input sections, "Author 1" and "Author 2", each with a link "(click here to add source)". Each section contains the following fields: "First name", "Last name", "Email", "Country/region" (a dropdown menu), "Organisation", and "Web page". Below the "Author 1" section, there are two radio buttons: "corresponding author" (which is selected) and "presenter".

Figure 7: Authors information. Pilih kategori penyertaan

12. Fill out the text abstract, keywords and the related topics (as shown in Figure 8).



The screenshot shows a form section titled "Title and Abstract" with the instruction: "The title and the abstract should be entered as plain text, they should not contain HTML elements."

There is a text input field for "Title (\*)". Below it, a note states: "The abstract should not exceed 500 words".

There is a large text area for "Abstract (\*)".

Below the abstract section, there is a section titled "Keywords" with the instruction: "Type a list of keywords (also known as key phrases or key terms), one per line to characterize your submission. You should specify at least three keywords."

There is a text area for "Keywords (\*)".

At the bottom, there is a section titled "Topics" with the instruction: "Please select topics relevant to your submission from the following list."

Figure 8: Fullpaper submission.

13. Click on the "Submit" link to submit your fullpaper.

14. After completing a submission, a new menu bar ("Submission" or "My Submissions" in the case of multiple submissions) is created (as shown in Figure 9). Click on "Submission" for changing any information about the submission.

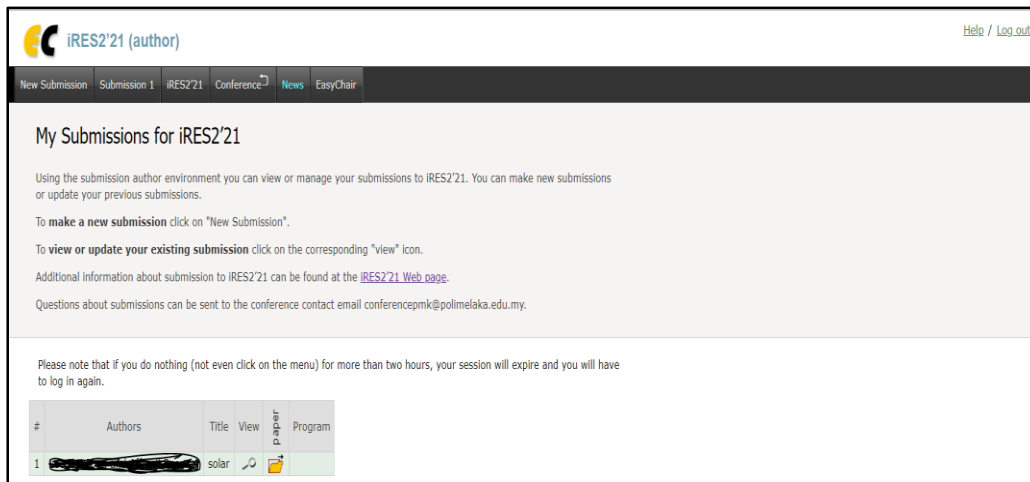


Figure 9: A page for changing or editing your submission(s).

15. Use the links at the top-right corner for: -
- Updating information about your submission:  
select "Update information" from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.
  - Updating author information for your submission:  
select "Up date authors" to modify any information about the author(s) and click "save." In the case of multiple authors, you can add ("Add new author") or remove authors (Click on "X"); then update the order of the authors by selecting the "Reorder authors" button.
  - Uploading files: the "Add file" link may be used to upload files. Please do not upload any files at this stage.
16. At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email from iRES221@easychair.org. Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.

\_\_\_\_\_THANK YOU\_\_\_\_\_