

Explanation for Conference System “Konfrenzi” For Conference Participants



Document URL: <https://goo.gl/sn7tv8>

Website: <http://konfrenzi.com>

Email: contact@konfrenzi.com

Hello seminar participants! We have prepared this explanation especially for you, to make it easier for you to understand. Please read this document carefully so that you can understand it well. **Once again, please read and understand this document.** Thank You.

Registration and User Log-in

1. Register online (click “Register” on the Conference menu) by filling out the online registration form correctly and completely, then click the “Submit” button at the bottom. The registration form can be used while it's being opened by the committee, if it is closed then it cannot be used. **IMPORTANT: Make sure your email address is active and written correctly.**
2. After you register, an automatic email will be sent (auto-mail) to activate your account. This activation process aims to ensure that your email address is indeed valid. This is important because further communication between you and the seminar committee will only be done via email. The auto-mail contains a link to activate your account, so please open (copy-paste into your browser) the link. The time span for this auto-mail to reach your email can vary greatly depending on various technical factors, such as filter settings on your mail server or other things that are too complicated for us to describe here. This auto-mail will generally reach the user's email within 3 minutes to 3 hours, which means that there are users who immediately receive the auto-mail, but there are also users who receive it after 3 hours later. In a few cases even the new auto-mail arrived the next day. So please be patient until this account activation from auto-mail enters your email, you don't need to wait continuously, please just do something else and check again after a few hours. Please also check the SPAM/JUNK folder, because this auto-mail might enter the folder (because it was sent by a machine, not by a human). So if you don't receive the auto-mail right away, there's no need to rush to protest to the seminar committee, please be patient and wait. If after 24 hours you do not receive the auto-mail, then please ask the committee.
3. After you click the activation link sent by the system via automail, you cannot directly login because your registration still has to be approved by the seminar admin. So at this stage it depends on the admin when he will approve your registration. If after 24 hours

the admin has not approved it, we highly recommend that you 4th immediately ask the seminar committee.

4. When our admin approves your account, an auto-mail will be sent to your email address, which contains the password to log into your account. Only after you receive this approval email can you login to the online system. If you experience failed login, maybe you entered the wrong email or password, or typed the wrong security code. Please copy-paste the password you get from the system, do not type it because it is complicated (risk of typo). Make sure there are no blank spaces when you copy-paste. Note that uppercase and lowercase letters are distinguished by the system. example: natasha@gmail.com is different from Natasha@gmail.com

Abstract Submission

1. Login to your account
2. Click "Abstract" on the top menu
3. Click the "Create New Abstract" button, this button is only available if access to submit abstracts is being opened by the committee, if it is closed then it cannot be accessed.
4. Please fill in the abstract submit form that you see on the page completely and correctly, then click the "Submit" button at the bottom. Note that you cannot use single quotes or symbols other than letters, numbers, and normal punctuation. Then please pay attention to whether the abstract was successfully submitted, or is it just empty? If the abstract you submitted is just empty, then it's because there are single quotes or symbols in your abstract. Please edit your abstract and make sure there are only letters, numbers, and normal punctuation. Please also open <https://goo.gl/cUFVps> .

File Uploading

1. Login to your account
2. Click "Abstract" on the top menu
3. At the bottom after your abstract, there are buttons to upload proof of payment, upload full paper, etc., please click on one of them.
4. The buttons are only available if the file upload access is being opened by the committee, if it is closed then it cannot be accessed. Then please pay attention to whether the file was successfully uploaded, or failed to upload? If it turns out that the upload failed, the first possibility is that the user chose the wrong file, for example, if file uploaded was an MP3 type file, it won't proceed. The second possibility is because the file size exceeds 3 MB. And the third possibility is that in the file name there is a single quotation mark ('), double ("), or a dash (-). Or maybe there are symbols. This is not allowed.

Letter of Acceptance (LoA)

1. Login to your account.
2. Click "Abstract" at the top of the page

3. At the bottom after your abstract, click “Print Letter of Acceptance” button. The button is only available if the LoA print access is being opened by the committee, if it is closed then it cannot be accessed.

Payment Receipt

1. Login to your account.
2. Click “Abstract” at the top of the page
3. At the bottom after your abstract, click “Print Payment Receipt”. The button is only available if access to print payment receipts is being opened by the committee, if it is closed then it cannot be used.