

## **Reminder : Full Papers Submission 15th Insyma**

**fbe manajemen** <ubayainsyma@gmail.com> To: arif\_herlambang@staff.ubaya.ac.id Bcc: lukaspurwoto@gmail.com Mon, Nov 13, 2017 at 6:28 AM

Dear the 15<sup>th</sup> UBAYA INSYMA participant,

The 15<sup>th</sup> University of Surabaya International Annual Symposium on Management (The 15<sup>th</sup> UBAYA INSYMA) committee would like to thank you for your submitted abstract through our online submission.

A Guideline to access your Acceptance Letter can be downloaded on: <u>http://insyma.org/insyma15/kfz/</u> (the guideline is attached).

Finally, we would like to give friendly notification that the deadline for full paper submission and payment is November 14th, 2017 (the guideline is attached) where the participant is required to upload full paper and proof of payment through online submission on http://insyma.org/insyma15/kfz/.

Thank you for your attention.

Sincerely yours,

The 15th INSYMA committee UBAYA FBE Department of Management

#### 2 attachments

INSYMA Full Paper Guideline .docx 30K

**B** Guideline to Access the Acceptance Letter, Full Paper Submission and Upload Proof of Payment.pdf 225K

# A. Guideline to Access the Acceptance Letter

1. Login to <u>http://insyma.org/insyma15/kfz/</u>

	INSYMA 2018 Submission Management System
» Main Site	
» Submissio	on Guide
» Register	
» Login	
:: User	login ::
Please login	nist to submit your abstract and full paper.
Email	pang@staff.ubaya.ac.id
Email Login Code	<pre>pang@staff.ubaya.ac.id</pre>
Email Login Code Se	oang@staff.ubaya.ac.id ••••••• curity Code
Email Login Code Se	bang@staff.ubaya.ac.id   ••••••     curity Code

2. Please select and click "Abstract" menu on the left hand side.

### INSYMA 2018 Submission Management System

Logged in as User

» Profile

» <u>Abstract</u> » My Files

» Server Time

» Logout

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### :: Profile ::

### Welcome Mr. Arif Herlambang

Edit profile				
Name	Mr. Arif Herlambang			
Participation	Presenter			
User ID	USER-5			
Institution	Universitas Surabaya			
Postal address	Jl Raya Kali Rungkut Surabaya 60293 Indonesia			

## INSYMA 2018

Submission Management System

Logged in as User

- » Profile
- » Abstract
- » My Files
- » Server Time
- » Logout

### :: Abstract ::

#### FAQ

 Q: I woud like to submit more than one abstract/manuscript titles, do I have to make more than one accounts?

 A: No, you just make one account. After you logging in, you can submit as many titles as you want.

 Q: Can I edit my abstract later, after I submit it?

 A: Yes you can. You can edit or delete your abstract after you submit it.

 My Abstracts
 Create New Abstract

 No
 Title

 1
 Edit

 Delete

Presenter name: Arif Herlambang

The full name which will be printed in certificate, one person only.

3. Please scroll down to see "Abstract Review result" menu and click "Print Letter of Acceptance" as seen below.

ve: Oral Presentation
Abstract Review Result
Decision: Accepted
Comment:
Print Letter of Acceptance   Print Letter of Invitation
Paper Review Result
Final Decision
Decision:
Comment:
Created: Tuesday, 19 September 2017 - 02:27:51 Last update: Tuesday, 19 September 2017 - 02:32:26
Upload buttons are active only if your abstract has been accepted by reviewer
Upload Payment Proof
Upload Full Paper
Upload Revised Paper
Upload Presentation Slide

dd2ad86 << Request confirmation only after you uploaded your payment proof >>

# **B. Full Paper Submission Guideline**

Please do similar steps, until Step 2, as the acceptance letter guideline above, then do as the followings below:

1. Please scroll down to see the menu as below.

Comment:	
Print Letter of Acc	eptance   Print Letter of Invitation
	Paper Review Result
	Final Decision
Decision:	
Comment:	
Last	ipdate: Tuesday, 19 September 2017 - 02:32:26
Upload buttons an	ipdate: Tuesday, 19 September 2017 - 02:32:26 e active only if your abstract has been accepted by revi Upload Payment Proof Upload Full Paper
Upload buttons an	pdate: Tuesday, 19 September 2017 - 02:32:26 e active only if your abstract has been accepted by revi Upload Payment Proof Upload Full Paper Upload Revised Paper
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Upload buttons an << Request co Paymer	ipdate: Tuesday, 19 September 2017 - 02:32:26 e active only if your abstract has been accepted by revie Upload Payment Proof Upload Full Paper Upload Revised Paper Upload Presentation Slide

2. To upload your full paper, please click "upload full paper", then click "Telusuri" button to find your full paper and once you got it, please click "submit" button.

INSYMA 2018 Submission Management System		
Logged in as U > Profile > Abstract > My Files > Server Time > Logout	ser	
:: File subr	nission ::	
Abstract title	#1	
All authors	Nerner Ria Murhadi, S.E., M.M.(b), Arif Herlambang, S.Si., M.Si.(	
Select file	(	
File type	[ ≠	
Topic	[ ] ≢	
Presenter	4	
Other information	th.	
Submit		

## C. Guideline to Upload Proof of Payment

Please do similar step 1 as the Full Paper Submission Guideline above, then to upload your proof of payment, please click "Upload Payment Proof" menu. Once you entered the menu, please upload your payment proof and complete all additional information needed, then press "submit" once you are done.

	Abstract Review Result
	Decision: Accepted
	<u>Comment:</u>
	Print Letter of Acceptance   Print Letter of Invitation
	Paper Review Result
	Final Decision
	Decision:
	Comment:
	Upload buttons are active only if your abstract has been accepted b reviewer Upload Payment Proof Upload Full Paper Upload Revised Paper Upload Presentation Slide
<	< Request confirmation only after you uploaded your payment proof
	Payment Status: Not Confirmed Request Confirmation

	INSYMA 2018 Submission Management System
Logged in as U Profile Abstract My Files Server Time Logout	ser
: File subn	nission ::
Abstract title	
All authors	
Select file	#2 Telusuri Tidak ada berkas dipilih. #3 (maxsize 25MB)
File type	payment_proof #4
Topic	
Presenter	
Paid amount	#6 #7 Place write surphers only is IDR [Currency Rate]
Paid by	Mr. Arif Herlambang
Other information	<b>πο</b>