

IABC ONLINE SYSTEM

PRESENTER GUIDELINES



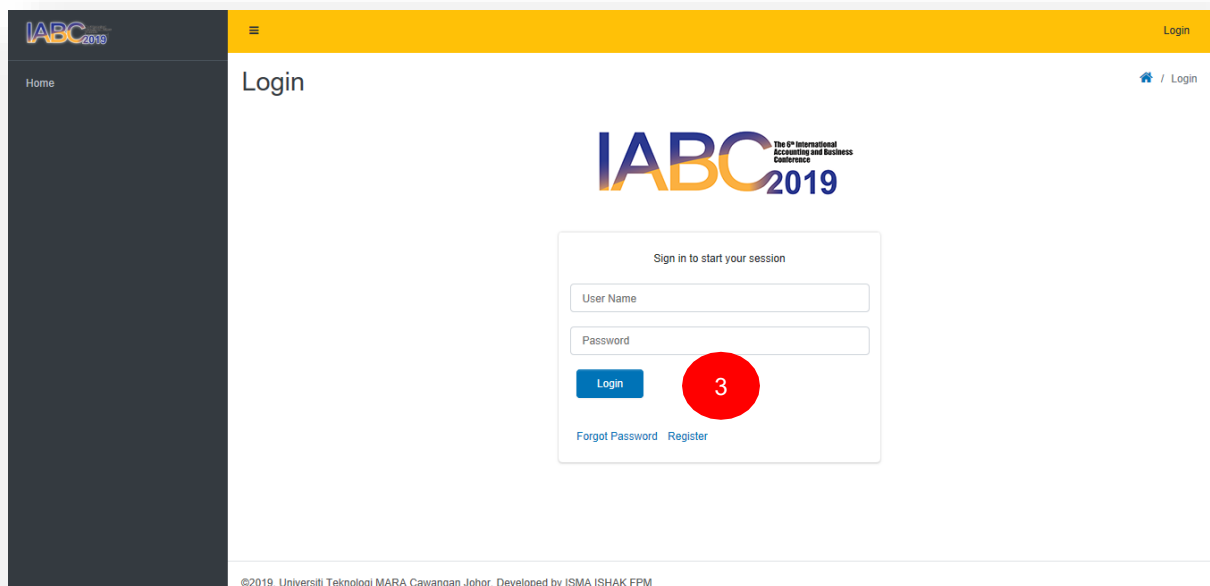
International Accounting & Business Conference 2019

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Participant Registration

1. Visit the iabc.uitm.edu.my website and click Login Menu.
2. Click Presenter Registration /Login.



3. Click Register and fill in the Registration Form.
4. Click Register button.

Registration

Email Address (User name) *	<input type="text" value="Email Address (User name)"/>
Full Name *	<input type="text" value="Full Name"/>
Organization/ Institution	<input type="text" value="Organization/ Institution"/>
Mailing Address *	<input type="text" value="Mailing Address"/>
Contact Number *	<input type="text" value="Contact Number"/>
Password	<input type="password" value="Password"/>
Confirm Password	<input type="password" value="Password"/>

4

IABC 2019

- Home
- My Profile
- My Submission
- Download

☰
🔔

My Profile 🏠 / My Profile

✓
Registration succeeded
✕

Email Address (User name)	ismai242@johor.uitm.edu.my
Full Name	ISMA BIN ISHAK
Mailing Address	Universiti Teknologi MARA Cawangan Johor Kampus Segamat Jalan Universiti Off Km. 12 Jalan Muar 85000 Segamat Johor Darul Ta'zim, MALAYSIA
Contact Number	017-2120753
Registration date	01/14/2019

🔍 ✎
1

Your registration details will be sent to your email.

Registration Information

iabcuitmcj@gmail.com

To: ismai242@johor.uitm.edu.my

Dear Sir/Madam,

Thank you for registering. Your information is as follow:

Email Address (User name): ismai242@johor.uitm.edu.my

Full Name: ISMA BIN ISHAK

Organization/ Institution: Universiti Teknologi MARA Cawangan Johor

Mailing Address: Universiti Teknologi MARA Cawangan Johor Kampus Segamat Jalan Universiti Off Km. 12 Jalan Muar 85000 Segamat Johor Darul Ta'zim, MALAYSIA

Contact Number: [017-2120753](tel:017-2120753)


Password: ismauitmcj

Please feel free to contact us in case of further queries.

Best Regards,

Support

Menus

	<p>Home : Link to the IABC website</p>
<p>Home</p> <p>My Profile</p>	<p>My Profile : Displays the participant details</p>
<p>My Submission</p>	<p>My Submission : Displays the submitted paper by the participant</p>
<p>Download ▼</p>	<p>Download (Tax Invoice) : Displays the participant tax invoice</p>
<p>Tax Invoice</p> <p>Receipt</p>	<p>Download (Receipt) : Displays the participant receipt</p>

My Profile

The screenshot shows the 'My Profile' page with the following details:

- Email Address (User name):** ismai242@johor.uitm.edu.my
- Full Name:** ISMA BIN ISHAK
- Mailing Address:** Universiti Teknologi MARA Cawangan Johor Kampus Segamat Jalan Universiti Off Km. 12 Jalan Muar 85000 Segamat Johor Darul Ta'zim, MALAYSIA
- Contact Number:** [017-2120753](tel:017-2120753)
- Registration date:** 01/14/2019

At the bottom left, there are two circular callouts: '1' pointing to a 'View' icon (eye) and '2' pointing to an 'Edit' icon (pencil). Below these icons is a small '1.' label.

1. Click View button to view your profile.
2. Click Edit button to edit your profile.

My Submission

1. Click Add button to add a new paper submission.

The screenshot shows the 'My Submission' page with the following elements:

- Track:** Please select (dropdown menu)
- Paper Status:** Please select (dropdown menu)
- Search:** Search (input field) and Search (button)
- Message:** No records found (yellow banner with a close button)
- Buttons:** A '+' button and a green circular button with the number '1'.

2. Fill in your paper submission details.

My Submission Add

Fee ID	<input type="text" value="Please select"/>
Title of paper *	<input type="text" value="Title of paper"/>
Main Authors Name *	<input type="text" value="Main Authors Name"/>
Track *	<input type="text" value="Please select"/>
Co Authors 1	<input type="text" value="Co Authors 1"/>
Co Authors 2	<input type="text" value="Co Authors 2"/>
Co Authors 3	<input type="text" value="Co Authors 3"/>
Co Authors 4	<input type="text" value="Co Authors 4"/>




Abstract	<input type="text" value="Abstract"/>
Upload Paper	<input type="button" value="Choose..."/>
Presentation Slide (For virtual presentation only)	<input type="button" value="Choose..."/>
	<input type="button" value="Add"/> <input type="button" value="Cancel"/>

Fields	Description
Fee ID	Select from the given list <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Please select</p> <p>Professional Presenter (First Paper), MYR 1200.00</p> <p>Professional Presenter (Additional paper), RM750.00</p> <p>Student Presenter (First paper), RM900.00</p> <p>Student Presenter (Additional paper), RM700.00</p> <p>Virtual Presentation (First paper), RM500.00</p> <p>Virtual Presentation (Additional paper), RM500.00</p> </div>
Title of paper	Your paper titles.
Main Authors' Name	The main author for the paper.
Tracks	Select from the given list <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Please select</p> <p>Accountancy</p> <p>Finance & Economic</p> <p>Islamic Finance</p> <p>Banking</p> <p>Management & Marketing</p> <p>Business</p> </div>
Co Authors	This is the co-authors for your paper. You can have maximum 4 co-authors.
Abstract	The abstract should summarize the content of the paper. Try to keep the abstract below 250-300 words. Do not have references or displayed equations in the abstract. It is imperative that the margins and style described below be adhered to carefully. This will enable us to maintain uniformity in the final copies of the Journal. Papers not made according these guidelines will not be published as it is, although its content has been accepted for publication and will be modified according to our template.
Upload Paper	Click the Choose... button to upload your paper. Consideration before uploading your paper. <ul style="list-style-type: none"> i. Download the paper template from IABC Website ii. Save as the template with your paper title.
Presentation Slides (For virtual presentation only)	Click the Choose... button to upload your presentation slide. This option is for the Virtual Presentation only. Consideration before uploading your presentation slide. <ul style="list-style-type: none"> i. Download the presentation template from IABC Website. ii. Save as the template with your paper titles.

3. Click Add button to submit your paper. You will get this message once submission is completed.

✓ Add succeeded ✕

Paper ID	3
Title of paper	The Conceptual Design for Digital Business Management System
Main Authors Name	ISMA BIN ISHAK
Track	Business
Submission Date	01/14/2019
Paper Status	Pending
Payment Status	Payables

My Payment 0

Reviewed 0

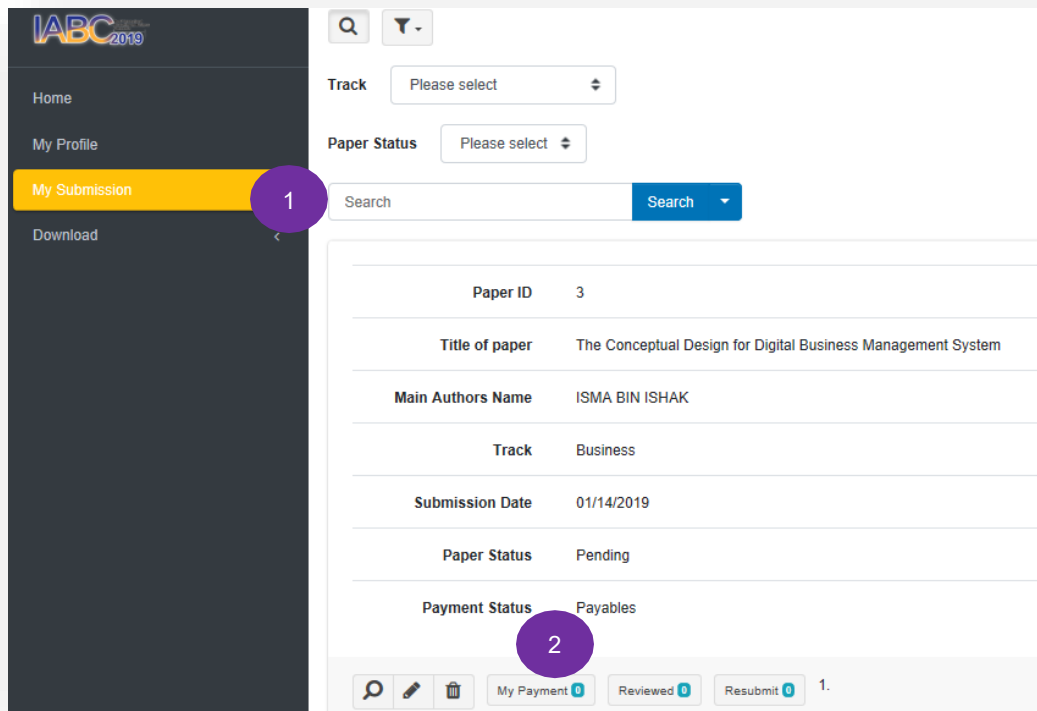
Resubmit 0

1.

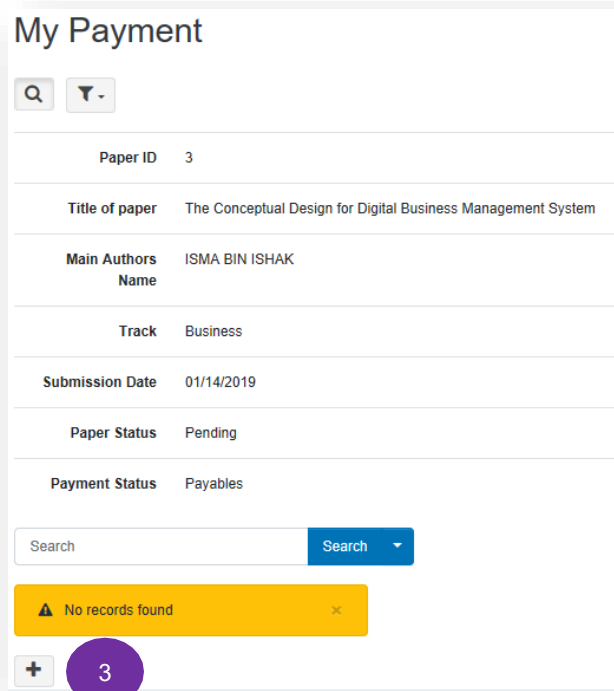
4. Click View button to preview your paper.
5. Click Edit button to edit your paper.
6. Click Delete button to delete your paper.

Payment

1. Click My Submission Menu and select your paper.
2. Click My Payment button.



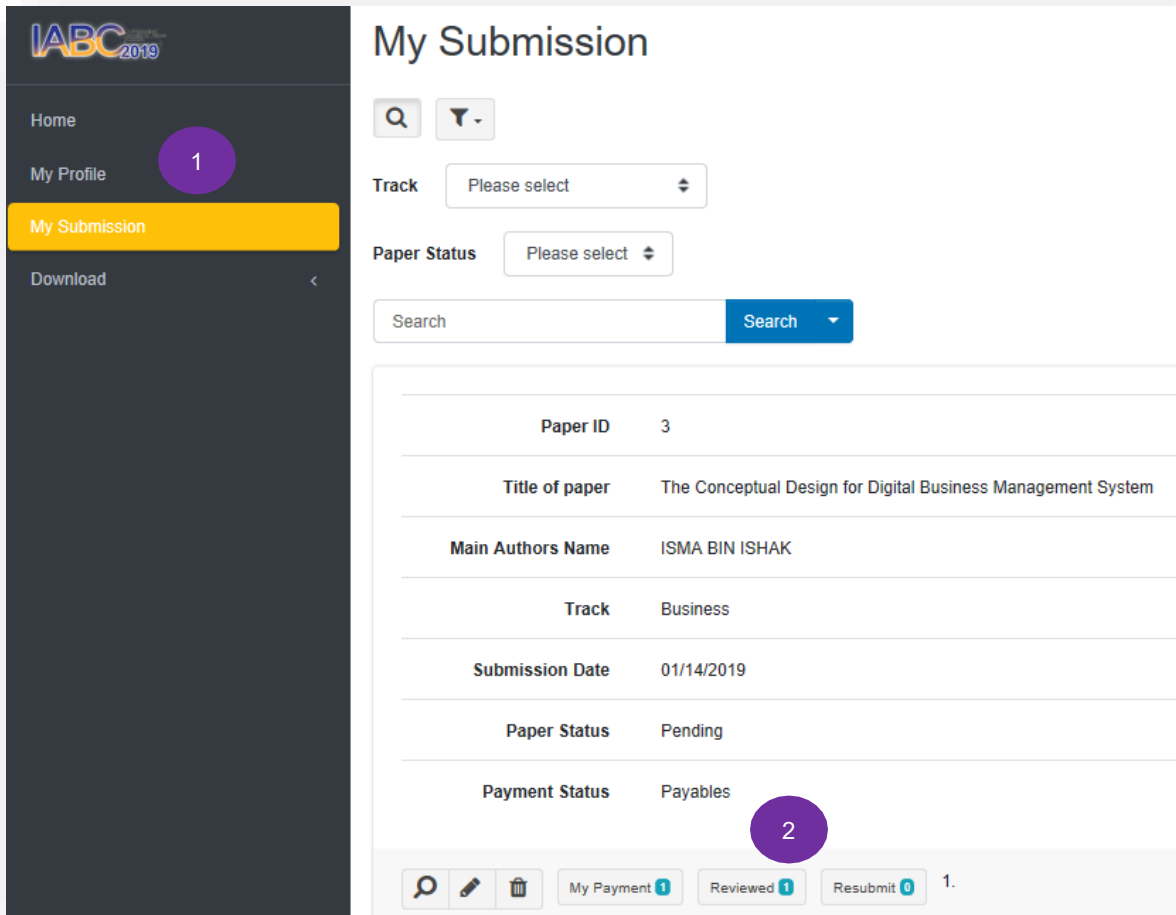
3. Click Add button to make a payment.



Reviewed Paper

This section will show all the review information made by reviewers.

1. Click My Submission Menu and select your paper.
2. Click Reviewed button. (If there is a number at the button, this means that your paper has been reviewed by the reviewer).



My Submission

Track: Please select

Paper Status: Please select




Search: Search

Paper ID	3
Title of paper	The Conceptual Design for Digital Business Management System
Main Authors Name	ISMA BIN ISHAK
Track	Business
Submission Date	01/14/2019
Paper Status	Pending
Payment Status	Payables

My Payment 1 Reviewed 1 Resubmit 0 1.

Reviewed ID	1
Does the manuscripts contain new and significant information to justify publications?	Yes
Is the manuscript founded on a solid theoretical base?	Yes
Does the manuscripts contain an appropriate blend of theory and practice?	Yes
Does the manuscripts include evidence that supports the conclusion?	Yes
Will the manuscripts appeal to RT's diverse audience?	Yes
Is the topic significant and the focus clearly stated?	Yes
Is the voice and tone of the manuscripts appropriate for RT's audience?	Yes
Does the manuscripts follow APA 6th edition guidelines?	Yes
Manuscript Length	Adequate
Tables and Figures	Relevant
Citations	Relevant
Recommendation	Accept
Comments	
Download Reviewed Paper	IABC-Paper-Format.docx

3. Download the reviewed paper and make changes to your paper.
4. Resubmit your paper by clicking the Resubmit button.

My Payment 1

Reviewed 1

Resubmit 0

5. Click Add button to resubmit.

Resubmit

Paper ID	3
Title of paper	The Conceptual Design for Digital Business Management System
Main Authors Name	ISMA BIN ISHAK
Track	Business
Submission Date	01/14/2019
Paper Status	Pending
Payment Status	Payables

+
5

6. Click Choose... button and upload your paper.
7. Click Add button.

Add

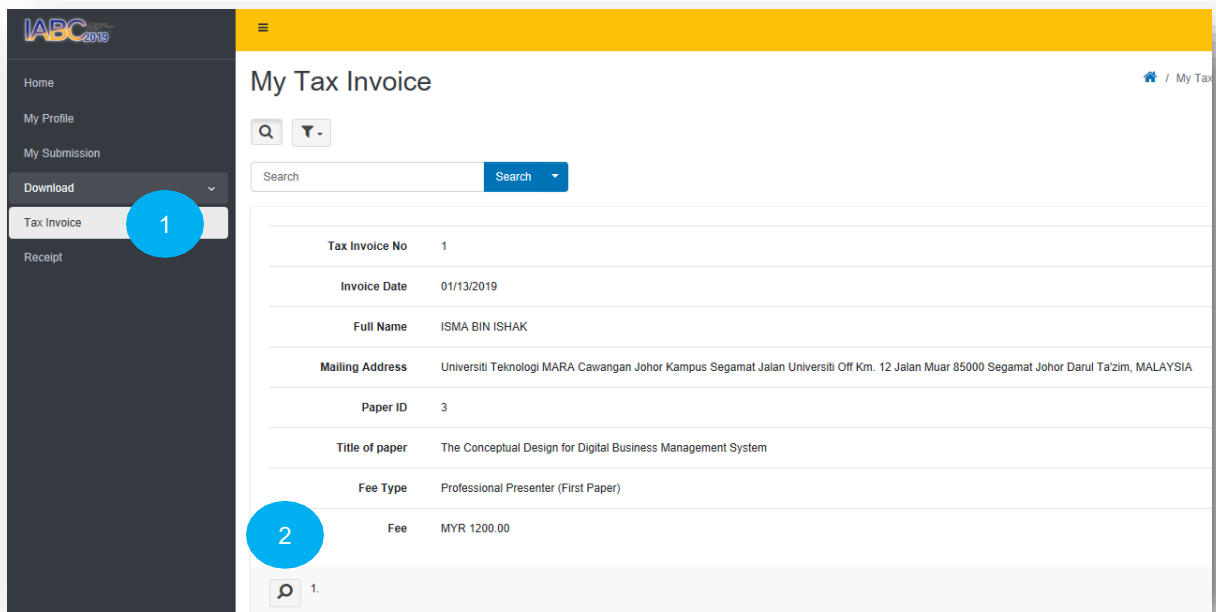
Resubmit paper	<input type="button" value="Choose..."/> 6	
Paper ID *	The Conceptual Design for Digital Business Management System	

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Tax Invoice

You can download your tax invoice once your paper is accepted by the organizer. We will also send to you the Letter of Acceptance to your email.

1. Click Tax Invoice Menu and select your tax invoice.
2. Click View button to view your invoice.



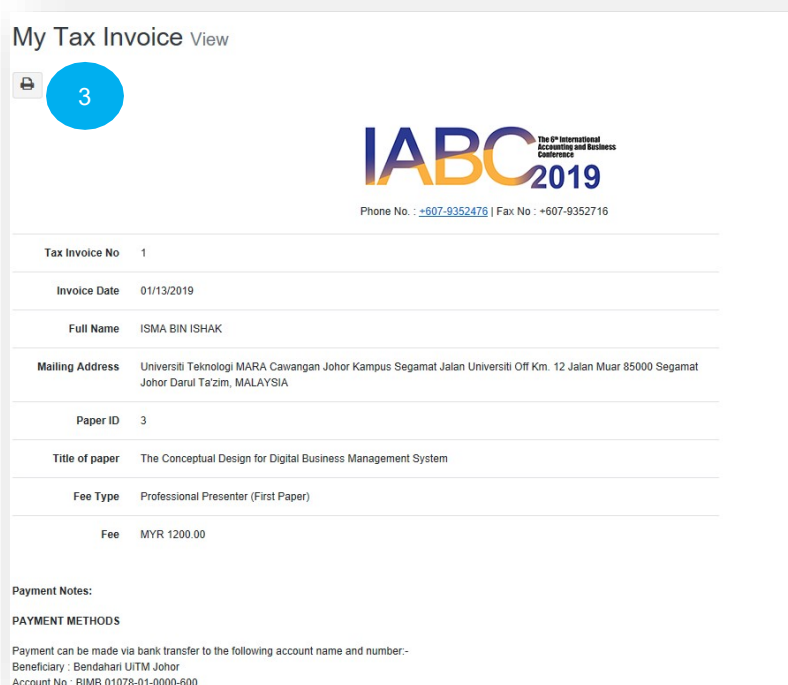
My Tax Invoice

Search [] Search [v]

Tax Invoice No	1
Invoice Date	01/13/2019
Full Name	ISMA BIN ISHAK
Mailing Address	Universiti Teknologi MARA Cawangan Johor Kampus Segamat Jalan Universiti Off Km. 12 Jalan Muar 85000 Segamat Johor Darul Ta'zim, MALAYSIA
Paper ID	3
Title of paper	The Conceptual Design for Digital Business Management System
Fee Type	Professional Presenter (First Paper)
Fee	MYR 1200.00

Printer Friendly 1.

3. Click Printer Friendly button to print your tax invoice.



My Tax Invoice View

Printer Friendly 3

IABC 2019
The 8th International Accounting and Business Conference
Phone No. : +607-9352476 | Fax No. : +607-9352716

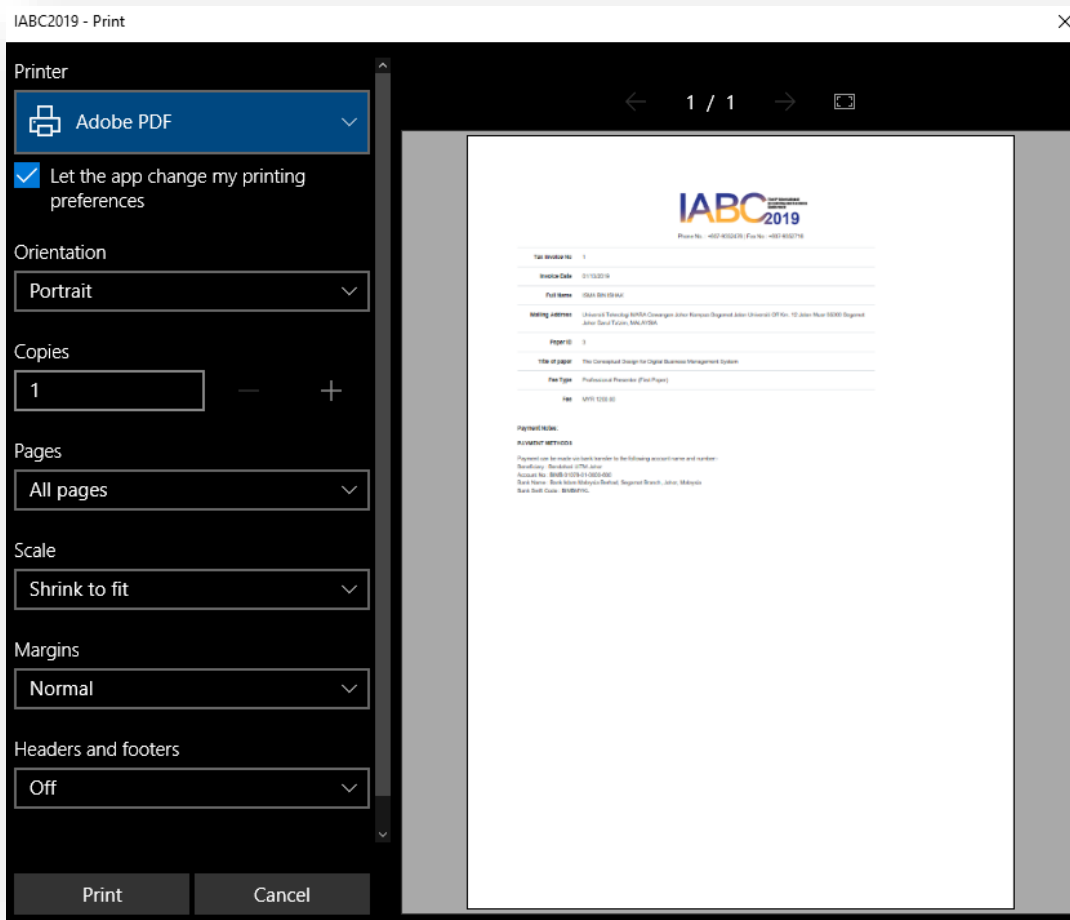
Tax Invoice No	1
Invoice Date	01/13/2019
Full Name	ISMA BIN ISHAK
Mailing Address	Universiti Teknologi MARA Cawangan Johor Kampus Segamat Jalan Universiti Off Km. 12 Jalan Muar 85000 Segamat Johor Darul Ta'zim, MALAYSIA
Paper ID	3
Title of paper	The Conceptual Design for Digital Business Management System
Fee Type	Professional Presenter (First Paper)
Fee	MYR 1200.00

Payment Notes:

PAYMENT METHODS

Payment can be made via bank transfer to the following account name and number:-
Beneficiary : Bendahari UTM Johor
Account No : BMB 01078-01-0000-600

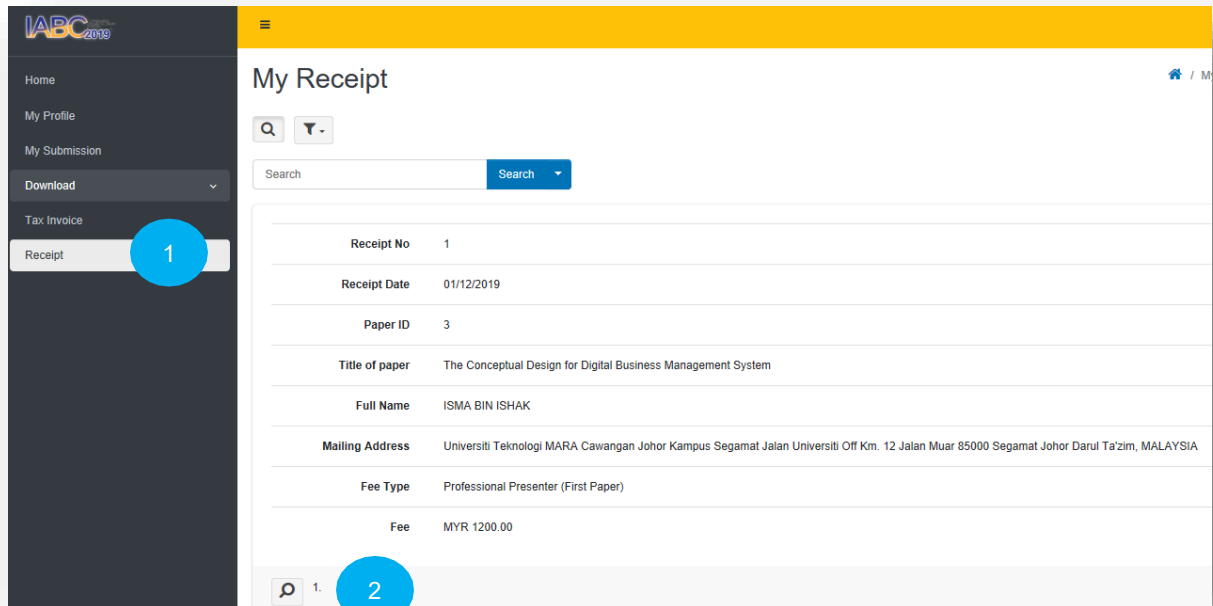
4. Press Ctrl + P button on your keyboard or right click and select Print to print the tax invoice.



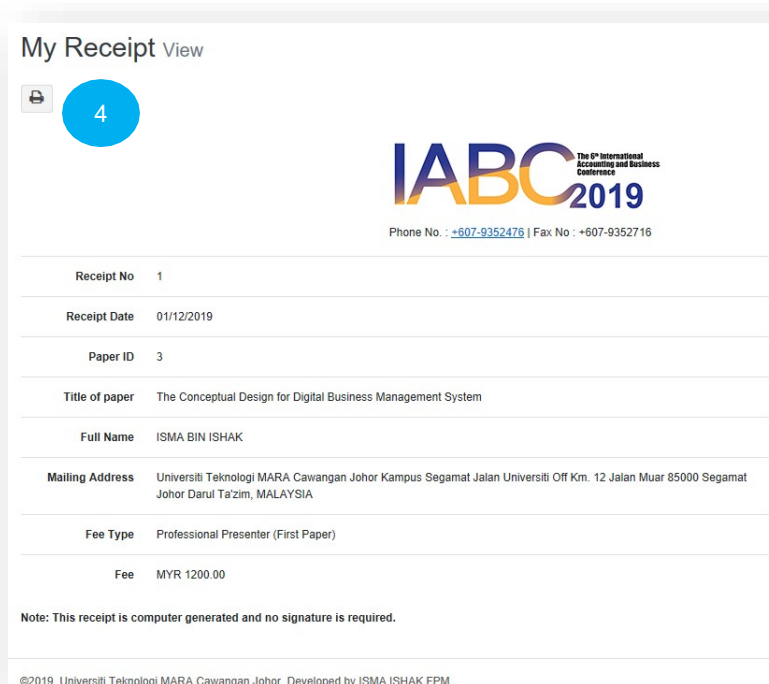
Receipt

You can download your receipt once your payment is accepted and verified by the organizer.

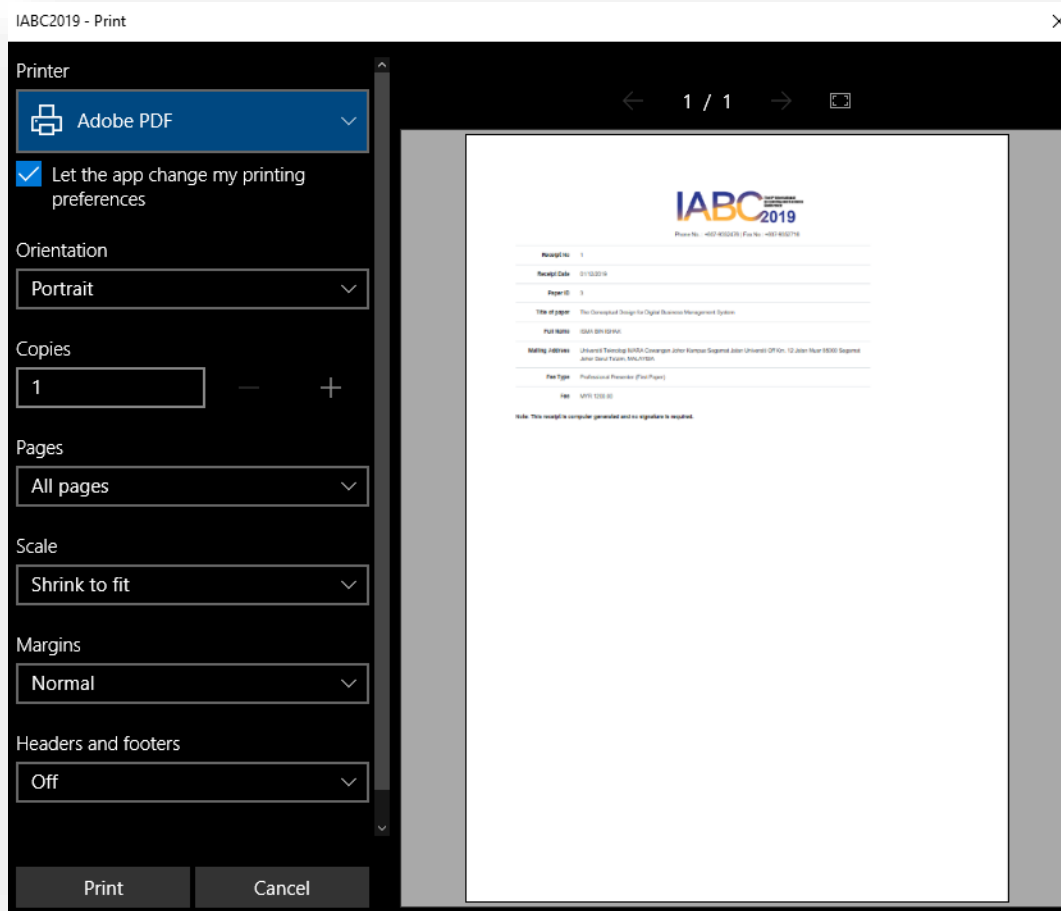
1. Click Receipt Menu and select your receipt.
2. Click View button to view your receipt.




3. Click Printer Friendly button to print your receipt.

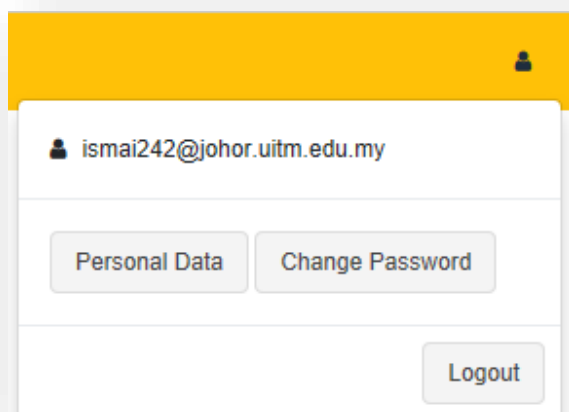


4. Press Ctrl + P button on your keyboard or right click and select Print to print the receipt.

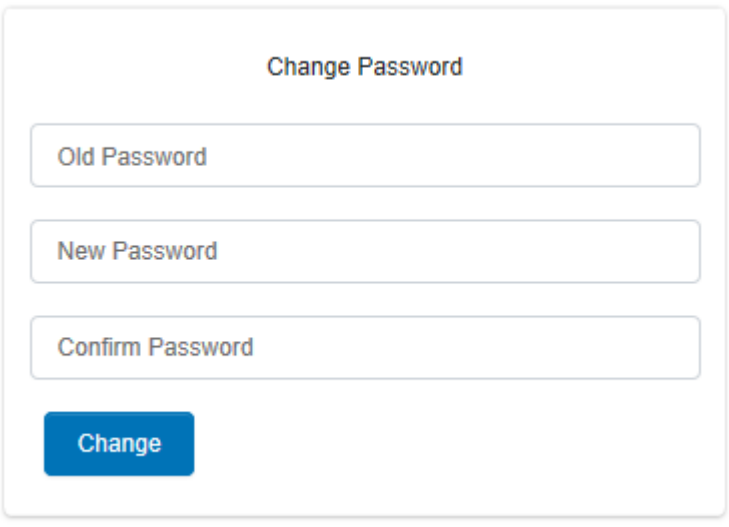


Change Password

- If you want to change your current password, simply go to the top of the system screen and click the  icon.



- Click change password.

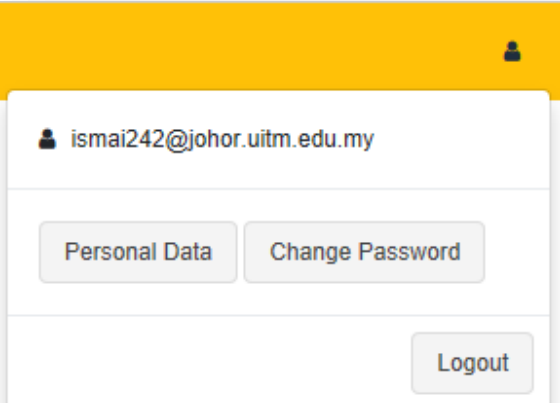


The screenshot shows a 'Change Password' form with three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Below the fields is a blue 'Change' button.

- Type your Old Password
- Type your New Password and Confirm Password
- Type Change button

Logout System

- Click Logout button to exit the system.



The screenshot shows a user profile menu with a yellow header bar. The menu displays the user's email address 'ismai242@johor.uitm.edu.my' and three buttons: 'Personal Data', 'Change Password', and 'Logout'.