

IMTEC 2026 User Guide

This guide explains the business process for participants and presenters using the IMTEC conference management system. It covers registration, author and presenter selection, abstract submission, review decisions, invoices, payment receipts, publication pathways, schedule access, attendance confirmation, and document download.

1. User Roles Covered in This Guide

- Participant: attends the conference without submitting an abstract.
- Presenter: submits one or more abstracts for review and may present accepted work.
- Presenter with publication pathway: an accepted presenter who also submits a full paper for publication consideration.
- Admin, reviewer, and committee workflows are managed in separate back-office menus and are not the focus of this participant/presenter guide.

2. Account Registration

- Open the conference website and select Register.
- Choose registration type: Presenter or Participant.
- Choose attendance mode: On-site or Online. Some modes may be closed by the committee when quota or policy changes.
- Choose origin group: Domestic or International.
- The system automatically calculates the correct conference registration fee based on registration type, attendance mode, and origin group.
- Use an active email address. This email is used for login and notification messages.
- After registration, log in and open Dashboard.

3. Dashboard Overview

- Profile: edit name, institution, country, phone, address, dietary needs, and biography.
- Submissions: available for presenters to submit abstracts and manage accepted submission pathways.
- Payments: view invoice amounts and upload payment proof for the correct invoice or Abstract ID.
- Schedule: view rooms, online links, moderators, presentation order, and conference rundown.
- Documents: download invoices, payment receipts, LoA, and certificates after they are generated.

4. Participant Business Process

- Register as Participant and choose On-site or Online attendance.
- Complete the profile in Dashboard.
- Open Payments. If payment is required, upload payment proof for the conference registration invoice.
- Wait for payment verification. Status may be Waiting for Verification, Paid, or Rejected / Need Reupload.
- Open Schedule or download the public rundown to check sessions and conference activities.
- Attend the conference according to the selected attendance mode.
- After the committee confirms attendance, the certificate can be generated and downloaded from Documents.

5. Presenter Abstract Submission Process

- Register as Presenter and choose attendance mode and origin group.
- Open Dashboard, then Submissions.
- Use Submit your first abstract or Submit another abstract. Multiple submissions are allowed.
- Fill in title, abstract, keywords, subtheme, corresponding author email, and presentation mode preference.
- Presentation mode preference can be No preference, On-site, Online, or Hybrid, depending on modes opened by the committee.
- Add all authors. Each author row contains author name, affiliation, email, presenter selection, origin group, and attendance mode.
- Select Will present for every author who will actually present. The first author is not selected automatically and is not required to attend.
- At least one author must be selected as a presenter. A presenter cannot be entered unless the person is already listed as an author.
- For every selected presenter, choose Domestic or International and an On-site or Online mode currently opened by the committee.
- The system records the fee for each selected presenter and later combines these fees into one conference invoice.
- Upload the abstract file in PDF, DOC, or DOCX format.
- After submission, the system assigns an Abstract ID such as ABS-0001. Use this ID for payment, review tracking, scheduling, and documents.

6. Abstract Review and Decision

- The committee assigns submissions to reviewers.
- Reviewers score abstracts and provide comments and recommendations to the committee.
- The final decision is set by admin or committee, based on reviewer input and conference policy.
- Possible abstract statuses include Submitted, Under Review, Revision Required, Accepted, and Rejected.
- When an abstract is accepted, the system automatically generates a conference invoice from the presenter list selected during submission.

- Accepted abstracts can continue to conference payment, pathway selection, LoA generation, and scheduling.
- Rejected abstracts are hidden from the active workflow and cannot be paid or scheduled, but the system still shows which Abstract ID was rejected.

7. Pathway Selection After Acceptance

- After an abstract is accepted, select one pathway in the submission card.
- Conference Presenter Only: for presentation only. No full paper is required and publication status becomes Not Applicable.
- Conference + Publication: for presenters who want their full paper considered for proceedings or partner journals.
- If you choose Conference + Publication, select a publication outlet from the available list.
- The presenter UI shows ranking / indexing and APC so you can compare outlets before choosing.
- If you selected the wrong pathway, use Change Pathway before uploading a full paper or before a publication invoice is generated.
- After full paper upload or invoice generation, the pathway is locked.

8. Publication Outlets and APC

- Publication outlet information will appear when active outlets are configured by the admin.
- APC means Article Processing Charge or publication processing fee.
- APC is separate from conference registration payment.
- APC is invoiced only after the full paper is accepted for publication.

9. Full Paper Submission and Publication Review

- Full paper submission appears only for accepted abstracts that choose Conference + Publication.
- Upload one full paper file from the accepted submission card.
- You may also provide revised title, revised abstract, revised keywords, and supplementary file if required.
- The publication review process is separate from abstract acceptance.
- Possible publication statuses include Awaiting Full Paper, Under Editorial Check, Under Peer Review, Revision Required, Accepted for Publication, and Rejected for Publication.
- If the full paper is accepted for publication, the system generates a separate publication invoice.

10. Payment Upload and Verification

- After abstract acceptance, open Documents to download the automatically generated conference invoice.
- The invoice shows the Abstract ID, selected presenters, fee for each presenter, total amount, and payment destination.

- Bank name, account holder, account number, branch, and SWIFT code follow the current payment settings maintained by the admin.
- The total conference invoice equals the combined fees of all presenters selected during abstract submission.
- Make one transfer for the complete invoice amount, then open Payments and upload one payment proof.
- The billing table shows Abstract ID, status, origin group, attendance mode, amount, payment status, and upload button.
- For presenters with multiple abstracts, select or upload payment proof for the correct Abstract ID.
- Rejected abstracts are not billable and should not appear as payable items.
- Conference payment and publication APC are separate invoices.
- Accepted conference payment may show Waiting for Verification until admin or committee checks the proof.
- If payment is rejected, upload a corrected proof as requested.
- After payment is verified, the system generates an official payment receipt and stores it in Documents.

11. Schedule, Sessions, and Rundown

- Open Schedule to view your session information.
- Presentation sessions show room or online link, moderator, order, and presentation time.
- General agenda items such as registration, opening ceremony, keynote speech, and welcome speech may also appear in the rundown.
- On-site sessions show room information. Online sessions show meeting links. Hybrid sessions may show both.
- The public rundown can be downloaded from the landing page and from the dashboard navigation.
- Presenters should check the rundown regularly because session time, room, online link, or order may be updated by the committee.

12. LoA, Certificates, and Documents

- Conference invoices are generated automatically after abstract acceptance when presenters have been selected.
- Official payment receipts are generated automatically after payment verification.
- LoA can be generated only after an abstract is accepted.
- Each selected presenter may receive an individual certificate after that presenter payment and attendance are confirmed.
- Certificates for co-authors who do not have separate accounts remain available in the submitting account.
- Participant certificate can be generated only after attendance is confirmed by the committee.
- Documents include presenter or participant status and attendance mode.
- Open Documents and use the Download button to save invoices, receipts, LoA, and

certificates. Document numbers distinguish each generated file.

13. Email Notifications

- The system sends email notifications for registration, submission, acceptance, rejection, invoice issuance, payment verification, and payment receipt issuance.
- Invoice and receipt emails include a direct document link and the documents remain available in the dashboard.
- Notification emails are sent from imte@institutpendidikan.ac.id.
- Email is a support channel, but the dashboard remains the authoritative place to check current status.

14. Important Business Rules

- Online or on-site registration may be opened or closed by the committee at any time.
- A closed registration mode cannot be selected for new registration or presentation preference.
- A rejected abstract cannot be paid, scheduled, or continued to publication.
- Presenters must be selected from the submitted author list before the abstract is submitted.
- At least one presenter is required for a presenter submission.
- One conference invoice combines all selected presenter fees for the same abstract.
- Payment receipt generation requires verified payment status.
- Publication pathway requires an accepted abstract before full paper upload is available.
- Publication APC is charged only after full paper acceptance.
- LoA requires accepted abstract status.
- Certificate requires confirmed attendance.
- Use Abstract ID in all communication with the committee.

15. Recommended Good Practice

- Keep profile, institution, country, and contact details accurate.
- Check Dashboard regularly for decision, payment, schedule, and document updates.
- Upload readable payment proof and make sure it matches the selected invoice or Abstract ID.
- Do not upload the same payment proof for unrelated submissions.
- Download and review the final rundown before the conference day.