

OpenConf

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Author Submission Guidelines

Author Submission Guidelines

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A. Paper Submission

1. In the “Authors” section of the submission page, select “**Make a Submission**”.



Note: If any of the menu within the author section is not available, it means that this option has been closed by the program chair.

Authors:

- **Make Submission**
- [Edit Submission](#)
- [Upload File](#)
- [View File](#)
- [Withdraw Submission](#)
- [Check Status](#)

Review & Program Committees:

- [Sign In](#)
- Sign Up — Keycode:

Chair:

- [Sign In](#)



Please **DO NOT** sign in within Review & Program Committees and Chair section as that particular section is to be used by appointed reviewers, advocates (program committees) and program chair **ONLY**.

2. In the next screen, please tick (✓) consent column

Consent

Your consent is required and is subject to our [Privacy Policy](#).

Consent: I consent to the collection and use of my personal information, including receiving emails, for activities related to 8th International Conference on Science and Mathematics Education. I have also obtained the consent of all other individuals whose information I provide.

3. Enter the title of the paper.

General Information

Submission Title:

Submission Type: Abstract only and won't submit full paper Full Paper (F) Poster Presentation (P) Workshop (W) Symposium (S)

Student: Yes No

4. Enter the author(s) details with the valid **e-mail address**. If the author is more than three (3), click “Add Author” to fill their info.

Author(s)

Author 1

Honorific:

First/Given Name:

Last/Family Name:

Position/Title:

Organization:

Department/Division:

Address:

Address 2:

City:

State/Province:

Postcode/Zip:

Country:

Email:

Telephone:

Presenter: Yes No

5. If there is more than one (1) author, please select the Contact Author in the drop-down list and enter the **alternate email address** or **telephone number**.

Contact Author

Contact Author:

Author who will serve as the point of contact for correspondence about the submission.

Alternate Contact:

Alternate contact information, such as personal email address or telephone number; used only if unable to contact using above email address.

6. After completing the data of the authors, select the Topic Area of the paper.

Topic Areas

To help match submissions to reviewers and sessions, please select the area(s) most applicable to your submission

- Topic Areas:
- Teaching and Learning Innovation
 - Continuous Professional Development
 - Alternative Assessment
 - Technology as a Pedagogical Enabler
 - STEM Education and Career Development
 - TIMSS International Symposium

7. Write some keywords and abstract in the following section. Author need to upload their paper or abstract here. Click “Choose file” button and then select the file that you want to upload. In the format drop-down list, select the format (.doc or .docx) that MATCH with your file.

Content

Keywords:

Abstract:

File: Format:

File upload limit through this form is 40MB.



IMPORTANT!

1. If your file format and the format that you selected is different, your submission will be failed.
2. Please noted that the info that has been filled it in here will be used to print the Abstract Book later. Author must make sure the info in here is similar in the paper).

8. Insert an easy to remember password, which will allow you to make changes in your paper later.

Password

Please enter a password you will remember. The submission ID, which you will receive via email upon submission of this form, along with this password will allow you to make future changes to this submission.

Password:

Re-enter Password:

9. Insert in the comments box if you have some additional info that you want to let the Program Chair aware i.e. if you do not want your paper to be included in the conference proceedings.

Comments

Optional Comments:

10. Once the form is completed, press the “Make Submission” button.

Please check over your entries, making sure everything is filled out. When ready, click on the Make Submission button below once.

Make Submission



Please **DO NOT** forget to **UPLOAD** your full paper (if the conference required you to submit it) after you make submission.
Please refer to Upload File section for the details.

11. If the data supplied is complete, the following message will appear and the same information will be sent to the e-mail you provided. Please make sure that you REMEMBER your **SUBMISSION ID** and your **PASSWORD**.

Submission

Thank you for your submission. Your submission ID number is [Your ID Number]. Please write this number down and include it in any communications with us.

Below is the information submitted. We have also emailed a copy to the submission contact. If you notice any problems or do *not* receive the email within 24 hours, please contact us.

Submission ID: 1

Title: The Title of Your Paper

Author 1:

First Name: Your First Name

Last Name: Your Last Name

Organisation: Your Organisation

Country: Your Country

Email: your@email.address

Contact Author: Author 1

Alternate Contact: +601112345678

Topic(s): Your Topic Ares

Keywords: Your; Key; Words

Abstract: Your Abstract

Comments: Your Comments

B. Edit Submission

1. You probably need to edit the information about the paper if you find out there is a mistake after the submission or there are some amendments that need to be done after your paper has been reviewed. PLEASE DO NOT CREATE A NEW SUBMISSION. You can just using this menu instead. You can just click “**Edit Submission**”.

Authors:

- [Make Submission](#)
- **[Edit Submission](#)**
- [Upload File](#)
- [View File](#)
- [Withdraw Submission](#)
- [Check Status](#)

Review & Program Committees:

- [Sign In](#)
- Sign Up — Keycode:

Chair:

- [Sign In](#)

2. Key in your Submission ID and your password in the box provided.

Edit Submission

Submission ID: ([forgot ID?](#))

Password: ([forgot password?](#))

C. Upload File

After you have make a submission, you need to upload your paper through the Upload File menu.

1. Fill in your Submission ID and your password
2. Click Choose File button and find your paper file in your computer.
3. Choose the format of your file from the dropdown menu. Make sure that the format is similar with the format of your paper.
4. Click Upload File button.
5. Done!

Upload File

Submission ID: ([forgot ID?](#))

Password: ([forgot password?](#))

File: No file chosen

File limit is 20MB. If your file is larger, leave the File field empty and contact the [Chair](#).

D. View File

View File

Submission ID: ([forgot ID?](#))

Password: ([forgot password?](#))

E. Withdraw Submission

Withdraw Submission

Submission ID: ([forgot ID?](#))

Password: ([forgot password?](#))

F. Check Submission Status

Check Status

Submission ID: ([forgot ID?](#))

Password: ([forgot password?](#))

Forgot ID

In case you forgotten your ID, you can just click the forgot ID link and enter the email address that you use to submit your paper before. If the email address that you provided is correct, the system will sent your submission ID in your email.

Email Submissions

Please enter your email address below and click on *Email Submissions*. We will then email you a list of submissions for which you are the contact author.

Email:

If you forget the email address that you use during the submission, please contact the Program Chair for help.

Forgot Password

If you forgotten your password, you can just click forgot password link and enter your Submission ID and your email. The system will auto generate your password and sent it to the email address that you provided during the submission.

If you forget the email address that you use during the submission, please contact the Program Chair for help.

Reset Password

Please enter your submission id and the contact author's email below

Submission ID:

Email:

- e n d -

Research and Development Division
Southeast Asian Ministers of Education Organization
Regional Centre for Education in Science and Mathematics
SEAMEO RECSAM