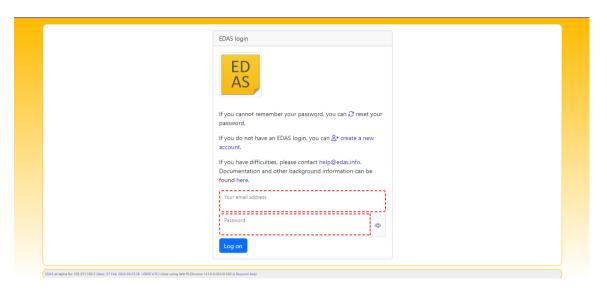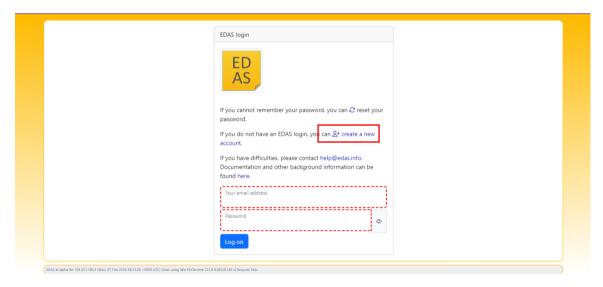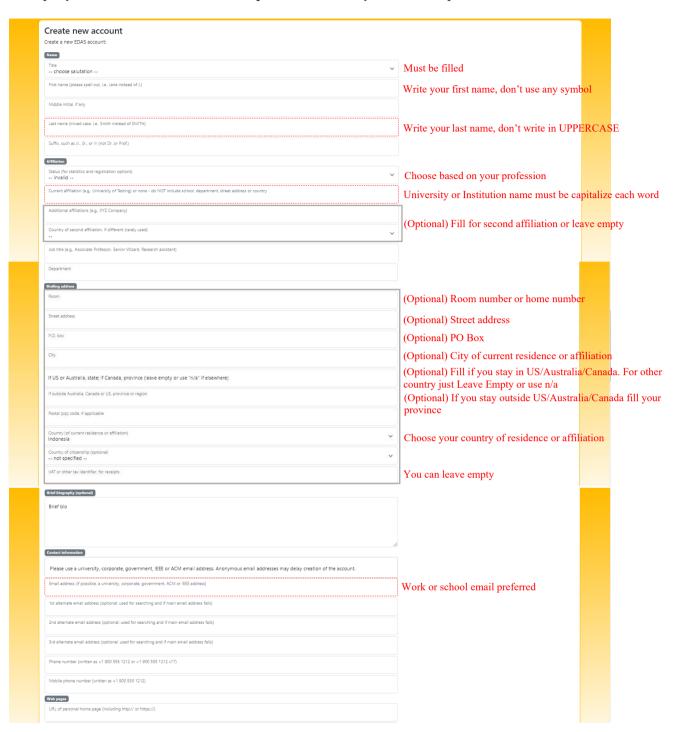# Create EDAS Account Tutorial

1. Open EDAS website https://www.edas.info/

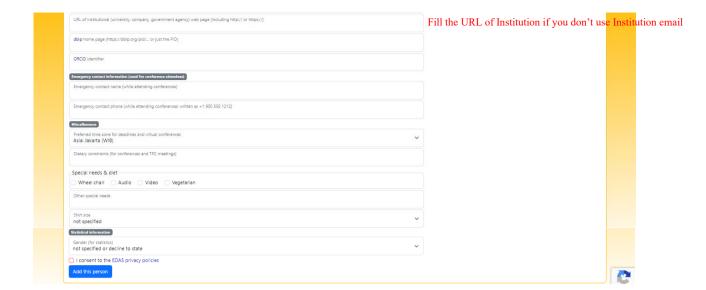2. Click Create new account

3. Input your data; **the red box is the important data** that you have to input
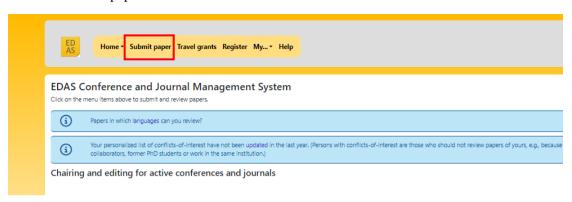
Create new account

Create a new EDAS account:

Name

Title
-- choose salutation --   ⌄   Must be filled

First name (please spell out, i.e., Jane instead of J.)   Write your first name, don't use any symbol

Middle initial, if any

Last name (mixed case, i.e., Smith instead of SMITH)   Write your last name, don't write in UPPERCASE

Suffix, such as Jr., Sr., or III (not Dr. or Prof.)

Affiliation

Status (for statistics and registration options)
-- invalid --   ⌄   Choose based on your profession

Current affiliation (e.g., University of Testing) or none - do NOT include school, department, street address or country   University or Institution name must be capitalize each word

Additional affiliations (e.g., XYZ Company)

Country of second affiliation, if different (rarely used)
--   ⌄   (Optional) Fill for second affiliation or leave empty

Job title (e.g., Associate Professor, Senior Wizard, Research assistant)

Department

Mailing address

Room   (Optional) Room number or home number

Street address   (Optional) Street address

P.O. box   (Optional) PO Box

City   (Optional) City of current residence or affiliation

If US or Australia, state; if Canada, province (leave empty or use "n/a" if elsewhere)   (Optional) Fill if you stay in US/Australia/Canada. For other country just Leave Empty or use n/a

If outside Australia, Canada or US, province or region   (Optional) If you stay outside US/Australia/Canada fill your province

Postal (zip) code, if applicable

Country (of current residence or affiliation)
Indonesia   ⌄   Choose your country of residence or affiliation

Country of citizenship (optional)
-- not specified --   ⌄

VAT or other tax identifier, for receipts   You can leave empty

Brief biography (optional)

Brief bio

Contact information

Please use a university, corporate, government, IEEE or ACM email address. Anonymous email addresses may delay creation of the account.

Email address (if possible, a university, corporate, government, ACM or IEEE address)   Work or school email preferred

1st alternate email address (optional; used for searching and if main email address fails)

2nd alternate email address (optional; used for searching and if main email address fails)

3rd alternate email address (optional; used for searching and if main email address fails)

Phone number (written as +1 900 555 1212 or +1 900 555 1212 x17)

Mobile phone number (written as +1 900 555 1212)

Web pages

URL of personal home page (including http:// or https://)

Fill the URL of Institution if you don't use Institution email

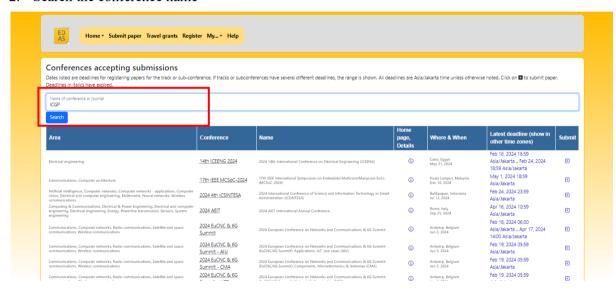4. Click Add this person button (don't forget to check on the EDAS privacy policies)

Check the box

5. You will get the verification link in your email
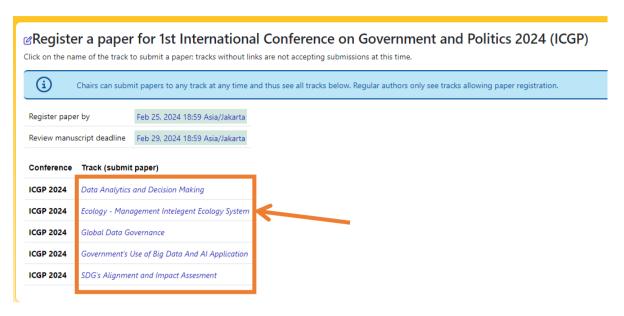6. Follow the link and set your password

SUBMIT PAPER

1. Go to submit paper

2. Search the conference name
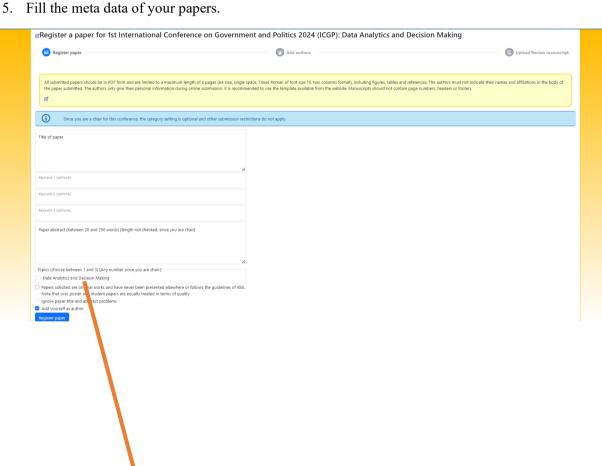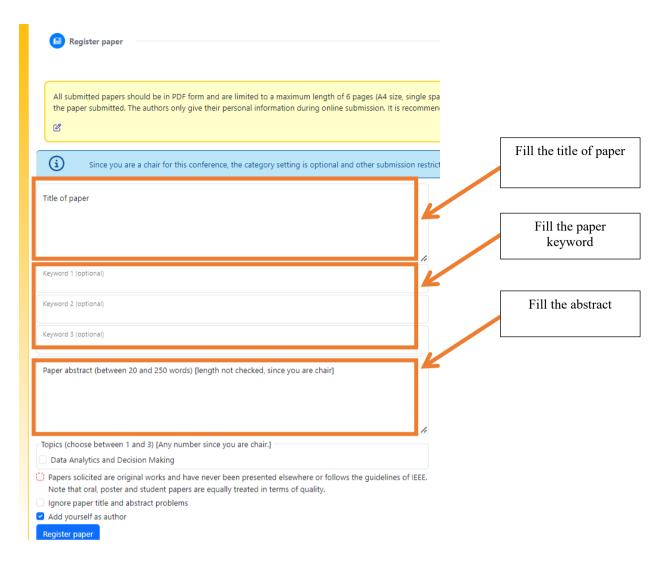

3. Click button to submit your paper at the conference

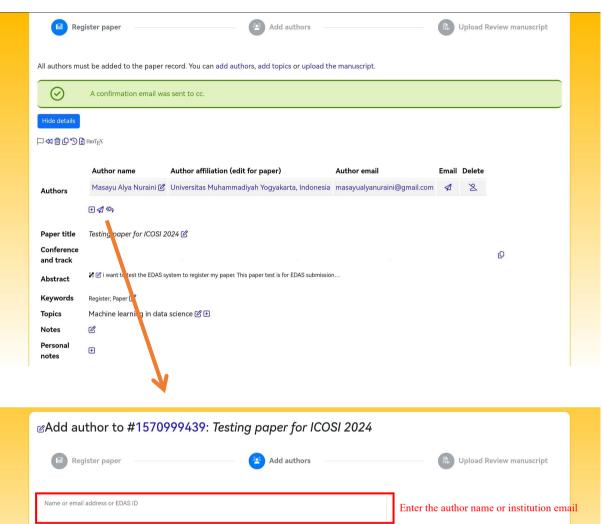4. You will see the available track. Choose one of the track.

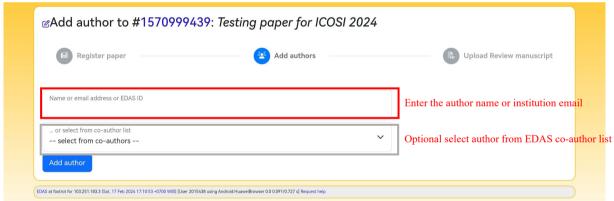

5. Fill the meta data of your papers.

Register paper

All submitted papers should be in PDF form and are limited to a maximum length of 6 pages (A4 size, single spa
the paper submitted. The authors only give their personal information during online submission. It is recommen

Since you are a chair for this conference, the category setting is optional and other submission restrict

Title of paper

Keyword 1 (optional)

Keyword 2 (optional)

Keyword 3 (optional)

Paper abstract (between 20 and 250 words) [length not checked, since you are chair]

Topics (choose between 1 and 3) [Any number since you are chair.]
☐ Data Analytics and Decision Making
☐ Papers solicited are original works and have never been presented elsewhere or follows the guidelines of IEEE.
   Note that oral, poster and student papers are equally treated in terms of quality.
☐ Ignore paper title and abstract problems
☑ Add yourself as author
Register paper

Fill the title of paper

Fill the paper keyword

Fill the abstract

6. Before you click the register button make sure to choose the topic.

Topics (choose between 1 and 3)
☐ Data Analytics and Decision Making   Choose the topic

☐ Papers solicited are original works and have never been presented elsewhere or follows the guidelines of IEEE.   Must be checked
   Note that oral, poster and student papers are equally treated in terms of quality.
☐ Ignore paper title and abstract problems
☑ Add yourself as author
Register paper

7. Add other author to your paper data

All authors must be added to the paper record. You can add authors, add topics or upload the manuscript.

✓ A confirmation email was sent to cc.

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Paper title	Testing paper for ICOSI 2024
Conference and track	
Abstract	i want to test the EDAS system to register my paper. This paper test is for EDAS submission…
Keywords	Register; Paper
Topics	Machine learning in data science
Notes	
Personal notes	

Add author to #1570999439: Testing paper for ICOSI 2024

Register paper   Add authors   Upload Review manuscript

Name or email address or EDAS ID

Enter the author name or institution email

… or select from co-author list
-- select from co-authors --

Optional select author from EDAS co-author list

Add author

EDAS at foxtrot for 103.251.183.3 (Sat, 17 Feb 2024 17:10:53 +0700 WIB) [User 2015438 using Android:HuaweiBrowser 0.0 0.091/0.727 s] Request help
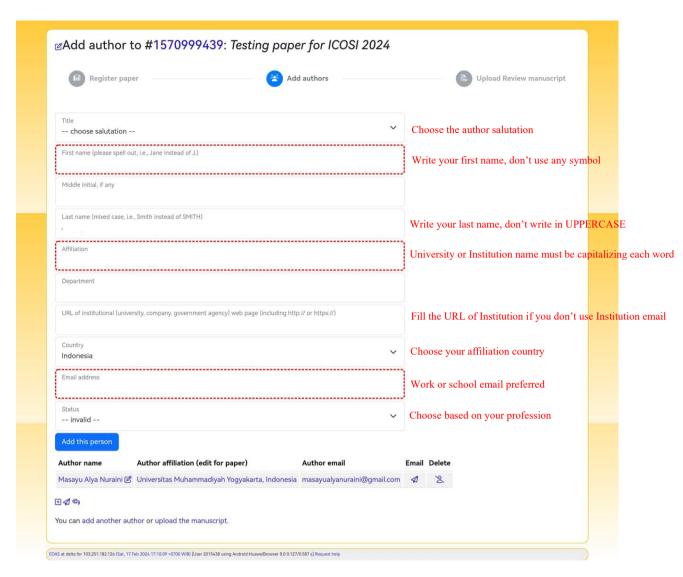
8. Add manually the author who doesn't have EDAS account

9. Then upload your review manuscript (must be a full paper). Please follow the request file format