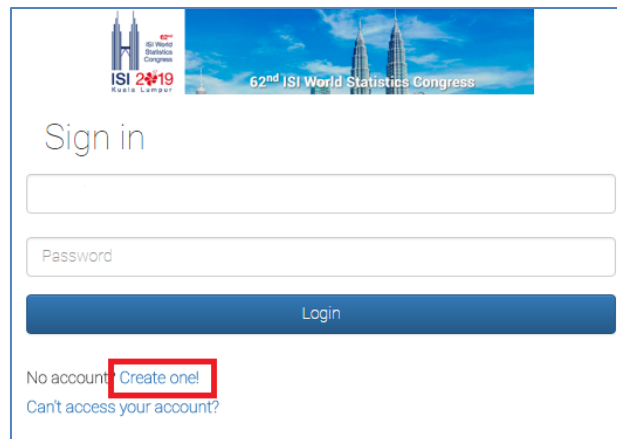


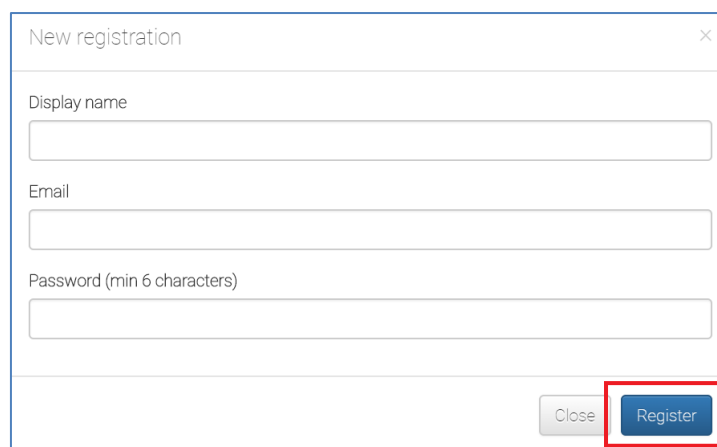
62nd ISI World Statistics Congress 2019 - Kuala Lumpur, Malaysia

How to submit proposal for STS with the Submission System

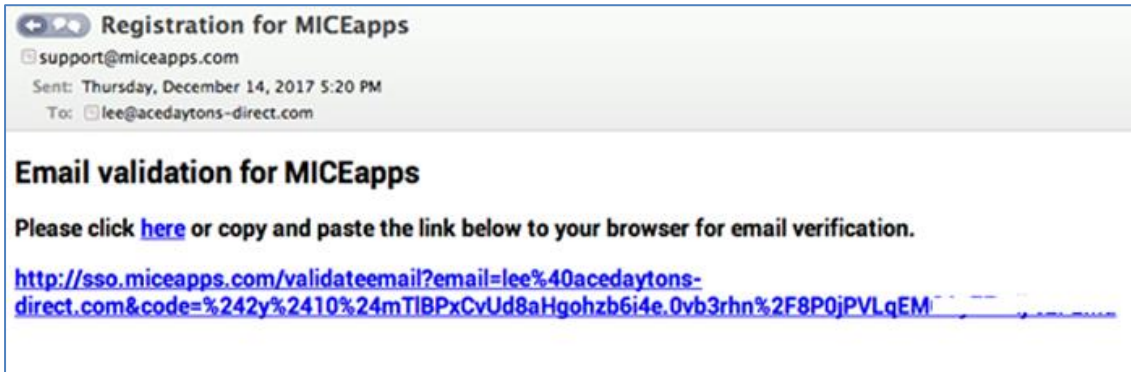
1. Visit the congress website at: isi2019.org
2. On the menu bar, click “**Submit Proposal**” to view the Submission System guidelines:
3. Click on **Submission System** to access MICEapps SSO (Single Sign-on) page.
4. You will then see the Single Sign-on (SSO) Submission System log in screen (below). If you are not registered yet, please click “**Create one**” and follow the instructions to register. Once you have received a confirmation e-mail you can log in to the system as directed in step 5.



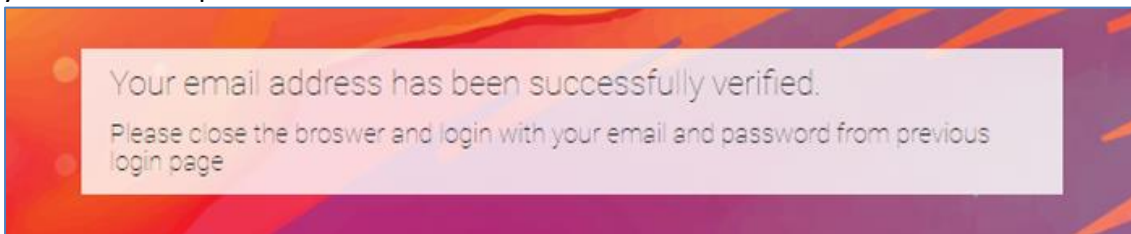
- a. **Create an account** – Fill in your display name, email, password and click Register. Validation email will be sent to your registered mail.



- b. From the validation email, validate your registration by clicking the link or copy the link and paste to your browser.



- c. Once the email has successfully been verified, you can now log in from the previous login page. If you did not receive the validation email in your inbox, please check your Junk or Spam folders.



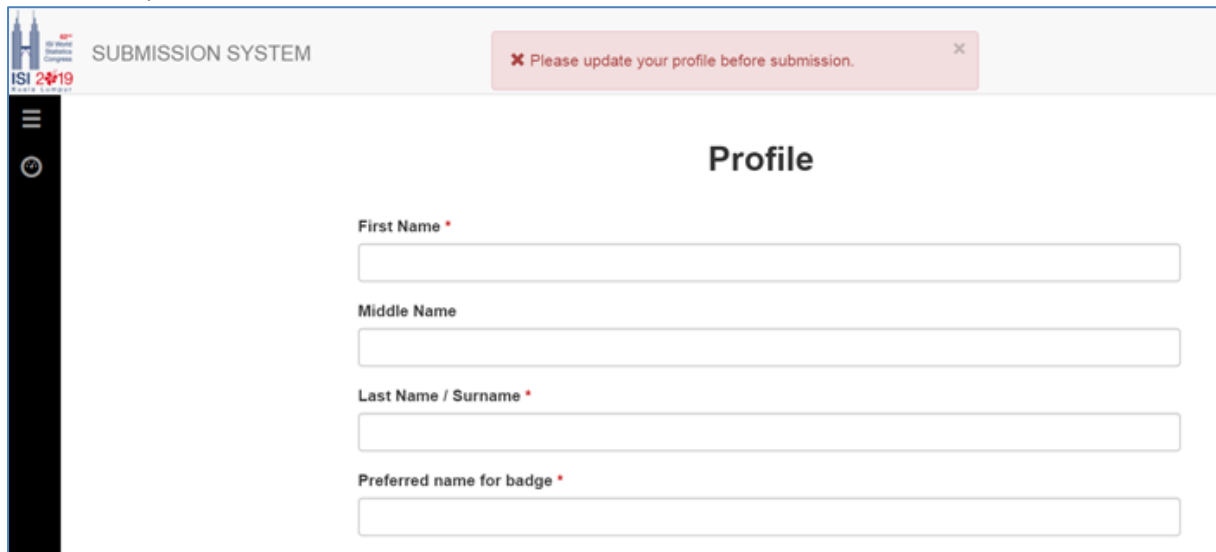
5. If you have already registered with the submission system, please log in by typing your registered email address and password, and click the “**Login**” button.
6. In case you have forgotten your password or not receiving validation email, please click on “**Can't access your account?**” below login button and follow the instructions provided to retrieve your password. Once you have recovered your password, you may log in as directed in step 5.

Can't access your account?

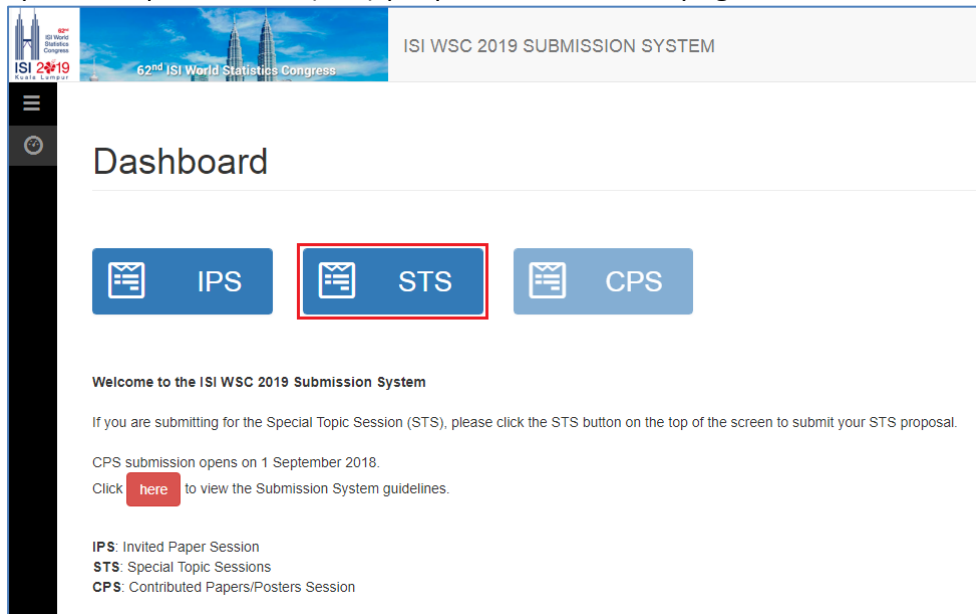
Email

Close Help me

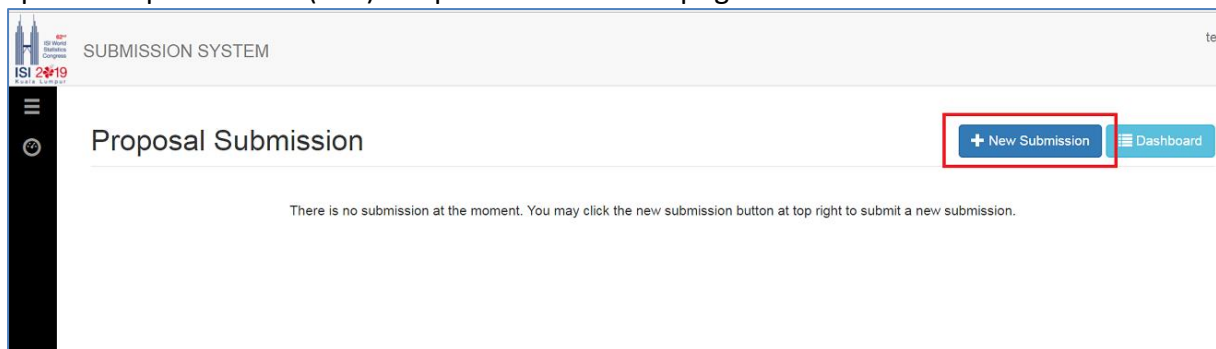
7. For first time login, you need to fill up your profile and click the submit button. Once submitted, user will receive a welcome email.



8. After you have completed updating your profile/login, a welcome screen will be displayed (see below). Click the “**STS**” button on the top of the screen to access the Special Topic Session (STS) proposal submission page.



9. Click the “**+ New Submission**” button on the top left of the screen to access the Special Topic Session (STS) Proposal submission page.



10. You will then see the system's STS session screen (as below).
- a. Step 1, fill up the **"Title"** (not more than 500 characters) followed by **"Description"** (not more than 5000 characters) and click **"Next"**.

The screenshot shows the 'SUBMISSION SYSTEM' interface. At the top, there is a logo for ISI 2019 and the text 'SUBMISSION SYSTEM'. Below this, a progress bar indicates 'Step 1' is active and 'Step 2' is next. The form contains two main input fields: 'Title *' and 'Description *'. The 'Title *' field is a single-line text box with a red arrow pointing to it. Below it, a note says 'Please enter no more than 500 characters.' The 'Description *' field is a larger multi-line text box with a red arrow pointing to it. Below it, a note says 'Please enter no more than 3000 characters.' At the bottom of the form, there are two buttons: 'Cancel' (orange) and 'Next' (blue, highlighted with a red box).

- b. Step 2, fill up the **"Justification"**.

The screenshot shows the 'SUBMISSION SYSTEM' interface at 'Step 2'. The progress bar at the top indicates 'Step 1' is completed and 'Step 2' is active. The form contains a single large input field labeled 'Justification *' with a help icon. Below the field, a note says 'Please enter no more than 2000 characters.' At the bottom right of the field, there is a character count 'Characters: 0'.

- c. Under **"Speakers Abstracts"**, speaker's full name, title of presentation and abstract content are required to support the STS proposal. Click **"Save"** button once step 2 is done.

Speakers Abstracts *

Speaker: Please enter full name of the proposed speaker
Title: Please enter the title of proposed presentation
Abstract: Please enter abstract with not more than 6000 characters (approximately 300 words) per speaker.

Speaker: Please enter full name of the proposed speaker
Title: Please enter the title of proposed presentation
Abstract: Please enter abstract with not more than 6000 characters (approximately 300 words) per speaker.

body p Characters: 428

Please enter not more than 30000 characters.

***Speakers abstracts should be filled in according to the format below:**

Speaker: Please enter full name of the proposed speaker
Title: Please enter the title of proposed presentation
Abstract: Please enter abstract with not more than 6000 characters (approximately 300 words) per speaker.

Cancel Save

d. Click on the “Add” button accordingly (speakers, chair and discussant) to key in the details of the session members.

Person Type

+ Add Speaker 3 + Add Discussant 0 + Add Chair 0

** Minimum Requirement - Organizer : 1, Chair : 0, Discussant : 1, (Speaker : 3) or (Discussant : 2 and Speaker : 2)*

Preview

Person List

Search:

#	Name	Type	Organisation	Action
1	victoria.foo@aosconventions.com vic...	Organizer	victoria.foo@aosconventions.com	Preview Edit
2	abc11@test.com abc11@test.com	Speaker	abc11@test.com	Preview Edit
3	abc12@test.com abc12@test.com	Speaker	abc12@test.com	Preview Edit
4	abc13@test.com abc13@test.com	Speaker	abc13@test.com	Preview Edit

Showing 1 to 4 of 4 entries
Previous
1
Next

e. Click the 'Save' button each time after completing the details of the member of the session.

SUBMISSION SYSTEM

Add Person - Speaker

Person Information Form 1

Email *

First Name *

Middle Name

Last Name *

Organisation *

Back Save Add New Person

f. Click on the 'Preview' button to preview information entered.

Person Type

+ Add Speaker 3 + Add Discussant 0 + Add Chair 0

* Minimum Requirement - Organizer : 1, Chair : 0, Discussant : 1, (Speaker : 3) or (Discussant : 2 and Speaker : 2)

Preview

Person List

Search:

#	Name	Type	Organisation	Action
1	victoria.foo@aosconventions.com vic...	Organizer	victoria.foo@aosconventions.com	Preview Edit

g. Click on the 'Edit' button to edit the person information and click 'Save' button after the editing process is done.

Proposal Submission List

+ New Submission Dashboard

Search:

#	Title	Date	Status	Requirement	Action
STS329	STS Tested by Victoria	2018-04-12 12:04 pm	Pending	Incomplete	Preview Edit Person Remove
STS326	Lorem ipsum dolor sit amet, c...	2018-04-12 10:02 am	Reviewing	Complete	Preview Edit Person
STS324	STS test	2018-04-12 09:24 am	Reviewing	Complete	Preview

Showing 1 to 3 of 3 entries

Previous 1 Next

Edit Person Information

Email *

First Name *

Middle Name

Last Name *

Organisation *

11. Click on ‘**Submission Listing**’ button to return to the submission page once the process of adding members of the session is completed or click on the ‘**Submit**’ button to complete the submission.

Person Type

+ Add Speaker 3
+ Add Discussant 1
+ Add Chair 0

Submission Listing

* Minimum Requirement - Organizer : 1, Chair : 0, Discussant : 1, (Speaker : 3) or (Discussant : 2 and Speaker : 2)

Preview
Submit

Person List

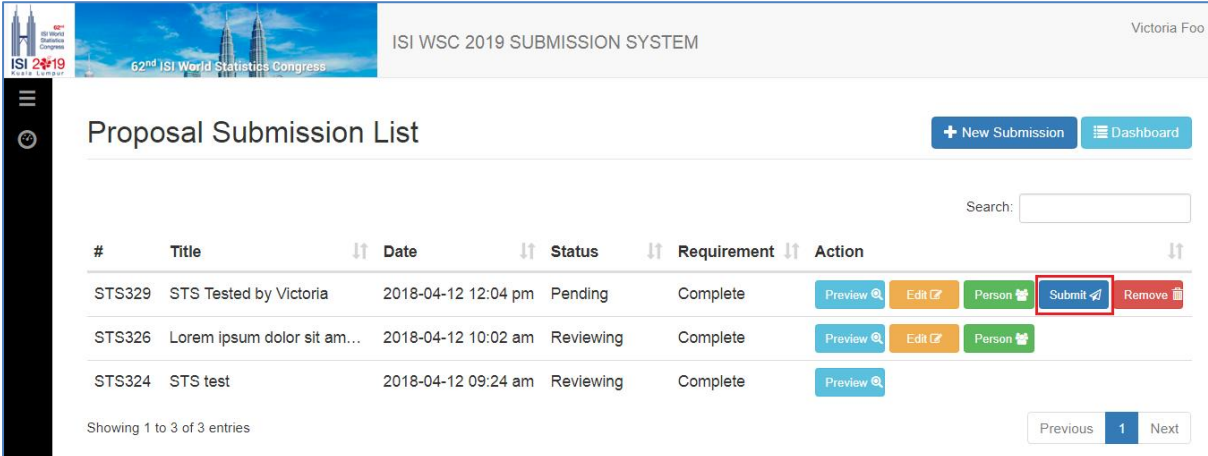
Search:

#	Name	Type	Organisation	Action
1	victoria.foo@aosconventions.com victoria.foo@...	Organizer	victoria.foo@aosconventions.com	Preview Edit
2	abc11@test.com abc11@test.com	Speaker	abc11@test.com	Preview Edit Remove
3	abc12@test.com abc12@test.com	Speaker	abc12@test.com	Preview Edit Remove
4	abc13@test.com abc13@test.com	Speaker	abc13@test.com	Preview Edit Remove
5	discussant discussant	Discussant	discussant	Preview Edit Remove

Showing 1 to 5 of 5 entries

Previous
1
Next

12. Once all the information required is completed, the **‘Submit’** button will be made available. Click the **‘Submit’** button to submit your proposal.



The screenshot displays the 'Proposal Submission List' interface. At the top, there is a header with the ISI 2019 logo, the text '62nd ISI World Statistics Congress', and 'ISI WSC 2019 SUBMISSION SYSTEM'. The user name 'Victoria Foo' is visible in the top right corner. Below the header, there are two buttons: '+ New Submission' and 'Dashboard'. A search bar is located on the right side of the list. The main content is a table with columns: #, Title, Date, Status, Requirement, and Action. The first row (STS329) has a 'Submit' button highlighted with a red box. The second row (STS326) has 'Preview', 'Edit', and 'Person' buttons. The third row (STS324) has a 'Preview' button. At the bottom, it says 'Showing 1 to 3 of 3 entries' and has 'Previous', '1', and 'Next' navigation buttons.

#	Title	Date	Status	Requirement	Action
STS329	STS Tested by Victoria	2018-04-12 12:04 pm	Pending	Complete	Preview, Edit, Person, Submit , Remove
STS326	Lorem ipsum dolor sit am...	2018-04-12 10:02 am	Reviewing	Complete	Preview, Edit, Person
STS324	STS test	2018-04-12 09:24 am	Reviewing	Complete	Preview

Submission System

For any technical issue about submission system, please contact: secretariat@isi2019.org