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IC3PE 2026 CMT

Author and Listener Guide

6th International Conference on Chemistry,
Chemical Process & Engineering (IC3PE 2026)

Universitas Islam Indonesia, Yogyakarta
29 September 2026

<https://chemistry.uii.ac.id/ic3pe/cmt>

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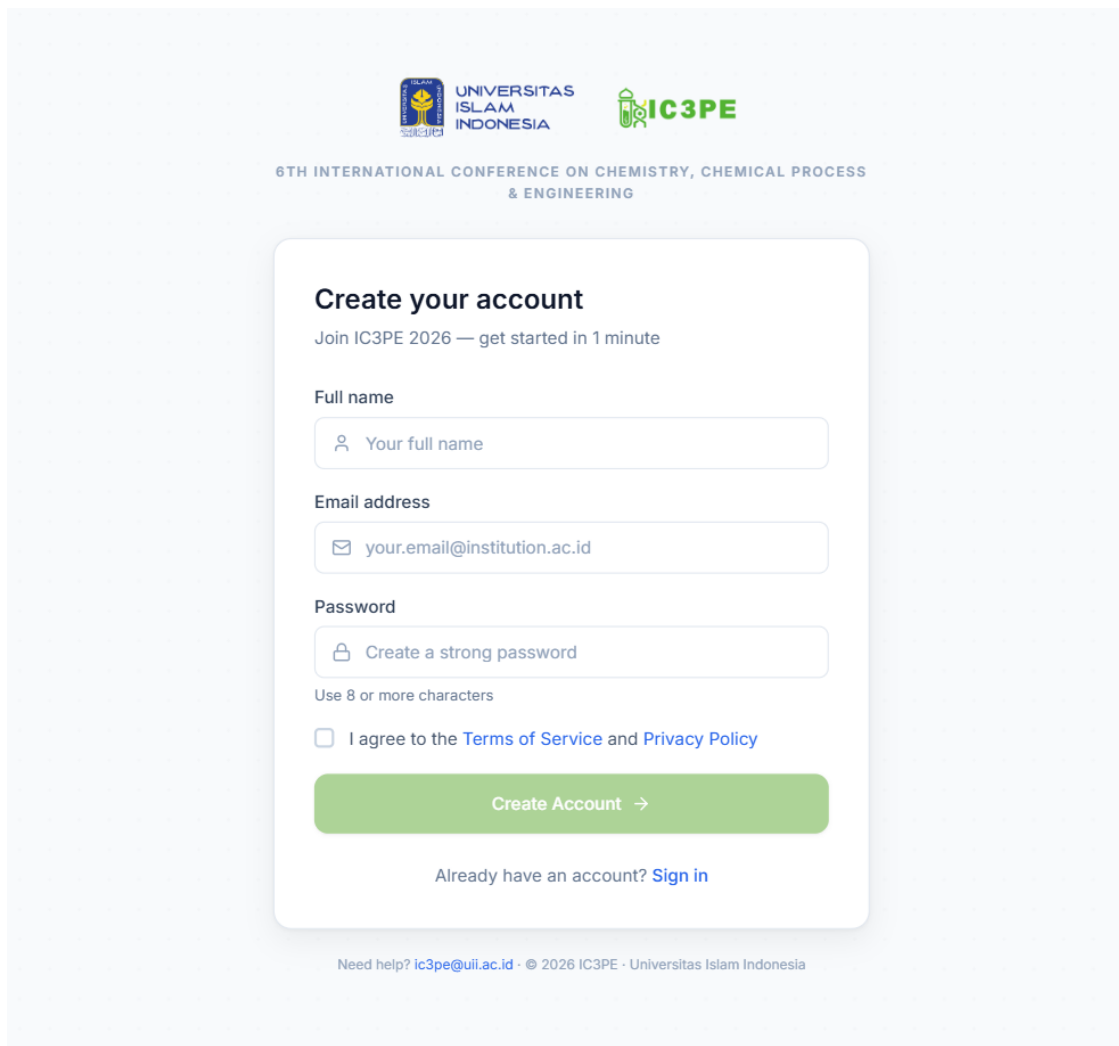
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§1. IC3PE 2026 CMT - User Guide

1.1 Sign-up

1. Open /sign-up via <https://chemistry.uui.ac.id/ic3pe/cmt/sign-up>



The screenshot shows the account creation interface for the 6th International Conference on Chemistry, Chemical Process & Engineering (IC3PE). At the top, there are logos for Universitas Islam Indonesia and IC3PE. Below the logos, the text reads "6TH INTERNATIONAL CONFERENCE ON CHEMISTRY, CHEMICAL PROCESS & ENGINEERING". The main heading is "Create your account", followed by the subtext "Join IC3PE 2026 — get started in 1 minute". The form contains three input fields: "Full name" with a person icon and placeholder "Your full name"; "Email address" with an envelope icon and placeholder "your.email@institution.ac.id"; and "Password" with a lock icon and placeholder "Create a strong password". Below the password field, it says "Use 8 or more characters". There is a checkbox labeled "I agree to the Terms of Service and Privacy Policy". A green "Create Account →" button is at the bottom of the form. Below the button, it says "Already have an account? [Sign in](#)". At the very bottom, there is a small footer: "Need help? ic3pe@uui.ac.id · © 2026 IC3PE · Universitas Islam Indonesia".

2. Fill: full name, email (institutional preferred), password (≥ 8 chars), agree to ToS + PP (click each link to read).
3. Click Create Account.
4. Check email for verification link. Click it to activate account.



Verify your email

Hi [REDACTED]

Welcome to the 6th International Conference on Chemistry, Chemical Process & Engineering.
Click the button below to verify your email and activate your account.

Verify email

Or copy this link into your browser:

<https://chemistry.uui.ac.id/ic3pe/cmt/verify-email/a74efdda5c541104222dddccf13d272a93ac40e42eecf399513bdb50ce2100dc>

This link expires in 24 hours.

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1.2 Sign-in

1. Open /sign-in via <https://chemistry.uui.ac.id/ic3pe/cmt/sign-in>

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IC3PE

6TH INTERNATIONAL CONFERENCE ON CHEMISTRY, CHEMICAL PROCESS & ENGINEERING

Welcome back

Sign in to your IC3PE account

Email address

you@example.com

Password

Forgot password?

Sign In →

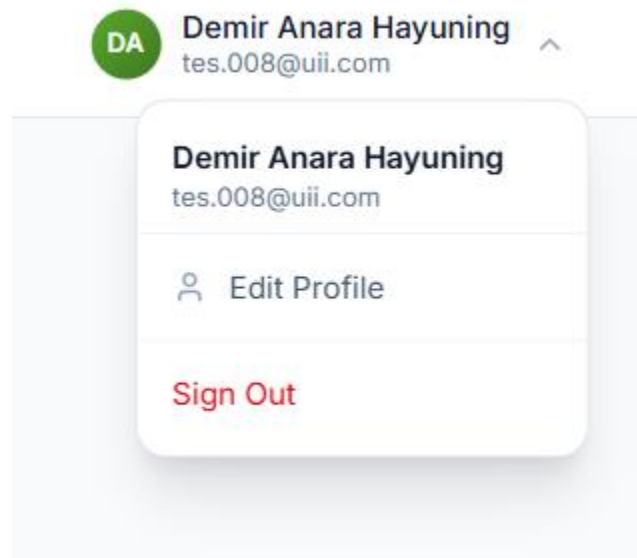
Don't have an account? [Register here](#)

Need help? ic3pe@uui.ac.id · © 2026 IC3PE · Universitas Islam Indonesia

2. Enter email + password.
3. After sign-in, you are routed to your role's landing page automatically.

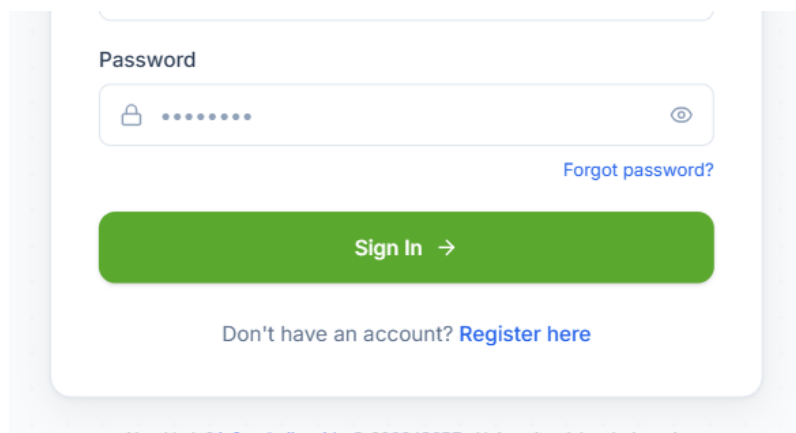
1.3 Sign-out

Click your avatar (top-right or sidebar) → Sign out. Always sign out on shared computers.



1.4 Forgot password

1. On /sign-in click Forgot password.



2. Enter your email; check inbox for reset link (valid 1 hour).
3. Set new password.

1.5 Profile

Click avatar → Profile to:

- View your name, email, role(s), and account creation date (read-only).

- Change password - current password + new password (≥ 8 chars).

⚠ Profile fields like full name, title, institution, phone, country, ORCID, and short bio are captured during the registration wizard and are NOT user-editable from this page. If you need to correct one (typo, name change, institution change), email ic3pe@uui.ac.id with your account email and the field to update. A super admin will adjust it directly in the database.

1.6 Session duration

Login lasts 8 hours. After that you are auto-signed-out and must re-authenticate. Sessions do NOT extend on activity, predictable expiry, no surprises.

§2. Listener guide

A listener attends the conference as audience only (no paper submission).

2.1 Registration wizard (one-time setup)

After sign-in (first time), the wizard takes you through 4 steps:

Step	What you provide
1. Personal	Title, full name, salutation, country, phone
2. Institution	Institution name, position, academic title, ORCID (optional), short bio
3. Participation	Choose LISTENER; choose attendance mode (ON-SITE at UII Yogyakarta or ONLINE via video conference)
4. Payment	Choose currency (IDR or USD) - fee differs

On completing step 4:

- An Invoice is issued (status PENDING, due in 14 days).
- A welcome email arrives with the invoice number, amount, full bank-transfer details, and the unique transfer code.
- You are redirected to </listener/overview>.

2.2 Upload payment proof

1. Make the bank transfer using the details from the email and include the transfer code in the description.
2. Open </listener/payment-status>.
3. Click Upload payment proof and select your receipt (PDF / JPG / PNG / WEBP, ≤ 5 MB).
4. On successful upload you receive a confirmation email; status changes to “Awaiting verification”.
5. Finance will verify (usually within 1–2 business days). On approval you receive a receipt email and invoice status becomes PAID.

2.3 Conference Day (online listeners)

- </listener/zoom-links> - Zoom URLs activate 15 minutes before each session. You will not see links earlier (prevents pre-leaking).
- Refresh as the day progresses; sessions appear in chronological order.

2.4 Conference Day (on-site listeners)

- Bring a printed copy or screenshot of your invoice payment confirmation.
- Secretariat scans your QR (visible in </listener/overview>) or marks you manually.

- Coffee breaks, lunch, and closing are general check-ins; oral / poster sessions can be checked into individually.

2.5 Post-event

- After the conference, an attendance certificate is auto-generated and emailed.
- Also visible at </listener/certificates>.
- Verify any certificate via the QR code on the PDF (publicly verifiable).

§3. Presenter (Author) guide

A presenter submits one or more papers and presents them at the conference.

3.1 Submit a paper

1. Complete the wizard (same as §2.1 but choose PRESENTER in step 3).
2. Go to `/dashboard/submit-paper`.
3. Fill Paper Title (≥ 5 chars).
4. Choose Scope (track) - the dropdown lists conference scopes.
5. Choose Presentation Type - Oral or Poster.
6. Choose Target Publication Venue - EDP Sciences Proceedings, Walisongo Journal, or Eksakta.
7. Write the Abstract (≥ 150 words; counter shown live).
8. Add Authors (1–20). Exactly one must be marked as corresponding author. Fill name, email, affiliation, address for each.
9. Confirm the paper has been anonymised for blind review (checkbox required).
10. Upload PDF (≤ 25 MB).
11. Click Submit Paper.

You are redirected to `/dashboard/papers/<id>?submitted=...` . All editors receive a notification email.

3.2 Track paper status

- `/dashboard/overview` lists all your papers with their current status.
- `/dashboard/papers/<id>` shows paper detail: status, files uploaded, invoice, editor's notes.

3.3 After Editor approves scope

When the editor approves your paper's scope, simultaneously:

- A reviewer is assigned.
- A Letter of Acceptance (LoA) is generated and emailed as PDF attachment. The LoA contains the bank-transfer details and a reminder to upload payment proof.
- An invoice is issued (PENDING).
- Email subject: "Scope approved & invoice issued - IC3PE 2026 - IC3PE-2026-XXXX".

3.4 Pay the invoice

Exactly the same as §2.2 (use `/dashboard/papers/<id>/payment-proof` instead).

3.5 When reviewer feedback arrives

The editor will forward the reviewer's feedback to you. Email subject: "Review feedback received - IC3PE 2026 | IC3PE-2026-XXXX".

- `/dashboard/papers/<id>/review-result` shows: reviewer scores, comments, suggestions, plus editor's notes.
- Reviewer feedback is advisory - your paper is already on the accepted track. Address the suggestions in your camera-ready manuscript.

3.6 Upload camera-ready manuscript

1. Open `/dashboard/papers/<id>/final-paper`.
2. Tick the 6 pre-submission checklist items (reviewer comments addressed, author names restored, references formatted, etc.).
3. Upload DOCX only (≤ 10 MB).
4. On upload, status becomes `CAMERA_READY_APPROVED` automatically - there is no editor approval round for camera-ready in the current paradigm. You may re-upload at any time to overwrite.

3.7 Upload presentation slides or poster

1. Open `/dashboard/papers/<id>/presentation`.
2. Upload PDF only (≤ 25 MB) - slides for ORAL, poster for POSTER.
3. Deadline: end of H-2 in Asia/Jakarta (2 days before the conference). Uploads close after this.

3.8 Conference Day & Certificate

- Editor will publish the schedule; your session details appear at `/dashboard/schedule`.
- At your session, the chair calls your name; presenter declaration capture happens at registration.
- After the event, a presenter certificate is generated (`PRESENTER_ORAL` or `PRESENTER_POSTER`) and emailed. Best Paper / Best Poster / Best Presenter awards (if any) generate additional certificates.

3.9 Withdraw a paper

If you change your mind:

- From `/dashboard/papers/<id>` click Withdraw.
- Allowed only while the paper is in `DRAFT`, `SUBMITTED`, or `SCOPE_APPROVED` (before reviewer engagement).
- Once withdrawn, uploaded files are deleted.