ASIAN CONFERENCE ON COMPARATIVE LAWS (ASIAN-COL 2023) GUIDELINES



(English Version)

UNIVERSITAS MUHAMMADIYAH YOGYAKARTA INDONESIA 2023

HOW TO REGISTER ASIAN-COL 2023 ACCOUNT

- 1. Open the main website of the Asian Conference on Comparative Laws (ASIAN-COL 2023) through <u>https://asiancol.umy.ac.id/2023/</u>.
- 2. Click Submit Abstract.

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3. The main webpage of UMY Conference (conference.umy.ac.id) will appear on your screen. Then, click **Register Now.**





4. Fill all the information needed on the columns, then click **Register Now.**

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- 5. The verification will be sent to your email. Please check your email and activate the account.
- 6. Further, re-login to the main webpage of UMY Conference through conference.umy.ac.id, then **Login** with the activated account.





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7. Enter your email and password, then click **Login**.

8. Click **OK** after login successfully.

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9. Congratulations! Your account has been registered and you may continue to the next steps.



HOW TO SUBMIT ABSTRACT

- 1. Open the main website of the Asian Conference on Comparative Laws (ASIAN-COL 2023) through <u>https://asiancol.umy.ac.id/2023/</u>.
- 2. Click Submit Abstract.

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3. The main webpage of UMY Conference (conference.umy.ac.id) will appear on your screen. Then, click **Login.**





4. Click **List of Conferences**, find the International Conference on Sustainable Innovation (ICOSI) 2023 and click **Read More**.

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5. Scroll down until you find **the 4th Asian Conference on Comparative Laws.** Then, click **Read More.**

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6. **Detail Conference** will appear on your screen, scroll down and click **Submit Your Paper**.

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7. Fill in all data and information are needed on **Your Role, Summon your Team, and Show Your Idea.**

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Notes: registering team members must be followed by the activation of UMY Conference (conference.umy.ac.id) through the Register menu on its page. In the Show Your Idea section, choose **oral** for submenu Type and submenu Title must be filled with maximum 12 words.



- 8. Upload abstract file by clicking **Choose File** and click **Submit Abstract.** Adjust the format and size file in accordance with the requirements.
- 9. Once the abstract is uploaded, there will appear a notification stating Success: Abstract added! Then click **OK**.

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10. Congratulations! Your abstract has been uploaded.

If you have successfully uploaded the abstract, please kindly wait and check the status of your abstract occasionally. Should your abstract is accepted you may download the abstract LoA as a proof of submission.



HOW TO COMPLETE THE PAYMENT OF CONFERENCE FEE

- 1. Open the main website of the Asian Conference on Comparative Laws (ASIAN-COL 2023) through <u>https://asiancol.umy.ac.id/2023/</u>.
- 2. Click Submit Abstract.

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3. The main webpage of UMY Conference (conference.umy.ac.id) will appear on your screen. Then, click **Login.**





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4. Click **Payment** on your screen. Then, click **Show Detail Payment**.

5. Pay according to the attached bill. Then, transfer the payment to the following below. Bank : Bank Tabungan Negara (BTN)

Beneficiary	:	Universitas Muhammadiyah Yogyakarta
Bank Account Number	:	66301550000041
Swift Code	:	BTANIDJA

6. Then, click **Confirm Payment** to upload your payment slip.

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8. After successfully submit the payment, the page will appear as follows.

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HOW TO DOWNLOAD ABSTRACT LOA

1. Open the main website of the UMY Conference through <u>https://conference.umy.ac.id</u>. Then, click **Login.**



2. Click **My Conference** and choose Asian Conference on Comparative Laws 2023 (ASIAN-COL 2023). Subsequently, click **Show Details.**

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3. Abstract details that have been uploaded will appear on your screen. Abstract must be reviewed by the Scientific Committee first. Should the abstract is accepted, there will be an **Abstract LoA** on the webpage.



4. Click the **Abstract LoA** to download the file.

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5. Congratulations! Your abstract has been accepted. You may complete your full paper and submit it in the website.



HOW TO SUBMIT FULL PAPER

1. Open the main website of the UMY Conference through <u>https://conference.umy.ac.id</u>. Then, click **Login**.



2. Click **My Conference** and choose Asian Conference on Comparative Laws 2023 (ASIAN-COL 2023). Subsequently, click **Show Details.**

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3. The detail abstract and payment status will appear on your screen. Make sure your payment slip has been uploaded and has been confirmed by the system so that the **Paid Status** (Is Paid?) column showing **Yes**.



4. Then, click **Fullpaper**.

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You may find the ASIAN-COL 2023 template in

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6. Click **Choose File** and select your full paper, then write down the additional information for the committee (if necessary) in the available column. Subsequently, click **Submit Fullpaper.**

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You had successfully completed all the ASIAN-COL 2023 Full Paper Submission, See you at the Conference Day!

