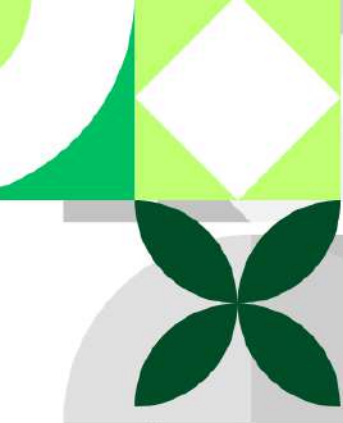




AUTHOR GUIDELINES

GREENTECH CONFERENCE
MANAGEMENT SYSTEM
(GCMS)

International Conference
on Green Technology



INTRODUCTION

Welcome to the Green Conference Management System (GCMS)! This system is designed to assist authors, researchers, and presenters in managing every stage of their participation in the International Conference on Green Technology (ICGT)—from account registration, abstract submission, review process, payment verification, to uploading full papers and presentation slides.

This document provides a comprehensive, step-by-step guide for both Presenters and Listeners.

Presenter Workflow Overview

1. Register & Login → 2. Submit Abstract → 3. Review Process → 4. Registration Payment (after Accepted) → 5. Upload Full Paper → 6. Upload Presentation PPT → 7. Conference Day

STEP 1: ACCOUNT REGISTRATION & LOGIN

Before submitting an abstract, you must create an account on the GCMS platform.

A. New Account Registration

1. Access the GCMS system via your web browser (<https://events.uin-malang.ac.id/greentech/>).
2. Click the Register button on the main page.
3. Complete the registration form with valid information:
 - **Full Name:** Your full name including academic titles (if applicable).
 - **Email Address:** Active email address (institutional email preferred).
 - **Institution / Affiliation:** University, organization, or institution name.
 - **Country:** Your country of residence/origin.
 - **Role Selection:** Select your role (e.g., Presenter).
 - **Password & Confirm Password:** Set a strong, secure password.
4. Click Submit / Register.

B. Login via Google OAuth

1. Click the Sign in with Google button on the login page.
2. Select your preferred Google account.
3. Complete your institutional profile and country details upon your first login.



Complete Your Registration

Fill in your details to finalize your ICGT 2026 conference registration.

Google account verified

Complete profile details

Start submitting

Sign Up

Complete your profile to start using GCMS

Email Address
johndoe@example.com
Auto-filled from your Google account

Full Name *
John Doe

Country *
Select country

Phone / WhatsApp *
+62 000

Institution *
e.g. UIN Maulana Malik Ibrahim Malang

Gender *
Select gender

Role *
Select role

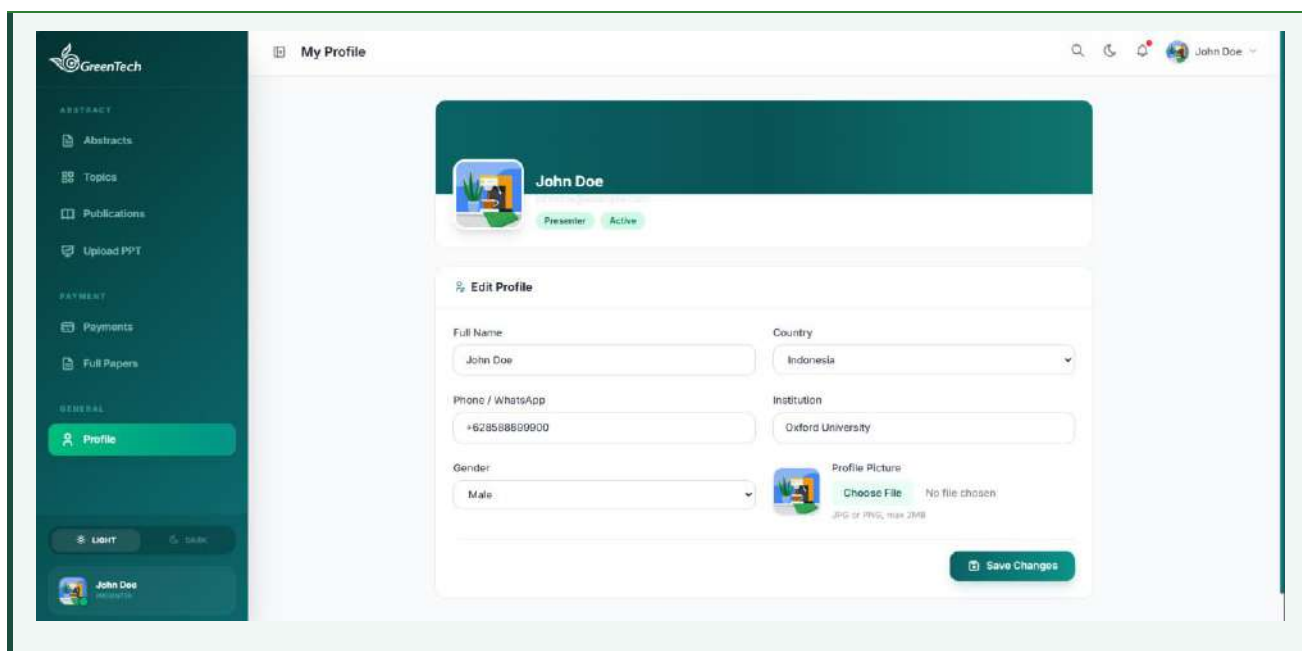
✓ Complete Registration

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STEP 2: PROFILE SETUP

1. After logging in, click on your Profile icon/menu located at the top-right corner or on the sidebar.
2. Review and update the following details:
 - Full Name (as it should appear on Certificates)
 - Institutional Affiliation
 - Active WhatsApp / Telephone Number
 - Country of Origin
3. Click Save Changes / Update Profile.

[PROFILE SETUP PAGE]



STEP 3: ABSTRACT SUBMISSION

Once your profile is ready, you can submit your research abstract.

Abstract Submission Steps:

1. Navigate to the Abstracts menu on the sidebar, then click Create Abstract / Submit New Abstract.
2. Complete the abstract submission form:
 - **Title:** The full title of your paper (Use Title Case).
 - **Topic / Sub-Theme:** Select the relevant conference topic/track.
 - **Abstract Text:** Paste your structured abstract (typically 150–250 words, covering background, methodology, key findings, and conclusions).
 - **Keywords:** Enter 3 to 5 keywords, separated by commas.
 - **File Upload:** Upload your abstract draft in .pdf or .docx format as required by the committee.
3. Click Submit Abstract.

 **[ABSTRACT SUBMISSION FORM]**

New Abstract
Submit your extended abstract for ICGT 2026

Topic *
Select a topic

Title * (max 90 words)
Enter your abstract title

Authors * (separated by comma or enter)
Type name and press enter or comma...

Emails * (separated by comma or enter)
Type email and press enter or comma...

Abstract Text * (max 300 words, in English)
Write your abstract text here...

Keywords * (2-5 words, separated by comma or enter)
Type keyword and press enter or comma...

Extended Abstract File *
Drop your file here or click to browse
Choose File No file chosen. DOCX — Max 5MB

Cancel Submit Abstract

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STEP 4: MONITORING ABSTRACT REVIEW & DECISION

After submission, your abstract will be evaluated by the Editorial Team and Reviewers.

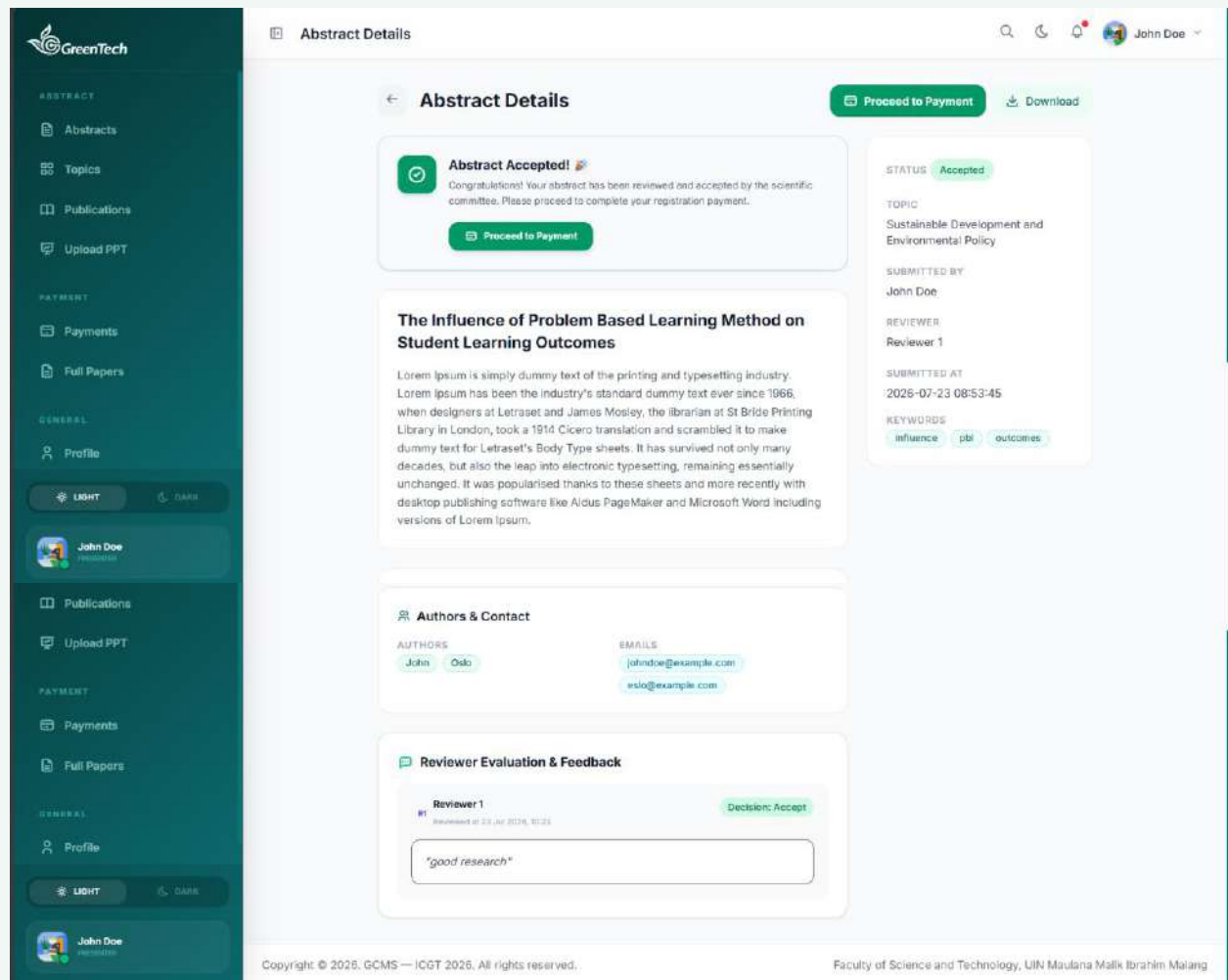
Abstract Status Definitions:

- **Pending / Under Review:** Abstract is currently being evaluated by reviewers.
- **Accepted / Approved:** Your abstract has been ACCEPTED. You will receive a email and can proceed to the payment stage.
- **Revision Needed:** Revisions are required. Please inspect the reviewer feedback, revise your abstract, and upload the updated document.
- **Rejected:** Abstract does not meet the conference criteria.

How to View Reviewer Feedback:

1. Go to the Abstracts menu.
2. Click the View / Detail button next to your abstract title.
3. Scroll to the Reviewer Notes / Feedback section to read comments from the peer reviewers.

[ABSTRACT DECISION & REVIEWER FEEDBACK]



The screenshot displays the 'Abstract Details' page on the GreenTech platform. The left sidebar contains navigation links for Abstracts, Topics, Publications, Upload PPT, Payments, Full Papers, Profile, and a LIGHT/DARK theme toggle. The main content area is titled 'Abstract Details' and includes a 'Proceed to Payment' button and a 'Download' link. A green notification box states 'Abstract Accepted!' with a congratulatory message and a 'Proceed to Payment' button. Below this, the abstract title 'The Influence of Problem Based Learning Method on Student Learning Outcomes' is shown, followed by a placeholder text. The 'Authors & Contact' section lists authors John and Oslo with their email addresses. The 'Reviewer Evaluation & Feedback' section shows a review from 'Reviewer 1' with a decision of 'Accept' and a comment 'good research'.

Abstract Accepted! 🎉
Congratulations! Your abstract has been reviewed and accepted by the scientific committee. Please proceed to complete your registration payment.

The Influence of Problem Based Learning Method on Student Learning Outcomes

Authors & Contact

Reviewers & Feedback

STEP 5: CONFERENCE REGISTRATION PAYMENT

Once your abstract status is Accepted, you are required to complete the registration fee payment.

Payment Confirmation Steps:

1. Go to the Conference Payments menu → Click Create Payment / Add Payment.
2. Select Target Accepted Abstract.
3. Select your Payment Type.
4. Transfer the required amount to the official conference bank account shown on screen.
5. Upload your proof of payment (Payment Receipt) as an image (.jpg / .png) or .pdf file.
6. Enter additional notes (e.g., Account Holder Name / Sender Bank).
7. Click Submit Payment.

Payment Verification Statuses:

- 🕒 **Pending Verification:** Receipt submitted; awaiting review by the Finance Committee/Admin.
- ✅ **Approved:** Payment verified successfully.
- ❌ **Rejected:** Payment receipt invalid or unclear. Please re-upload a valid proof of transfer.

🇮🇩 PAYMENT SUBMISSION & VERIFICATION STATUS]

New Payment
Submit your conference payment.

Available Payment Types

PAYMENT NAME	FEE (IDR)
Abstract Submission (Early bird fee)	Rp 500.000

Target Accepted Abstract *
Select your accepted abstract...

Payment Type *
Select payment type

Proof of Payment *
Upload proof of transfer
Choose File No file chosen
Image or PDF

Image or PDF

Additional Notes
e.g., Account Holder Name: John Doe / Sender Bank: Bank Mandiri / Transaction Ref: 123456

Optional notes such as Account Holder Name, Bank Name, or Reference Number.

Cancel Submit Payment

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Conference Payment Status:

Conference Payments

Manage payment submissions and approvals

+ New Payment

10 per page Search payments...

#	Date	Submitter	Abstract Target	Payment Type	Proof	Notes	Status	Actions
1	24 Jul 2026, 03:26	John Doe	The Influence of Problem Based Learning Method on Student Learning Outcomes	Abstract Submission (Early bird fee)		-	Pending	

Showing 1 to 1 of 1 entry

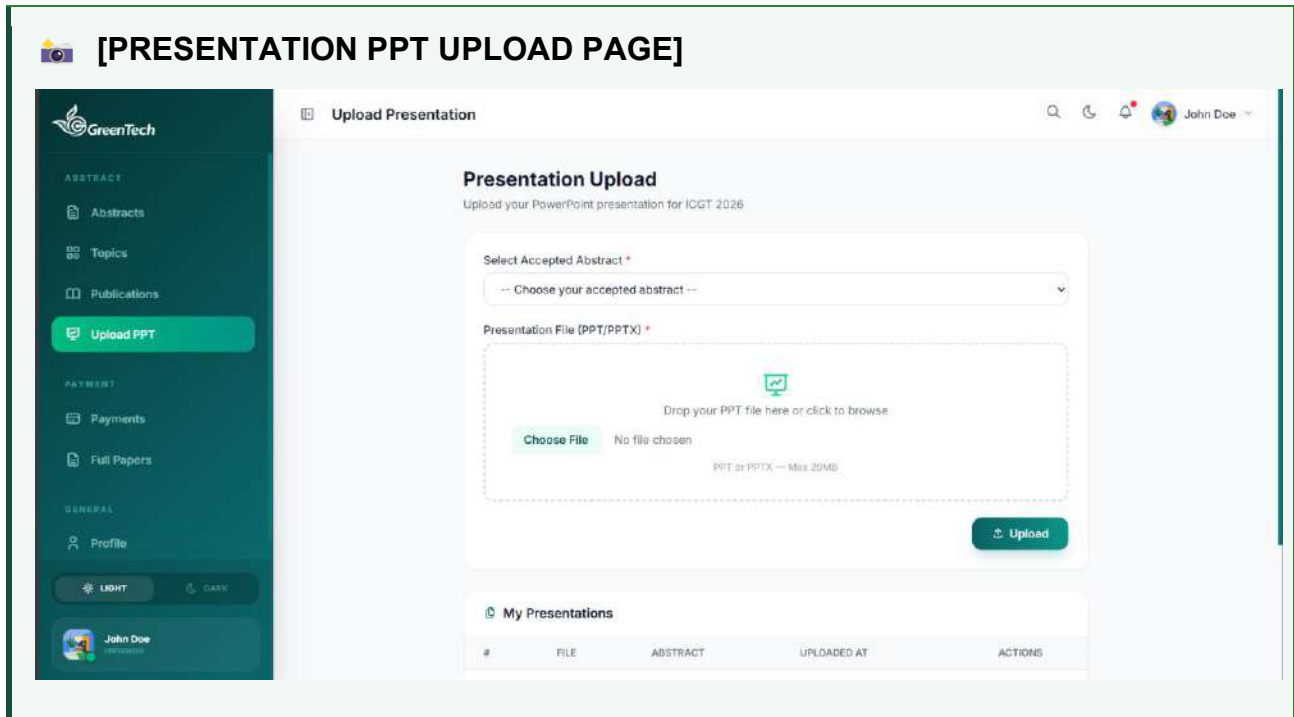
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STEP 6: PRESENTATION MATERIAL (PPT) UPLOAD

Prior to the conference day, authors are required to upload their presentation slides for the Parallel Sessions.

Presentation PPT Upload Steps:

1. Go to the Presentations menu.
2. Click Add Presentation / Upload PPT.
3. Upload your slide file in .pptx or .pdf format (max file size as specified by the committee).
4. Enter the presentation title and presenter name.
5. Click Submit.



SUPPORT & HELPDESK

If you encounter any technical issues while using the GCMS platform, please contact the organizing committee:

- **Email Support:** greentech@uin-malang.ac.id
- **Official Website:** <https://events.uin-malang.ac.id/greentech>