

# How to Submit a New Paper on SubMeet.id

Version: 1.1

Update: 28/07/2025 16:13 GMT+7

Written by: Muhammad Riza Alifi <muhammad.riza@polban.ac.id>

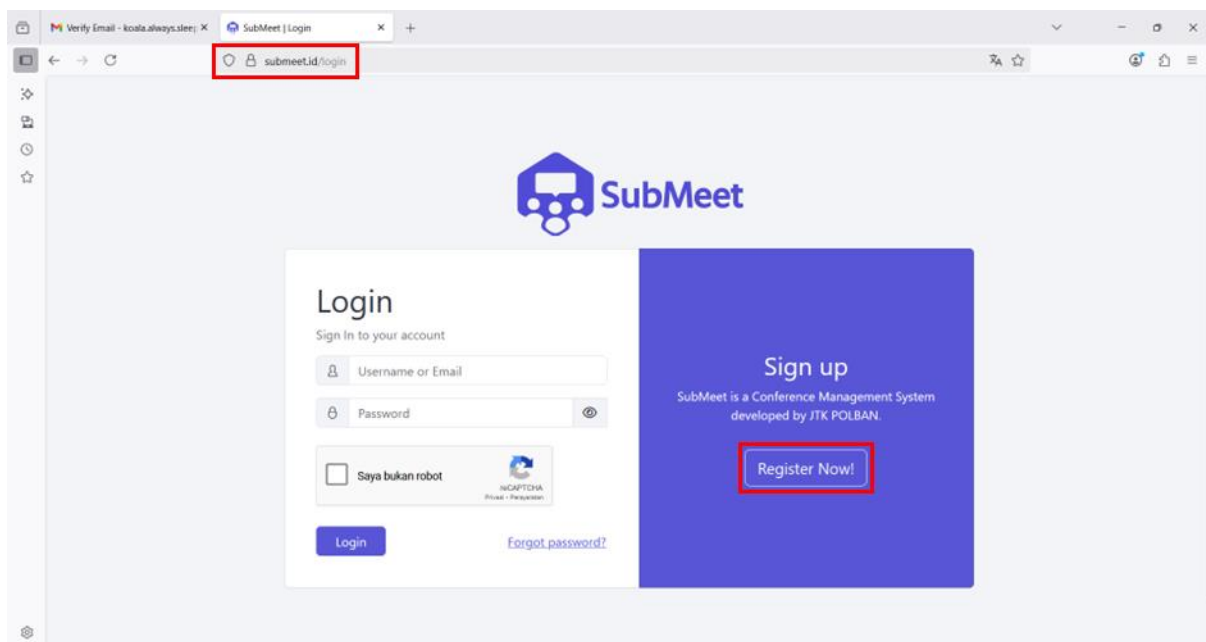
## Tutorial Overview

This tutorial consists of three sections:

- A. [Create an Account](#)
- B. [Join an Event](#)
- C. [Submit a New Paper](#)

### A. Create an Account

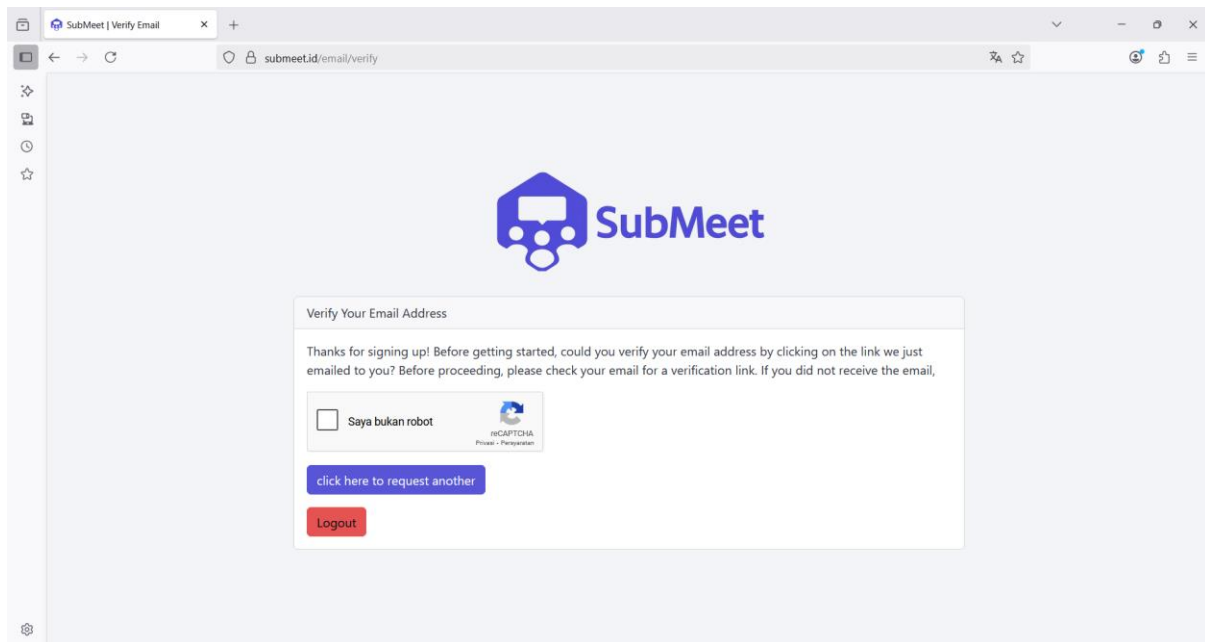
1. Open your web browser and type <https://www.submeet.id> into the address bar.



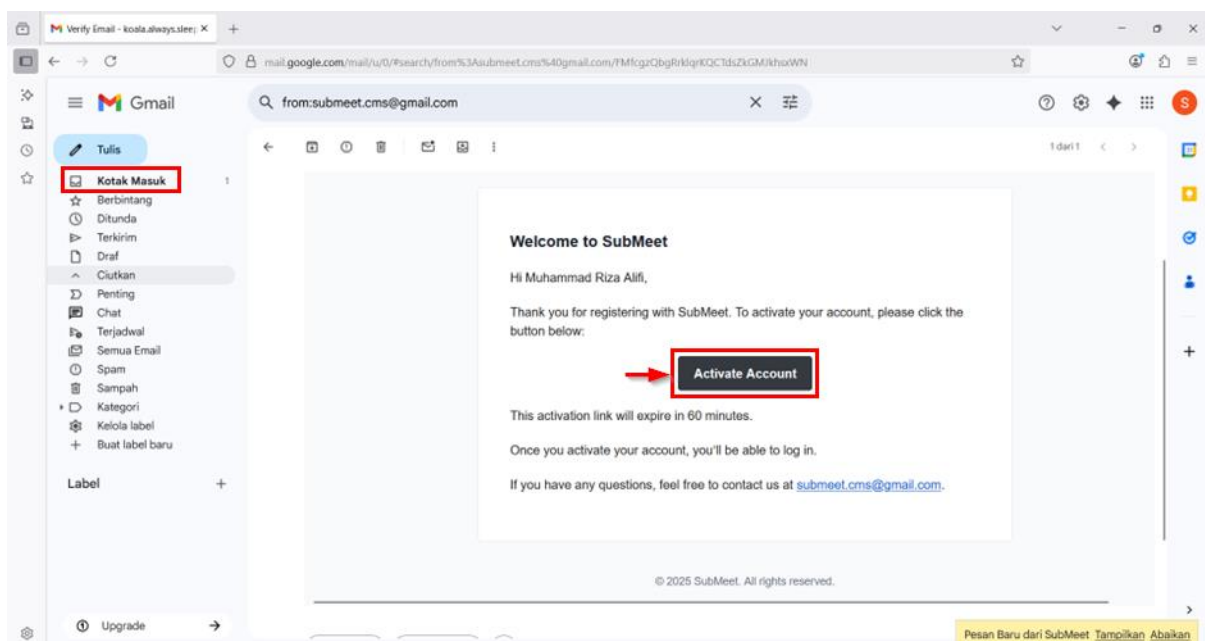
2. Click the **Register Now!** button to begin creating an account.

The image displays two screenshots of the SubMeet registration interface. The top screenshot shows the 'Register' form with the SubMeet logo at the top. A red arrow points to the 'Register' title. The form is titled 'Create your account' and is divided into two main sections: 'Account' and 'Identity'. The 'Account' section includes fields for email (koala.always.sleep@gmail.com), username (koala\_sleep), and password (masked with dots). The 'Identity' section includes a 'Given Name' field. The bottom screenshot shows the continuation of the form, including 'Family Name', 'Honorific', 'Institution Name', 'Country', and 'Contact' information (Phone Number 1 and Phone Number 2 (Optional)). At the bottom of the form, there is a reCAPTCHA checkbox labeled 'Saya bukan robot' and a 'Create Account' button, both highlighted with red boxes.

3. **Register Form** will appear. Complete the form with the following details:
  - a. Account: e-mail, username, password, and repeat password.
  - b. Identity: given name, family name, and honorific.
  - c. Institution: institution name, and country.
  - d. Contact: phone number 1 (mandatory), and phone number 2 (optional).
4. Solve **reCAPTCHA** to confirm that "you're not a robot", then click **Create Account** button to complete the registration process!



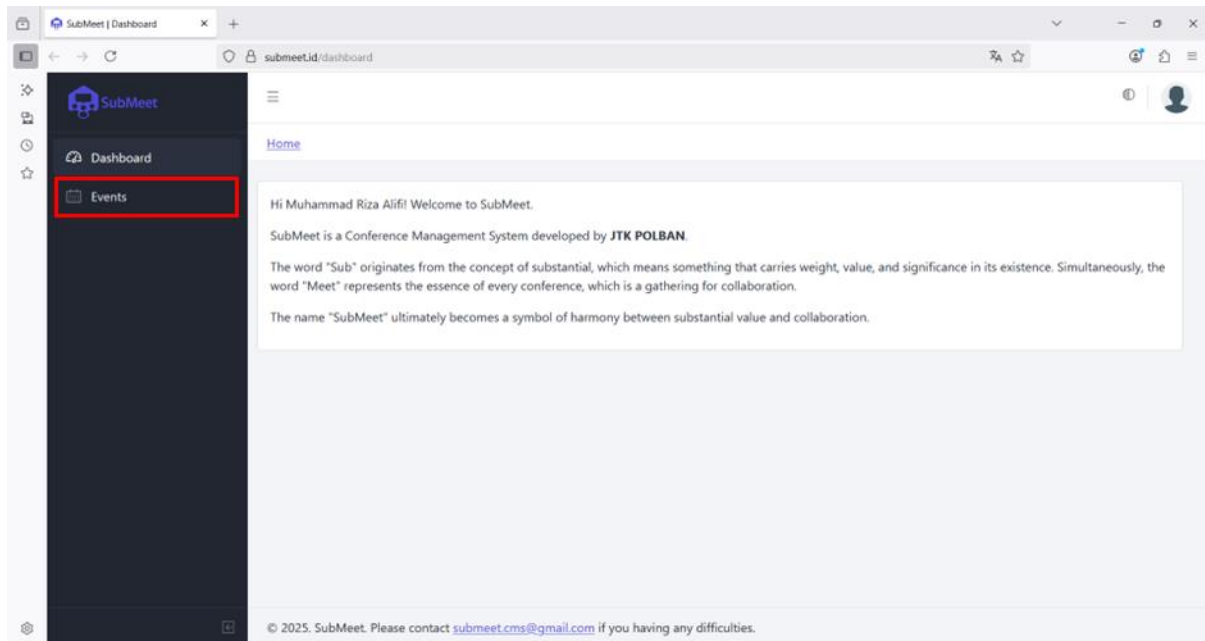
5. If the registration is successful, you will receive a verification link sent to your registered email address.
6. Check your email inbox and click the verification link to activate your account.
7. There is a small possibility that the verification email may be marked as spam. Please check your spam or junk folder before requesting a new verification link. If no message is found, you may **click here to request another** button and solve the reCAPTCHA again.



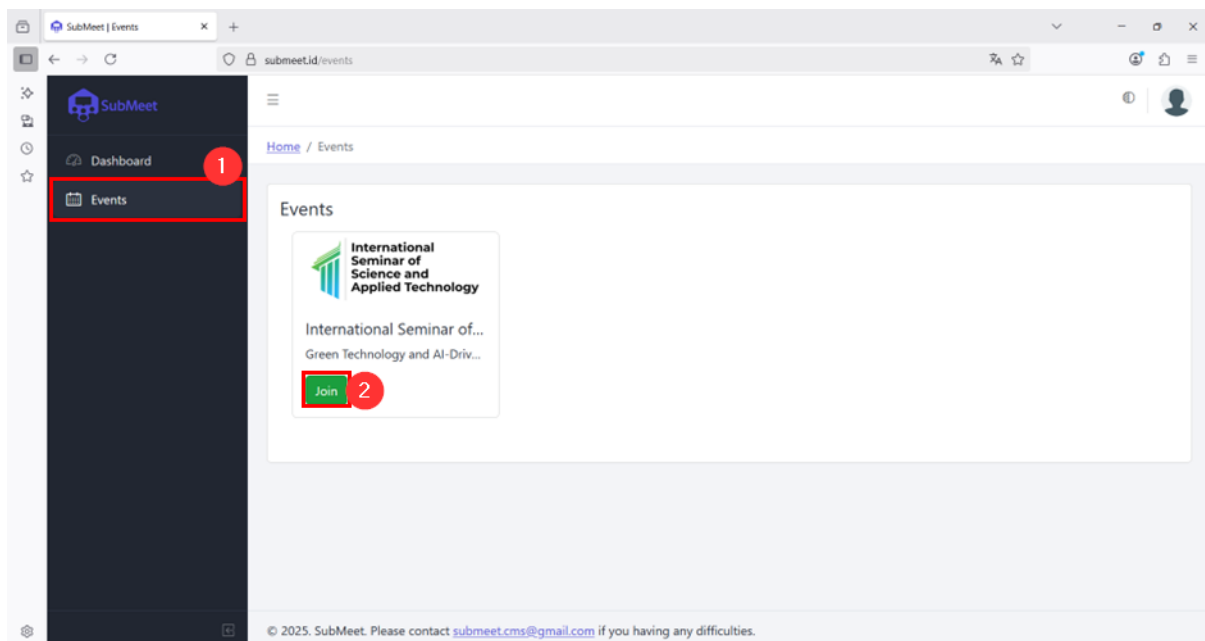
8. Click the **Activate Account** button **within 60 minutes** of receiving the email to complete the activation process.
9. If the activation is successful, you will be logged in automatically.

## B. Join an Event

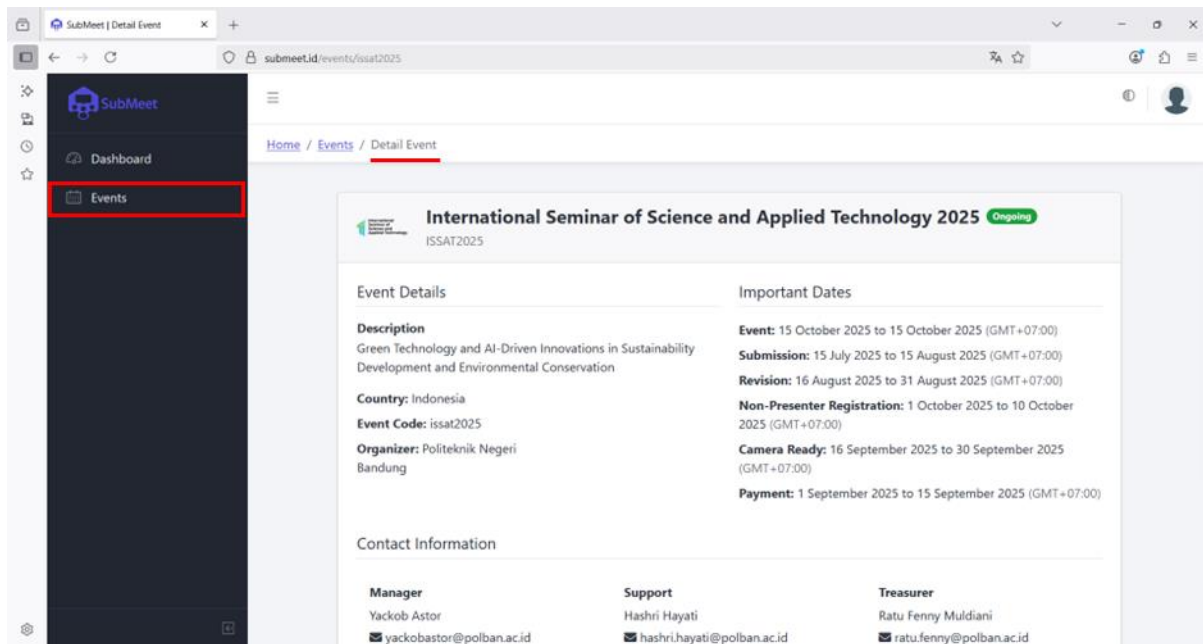
1. After successfully logging in, you will be directed to the **SubMeet Dashboard**.



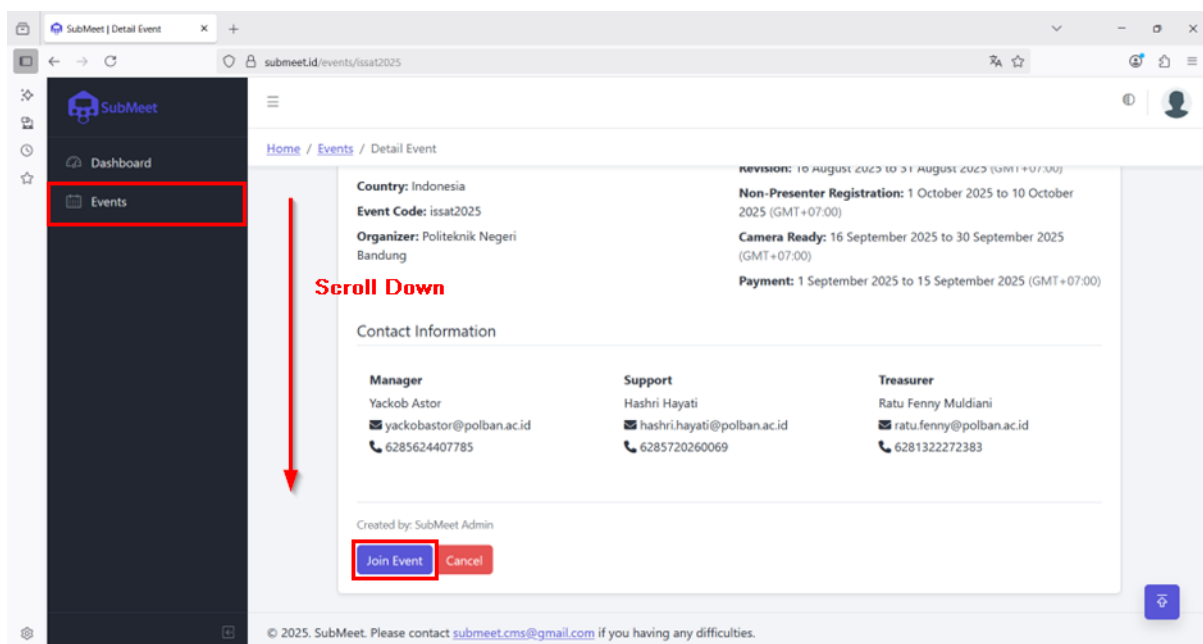
2. To join an event, navigate to the **Events** menu.



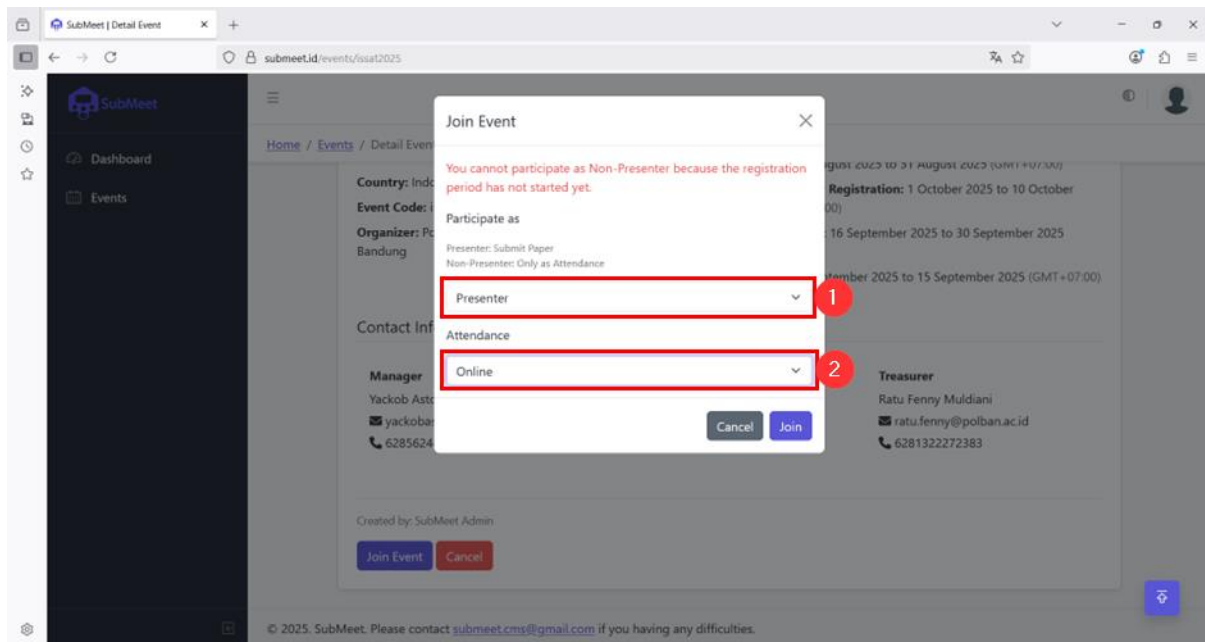
3. For example, consider an event titled "**International Seminar of Science and Applied Technology**".
4. Click the **Join** button to initiate the process of joining the event.



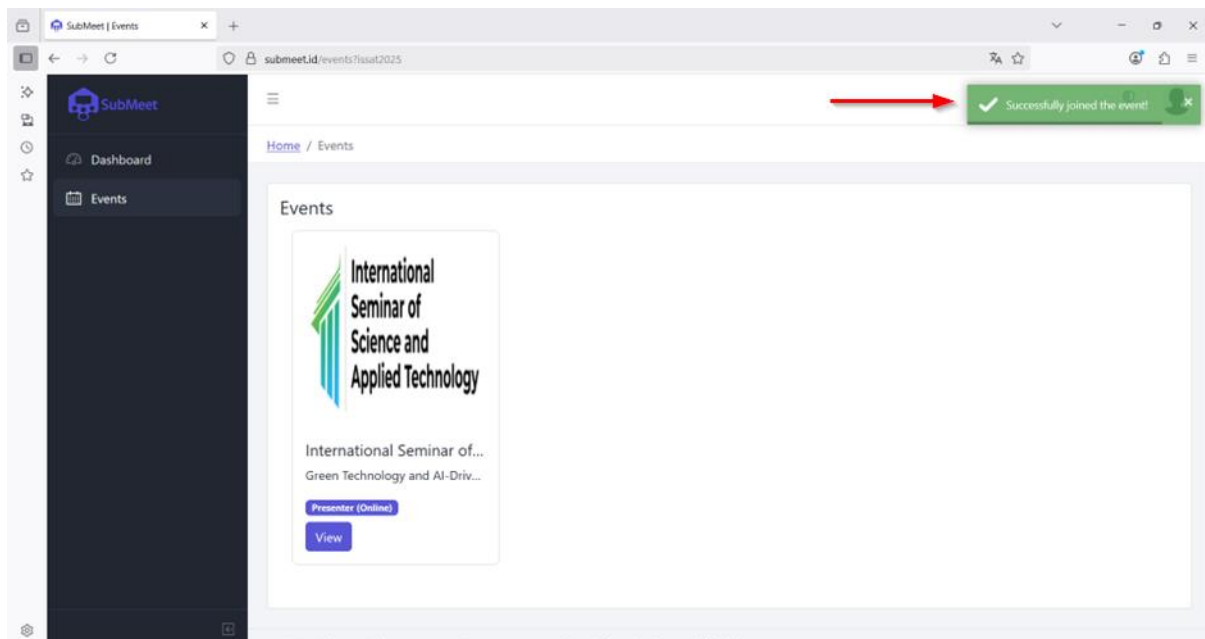
5. Before proceeding, detailed information about the event will be displayed.



6. **Scroll down** to view the full event details, then click the **Join Event** button.

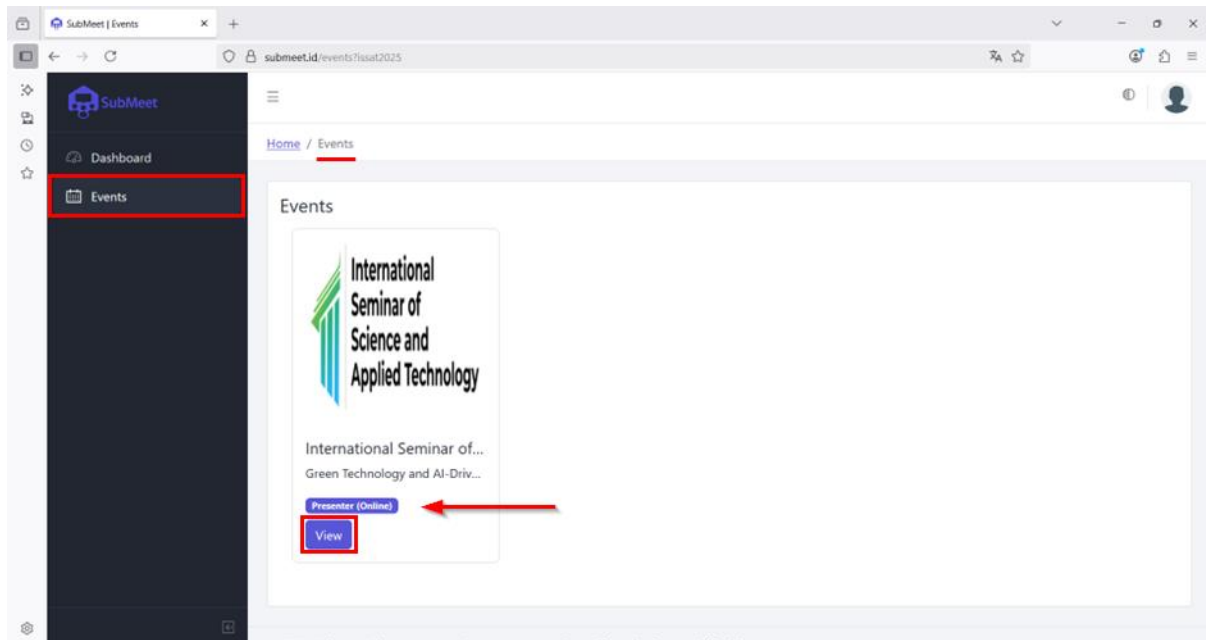


7. **Join Event** modal will appear. Ensure that you select **Participate as Presenter**. For the **Attendance** option, you may choose either **Online** or **Offline**.
8. To complete the join event process, click the **Join** button.
9. A confirmation message—"Successfully joined the event!"—should appear at the top-right corner of your screen.

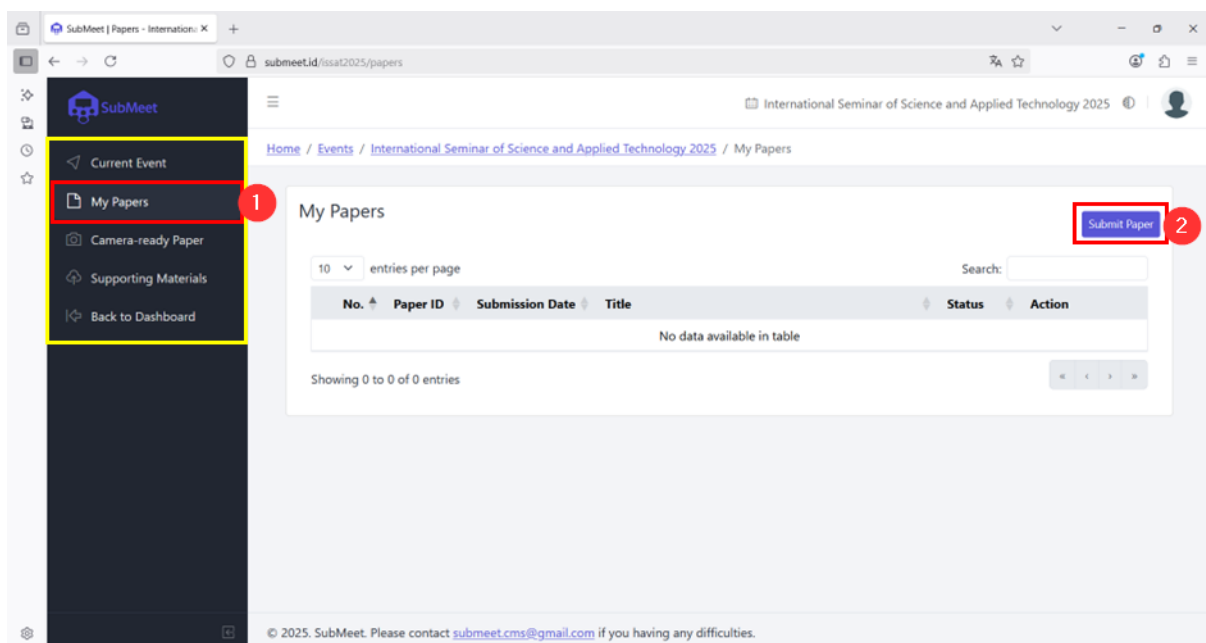


## C. Submit a New Paper

1. After joining an event, your current role (e.g., **Presenter (Online)**) will be displayed along with a **View** button.



2. Click **View** button to enter the event page.



3. On the event page, you will find several menus. To submit a paper, click the **My Papers** menu.
4. Click the **Submit Paper** button to open the submission form.

SubMeet | Submit Paper - Inter- X | Lorem Ipsum - All the facts - Li- X

submeetId/issat2025/submit-paper

International Seminar of Science and Applied Technology 2025

Home / Events / International Seminar of Science and Applied Technology 2025 / Papers / Submit Paper

Abstract\*

Curabitur magna purus, feugiat id felis quis, varius tempor nulla. Vivamus accumsan convallis euismod. Fusce vel libero convallis, aliquam dui sed, tincidunt lectus. Praesent dictum maximus nulla, sed varius urna malesuada id. Ut dignissim est ac orci feugiat, in ultricies quam faucibus. Nullam facilisis suscipit ante et pharetra. In lacinia magna ut ligula gravida, in fringilla augue ullamcorper. Fusce tempor tempus arcu eget iaculis. Nunc iaculis maximus erat sodales egestas. Phasellus sed metus malesuada, viverra risus eu, fringilla purus. Aenean sit amet purus ac augue porttitor malesuada. Vestibulum imperdiet turpis nec elit posuere, id venenatis odio elementum. Vestibulum tincidunt, elit a tincidunt laoreet, velit nisl dictum metus, sit amet posuere nunc justo vitae lectus. Cras et ante ac ipsum finibus volutpat finibus commodo augue. Pellentesque euismod in lorem vitae lobortis. Cras pretium turpis vitae pellentesque aliquet.

Word Count: 136 / 250

Topics\*

Artificial intelligence and Human-computer interaction

Keywords\*

Machine Learning x Support Vector Machine x Classification x

Paper File\*

Telusuri... Sample Paper - Reviewer Assignment Problem.docx

Allowed file type: DOC/DOCX/PDF/ODT/TEX/TXT. Max. file size: 5 MB.

5. Complete the form in order, including the following fields:
  - a. Title
  - b. Subtitle
  - c. Abstract
  - d. Topics
  - e. Keywords
  - f. Paper File (DOC/DOCX/PDF)
  - g. Authors with Email Addresses
  - h. Corresponding Author
  - i. Note for Editor
6. For **Abstract**, a word counter is provided to ensure the abstract **does not exceed 250 words**.
7. For **Topics**, only one topic may be selected.
8. For **Keywords**, **press Enter after typing each keyword**. Multiple keywords are allowed.
9. For the **Paper File**, ensure the file size **does not exceed 5 MB** and the format is DOC, DOCX, or PDF.



SubMeet | Submit Paper - Inter- X

submeetId/issat2025/submit-paper

International Seminar of Science and Applied Technology 2025

Home / Events / International Seminar of Science and Applied Technology 2025 / Papers / Submit Paper

Authors\*

Muhammad Riza Alifi - koala.always.sleep@gmail.com x Yackob Astor - yackob.astor@polban.ac.id x

Corresponding Author\*

Author 2 - Yackob Astor - yackob.astor@polban.ac.id

Note for Editor\*

In this paper we emphasize the practical perspective.

Character Count: 53 / 500

Cancel Submit

Scroll Down

10. The process for **entering Authors with Email Addresses** has been simplified as follows:

- Type the **author's full name**
- Add a **space character**, then a **hyphen character (-)**, and followed by another **space character**.
- Type the **author's e-mail address**.
- Press **Enter** to finalize the entry.

11. Select the **Corresponding Author** from the list of authors entered.

12. You may include a message to the editor in the **Note for Editor** field.

13. Click the **Submit** button once all required fields have been completed.

SubMeet | Submit Paper - Inter- X

submeetId/issat2025/submit-paper

International Seminar of Science and Applied Technology 2025

Home / Events / International Seminar of Science and Applied Technology 2025 / Papers / Submit Paper

Corresponding Author\*

Author 2 - Yackob Astor - yackob.astor@polban.ac.id

Note for Editor\*

In this paper we emp

Character Count: 53 / 500

Cancel Submit

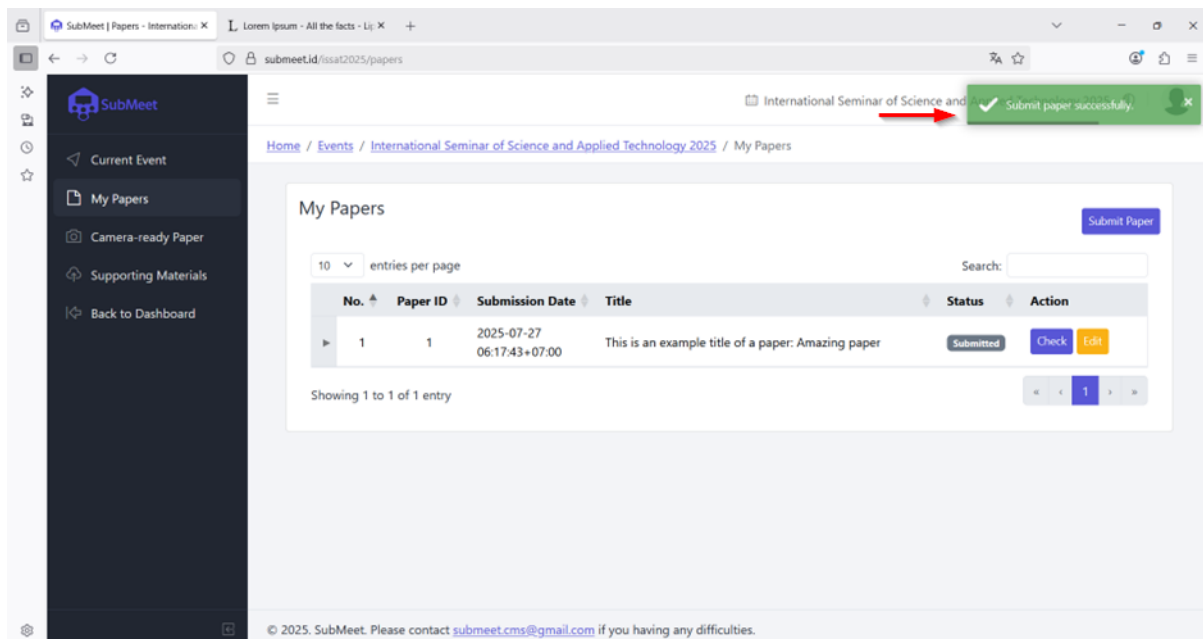
Are you sure want to Submit?

You won't be able to revert this!

Yes, Submit! No, cancel!

© 2025, SubMeet. Please contact [submeet.cms@gmail.com](mailto:submeet.cms@gmail.com) if you having any difficulties.

14. A submission confirmation modal will appear. Click **Yes, submit!** to finalize the submission.



15. After submission, your paper will appear under the **My Papers** menu. You may download your submitted file by clicking the **Check** button.

16. The **Edit** button will be available only if the paper has not yet been assigned to any reviewer(s). **Therefore, you can edit your paper only if the review process has not already begun.**

Furthermore, please contact [submeet.cms@gmail.com](mailto:submeet.cms@gmail.com) if you having any difficulties.