

1. Buka laman lewis.unimus.ac.id , lalu pilih salah satu bidang yang diminati.  
(Open lewis.unimus.ac.id, please select one of the scope below.)
2. Klik menu **Registration**, maka akan muncul laman sebagai berikut :  
(Click **Registration**, then the following page will appear as follows)

**Register New · Login**

**ConfTool Conference Administration**

Please log in to be able to **submit a contribution**, enter or view reviews or to register for **conference participation**.  
If you have not yet created a user account, please do so now.

**Account Login**

[First time here?](#)

[Register new](#)

**Registered users**

E-mail or user name:

Password:  · [Forgotten your password?](#)

Contact and Legal Notice · Contact Address: lewis\_huso@unimus.ac.id  
Conference: 2nd Lewis 2023

Web-based Conference Software - VSIS ConfTool Standard 1.8.20  
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3. Pilih menu **Register New**, maka akan muncul form registrasi seperti berikut :  
(Select **Register New**, then the registration form will appear as follows)

**Login**

**Register New**

On this page you can create a new user account for the ConfTool conference management system. All fields marked with an asterisk (\*) must be filled in.

**Personal Information**

\* Organization / Company

Department

\* Title  
 No Title  
 Ms.  
 Mr.  
 Dr.  
 Prof.

Full Academic Title / Professional Position

\* First & Middle Name

\* Last Name / Family Name

\* Address Line 1

Address Line 2

(\*) Postcode / ZIP Code

\* City

State / Territory / Province

\* Country

Phone

Fax

\* E-Mail

Homepage URL

User Comments

**Account Information**

\* User Name   
Your user name must be at least two (2) characters long. It is case sensitive.

\* Password   
Passwords must have at least five (5) characters.  
They must include at least one letter (a-z) and one number (0-9). Passwords are case sensitive.

\* Confirm Password   
Please repeat your password for verification.

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4. Isikan form registrasi. Untuk field bertanda bintang (\*) wajib diisi. Setelah form terisi, klik **Submit user Data**. Maka akan muncul halaman direct seperti berikut :  
(Fill in the registration form. For fields marked (\*) are required. Click **Submit user Data** after the form is filled. Then the direct page will appear as follows)

The screenshot shows a user interface for a conference system. At the top, there is a navigation bar with 'Overview' and a user profile for 'Mutiara Nurfadila' with a 'Logout' button. Below this is a green header with the text 'Registration Information'. A yellow box contains the message: 'Your user account has been established. Next time you visit the conference system, please use your user name and password to log in.' Below this, the user is welcomed as 'S.Kom Mutiara Nurfadila!' and informed they are logged in as 'mutiara'. A red box highlights the text: 'You are not yet registered as participant. You can register below.' Underneath, a section titled 'You can select from the following options:' lists several menu items: 'Submit Contribution', 'Register as Participant', 'Show User Account Details', 'Edit User Account Details', 'Logout', and 'Logout and Return to the Main Website'. At the bottom, there is a footer with contact information and software version details.

5. Pada halaman direct, klik **Register as Participant** untuk mendaftar sebagai peserta.  
(On the direct page, click **Register as Participant** to register as a participant.)

This screenshot is similar to the previous one but includes red annotations. A red box highlights the text 'You are not yet registered as participant. You can register below.' Another red box highlights the 'Register as Participant' menu item in the options list. A red arrow points from the text 'Klik untuk mendaftar sebagai peserta' to the 'Register as Participant' link. The rest of the page content, including the navigation bar, header, welcome message, and footer, is identical to the previous screenshot.

6. Maka akan muncul form Registrasi Peserta yang terdiri dari 3 (tiga) step seperti gambar dibawah ini :

*(Then a Participant Registration form will appear consisting of 3 (three) steps as shown below)*

- a. Step 1. Pilih status **Regular**. Lalu klik **Proceed to Step 2**.  
*(Step 1. Select **Regular** status. Then click **Proceed to Step 2**)*

Overview Mutiara Nurfadila Logout

### Registration for Participation - Step 1 of 3

Here you can register for participation. Please enter your status, followed by your member number, student ID or registration code (if applicable), and click on "Continue with Step 2".

**Participant Status Information**

\* Status  Regular  
 Regular / Member  
 Student / Ph.D. Student

Proceed to step 2

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- b. Step 2. Pilih keikutsertaan sebagai Participant atau sebagai Presenter. Lalu checklist (✓) pada **Method of Payment**. Lalu klik **Proceed to Step 3**.  
*(Step 2. Choose as a Participant or as a Presenter. Then checklist (✓) on **Method of Payment**. Then please click **Proceed to Step 3**.)*

Overview Mutiara Nurfadila Logout

### Registration for Participation - Step 2 of 3

Please select the events/items of interest to you here, enter your payment method and click on "Continue".  
 You are **Normal registrant**.

Events/Items	single price
<input type="checkbox"/> Indonesian Participant December 4 <sup>th</sup> 2023 Universitas Muhammadiyah Semarang, Indonesia Indonesian Participant : IDR 350.000/participant	IDR 350.000,00
<input type="checkbox"/> Indonesian Presenter December 4 <sup>th</sup> 2023 Universitas Muhammadiyah Semarang, Indonesia Indonesian Presenter : IDR 750.000/participant	IDR 750.000,00

**Payment Details**

\* Method of Payment  Via bank transfer (wire transfer)

**Miscellaneous**

Remark of Participant

Proceed to step 3: check and confirm your entries  
 Return to step 1

> index > participate Print View

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- c. Step 3. Akan muncul ringkasan biaya yang harus dibayarkan. Lalu checklist (✓) pada kolom **Confirm**. Setelah itu klik **Register Now**.  
(Step 3. A summary of the fees to be paid will appear. Then checklist (✓) in the **Confirm** column. Then please click **Register Now**.)

Overview Mutiaru Nurfadila Logout

### Registration for Participation - Step 3 of 3

Please confirm your entries by clicking on "Register Now".  
This will complete your registration for participation.

**Participant Status**  
Registration Date: 7th Jul 2023, 07:09:11am (Normal registrant)  
Status: Regular

Qty.	Description	Unit Price	Fee
1	Indonesian Presenter <b>Indonesian Presenter</b> Event Date: December 4 <sup>th</sup> 2023 Event Location: Universitas Muhammadiyah Semarang, Indonesia	IDR 750.000,00	IDR 750.000,00
<b>Total Amount</b>			<b>IDR 750.000,00</b>

**Payment Details:**  
Method of Payment: Via bank transfer (wire transfer)  
No payment has been recorded yet.

**Confirmation of Registration Terms**

Terms of Registration and Payment	
	<ul style="list-style-type: none"><li>The <b>registration of participation is binding</b>.</li><li>If you have to cancel the registration, you get 80% back until 30 days before the start of the event. In all other cases, the financial responsibilities of the participants remain fully effective.</li><li>The participation <b>fees are owed upon registration</b> and are payable within 7 days following submission of the registration (but not later than 7 days before the starting day of the event).</li><li>Participation is not guaranteed until <b>full</b> payment of the registration fee is received.</li><li>The conference program may be subject to changes.</li><li>Payments will be refunded if the conference will be canceled by the organizer. In that case, the organizer will have no further liability to the client. Registrations remain valid if the conference has to be postponed.</li></ul>
<b>* Confirm</b>	<input type="checkbox"/> I have read and understood the above terms of registration and payment and declare acceptance.

**Register Now**

[Return to step 1](#) [Return to step 2](#)

7. Jika registrasi berhasil, maka akan tampil menu overview biaya, nomor rekening transfer, serta kode pendaftaran seperti pada gambar di bawah ini :  
(If the registration is succeed, the fee overview, transfer account number, and registration code will appear as below)

The screenshot shows a web application interface. At the top, there is a navigation bar with the text "Overview" on the left and a user profile "Mutiara Nurfadila" with a "Logout" link on the right. Below this is a green banner with the text "Participation Data Has Been Saved". Underneath the banner is a yellow box containing the message: "The participation registration has been saved successfully. From the ConfTool 'overview' page you can print out a registration confirmation and/or an invoice either now or later." The main content area starts with a welcome message: "Welcome, S.Kom Mutiara Nurfadila!". It then states: "You are logged in as user mutiara." and "You are registered as participant. Total Amount: IDR 750.000,00". It also mentions the payment method: "Selected payment method: Via bank transfer (wire transfer)". A note says "No payment has been recorded yet." and asks the user to transfer the fee to a specific account. The "Bank Details" section lists: "Account Holder: Bank Syariah Indonesia (BSI) / Account No.: 7757575552", "Bank: LPPM UNIMUS / Bank Code: 451", and "SWIFT-BIC: BSMIDJJA". The "Reason for transfer" is "ID 1002, PRT-MTL-0002". Below this is a section titled "You can select from the following options:" which lists several actions: "Submit Contribution", "Access Your Participant Registration Details", "Invoice and Registration Confirmation", "Show User Account Details", "Edit User Account Details", "Logout", and "Logout and Return to the Main Website". At the bottom of the page, there is a footer with contact information and copyright details.

Overview Mutiara Nurfadila Logout

**Participation Data Has Been Saved**

The participation registration has been saved successfully. From the ConfTool "overview" page you can print out a registration confirmation and/or an invoice either now or later.

**Welcome, S.Kom Mutiara Nurfadila!**

You are logged in as user **mutiara**.

You are registered as participant. Total Amount: IDR 750.000,00  
Selected payment method: Via bank transfer (wire transfer)

No payment has been recorded yet.

Please transfer the fee to the following account:

**Bank Details**  
Account Holder: Bank Syariah Indonesia (BSI) / Account No.: 7757575552  
Bank: LPPM UNIMUS / Bank Code: 451  
SWIFT-BIC: BSMIDJJA

**Reason for transfer:**  
ID 1002, PRT-MTL-0002

You can select from the following options:

- Submit Contribution**  
You may now submit a contribution for this event.
- Access Your Participant Registration Details**  
Here you can access all details of your registration for participation.
- Invoice and Registration Confirmation**  
You may now download and print out your invoice and registration confirmation.
- Show User Account Details**  
Here you can access the personal data of your user account.
- Edit User Account Details**  
Here you can update your personal user data.
- Logout**  
Please sign out when you are finished to prevent unauthorized access to your account.
- Logout and Return to the Main Website**  
Sign out and return to the website "2nd Lawang Sewu Internasional Symposium (LEWIS) on Health Sciences : Medical Technology Laboratory".

Print View

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8. Bagi pendaftar participant, maka pendaftaran sudah selesai. Selanjutnya bisa melakukan pembayaran serta mengirimkan konfirmasi pembayaran pada email [finance.lewis@unimus.ac.id](mailto:finance.lewis@unimus.ac.id) dengan subjek email : PAYMENT <kode pendaftaran>. Contoh : PAYMENT PRT-MTL-0002.  
(For participant registrants, registration is completed. Then please make a payment and send the receipt to [finance.lewis@unimus.ac.id](mailto:finance.lewis@unimus.ac.id) with the subject: PAYMENT <registration code>. Example: PAYMENT PRT-MTL-0002.)

9. Bagi pendaftar pemakalah, maka langkah selanjutnya adalah submit paper dengan klik menu **Submit Contribution** pada laman overview.  
(For presenter registrants, the next step is to submit a paper by clicking the **Submit Contribution** on the overview page.)

**Overview** Mutiara Nurfadila Logout

**Participation Data Has Been Saved**

The participation registration has been saved successfully. From the ConfTool "overview" page you can print out a registration confirmation and/or an invoice either now or later.

**Welcome, S.Kom Mutiara Nurfadila!**

You are logged in as user **mutiara**.  
You are registered as participant. Total Amount: IDR 750.000,00  
Selected payment method: Via bank transfer (wire transfer)  
No payment has been recorded yet.

Please transfer the fee to the following account:

**Bank Details**  
Account Holder : Bank Syariah Indonesia (BSI) / Account No. : 7757575552  
Bank : LPPM UNIMUS / Bank Code : 451  
SWIFT-BIC : BSMIDJJA

**Reason for transfer:**  
ID 1002, PRT-MTL-0002

**You can select from the following options:**

- Submit Contribution** (highlighted with a red box and arrow)  
You may now submit a contribution for this event.
- Access Your Participant Registration Details**  
Here you can access all details of your registration for participation.
- Invoice and Registration Confirmation**  
You may now download and print out your invoice and registration confirmation.
- Show User Account Details**  
Here you can access the personal data of your user account.
- Edit User Account Details**  
Here you can update your personal user data.
- Logout**  
Please sign out when you are finished to prevent unauthorized access to your account.
- Logout and Return to the Main Website**  
Sign out and return to the website "2nd Lawang Sewu Internasional Symposium (LEWIS) on Health Sciences : Medical Technology Laboratory".

10. Form **Submission of a Contribution** terdiri dari 2 (dua) step sebagai berikut :  
 (Form **Submission of a Contribution** consists of 2 (two) steps as follows):
- Step 1. Isian meta data artikel. Lalu klik **Proceed**.  
 (Step 1. Article meta data fields. Then please click **Proceed**.)

Overview		Mutiara Nurfadila	Logout
<b>Submission of a Contribution - Step 1</b>			
Please complete the form below in order to submit your contribution. All fields marked with an asterisk (*) must be filled in. The next steps will allow you to preview your submission, upload files to the server (if required), and to save your submission.			
<b>Information on This Contribution</b>			
Submitted by	Nurfadila, S.Kom Mutiara		
	Universitas Muhammadiyah Semarang, ID		
Submission Type / Conference Track	Full Paper		
<b>Information on Author(s)</b>			
* Author(s)	Mutiara Nurfadila, Khusman Anhsori, Nurohim		
	Please list all authors separated by commas. Example: Firstname Surname, John Doe		
E-Mail Addresses of All Co-authors			
	Please enter further e-mail addresses (separated by commas) if you want to receive additional notifications regarding your contribution.		
<b>Contribution Details</b>			
* Title of Contribution	Coba Artikel		
* Abstract	Coba coba artikel		
* Topics	Please select the topic(s) from the list that <b>best suits</b> your submission. This is to assist with the review process and the creation of the conference program itself. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Bioinformatics</li> <li><input type="checkbox"/> Biomedics</li> <li><input type="checkbox"/> Biotechnology</li> <li><input type="checkbox"/> Clinical chemistry</li> <li><input type="checkbox"/> Cytology</li> <li><input type="checkbox"/> Disease detection</li> <li><input type="checkbox"/> Haematology</li> <li><input type="checkbox"/> Histology</li> <li><input type="checkbox"/> Immunohistochemistry</li> <li><input type="checkbox"/> Immunology</li> <li><input type="checkbox"/> Microbiology</li> <li><input type="checkbox"/> Molecular biology</li> <li><input type="checkbox"/> Mycology</li> <li><input type="checkbox"/> Parasitology</li> <li><input type="checkbox"/> Toxicology</li> </ul>		
* Keywords	Coba		
	Please enter up to five keywords for your contribution here, separated by commas.		
Remark/Message from the Authors to the Program Committee and Chairs			
			<b>Proceed ==&gt;</b>
<a href="#">&gt; index</a> > <a href="#">newPaper</a>		<a href="#">Print View</a>	
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- b. Step 2. Unggah dokumen artikel, pastikan format artikel sesuai (disarankan doc, docx) dan besar file maksimal 2 MB.  
*(Step 2. Upload the article document, please make sure the article format is appropriate (recommended doc, docx) and the maximum file size is 2 MB.)*

Overview
Mutiara Nurfadila [Logout](#)

### Submission of a Contribution - Step 2

You now have the option of uploading a file containing your contribution to the server. If you wish to submit a document at a later time, please click on "Save Submission, Upload File(s) Later". **Please note that your file must successfully be uploaded to the server prior to the submission deadline!**

#### Contribution Details

**Coba Artikel**  
**Full Paper**  
**Mutiara Nurfadila, Khusman Anhsori, Nurohim**  
*Submitted by:* S.Kom Mutiara Nurfadila  
*Topics:* "Bioinformatics"  
*Keywords:* Coba

#### Abstract

Coba coba artikel

Upload File(s) Later

Return to Step 1

Save Submission, Upload File(s) Later

If you wish to upload your file now, please use the form below. You can update your contribution until the submission deadline.

#### Information on This Contribution

Submission Type / Conference Track	Full Paper
Title of Contribution	Coba Artikel
Author(s)	Mutiara Nurfadila, Khusman Anhsori, Nurohim

#### Upload File(s) to Server

Please Note	Please use <b>PDF</b> as document format and compress the file with <b>ZIP</b> if required.
File Types	The following file extensions are allowed: <b>pdf, doc, docx, zip</b> <b>The maximum file size allowed is 2 megabytes.</b>
Select File	<input type="button" value="Choose File"/> No file chosen

Up until the end of the submission deadline you have the opportunity to **upload revised versions** of your contribution to the server.

[> index](#) > [newPaper](#)
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11. Apabila unggah file berhasil maka akan muncul detail artikel. Detail artikel bisa diubah maupun unggah ulang artikel dengan menggunakan menu yang terdapat pada baris bawah artikel.

*(If the file upload is succeed, the article details will appear. Article details can be changed or re-uploaded using the menu located on the bottom line of the article)*

**Welcome, S.Kom Mutiara Nurfadila!**

You are logged in as user **mutiara**.

You are registered as participant. Total Amount: IDR 750.000,00  
Selected payment method: Via bank transfer (wire transfer)

No payment has been recorded yet.

Please transfer the fee to the following account:


**Bank Details**  
Account Holder: Bank Syariah Indonesia (BSI) / Account No. : 7757575552  
Bank : LPPM UNIMUS / Bank Code : 451  
SWIFT-BIC : BSMIDIDJA

**Reason for transfer:**  
ID 1002, PRT-MTL-0002

**You can select from the following options:**

- Submit Contribution**  
You may now submit a contribution for this event.
- Access Your Participant Registration Details**  
Here you can access all details of your registration for participation.
- Invoice and Registration Confirmation**  
You may now download and print out your invoice and registration confirmation.
- Show User Account Details**  
Here you can access the personal data of your user account.
- Edit User Account Details**  
Here you can update your personal user data.
- Logout**  
Please sign out when you are finished to prevent unauthorized access to your account.
- Logout and Return to the Main Website**  
Sign out and return to the website "2nd Lawang Sewu Internasional Symposium (LEWIS) on Health Sciences : Medical Technology Laboratory".

**You have submitted one or more contributions, which you see listed here:**

<b>100</b>	Title: <b>Coba Artikel</b> (Full Paper) Author(s): <i>Mutiara Nurfadila, Khusman Anhsoni, Nurohim</i>	 <a href="#">template pernyataan belum menerima dana insentif sejenis.docx</a> 7th Jul 2023, 07:30:44am
<a href="#">Show Abstract</a> · <a href="#">Edit Contribution Details</a> · <a href="#">Upload Contribution</a> · <a href="#">Withdraw Submission</a>		

12. Untuk mengunggah artikel lain dapat mengulangi langkah No.9 dengan klik **Submit Contribution**.

*(To re-upload another article, you can repeat step No.9 by clicking **Submit Contribution**)*

13. Jika semua langkah sudah selesai, maka user dapat keluar dari akun dengan klik tombol **Logout** pada pojok kanan atas.

*(If all steps have been completed, the user can log out of the account by clicking the **Logout** in the upper right corner.)*