



CME  
Continuing  
Medical  
Education



Continuing Medical Education

**PANDUAN**

**SUBMIT FULL TEXT  
CALL FOR PAPER**

**SYMPOSIUM COMMITTEE OF  
15 st CONTINUING MEDICAL EDUCATION**  
Sekretariat : Kompleks Kampus IV, FK UMS Gonilan  
Kartasura Sukoharjo

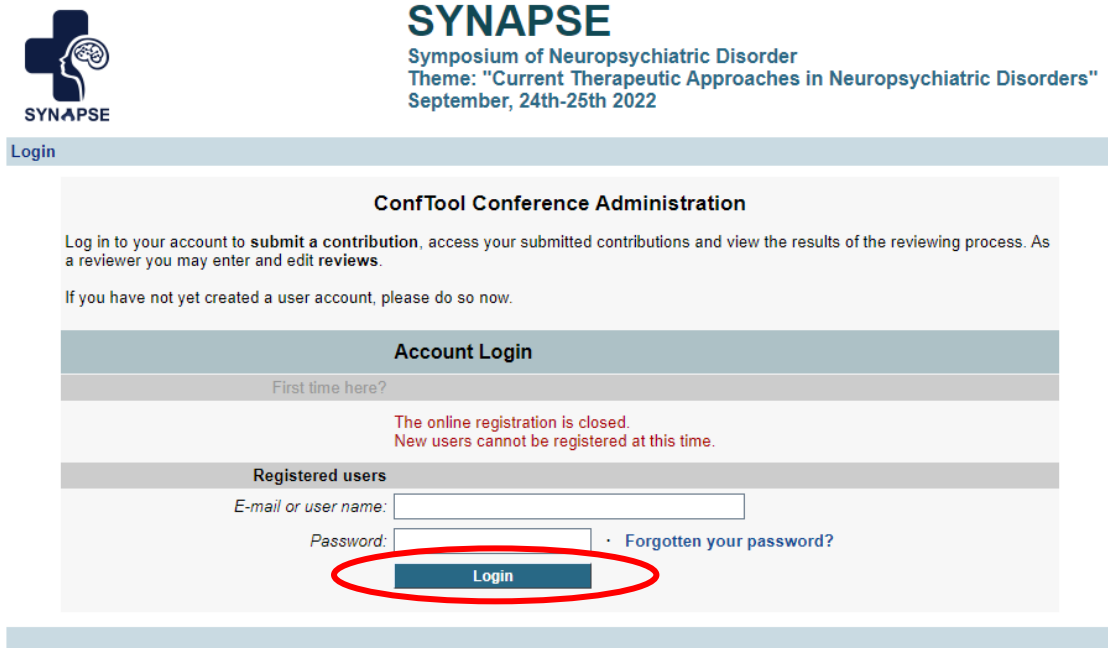
Panduan ini dibuat sebagai petunjuk bagi peserta *Continuing Medical Education* dan *Call for Paper* yang hendak mengunggah naskah *full paper* agar menjadi lebih mudah dan berjalan dengan lancar.

### **Tahap Persiapan**

1. Pastikan komputer/laptop yang akan dipakai untuk mendaftar telah terkoneksi internet dengan cukup baik dan terdapat aplikasi web browser yang bisa digunakan (misalnya: Mozilla Firefox, Safari, Chrome, dan sebagainya).
2. Jika ingin mengunggah naskah *full paper* sebagai peserta Call For Paper pastikan pula bahwa naskah yang akan diunggah sesuai dengan ketentuan file seperti pada teknis kegiatan yang terdapat pada website <https://cme.ums.ac.id/15/call-for-papers/>

## Tahap Mengunggah Naskah *Full Paper*

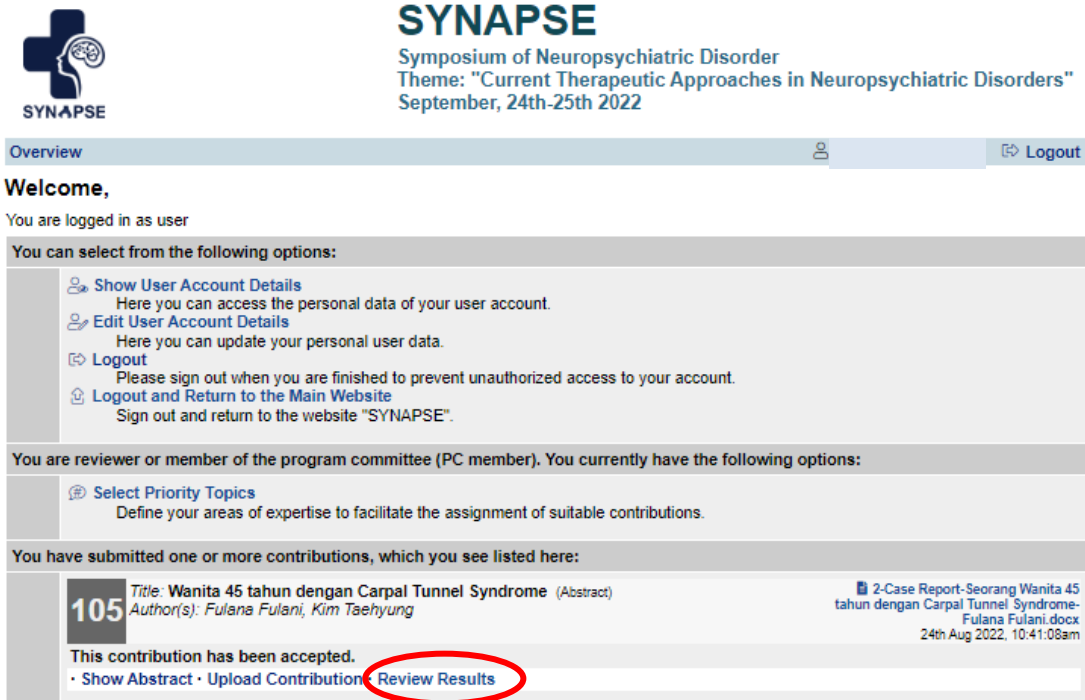
1. Setelah membuka alamat <https://cme.ums.ac.id/submit/> akan muncul halaman awal sebagai berikut:



The screenshot shows the SYNAPSE login page. At the top left is the SYNAPSE logo. To the right, the text reads: "SYNAPSE Symposium of Neuropsychiatric Disorder Theme: 'Current Therapeutic Approaches in Neuropsychiatric Disorders' September, 24th-25th 2022". Below this is a "Login" button. The main content area is titled "ConfTool Conference Administration" and contains instructions: "Log in to your account to submit a contribution, access your submitted contributions and view the results of the reviewing process. As a reviewer you may enter and edit reviews. If you have not yet created a user account, please do so now." There is a "First time here?" link. A message states: "The online registration is closed. New users cannot be registered at this time." Below this is a "Registered users" section with input fields for "E-mail or user name:" and "Password:". A "Forgotten your password?" link is next to the password field. A "Login" button is at the bottom, circled in red.

*Log in* terlebih dahulu dengan memasukkan *username* dan *password* masing-masing, kemudian akan muncul halaman berikutnya

- Setelah *log in* kemudian akan muncul halaman seperti dibawah ini. Sebelum mengunggah *full paper* diharapkan melihat hasil penilaian abstrak terlebih dahulu dengan cara klik **Review Result**. Perbaiki abstrak sesuai dengan yang ada di kolom "*Comments for the Authors*".



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 Symposium of Neuropsychiatric Disorder  
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Overview Logout

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

- Show User Account Details  
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Here you can update your personal user data.
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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 "SYNAPSE".

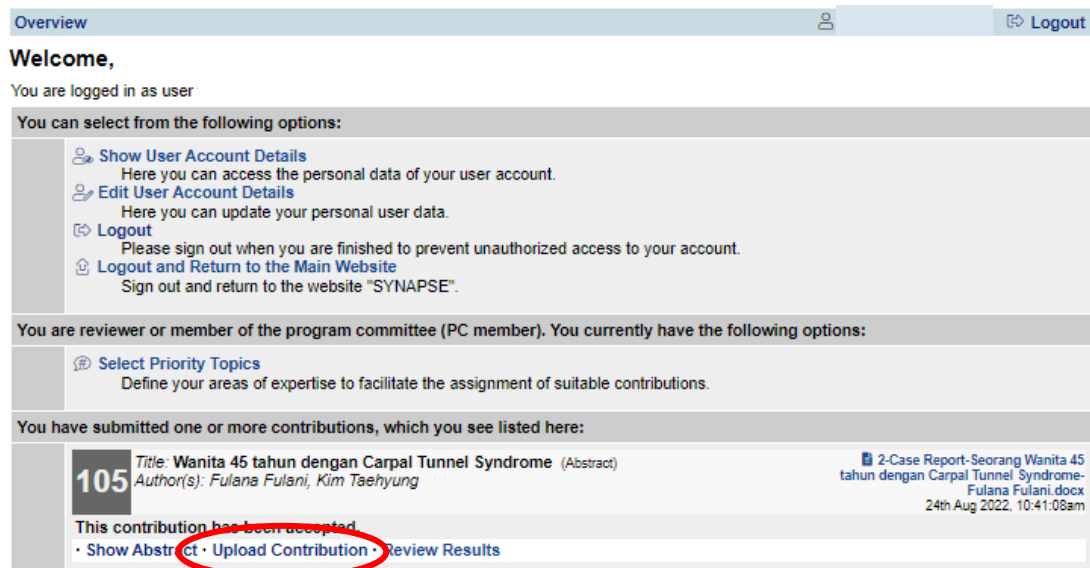
You are reviewer or member of the program committee (PC member). You currently have the following options:

- Select Priority Topics  
Define your areas of expertise to facilitate the assignment of suitable contributions.

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

<b>105</b>	Title: Wanita 45 tahun dengan Carpal Tunnel Syndrome (Abstract) Author(s): Fulana Fulani, Kim Taehyung	2-Case Report-Seorang Wanita 45 tahun dengan Carpal Tunnel Syndrome- Fulana Fulani.docx 24th Aug 2022, 10:41:08am
This contribution has been accepted.		
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- Peserta tidak perlu mengirimkan revisi. Abstrak yang telah diperbaiki langsung dimasukkan kedalam *full paper*. Kemudian kembali pada halaman awal. Klik pada pilihan **Upload Contribution** untuk mengunggah naskah *Full Paper*.



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4. Siapkan *file Full Paper* dengan **abstrak yang telah terevisi** sesuai yang hendak diunggah. *File* harus berbentuk doc atau docx dengan format nama file Kode Topik-Jenis Publikasi-Judul Full Paper-Nama Lengkap Presenter.doc Contoh: **2-Case Report-Seorang Wanita 45 tahun dengan Carpal Tunnel Syndrome-Fulana Fulani**


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Please select the file(s) you wish to upload for your submitted contribution.

Information on This Contribution	
Submission Type / Conference Track	Abstract
Title of Contribution	Wanita 45 tahun dengan Carpal Tunnel Syndrome
Author(s)	Fulana Fulani, Kim Taehyung

Upload file(s) to server	
Please Note	Please use DOC or DOCX as document format.
File Types	The following file extensions are allowed: doc, docx The maximum file size allowed is 10 megabytes.
Select File	<input type="button" value="Choose File"/> No file chosen
Current version	2-CASE REPORT-Wanita 45 Tahun dengan Carpal Tunnel Syndrome- Fulana Fulani.docx 27th Jul 2022, 05:13:33pm

**Upload File(s) and Complete Submission**

5. Kemudian pilih file yang akan diupload lalu klik Open. Selanjutnya akan muncul nama dokumen yang telah dipilih.

6. Kemudian klik Upload File(s) and Complete Submission


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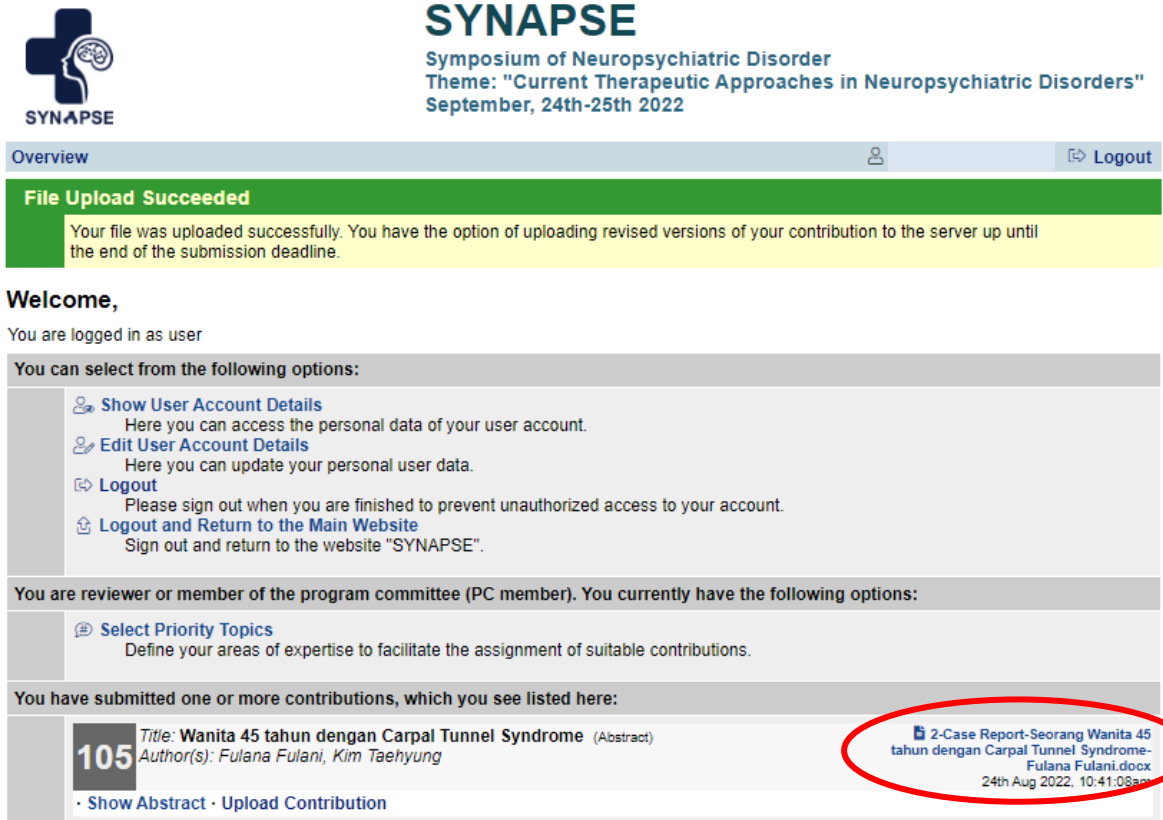
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Select File	<input type="button" value="Choose File"/> 2-Case Rep... Fulani.docx
Current version	2-CASE REPORT-Wanita 45 Tahun dengan Carpal Tunnel Syndrome- Fulana Fulani.docx 27th Jul 2022, 05:13:33pm

**Upload File(s) and Complete Submission**

7. Kemudian Anda akan kembali ke halaman utama dengan rincian *Full Paper* yang telah dikirimkan. Naskah berhasil terunggah apabila muncul “*File upload Succeeded*” dan perhatikan waktu di kanan bawah adalah sesuai dengan waktu Anda mengunggah.



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8. *Full paper* telah berhasil diunggah.