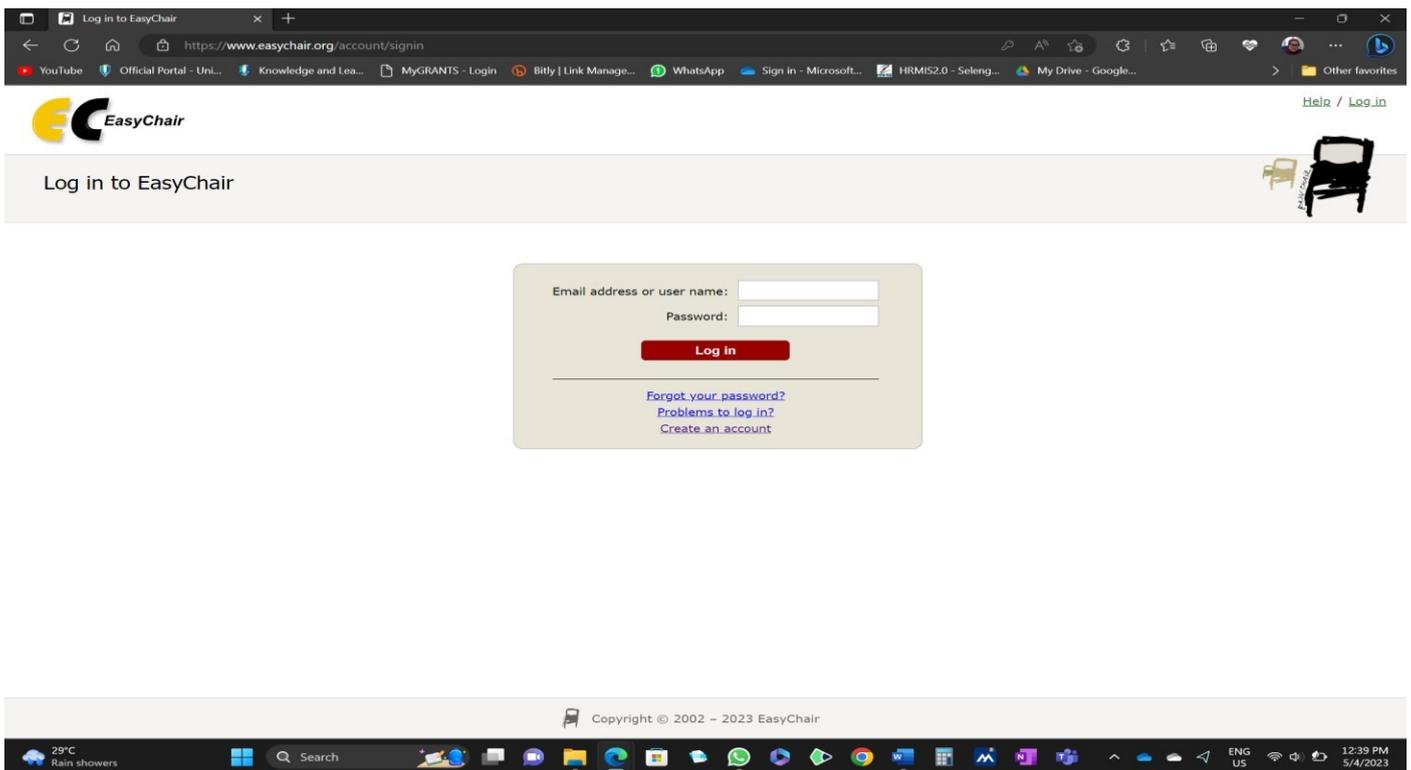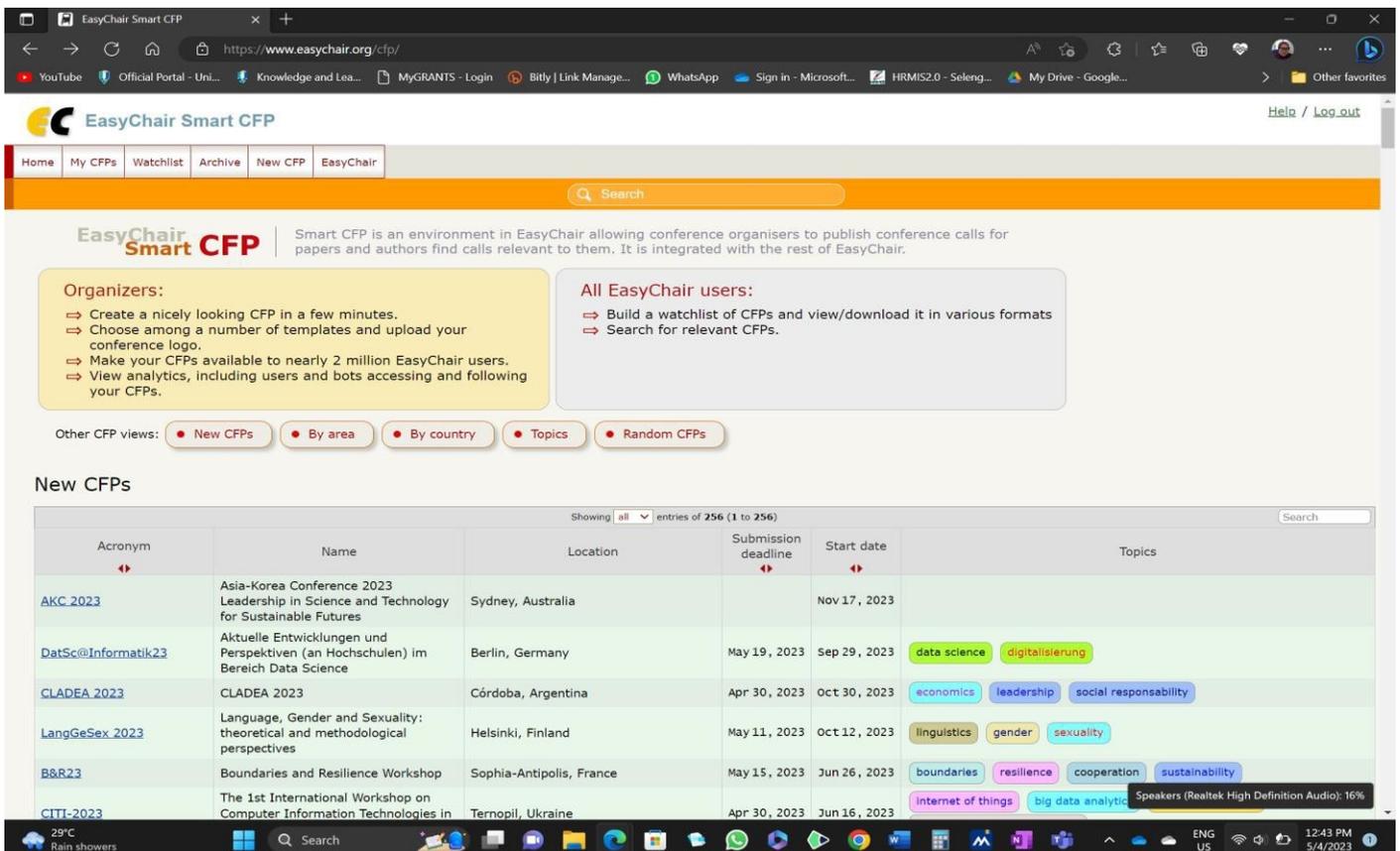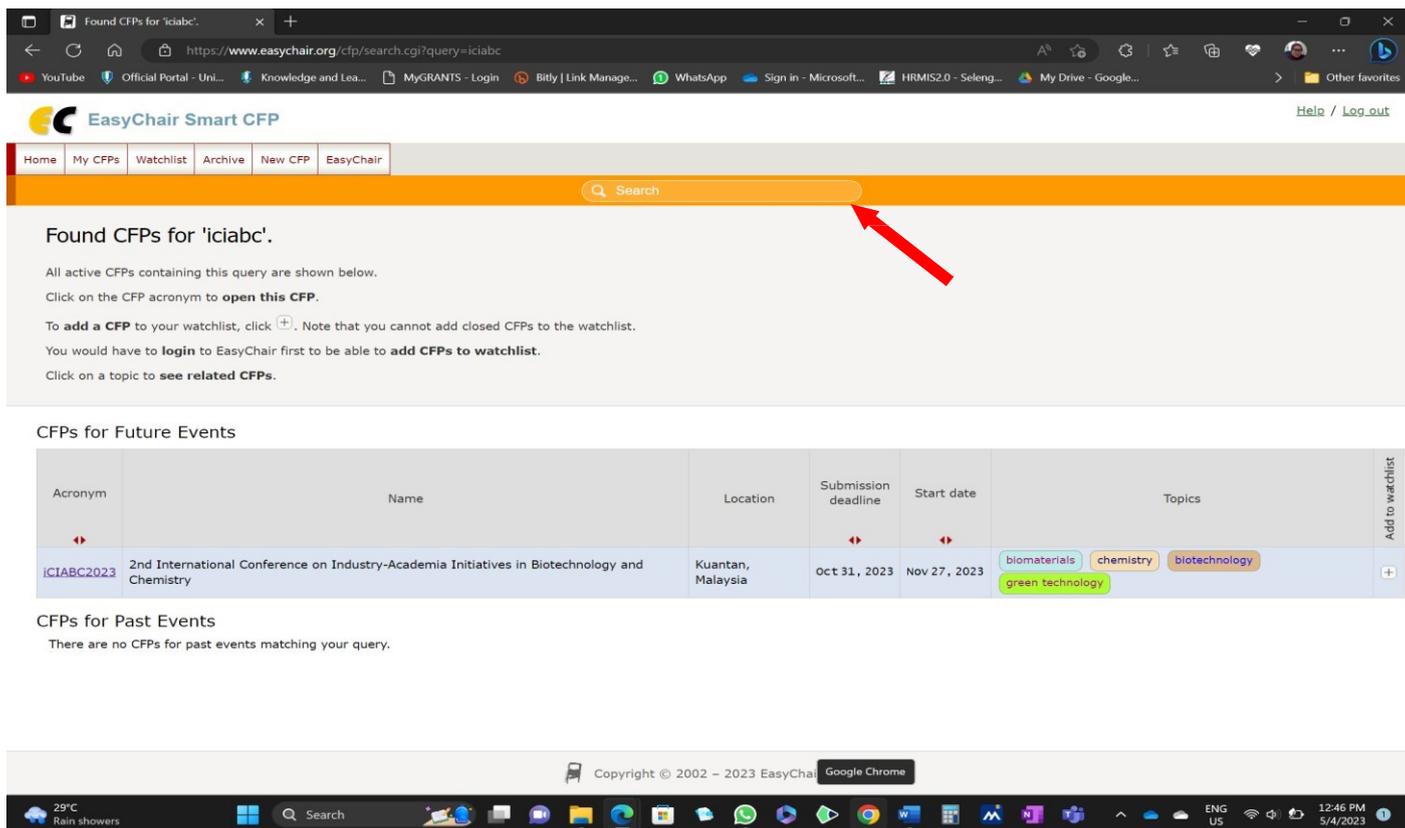# Step for submission full paper in Easychair 1.

1. Open the Easychair website and log in into your own account. For new users, a new account can be created. Picture below is the first step to register for the workshop.

2. Once you have logged in into the Easychair platform, choose the Easychair Smart CPF (Call For Papers). Here is the Search section, you can search for **iCIABC2023**.
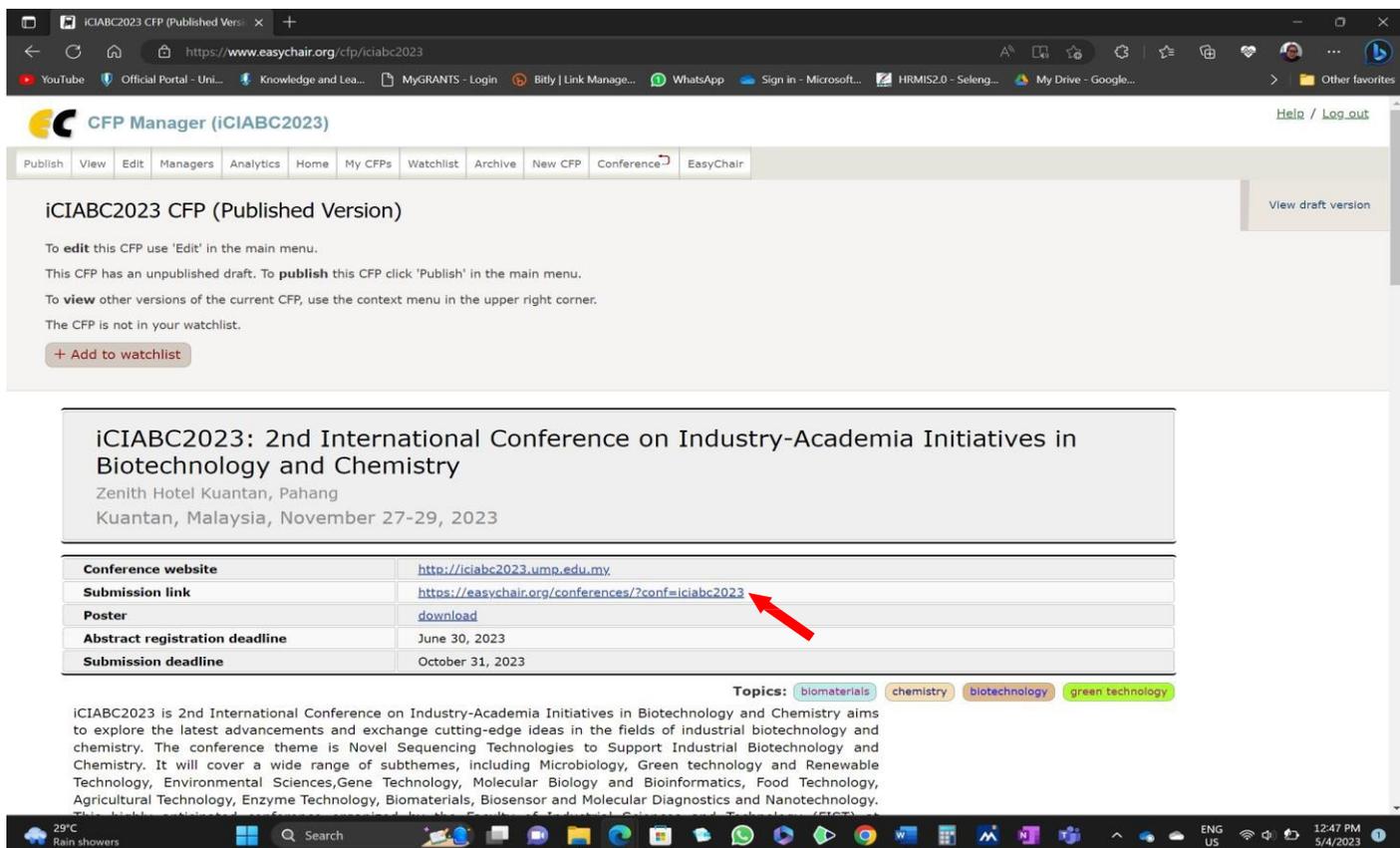
3. Next, based on the search result, you will find the iCIABC2023 URL as indicated in picture below. Please click on the **iCIABC2023** link.

4. From the link, you will be channeled into the **iCIABC2023**page in the Easychair platform. Here you can click the submission link to submit your full paper.

5. Next you can select your role as an Author, and click the link of "make a new submission" as indicated in picture below.

6. Next you will be brought to the New Submission for **iCIABC2023** page. Here at this page, participants need to fill all the information required as follows:

   - Title: Fill in the title if you already have it. If not, put Not Applicable (can be edited later).
   - Author Keyword: Fill in the keywords if you already have them. If not, put Not Applicable for all the 3 spaces provided.
   - Abstract: Fill in the Abstract if you already have it. If not, put Not Applicable.
   - Address: Participant Address
   - Authors: Full Information of the participant
   - Conference/Workshop: Choose Microbial Genome Sequencing Workshop
   - Category: Choose Early Bird (by 31st August 2023) - Microbial Genome Sequencing Workshop (RM2000) or Regular (after 31st August 2023) - Microbial Genome Sequencing Workshop (RM2500)

7. Attach relevant documents (if any): e.g proof of payment, student ID etc

8. Lastly, click Submit.