The 11th International Conference on Business, International Relations and Diplomacy **(ICOBIRD) 2022**

Please follow the submission guidelines.

**For New Author:**

1. Create an account. Click on menu "Account" from the top of the page.
2. Fill in the author information to the provided fields.
3. Remember to check “Create account as : "Author”.
4. Click on “Create” button. Your author account has been created.

**For Existing Author:**

1. Login to previously created account.
2. Go to "My profile" located on the right side of the screen.
3. Scroll to the bottom page.
4. Find roles information and check Reader/Author.

Submission

1. Login to previously created account.
2. Click on "New Submission" link from the user homepage.
3. Follow Step 1 to Step 5 of the submission process.
4. In Step 1, author has to :
   1. Select conference track.
   2. Check all of the Submission Checklist.
   3. Agree to the terms of Copyright Notice.
   4. (Optional) Give comments for conference director.
5. In Step 2, author has to :
   1. Choose / locate the submission file to upload.
   2. Upload submission file in **.doc** or **.docx** format.
   3. \*If you encountered an error, try to reduce the file size. **File size must be less than 2 MB**.
6. In Step 3, author has to entering the submission’s metadata, including :
   1. Authors profile. (\*can add more than 1 author)
   2. Title and abstract.
   3. Indexing language. (“en” is chosen by default)
   4. (Optional) Supporting agencies.
7. In Step 4, author may upload supplementary files.
8. In Step 5, author must :
   1. Check the submission files.
   2. Take a note of the submission ID. This ID number will be required in payment process.
   3. Confirm to finish submission process.
9. Author can view active submission status from “User Home” menu at the top of the page and click on “Author” link
10. The paper manuscript must be written in the following format template: <https://bit.ly/ICOBARTemplate2022>

* Please note that paper submitted to ICOBAR will undergo a double blind peer-review process. Please **delete all of authors' name and affiliations** before submitting the paper manuscript.

**Authors are advised to independently perform a similarity check before submission to avoid paper rejected before review process. The report of similarity can be uploaded in Supplementary Files section.**