

24-28 August 2021

Online

ICAS 12 Participant Portal Guide – Participant

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Important notes:

It is recommended to use the **Firefox** or **Google Chrome** browser to complete the tasks

Deadline for presentation upload is **1 August 2021**

On-demand material will be available from **10 August–15 October 2021**

Should you have any questions please contact the ICAS 12 Organisers at icas12@iias.nl

Getting Started – Log-in page

You will receive an email that includes a link and your log-in details for the ICAS 12 Participant Portal, please check your spam folder as well. Should you not have received this email, please contact the ICAS 12 Organisers at icas12@iias.nl.



The banner features the ICAS 12 logo on the left, a circular graphic with a grid pattern in the center, and the text '24-28 August 2021' and 'Online' on the right. Below the banner is a dark blue bar with the text 'ICAS 12 Participant Portal (closes 1 August 2021)' on the left and 'Event Details | Technical Support' on the right.

Welcome to the ICAS 12 Participant Portal

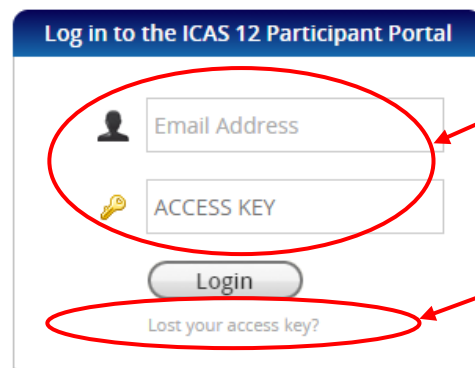
Thank you for participating at ICAS 12!

In this portal you will be preparing your online participation at the conference:

- edit or update your participant profile
- for participants with a paper presentation, you will be pre-recording or uploading your presentation video in this portal

An email with your log-in details for this ICAS 12 Participant Portal was sent to you, please check your spam folder as well. Should you not have received this email, please contact the ICAS 12 Organisers at icas12@iias.nl.

Please login below and follow instructions to provide your details for the conference.



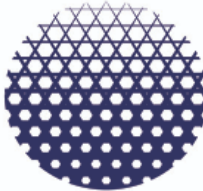

The form is titled 'Log in to the ICAS 12 Participant Portal' and contains the following elements: an 'Email Address' input field with a person icon, an 'ACCESS KEY' input field with a key icon, a 'Login' button, and a link labeled 'Lost your access key?' at the bottom.

Please fill in your email address and Access Key that was sent to you per email.

You can also request your Access Key by clicking on 'Lost your access key?' at the bottom.


Getting Started – Task List

The tasks available in your task list is based on your role at ICAS 12. These tasks are required to gather the necessary information for your presentation.





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ICAS 12 Participant Portal | Log Out  Task Progress (33%) | Event Details | Technical Support


EVENT INFORMATION




 Dates: Aug 24 - 28, 2021 (Tue — Sat)


 Location:
Online


 More Information: [Website](#)

 [Contact the Event Organizer](#)


YOUR INFORMATION




 Tess Tester (8 Logins)


 [View / Edit Your Profile](#)





FEEDBACK



 We always welcome feedback and want to hear what you like and your suggestions. [Give Feedback Now](#)



TASKS (you have 9 left to complete out of a total 9 assigned tasks)




-  [Confirm or Update Profile](#) (task is due Sunday, 1 August 2021)
-  [Provide or Update Your Biography](#) (task is due Sunday, 1 August 2021)
-  [Upload Your Photo](#) (task is due Sunday, 1 August 2021)
-  [Participant Agreement](#) (task is due Sunday, 1 August 2021)

Confirm or Update Profile

Task List | Log Out Task Progress (0%) | Event Details | Technical Support

 **CONFIRM OR UPDATE PROFILE** 

 Your name and your affiliation as per below will be used in the ICAS 12 Programme. Please verify that your information is complete, accurate, and spelled correctly.

Personal Details (as it will appear on program materials) **Mailing Address**

Prefix Address Line 1
First Name * Address Line 2
Middle Initial Address Line 3
Last Name * City
Suffix State / Province Select state / province ...
Zip / Postal Code
Country Select a country...

Contact Details

Office Phone
Cell Phone
Fax
Email *

★ **Professional Information** (as it will appear on programme materials)

Position
Affiliation *

Social Media Information
If you would like to share social media information with attendees, you may enter your information below.

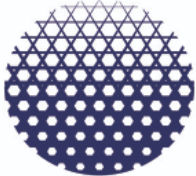

Website (format: 'https://www...') Not applicable
LinkedIn Profile Page (format: 'https://www...' — You can find your LinkedIn account URL under your photo on your Profile page.) Not applicable
Twitter Username (format: @cadmiuacd — please include the @ character at the beginning) Not applicable
Facebook Page (format: 'https://www...') Not applicable

Please verify that your name and your affiliation are accurate and spelled correctly as this information will be used for the ICAS 12 Programme.
Fields with a red asterisk are required fields.

You can also choose to include your social media links as well.
Please click the 'Continue' button to save your information.


Provide or Update Your Biography

Your biography will be visible to other ICAS 12 participants and should not exceed 200 words.



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← Task List | Log Out  Task Progress (33%) | Event Details | Technical Support



PROVIDE OR UPDATE YOUR BIOGRAPHY

Continue



Please provide or update your biography below. Your bio will be visible under your profile on the ICAS 12 programme website.

My biography|

2 words (200 max)


11 characters

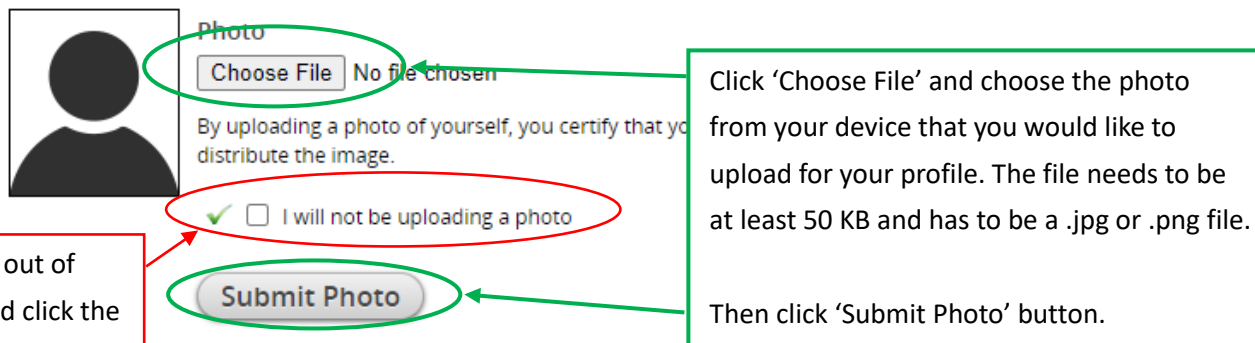
Continue

Upload Your Photo

As ICAS 12 will be an online event, it will be a more engaging experience for you and other virtual participants if you would upload a photo of yourself. This is not required, but we would highly recommend you to do so. Photo requirements – file size: **minimum of 50 Kb**; acceptable file types: **.jpg or .png file**



 Please upload a digital image for your profile in the ICAS 12 programme. **Your image needs to be larger than 50 Kb. Your image needs to be one of the following types: "jpg, png."**



Photo

No file chosen

By uploading a photo of yourself, you certify that you will not distribute the image.

I will not be uploading a photo

Click 'Choose File' and choose the photo from your device that you would like to upload for your profile. The file needs to be at least 50 KB and has to be a .jpg or .png file.

Then click 'Submit Photo' button.

Check this box to opt out of uploading a photo and click the 'Continue' button that will appear after checking the box.



CROP YOUR PHOTO

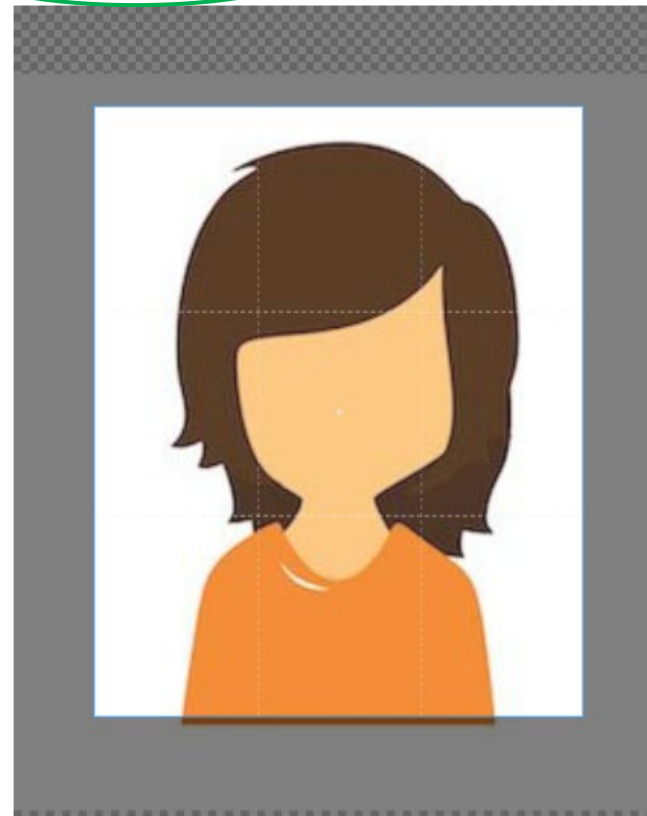
Crop & Submit Photo



In order to show your photo to attendees, it needs to be cropped to 480 pixels by 600 pixels. This will not affect your original photo that was uploaded.

1. Please click and drag the uploaded image to center it on the highlighted crop box area.
2. To zoom in and out on the uploaded image, use the scroll wheel on the mouse, or press the Zoom In and Zoom Out buttons.
3. Click 'Crop & Submit Photo'. **This task is not complete until you click 'Crop & Submit Photo'.**

Zoom In Zoom Out



Crop & Submit Photo

You can use the system's tools to help you cropping the photo to the required size of 480 pixels by 600 pixels.

Can you click and drag the uploaded image to centre it on the highlighted crop box area.

To zoom in and out on the uploaded image, use the scroll wheel on the mouse or press the Zoom In and Zoom Out buttons.

Click 'Crop & Submit Photo'.



UPLOAD YOUR PHOTO

Use Existing Photo

Submit Photo



Please upload a digital image for your profile in the ICAS 12 programme. Your image needs to be larger than 20 Kb. Your image needs to be one of the following types: ".jpg, .png."



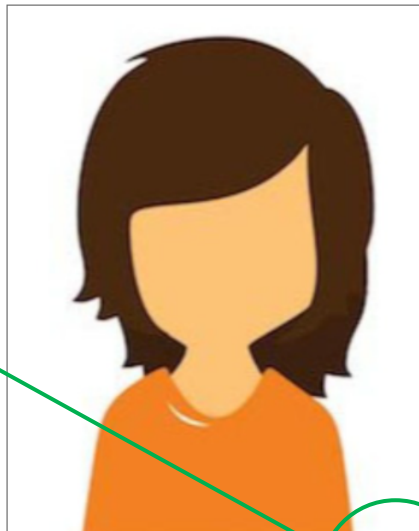
Photo

Choose File No file chosen

By uploading a photo of yourself, you certify that you have the right to distribute the image.

I will not be uploading a photo

Submit Photo



Added: 6/25/2021, 09:16
Width = 480 pixels
Height = 600 pixels

View
Download
Delete

You can come back to this task to view, download or delete the uploaded photo at a later stage.

To upload a new photo simply click 'Choose File' again and choose a new photo from your device, click the 'Submit Photo' button again and crop your photo as described above.

Participant Agreement

Please read the Participant Agreement and check the box on the bottom to complete this task.