# **Guidelines for Registering in the MSU-IIT Indico Server**

### What is the Indico Server?

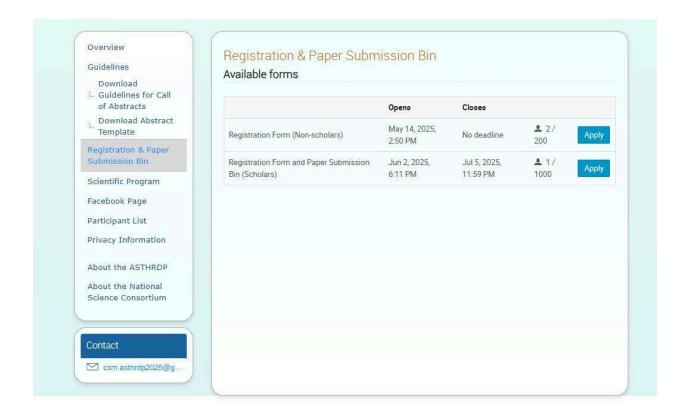
The **Indico Server** is the online platform where users can create profiles, register for events, submit abstracts, and receive official notifications. It is typically hosted by an institution or organization to manage academic and professional conferences.

#### **Important Notes:**

- After completing your registration and paper submission, you will receive a notification via the Indico system email.
- The admin staff will thoroughly review the content and formatting of your submission. Once all requirements are met, you will be notified again through the Indico system, indicating that your submission is ready for the screening process.
- After the screening stage, a Notice of Acceptance will be sent to you via the Indico system email.

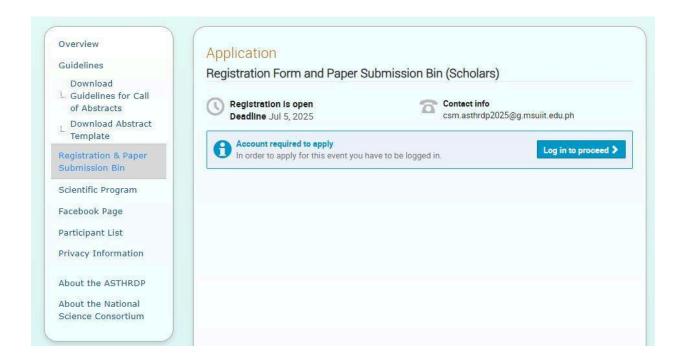
# **Registering Your Participation**

Click "Apply" to begin. If you don't have an existing Indico profile, the system will prompt you to sign in.



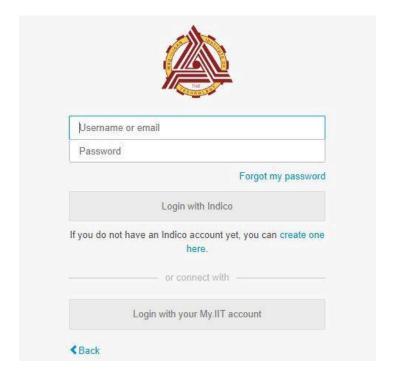
# **Proceed to Login**

Click "Login to proceed" — this will redirect you to the Indico login page.



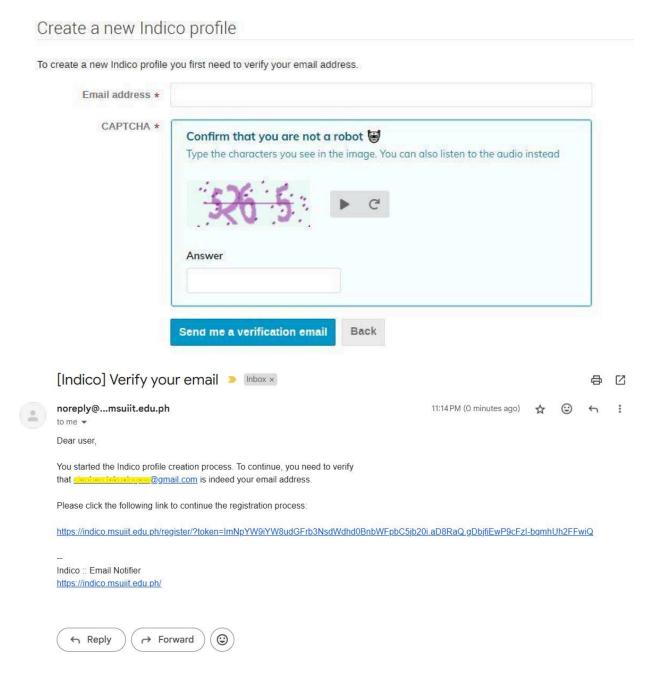
# **Select How to Log In**

- If you already have an Indico profile: Enter your login credentials.
- For MSU-IIT: You may sign in using your MyIIT account.
- All other users: Click "create one here" to set up a new profile.



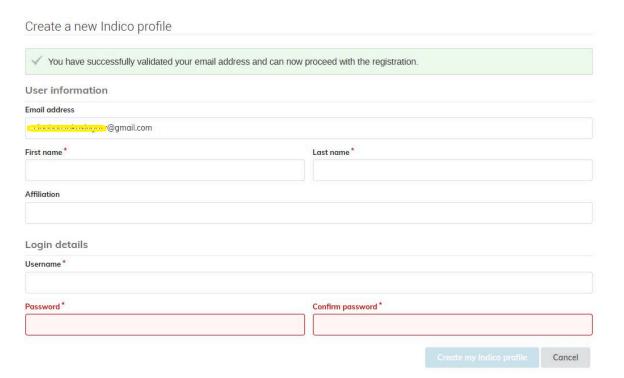
#### **Create Your Indico Profile**

Upon clicking **"create one here"**, enter a valid email address. A confirmation email will be sent to you. Open the message and click the verification link to continue.



### **Finalize Profile Setup**

After verifying your email, you may proceed to complete your Indico profile creation.



Thank you for completing your Indico profile registration. You're now ready to submit your paper, receive updates, and participate in the conference process.

Should you have any concerns or questions, feel free to contact the organizing committee. We look forward to your active participation!