

ICCP2021 Pre-Registration/Sign Up Guidelines

***Note that all abstract fees are non-refundable; however, all previously submitted abstracts remain in the database. The abstract submission system will allow for previously submitted abstracts to be revised, replaced (e.g., update co-authors and titles or change the subject matter of the abstract) or withdrawn, and to allow for new submissions.**

Abstract Submission is possible only after Pre-register/Sign Up for ICCP2021. For Pre-registration/Sign Up, please follow the steps as shown below.

Step1: Go to <https://iccp2020.tropmet.res.in/fnd/Registration/signup>

The screenshot shows a web form titled "Pre Registration / Sign Up". The form contains the following fields and sections:

- * Email**: Text input field.
- * Username**: Text input field.
- * Password**: Text input field with a hint: "at least one number, one uppercase, lowercase letter, 8 characters".
- * Confirm Password**: Text input field with a hint: "Please type password again".
- * Full name**: Text input field with a hint: "Please enter full name".
- * Country**: Dropdown menu with "Select country".
- * Country code**: Text input field with "Country code" as a hint.
- * Contact No.**: Text input field with "Contact No." as a hint.
- * Affiliation/Institution**: Text input field with "Affiliation" as a hint.
- * Address**: Text input field with "Address" as a hint.
- Select Account Type**: Dropdown menu with "Pre-Registration(Author)".
- Gender**: Radio buttons for "Male", "Female", and "Other".
- Agreement**: Text "Please read term and policy" and a checkbox "Yes | Agree".

At the bottom right, there are two buttons: "Register" (blue) and "Reset" (red).

- All fields with * are mandatory.
- Please provide a valid email id and phone numbers as these will be used for future communications related to the conference.
- Provide Full Name as in your official documents. Non Indians are requested to provide **Name as in your Passport.**
- After filling up the form, click **Register** to signup.

Step2: Account Verification through email.

The image shows a web form titled "Pre Registration / Sign Up". At the top, there is a green notification box with a checkmark icon and the text: "Please verify your account! The verification link has been sent to your email, please check your email (also in your spam mail box) to activate your account!". Below this, the form contains several input fields with red asterisks indicating required fields: "Email Available.!" (xyz@gmail.com), "Username Available.!" (xyz), "Password" (masked with dots), "Confirm Password" (masked with dots), "Full name" (xyz abcd), "Country" (INDIA), "Country code" (+91), and "Contact No." (123456789).

- An account verification email will be send to your registered email id.
- To activate your account please click on the link emailed to you.
- The link will activate your account and lead you to a webpage as displayed below

The image shows a webpage for "Account activation". At the top, there is a blue header with "ICCP-2020, IITM, PUNE" on the left and "Login Sign up Home" on the right. Below the header, there is a white box with "SUBMIT ABSTRACT" and a blue bar with "Account activation". The main content area features a green notification box with a checkmark icon and the text: "Activated! Your account has been activated. Now you can login from here". At the bottom, there is a dark blue footer with four columns: "ICCP 2020" (The International Commission on Clouds and Precipitation (ICCP) is a Commission of the International Association of Meteorology and Atmospheric Sciences (IAMAS). The IAMAS is one of the associations of the International Union of Geodesy and Geophysics (IUGG).), "Support" (Support, Docs, Contact Us), "Learn More" (How it Works, Blog, Log In, Sign Up), and "Quick Link" (Schedule, Gallery, Team). The footer also contains the text: "ICCP-2020 | Designed and Developed by Tulsiram Kushwah (Jr. Engg. IT), Library, Information and Publication, IITM".

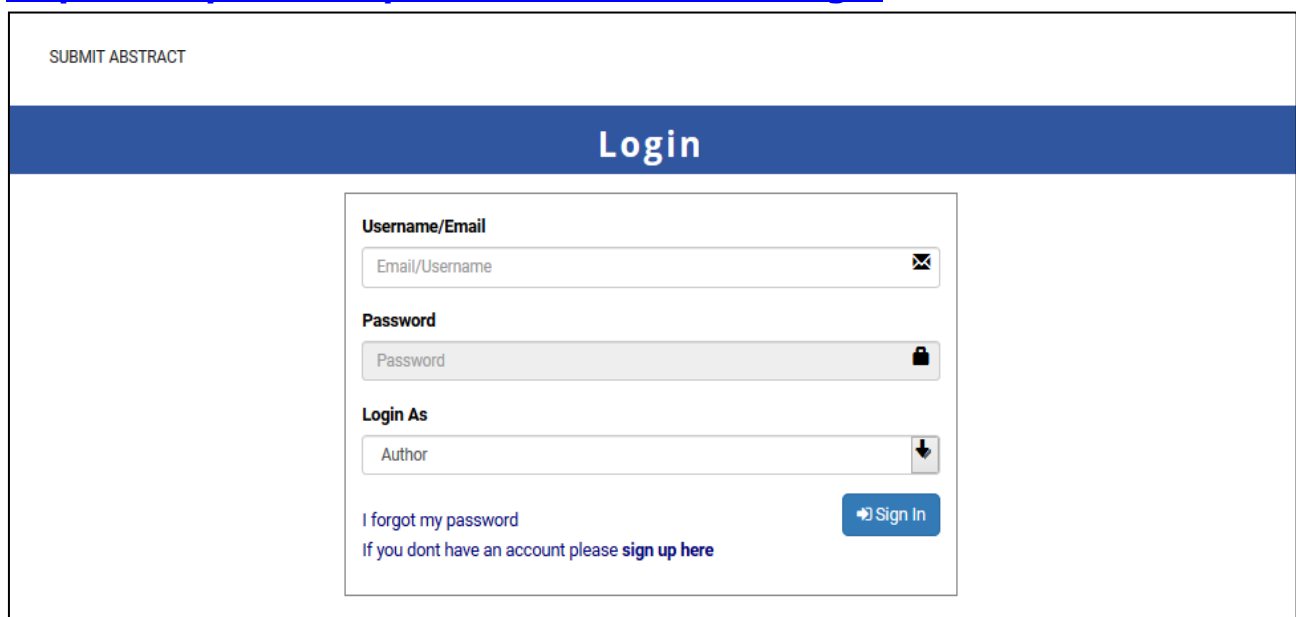
ICCP2021 Abstract Submission Guidelines

Please Pre-Register/Sign Up to submit abstracts for ICCP 2021

There is no limit on the number of abstracts that can be submitted by an author. Each abstract submitted requires a submission fee of INR4000/-. For abstract submission kindly follow the steps below.

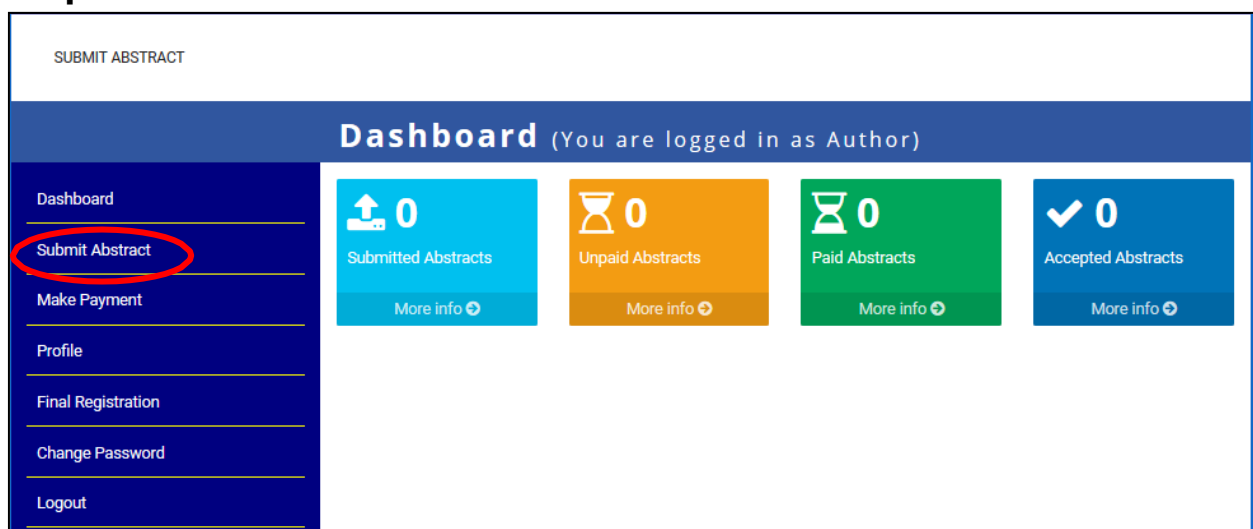
Step1: Log into your account at

<https://iccp2020.tropmet.res.in/fnd/auth/login>



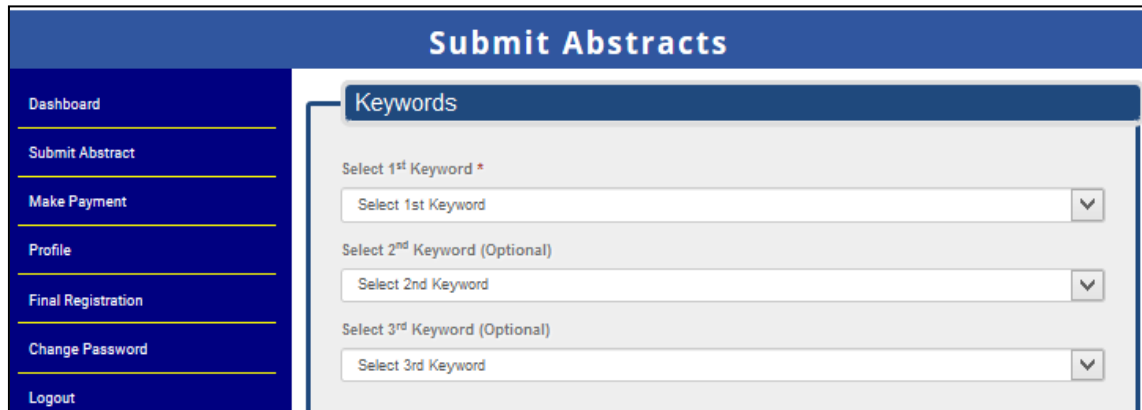
The screenshot shows a web page titled "SUBMIT ABSTRACT" with a "Login" section. The login form includes fields for "Username/Email" (with a placeholder "Email/Username" and an eye icon), "Password" (with a placeholder "Password" and a lock icon), and "Login As" (with a dropdown menu set to "Author"). There is a "Sign In" button, a link for "I forgot my password", and a link for "If you dont have an account please sign up here".

Step 2: Click on Submit Abstract from the Left Panel




The screenshot shows a web page titled "SUBMIT ABSTRACT" with a "Dashboard" section. The dashboard is titled "Dashboard (You are logged in as Author)". On the left, there is a navigation menu with the following items: "Dashboard", "Submit Abstract" (circled in red), "Make Payment", "Profile", "Final Registration", "Change Password", and "Logout". The main content area displays four summary cards: "Submitted Abstracts" (0), "Unpaid Abstracts" (0), "Paid Abstracts" (0), and "Accepted Abstracts" (0). Each card has a "More info" link.


Step 3: Keyword selection



- The author has to provide at least one keyword that is best suitable for the abstract that is being submitted.
- List of keywords is available as a drop-down menu from which the selection can be made. <https://iccp2020.tropmet.res.in/theme> also provides the list of keywords
- **It is mandatory to select at least one keyword**

Step 4: Abstract



- Details of Co-Authors can be added using 
- 3 options are available for submitting abstract – text, PDF file or Word file; **one** has to be chosen.
- Text option opens a text editor where the entry can be made directly or can be copy-pasted from a document file.

- If PDF file or Word File is selected please see the format provided and upload the abstract accordingly.

Step 4: Saving Draft

The screenshot shows two sections of a web form. The top section, titled 'Other info', contains the following text: 'Please indicate the career stage that best describes the submitter of this abstract.' Below this are two radio buttons: 'Student' and 'Other'. The next line reads 'Preferred Presentation Format:' followed by a sub-note: 'Final presentation format is assigned at the discretion of the conference program chairs and may differ from choice denoted below.' Below this are three radio buttons: 'Oral Presentation', 'Poster Presentation', and 'Both (Oral/Poster)'. The bottom section, titled 'Action', contains two buttons: 'Save Draft' (blue) and 'Reset' (red). Below the buttons is the text: 'If you have any problem, Please [contact us](#).'

- Provide information on the author's career stage- Student / Other
- Also provide preference on Oral/Poster presentation
- Student presentations will be considered for best paper competition only if interested
- Click **Save Draft** to submit the abstract.

Step 4: Abstract Submission Fee

The screenshot shows a 'Make Payment' page. At the top, a blue banner contains the text 'The deadline for abstract fee (INR 4000) payment is 15 January 2020. You can make changes to the submitted abstract until this date.' Below this is a search bar and a 'Show 10 entries' dropdown. A table lists submitted abstracts with columns for Topic, Title, Date, View, Status, Payment Status, and Make Payment. The table contains one entry with a 'Make Payment' button. Below the table is a pagination control showing 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'. On the left is a sidebar menu with items: Dashboard, Submit Abstract, Make Payment, Profile, Final Registration, Change Password, and Logout. At the bottom is a footer with 'ICCP 2020' information, 'Support' links (Support, Docs, Contact Us), 'Learn More' links (How it Works, Blog, Log In, Sign Up), and 'Quick Link' items (Schedule, Gallery, Team).

- The submitted abstracts can be viewed/edited/deleted till 14/01/2021

- Status refers to review status. **Unassigned** means reviewer yet to be allotted. Reviewer will be allotted only after 14/01/2021
- Abstract submission fee (INR 4000/-) status is displayed under Payment Status. **The author can make changes to the abstract even after successful payment of abstract submission fee.**
- Last day for the payment of abstract submission fee is also on 14/01/2021

Step5: Make Payment

- Click on Make payment and choose the preferred payment method.
- We provide two payment gateways to process payment (**Punjab National Bank (PNB)** and **HDFC bank**). This is for hassle-free payment processing
- If your payment is declined, we recommend contacting your credit card issuer and ask them to allow a charge from **Punjab National Bank (HDFC bank)**, and then try your transaction again.

