

AGRO CIENCIAS

UNAH

CONGRESO INTERNACIONAL DE LAS CIENCIAS AGROPECUARIAS

Del 5 al 9 de junio de 2023
Centro de Convenciones Plaza América, Varadero, Cuba

La universidad y la innovación por
un desarrollo sostenible.



USER MANUAL

How to register?



Access the website to register

The first step is to access the website register.

1-To register you must open your web browser (Chrome or Firefox recommended) and enter the following URL:<https://agrociencias.unah.edu.cu/>



Click the Sign Up button on the home page

You must fill in the fields, starting with the personal data

- ✓ Select Representing a company if you participate for a company or other type of institution, or In a personal capacity if you participate as a natural person.
- ✓ Select Country of location
- ✓ Select Payment currency
- ✓ Select Profile Photo
- ✓ Write Name and Surname
- ✓ Write email
- ✓ Write Mobile (Format: +5352121212)

- ✓ Select Representing a company if you participate for a company or other type of institution, or In a personal capacity if you participate as a natural person.
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- ✓ Select Payment currency
- ✓ Select Profile Photo
- ✓ Write Name and Surname
- ✓ Write email
- ✓ Write Mobile (Format: +5352121212)

Registration Form. Initial data

Select the event(s) to participate



IV Seminario Internacional de
Sanidad Agropecuaria (SISA 2023)
08-05-2023 To 13-05-2023

* Type of participation	Participant
* Ticket	Face-to-Face Speaker(Submit a Work) (\$ 0.00)
* Work title	
* Conference file	<input type="button" value="Seleccionar archivo"/> Ninguno archivo selec.
* Presentation modality	

NEXT

You must select the Event to participate in the box to the left of it. When the event is selected, the fields to fill in are activated:

- Type of Participation: Category with which you participate in the event.
 - ✓ **Delegate:** Anyone who presents a work or participates as a spectator in the sessions. Every onsite delegate must present a paper
 - ✓ **Exhibitor:** Hire a onsite or Virtual Stand to exhibit your products or services.
- Ticket: Contains the price that must be paid based on the currency and the type of participation chosen.

Speakers must also:

- ✓ Enter your job title
- ✓ Attach the Summary file (PDF Document)
- ✓ Select Presentation Mode
- ✓ Those authors who have more than one work, will be able to register them from their user profile after their user is approved on the web platform. Said approval will be sent to you by email.

Registration Form. Institutional Data

When advancing to the next page you must fill in the information of your institution if you chose that you represent a Company or Institution:

- ✓ Entity Logo
- ✓ country of location
- ✓ Institution Type
- ✓ NIT or REEUP code
- ✓ Acronyms of the Entity
- ✓ Entity name
- ✓ economic sector
- ✓ Entity Profile (Brief description)

Initial Data

Institutional Data

Select your stand

* Country of location
Denmark

▼

* Institution type
State Company

▼

* NIT code
524100

* Name

* Economic sector

Entity logo *

Seleccionar archivo

Jellyfish.jpg

Acronym

Website

Entity Profile

BACK

NEXT

Note: Those who have registered as Exhibitors must advance to a third step to select their Virtual Stand. The rest of the participants, accepting Terms and Conditions, can complete their Registration in this step.

Select your Stand (Only for Exhibitors)

Those who have registered as Exhibitors, in the third and last step can choose the one of their preference from the following Virtual Stands. Select a Booth and check the box for Terms and Conditions. Then click the Register button. After this step, you must wait for the approval email from the Organizing Committee



Price: 0



Price: 0



Price: 0



Price: 0



Price: 0



Price: 0

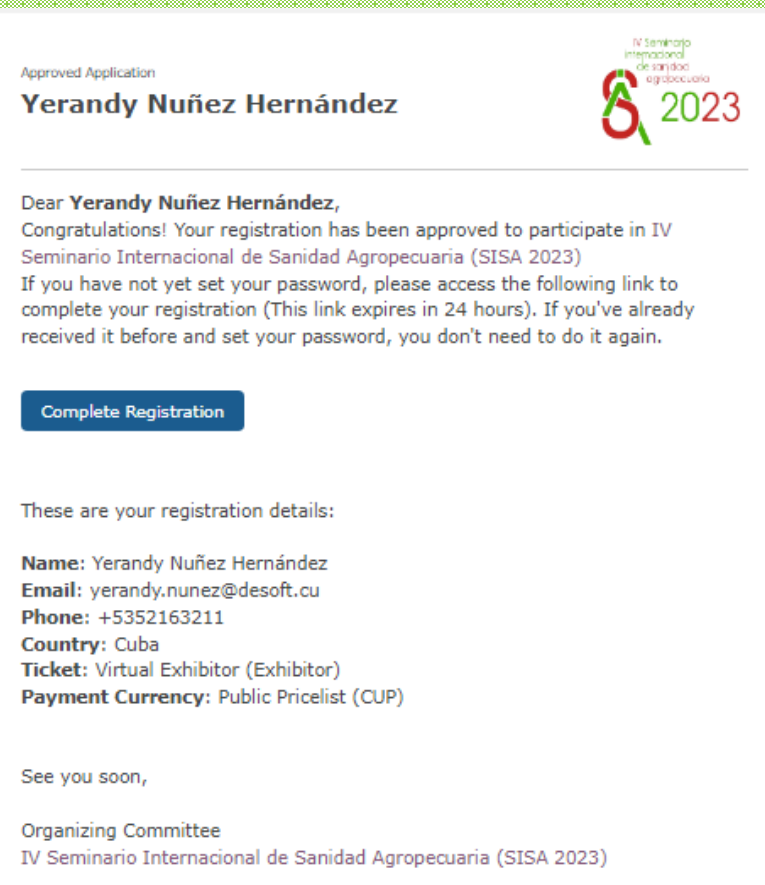
☐ I accept the [terms and conditions](#).

BACK

REGISTER

Finishing the Registration

1. By clicking on Register, you will receive an email after a few minutes, confirming that your request to participate has been received
2. Then, when it is approved by the organizing committee, you will receive another email informing that your application has been approved. In the body of that email, you will receive a link that you must access to create your password and thereby activate your username, which will allow you to access the platform.



Accept invitation in the received mail.

Email

Email

Password

Password

[Log in](#)


[Reset Password](#)


[Log in as superuser](#)

A new page will open, where you will proceed to create your password to be able to access the website and edit your Stand, if you are an Exhibitor. When confirming, it will automatically open your user account, where you can update your personal information, you will also find your invoice and you can confirm your payment once they are issued.

User Profile (My Account)

To access your account, you must be logged into the website, with your email and password previously provided by you. If your name is shown in the top menu on the right, then you are already authenticated and can access your user profile by clicking on your name.



[About us](#) [Participation Fees](#) [Event schedule](#) [Participants](#) [News](#) [Sign in](#) [Yerandy Nuñez Hernández](#) 

My Account

Logout

USER PROFILE

Here you can edit your user profile, by editing your personal information. This data will be visible for registered users only. We will never expose or publish your personal data to others no related with this event.


User Data

Presentation

Payments

Schedule

Accredited Users



Seleccionar archivo

Ninguno archivo selec.

* Email

yerandy.nunez@desoft.cu

Mobile

+5352000095

* Full Name

Yerandy Nuñez Hernández

* Job position

Jefe del Centro de Servicios Informáticos IV (Desarrollo)

* Country of location

Cuba

* Province / State / Region

La Habana

User data: You can update your personal data entered during registration

Scientific contributions: You can edit the information of the previously registered work, as well as register other works.

Payments: You can view and download your electronic invoice, and you must specify the details of the payment issued.

Scientific contributions (Only for Authors)

To access the information of the registered works, as well as to register another work, you can access your User Profile (My Account), in the Works/Submissions tab. Your jobs registered so far will be displayed here, and you can perform other actions by clicking on the icons in the Actions column, as well as adding a new job using the **ADD NEW** button

USER PROFILE

Here you can edit your user profile, by editing your personal information. This data will be visible for registered users only. We will never expose or publish your personal data to others no related with this event.

User Data







Presentation

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ADD NEW

#	Date/time	Duration	Title	Event	State	Actions
1		1.50	Prueba	IV Seminario Internacional de Sanidad Agropecuaria (SISA 2023)	Confirmed	     

Add New Job: By clicking on this button you can add a new job..

Icons in the Actions column:

Edit: Allows you to edit the information of a presentation or job

Add Document: Allows you to attach the presentation of your work or the Poster depending on the type of work

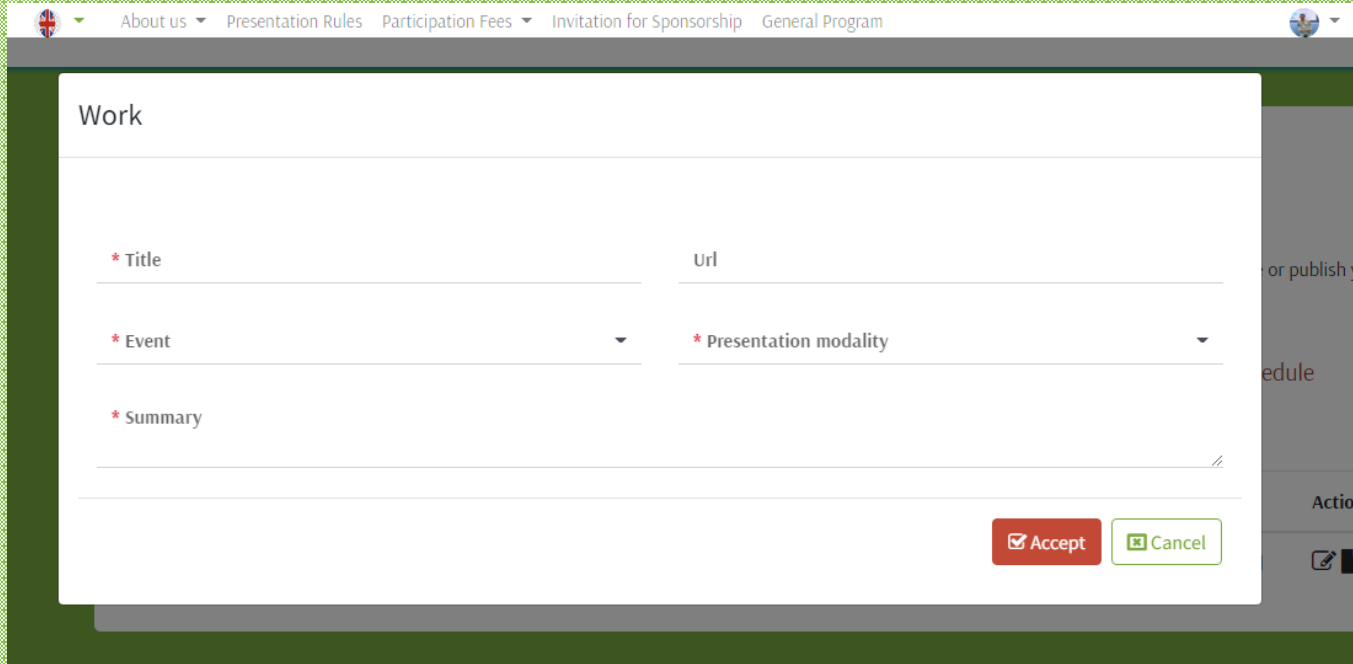
Attach Image: Allows you to attach an image to your work

Add Author: Allows you to add other authors to your work.

View: Allows you to view the data of the work and the registered authors

Add More than One Scientific Contribution (Only for Authors)

To add a new job, you can do it from your User Profile (My Account), in the Jobs/Submissions tab, after having logged in. By clicking on the Add button: you will be able to register a new work or presentation. Then you must fill out the form that is displayed and Save the Information



The screenshot shows a web application interface with a top navigation bar containing links: 'About us', 'Presentation Rules', 'Participation Fees', 'Invitation for Sponsorship', and 'General Program'. A user profile icon is on the right. Below the navigation bar is a 'Work' form. The form has a title 'Work' and a 'Url' field. It contains several required fields marked with a red asterisk: 'Title', 'Event' (a dropdown menu), 'Summary' (a text area), and 'Presentation modality' (a dropdown menu). At the bottom right of the form are two buttons: 'Accept' (red) and 'Cancel' (green).

To upload your presentation or Poster, you must go to the list of your works and touch the Add Documents icon. In the field that says Select File you must attach your work, it supports only **PDF** and/or **PPT** formats.

- In the case of **Poster**, you must attach it, following the template defined for it.
- In the case of **Oral Presentations**, you must send us the recorded video or a PPT presentation with audio. For this you must:
 - 1- Upload the video to **Google Drive** sharing with everyone who has the URL and copy said URL
 - 2- **Copy the URL and Accept**

Add Presentation (Only for Authors)

To upload your presentation or Poster, you must go to the list of your works and touch the 2nd icon Add Documents.

In the field **Select File** you must attach your work, it supports only PDF format.

In the case of a **Poster**, you must attach it, following the template defined for it.

USER PROFILE

Here you can edit your user profile, by editing your personal information. This data will be visible for registered users only. We will never expose or publish your personal data to others no related with this event.

User Data

Presentation

Payments

Schedule

Accredited Users

ADD NEW

#	Date/time	Duration	Title	Event	State	Actions
1		1.50	Prueba	IV Seminario Internacional de Sanidad Agropecuaria (SISA 2023)	Confirmed	     

In addition, for Oral Presentations you must send us the recorded video or a PPT presentation with audio.
For this you must:

- 1- Upload the video to Google Drive in the following [URL](https://drive.google.com/drive/folders/1PWjVKAaDx7jilR1HYSc4R0-Yx9u1psmf?usp=sharing) (<https://drive.google.com/drive/folders/1PWjVKAaDx7jilR1HYSc4R0-Yx9u1psmf?usp=sharing>).
- 2- If you have your video on a URL of your own, you can provide it to us by editing your work in the First Edit icon, and pasting the video URL in the URL field of your work

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THANK YOU

