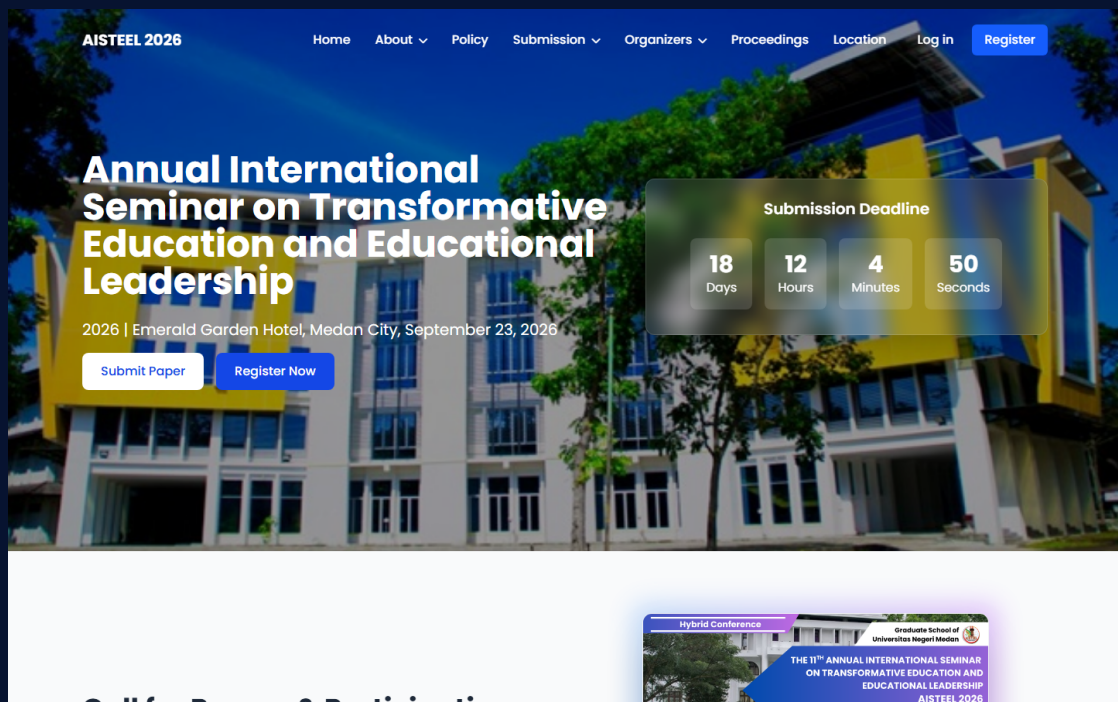


OFFICIAL USER GUIDE

Complete AISTEEL System User Guide

Conference-edition registration, profiles, submission, screening, structured peer review, decisions, revisions, payment, reporting, and chair administration.

2026 EDITION | DIRECT FULL PAPER | SCREENING + STRUCTURED REVIEW



Document version 2.1 | 13 August 2026 | All visual examples use synthetic data.

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This guide explains the AISTEEL workflow from edition selection, registration, profile completion, student verification, manuscript submission, screening, structured peer review, decisions, revision metadata, structured payment, announcements, and finance verification through chair administration.

Every screenshot uses synthetic accounts and records. No production participant, manuscript, payment, or reviewer data appears in this guide. Select an image to open it at full size.

Essential concepts

One account, multiple editions

An email address and password identify one global account. Conference registrations are annual records:

- AISTEEL 2025 data remains attached to the 2025 registration;
- an existing user joins AISTEEL 2026 by signing in and creating a 2026 registration;
- fee snapshots, student and payment states, papers, reviews, timelines, and reports do not mix across editions;
- the edition selector determines the workspace currently displayed.

Do not create a second account merely to join a new edition or submit a revision.

Account role and participation role

Type	Options	Purpose
Account role	Author, Reviewer, Chair	Controls portal access
Author participation role	Participant, Presenter	Determines whether a manuscript is required
Category	Normal, Student	Determines whether student verification is required
Origin	Domestic, Overseas	Determines currency and the applicable fee matrix

A Participant does not submit a paper. A Presenter follows the submission mode configured for the selected edition.

Workflow per edition

The chair may configure either:

- **Direct full paper:** version 1 -> screening -> structured review -> decision or revision;
- **Abstract first:** abstract -> abstract review and decision -> payment -> full-paper review and revisions.

AISTEEL 2026 starts in direct-full-paper mode.

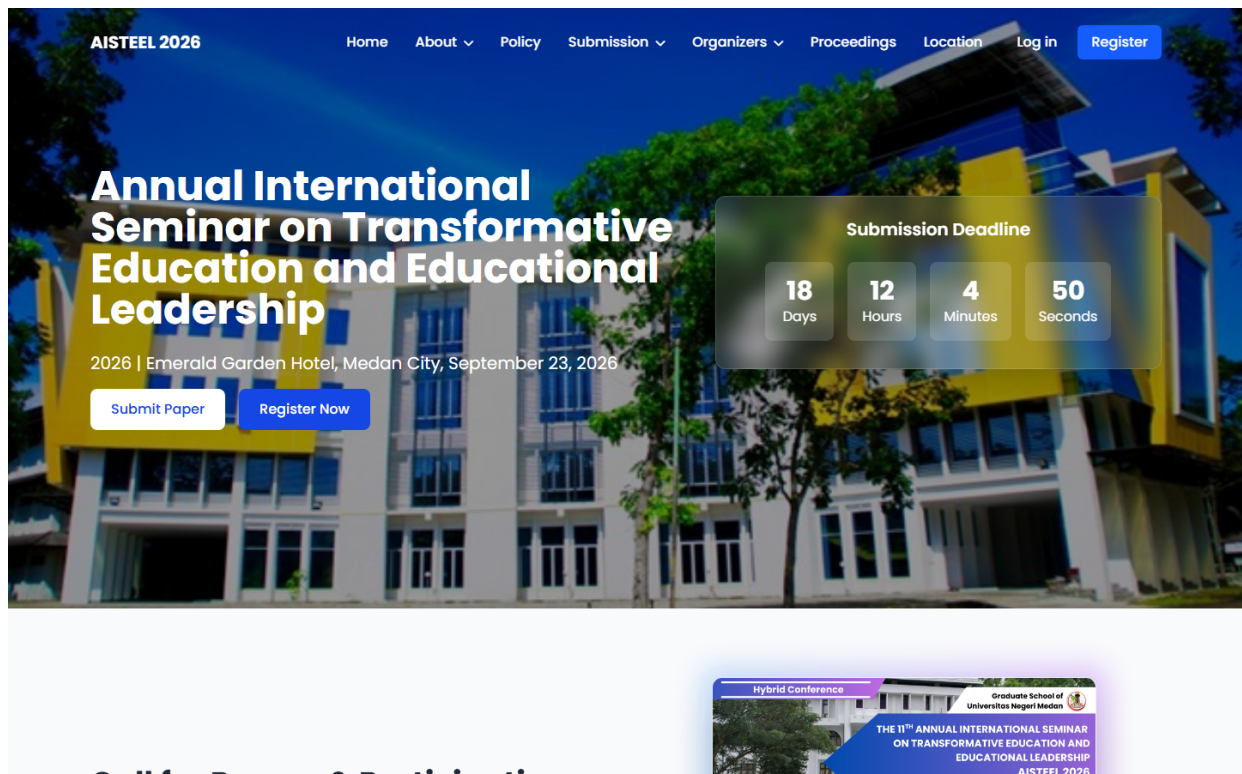


Figure. AISTEEL public home page showing the active edition - synthetic documentation data.

Getting started and selecting an edition

New user

- 1 Open the AISTEEL public website.
- 2 Check the year, venue, workflow, and important dates.
- 3 Select **Register**.
- 4 Create an account and a registration for the active edition. The registration form links back to **AISTEEL Login** when an account already exists.
- 1 Open the verification email and follow its link. Verification is required before the author dashboard becomes available.
- 1 Sign in and follow the dashboard. Use the eye icon to reveal or hide a password while typing.

User from a previous edition

- 1 Select **Log in**. Do not create a duplicate account.
- 2 Open the edition selector in the navigation bar or user menu.
- 3 Select **AISTEEL 2026**.
- 4 Select **Register 2026**.
- 5 Complete the new registration.

The 2025 history remains available after selecting the 2025 workspace. Editing a 2025 registration does not rewrite the 2026 registration snapshot.

Registration and profile

Figure. AISTEEL registration form using synthetic data - synthetic documentation data.

Registration data

- 1 Select **Participant** or **Presenter**.
- 2 Enter the **Full/display name** and gender. A one-word name is valid; ****Last name**** is optional.
- 1 Enter the full institution name.
- 2 Enter an active phone number.
- 3 Select **Domestic** or **Overseas**.
- 4 Select **Normal** or **Student**.
- 5 A Student uploads valid proof of student status using the displayed type and size limits.
- 6 Accept the terms and submit the form.

The system stores category, currency, and amount as a historical snapshot. A later chair fee change does not rewrite an existing registration charge.

Study program required for UNIMED

If the institution is **Universitas Negeri Medan**, **State University of Medan**, **Medan State University**, or contains **UNIMED**, **Study program** is required. Matching is case-insensitive and server-side validation enforces the rule.

The upgrade migration copies a study program from the legacy user snapshot when available. An older matching registration that still has no study program is marked incomplete so its owner can correct the profile; no record or history is deleted.

A legacy user without a study program should:

- 1 sign in to the relevant edition;
- 2 open **Profile** or the **Complete profile** notice;
- 3 correct the institution and enter the study program;
- 4 save the profile;
- 5 return to the dashboard.

Editable information

An author may change:

- full/display name and optional last name;
- gender;
- institution;
- study program;
- phone number.

An author cannot directly change the edition, registration code, participation role, origin, fee snapshot, student or payment approval, or scientific workflow decision.

Student verification

State	Display	Required action
Not required	Normal registration	Continue according to the participation role
Pending	Under verification	Wait for the chair
Approved	Approved	Student gate completed
Rejected or revision	Reupload required	Read the reason and upload corrected proof

The chair approves or rejects a proof with an actionable reason. Replacing a rejected document does not erase its audit event. The decision email is sent after the state is stored; a mail transport failure does not roll back the decision.

Participant workflow

A Participant does not have a paper workspace.

Normal Participant

Workflow summary

1. Register for an edition -> Upload payment proof
2. Upload payment proof -> Chair verification
3. Chair verification (**Approved**) -> Registration complete
4. Chair verification (**Rejected**) -> Read reason and reupload

Student Participant

Workflow summary

1. Register and upload student proof -> Student verification
2. Student verification (**Approved**) -> Upload payment proof
3. Student verification (**Revision**) -> Replace student proof
4. Upload payment proof -> Payment verification
5. Payment verification (**Approved**) -> Registration complete
6. Payment verification (**Rejected**) -> Replace payment proof

2026 Presenter workflow: direct full paper

The screenshot displays the AISTEEL 2026 Presenter dashboard for a user named Dewi. The dashboard is divided into several sections:

- Header:** Includes the AISTEEL logo, navigation links (Home, Profile, My Papers), and a user profile dropdown (Dewi).
- Welcome Section:** Greeting "Welcome back, Dewi" and a message: "Registration AISTEEL-2026-000004 follows the **direct full-paper** workflow." It includes buttons for "Open paper workspace" and "Edit profile".
- LIVE STATUS - Registration progress:** A section showing the status of four key steps:
 - REGISTRATION:** Registered (AISTEEL-2026-000004)
 - STUDENT VERIFICATION:** Not required
 - SUBMISSION:** Under Review (Human-Centred AI for Transformative Learning)
 - PAYMENT:** Verified (IDR 3.000.050)
- PAPER WORKSPACE:** Details for the paper "Human-Centred AI for Transformative Learning", including a description and an "Open workspace" button.
- Important dates:**
 - Initial submission: 2026-08-25
 - Screening complete: 2026-08-28

Figure. AISTEEL 2026 Presenter dashboard - synthetic documentation data.

1. Submit version 1

- 1 Confirm that the registration and profile are complete.
- 2 From the dashboard, select **Submit Full Paper**.
- 3 Select the most appropriate topic.
- 4 Enter the manuscript title.
- 5 Enter a concise summary or abstract for administrative metadata.
- 6 Enter the keywords.
- 7 Add the ordered author and affiliation list and identify the corresponding author.
- 8 Download and use the linked AISTEEL or EAI template.
- 9 Upload PDF, DOC, or DOCX within the displayed size limit.
- 10 Accept the declaration.
- 11 Select **Submit Full Paper** once and wait for the paper workspace.

One Presenter registration has one manuscript workspace. A revision belongs in that workspace and must not be submitted from a duplicate account.

2. Initial screening

The committee checks:

- conference scope and topic;
- manuscript completeness;
- readability and template readiness;
- metadata consistency;
- plagiarism and ethics readiness according to committee procedure;
- readiness for independent review.

Possible results:

- **Passed:** reviewers may be assigned;
- **Revision:** read the reason and upload the next corrected version;
- **Rejected:** the submission path is closed while its history remains available.

3. Structured peer review

After screening passes, topic-aware assignments are created up to the reviewer count configured for the edition. A reviewer receives the assignment and due date by email. The author sees progress but not reviewer identity or confidential comments.

4. Chair decision

The chair may decide only after the required reviewer count is met and every assignment is submitted:

- **Accepted:** the scientific submission is accepted and the Presenter becomes payment-eligible;
- **Revision:** upload the next version in the same workspace;
- **Rejected:** the submission path closes while files and history remain available.

5. Revision loop

AISTEEL
AUTHOR · 2026

Home Profile **My Papers** Browser ▾

Initial screening: Passed

ACTION REQUIRED
Upload corrected manuscript
This version responds to screening or peer-review feedback.

Use the official full-paper template and anonymize the review copy when blind review is enabled. [Download template](#)

Manuscript title
Metadata Revision Browser Fixture

Summary / abstract (maximum 250 words)
Synthetic manuscript metadata prepared for a requested revision.

Keywords
metadata, revision, author list

Topic
Frontend Quality Assurance ▾

Final decision
15 Sep 2026

Camera ready
17 Sep 2026

Registration / payment
17 Sep 2026

Conference
23 Sep 2026

Help and templates
[Open web guide](#)
[Open complete PDF guide](#)
[Full-paper template](#)

Figure. Versioned manuscript metadata and author-list revision form - synthetic documentation data.

- 1 Open **My Papers** -> **Open paper workspace**.
- 2 Read the screening notes, author-visible reviewer feedback, and chair decision.
- 3 Revise the manuscript.
- 4 Update the title, topic, summary, keywords, author/affiliation list, and corresponding author when they have changed.
- 5 Enter a revision note summarizing file and metadata changes.
- 6 Upload the next version.
- 7 The version stores a new metadata/author-list snapshot and follows the edition screening and review controls.

Only the latest version may receive a new assignment or decision. Older versions and reviews are immutable audit evidence.

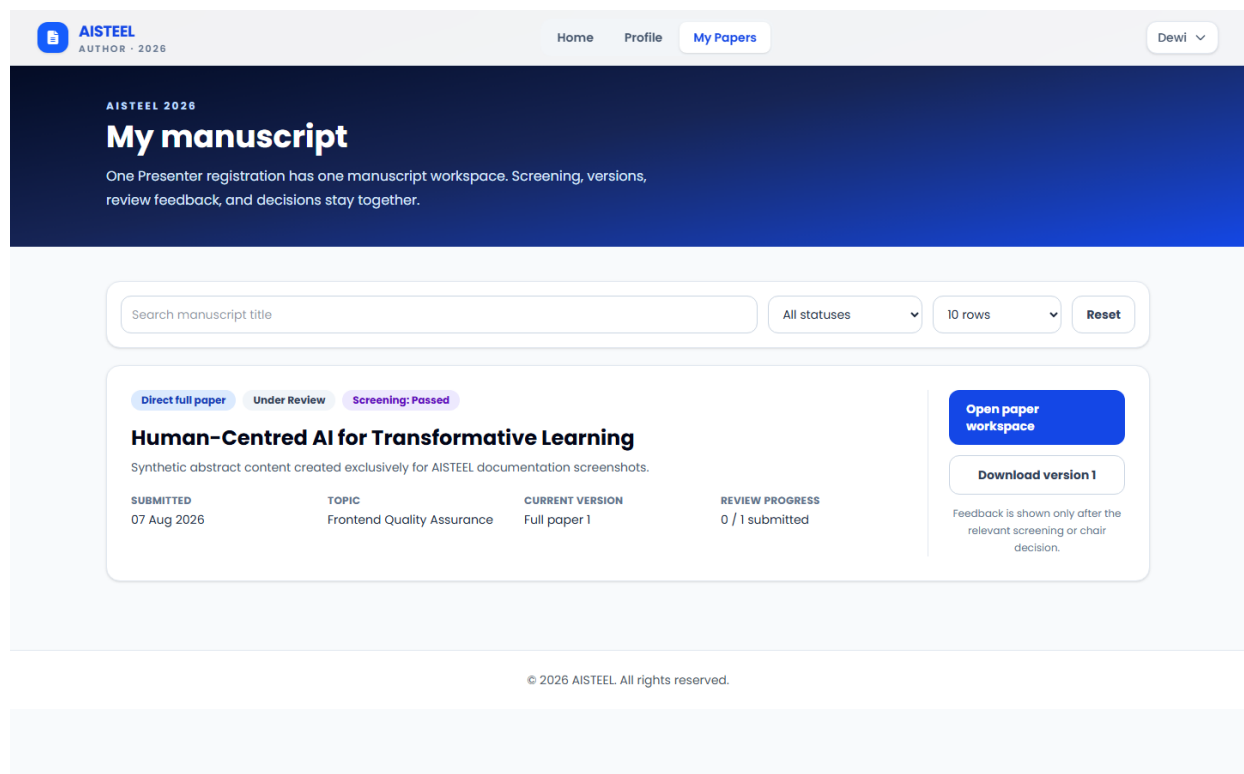


Figure. Presenter manuscript workspace and status history - synthetic documentation data.

Abstract-first workflow

An edition configured for abstract-first submission follows:

- 1 Presenter registration;
- 2 abstract version 1 upload;
- 3 optional initial screening;
- 4 structured abstract review;
- 5 chair decision;
- 6 if **Revision**, upload the next abstract version;
- 7 if **Accepted**, the first full-paper action opens and the system sends an email notice;
- 8 if the edition enables **payment before first full paper**, complete payment first; otherwise upload directly;
- 9 complete structured full-paper review and the revision loop.

Abstract reviews and full-paper reviews are separate records. The system never copies a score or comment as if the two stages were equivalent.

Screening, review, and decisions

Workflow summary

1. Upload current version -> Screening enabled?
2. Screening enabled? (No) -> Reviewer assignment
3. Screening enabled? (Yes) -> Screening decision
4. Screening decision (Passed) -> Reviewer assignment
5. Screening decision (Revision) -> Author uploads next version
6. Screening decision (Rejected) -> Closed
7. Reviewer assignment -> All assigned reviewers submit the rubric
8. All assigned reviewers submit the rubric -> Chair decision
9. Chair decision (Accepted) -> Accepted
10. Chair decision (Revision) -> Author uploads next version
11. Chair decision (Rejected) -> Closed

Screening and decision reasons must be clear enough for the author to act on. A decision must not be used to bypass incomplete reviewer assignments.

Payment

Registration	Requirement before payment-proof upload
Normal Participant	Valid registration and an open payment period
Student Participant	Student verification is Approved
Direct-full-paper Presenter	Manuscript is Accepted, or screening Passed and the chair/finance team issued a payment request; a Student must also be Approved
Abstract-first Presenter	Abstract is Accepted; a Student must also be Approved. Pre-full-paper payment applies only when the edition gate is enabled

Paying the registration fee

AISTEEL
AUTHOR - 2026

Home Profile My Papers Browser

Account
7888252548

Holder
RPL 004 BLU UNIMED UTK DK

Overseas normal presenter - normal rate
USD 300

Synthetic international transfer.

Payment method
Bank transfer

Payer / account holder
Browser Payment

Origin country
For example: Indon

Sender bank / provider

Sender account last 4 digits

Payment date
07/08/2026

Never enter a full account or card number.

Currency
USD

Amount paid
300

Transfer reference

Invoice number (if any)

Notes

Payment proof
Choose File No file chosen

JPG, PNG, or PDF; maximum 5 MB. Sensitive account numbers must be redacted except the last four digits.

Camera-ready
2026-09-17

Registration / payment
2026-09-17

Submission and review policy

Follow the workflow configured for the selected edition. Direct-full-paper editions require an anonymized manuscript plus title, summary, keywords, topic, and author metadata. Abstract-first editions require the official abstract template before full-paper upload.

AISTEEL uses an EAI-aligned structured review covering relevance, originality, methodological and technical soundness, evidence and analysis, clarity, and template readiness. Reviewers also provide a recommendation, actionable comments, ethics confirmation, and conflict-of-interest declaration.

[Open detailed guide →](#)

Co-author certificate

Administrative fee: **IDR 350,000**. Contact the committee at aisteel@unimed.ac.id.

Figure. Structured international payment declaration - synthetic documentation data.

- 1 Open the dashboard for the correct edition.
- 2 Confirm the category, currency, and amount snapshot.
- 3 If payment was opened by request, read the due date and committee note.
- 4 Transfer using the displayed bank account and SWIFT information.
- 5 Enter the payment method, payer/account-holder name, origin country, bank/provider, paid date, currency, and amount.
- 6 Add the optional account/card last four, transaction reference, invoice, and note when available. Never submit a complete card/account number or credential.
- 7 Upload a redacted JPG, PNG, or PDF proof.
- 8 Review the declaration and submit it once.
- 9 Wait for Chair or Finance verification.
- 10 If rejected, read the reason and create a corrected attempt.

Payment states are:

- **Not submitted;**
- **Under verification;**
- **Verified;**
- **Reupload required** after rejection.

Each declaration is an immutable attempt. A pending proof cannot be overwritten. Rejected proof remains in the audit history, and an approved proof cannot be replaced by the author. The registration fee/currency snapshot remains the official charge even when the author declares transfer details.

Reviewer guide

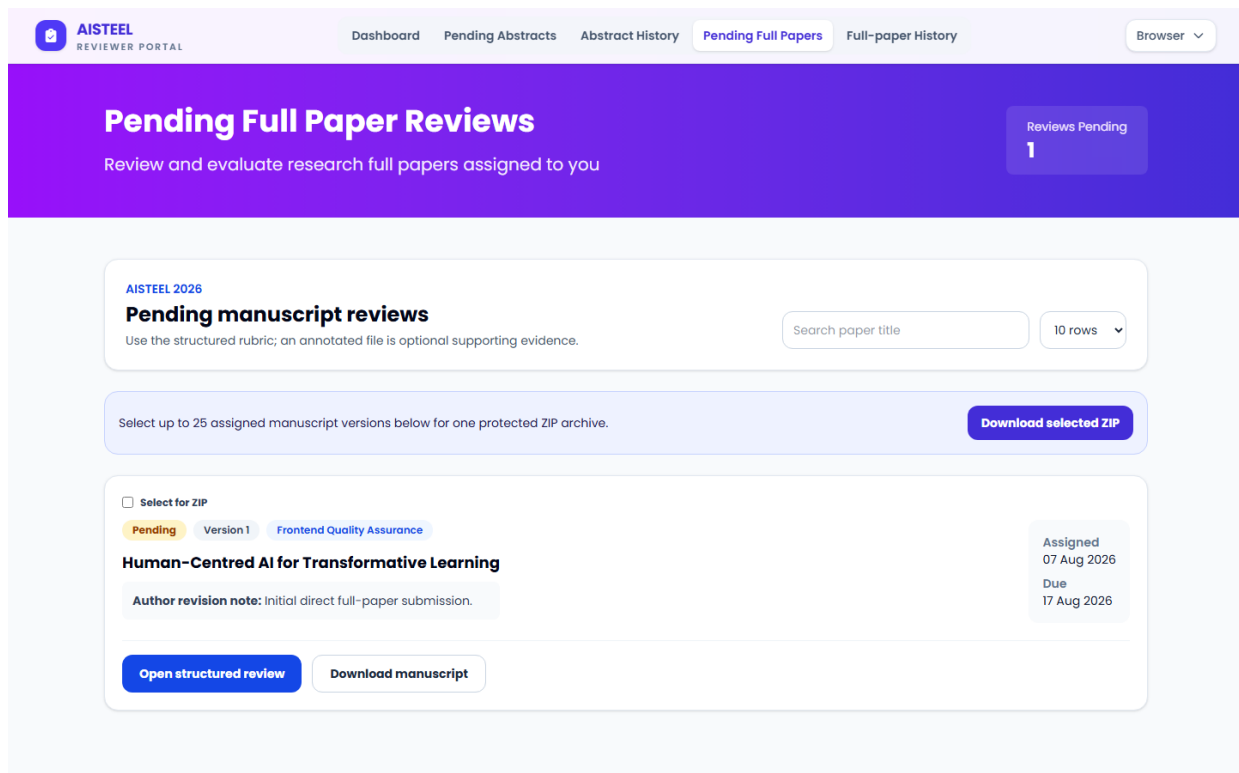


Figure. Synthetic full-paper assignment in the reviewer queue - synthetic documentation data.

Select the workspace

Use the edition selector. A reviewer sees an active edition or an edition containing one of their assignments.

Review queues

- **Pending Abstract Reviews:** open abstract rounds.
- **Abstract Review History:** submitted abstract reviews.
- **Pending Full-paper Reviews:** assigned latest full-paper versions.
- **Full-paper Review History:** submitted and locked results.

A reviewer may select up to 25 assigned manuscripts and download a structured ZIP. Use it only for the review, store it securely, and delete local copies when no longer required. The server rejects records outside the reviewer assignment scope.

Complete the structured rubric

The web form is the primary review evidence. Score each criterion from 1 (poor) to 5 (excellent):

- 1 scope and relevance;
- 2 originality and contribution;
- 3 methodological and technical soundness;
- 4 evidence, results, and analysis;
- 5 clarity and organization;
- 6 references and EAI template readiness.

The reviewer must also provide:

- recommendation: Accept, Minor revision, Major revision, or Reject;
- strengths and contribution;
- required revisions;
- comments visible to the author;
- ethics and confidentiality confirmation;
- no-conflict confirmation.

Confidential comments to the chair are optional and are never shown to the author. An annotated PDF, DOC, or DOCX is also optional and does not replace the structured form.

This is an **AISTEEL rubric aligned with EAI conference principles**, not an official EAI scoring form. See the [review policy basis](#).

Reviewer rules

- review only an assigned manuscript;
- do not disclose a manuscript or identity to another party;
- report a conflict of interest before submitting;
- download a manuscript only for review;
- use objective, specific, and respectful reasoning;
- submit before the due date;
- understand that a submitted review is locked.

Chair guide

1. Conference Editions

- 1 Open **Editions**.
- 2 Select an edition.
- 3 Set its lifecycle status.
- 4 Select the submission workflow.
- 5 Configure screening, registration, submission, and public switches.
- 6 Save the edition.
- 7 In migration reconciliation, **Confirm** or **Move** an ambiguous record using operational evidence.

Read the [conference-edition guide](#) before moving legacy data.

2. Settings

Settings apply to the selected edition workspace:

- event identity, website, venue, Google Maps directions/embed, and email;
- important dates, including notification of acceptance;
- early-bird and normal-rate periods;

- Domestic IDR and Overseas USD fee matrices;
- upload limit, reviewer count, preferred reviewer, automatic assignment, blind review, and the payment-before-full-paper gate;
- flyer, public description, guidelines, review criteria, and keywords.

Date order is validated. A new fee never rewrites the snapshot of an existing registration.

If **Save changes** fails, no setting is partially persisted. The system opens the first affected section, displays an invalid-field count on each tab, and highlights every field with a readable reason. Use the section buttons in the error summary to move between remaining issues. In **Content**, provide comma-separated **Conference topics / keywords**; an empty value blocks saving even when the Schedule tab is currently open.

To synchronize the public landing page:

- 1 in **General**, enter the Google Maps directions link and paste either the embed URL or the complete Google Maps iframe; the system keeps only its safe HTTPS src;
- 2 in **Schedule**, select **Load schedule proposal**, review every milestone from initial submission to conference day-these values drive Important Dates and backend workflow gates-and save explicitly;
- 3 in **Content**, upload a JPG/JPEG/PNG/WebP flyer up to 10 MB, or choose **Use bundled flyer**;
- 4 in **Workflow**, keep required reviews at 1 for the 2026 policy and set reviewer6@aisteel.com as the preferred reviewer;
- 5 confirm that the account-found indicator is shown; otherwise verify its email and reviewer role under **Users**;
- 6 select **Save changes**, open the landing page in a new tab, and verify the flyer, map, and every date.

Flyer and map changes are scoped to the selected edition. A flyer remains private at rest and is served through the public-edition route; never create public/storage.

3. Student and payment verification

- use the allowlisted filters, search, and sorting controls;
- open a document only through an authorized route;
- after a Presenter passes screening, use **Request payment** when early payment is required and provide a clear due date/note;
- reconcile the latest declaration and attempt history, not only the proof image;
- approve only after verifying the evidence;
- reject with a reason the user can act on;
- never ask a user to send a private document through a public storage URL.

4. Screening and reviewer assignment

- use **Abstracts** for an abstract-first edition;
- use **Full Papers** for direct and full-paper versions;
- screen only a current version without an active review result;
- select Passed, Revision, or Rejected and record clear notes;
- keep assignment topic-aware and never assign the author to their own manuscript;
- automatic assignment follows reviews_per_paper; the active 2026 edition defaults to one reviewer;

- reviewer6@aisteel.com is prioritized and initially selected when eligible, but the chair may clear it and choose another reviewer;
- changing the quota does not delete an existing assignment or review; a decision still waits for every assignment already present.

5. Decisions

A decision is available only when:

- the current round or version remains Under Review;
- the required reviewer count is satisfied;
- all assignments are submitted;
- the record is the latest version.

The decision and notes are stored with the actor, timestamp, and workflow event.

6. Users and credentials

From **Users**, a chair may update a full/display name, optional last name, email, role, reviewer topic, and optional password. A one-word name is valid; an empty password means it is unchanged. The eye icon can reveal a newly typed password.

Protections include:

- the last chair cannot be removed or demoted;
- self-demotion cannot remove the final administrative capability;
- a user with conference history is not deleted;
- role checks use the role name rather than an assumed numeric ID.

7. Reports

Figure. AISTEEL Chair reporting and XLSX export page - synthetic documentation data.

- 1 Select the edition workspace.
- 2 Open **Reports**.
- 3 Select the dataset.
- 4 Set the date range, status, and other filters.
- 5 Select an available sort order.
- 6 Download XLSX.
- 7 Reconcile the summary and data sheets.

The filename includes the edition year. Column, privacy, and troubleshooting details are in the [reporting guide](#).

A chair or reviewer may also select visible manuscripts for a structured ZIP. The limit is 25 files/250 MB and every record remains edition- or assignment- authorized. Use XLSX for recap data and ZIP only for required working documents.

8. Announcements and custom email

AUDIENCE AND EMAIL CONTROL

Announcements

Publish formal dashboard reminders, optional queued email, and auditable read acknowledgements for AISTEEL 2026.

Compose message

Scenario template

Start from a blank message

Subject / heading

Message

Write a clear action, deadline, and support contact.

Priority: Information

Scope: AISTEEL 2026

Audience

Publication history

AISTEEL 2026 · SELECTED USERS

Synthetic finance reminder Published

Review the pending synthetic payment declaration before the operational deadline.

Recipients	Read	Email sent	Email failed
1	1	0	0

Archive display

Figure. Chair announcement control - synthetic documentation data.

- 1 Open **Announcements**.
- 2 Select a specific edition or global scope.
- 3 Choose all users, a system role, a participation role, or selected users.
- 4 Select a template or write a formal English title and message.
- 5 Configure the start/end window, severity, and acknowledgment requirement.
- 6 Preview the audience and exclude confidential reviews or private data.
- 7 Publish. The recipient sees a dashboard popup/reminder and can select **Mark as read** or acknowledge it as configured.
- 1 For custom email, select recipients carefully and use the queue. Do not send a large batch while the production queue worker is unavailable.

An announcement is archived rather than removed from the audit trail. Email delivery does not mark it read; only the recipient dashboard action does.

9. Operations

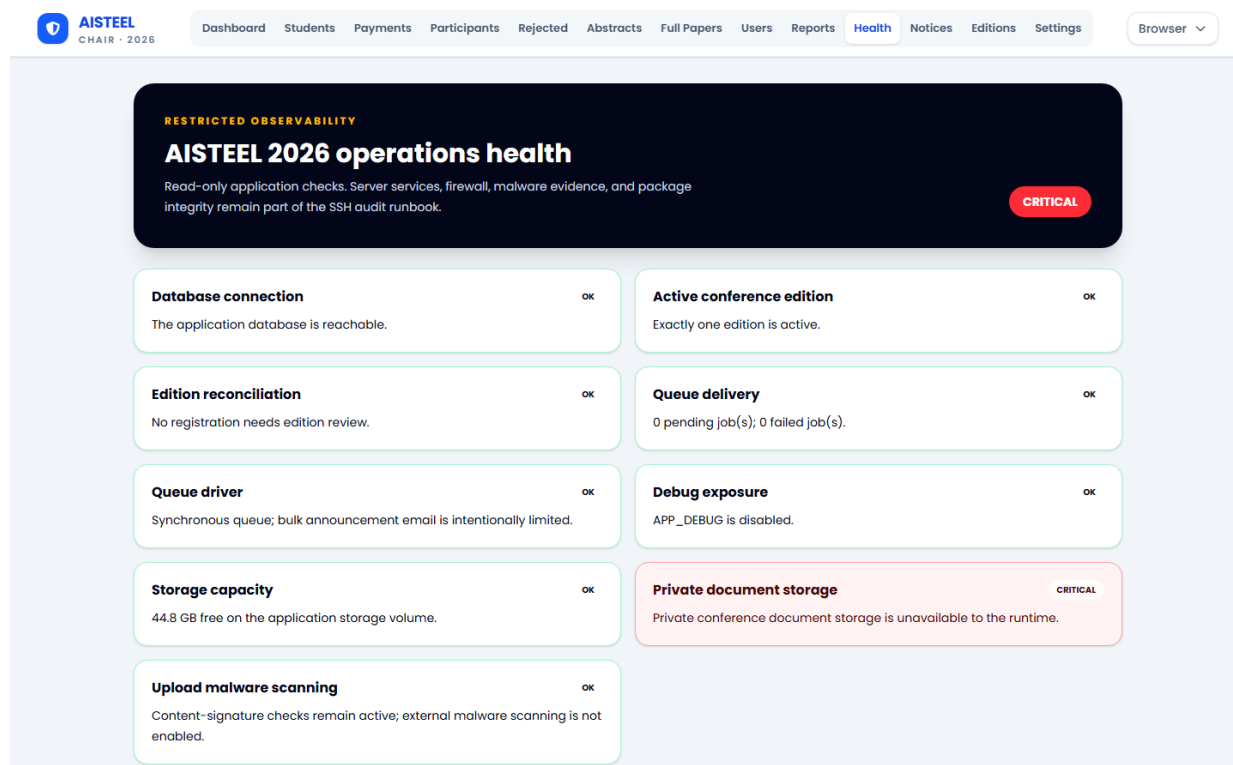


Figure. Chair operational health dashboard - synthetic documentation data.

The **Operations** page reports database state, the single active edition, unresolved reconciliation, queue and failed jobs, environment/debug state, disk, and private-storage access. The screenshot deliberately illustrates a blocking alert when private storage is not writable; a healthy production runtime must report every critical check as **OK**. Resolve critical items before deployment or bulk mail. The server equivalent is `php8.3 artisan conference:health --json`.

Finance guide

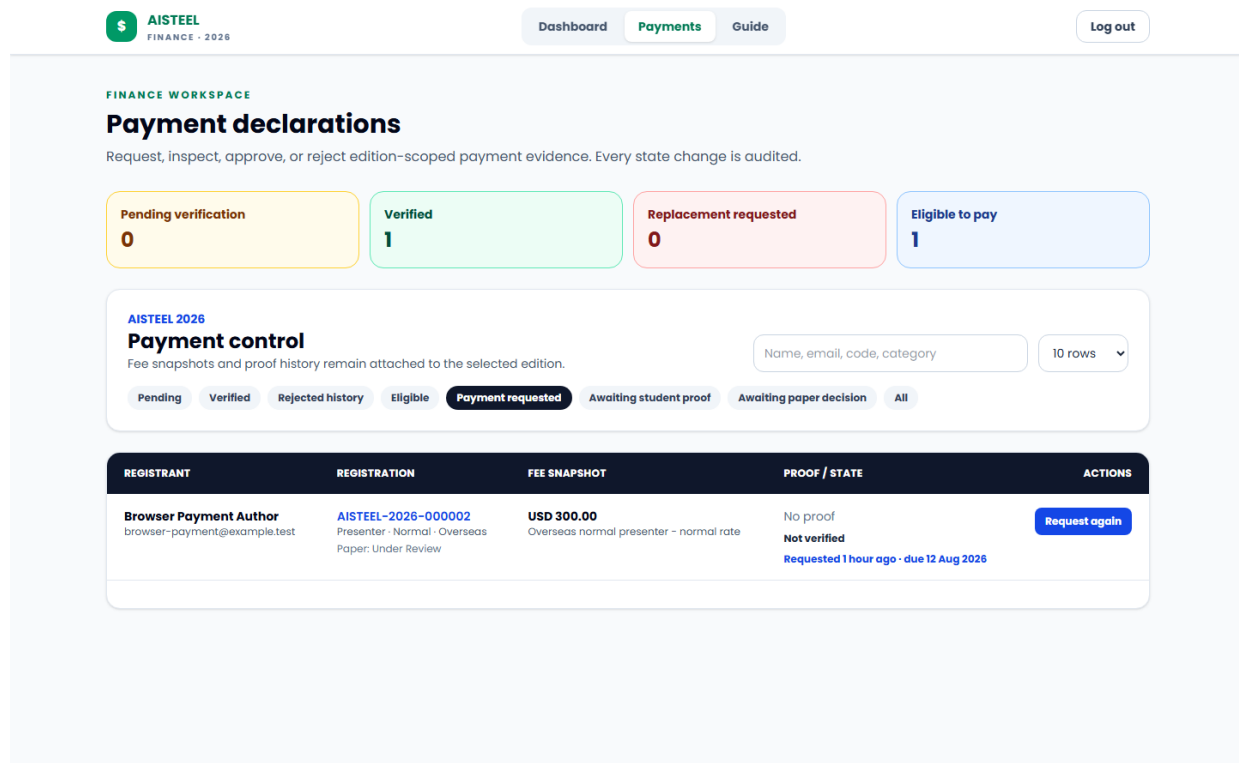


Figure. Finance payment-verification portal - synthetic documentation data.

A **finance** account uses /finance and requires a verified email. It does not receive manuscript, review, or chair-settings access.

During the production upgrade, the Chair should locate the existing AISTEEL finance account (keuanganaisteel1), choose **Edit credentials -> System role: Finance**, and confirm that its email is verified. Do not create a duplicate or rewrite historical registration/payment records merely to change the staff role.

- 1 Select the correct edition.
- 2 Open **Payments**.
- 3 Search/filter registrations and payment states.
- 4 If a Presenter has passed screening and should pay early, issue a payment request with a due date and clear note.
- 1 Open proof only through the authorized route and reconcile the declaration, fee/currency snapshot, bank record, reference, and invoice when supplied.
- 1 Approve only after matching the record; reject with a specific actionable reason.
- 2 Never copy proof to public storage or a spreadsheet.

The Chair has the same verification capability. Chair/Finance actions synchronize the registration state, attempt history, workflow event, dashboard, report, and email notification.

Email and activity timeline

Email is sent for important events, including:

- account and registration creation;
- student verification;
- manuscript submission;
- screening decision;
- reviewer assignment and due date;
- safe review-progress updates without reviewer identity or confidential comments;
- abstract or full-paper decision;
- invitation to start a full paper after acceptance of a legacy abstract;
- payment request, approval, or rejection;
- targeted announcement or custom chair message.

A database state is not rolled back solely because mail delivery fails. The committee must monitor the queue and logs and follow up when communication needs to be resent.

The author dashboard shows an activity timeline for the selected edition. It may record registration, proof replacement, version upload, screening, assignment, review submission, decisions, and payment verification. The dashboard state is the operational source of truth; neither email nor the timeline replaces the stored workflow state.

Important statuses

Status	Meaning	User action
Registered	An edition registration exists	Complete the profile or next gate
Pending verification	Evidence awaits the chair	Wait
Reupload required	Evidence was rejected	Read the reason and upload a correction
Submitted	The system accepted a version	Wait for screening or assignment
Screening: Pending	The committee has not processed it	Wait
Screening: Passed	Ready for peer review	Wait for reviewers
Payment requested	The committee opened early payment	Complete the declaration and upload proof before the due date
Under Review	Reviewer assignments are active	Wait for feedback and decision
Revision	A correction is required	Upload the next version in the same workspace
Accepted	The scientific stage is accepted	Follow payment and camera-ready instructions
Rejected	The stage is closed	Read the decision and contact the committee if needed
Payment verified	Registration payment is complete	Keep the confirmation

Viewing documents without always downloading them

For an authorized student/payment proof, manuscript, revision version, or review attachment, AISTEEL now presents two actions:

- **View** opens the private AISTEEL viewer in a new tab without exposing the storage path;
- **Download** retrieves the unchanged original file.

The viewer uses exactly the same per-record authorization as the download: an author sees only their records, a reviewer sees only an assigned manuscript, Finance sees payment evidence for the active edition, and a Chair follows the existing administrative authority.

Preview behavior:

Format	Viewer behavior
JPG, PNG, WebP	Rendered as an image after signature verification
PDF	Rendered to canvas by AISTEEL's local PDF.js viewer on desktop/mobile after signature and active-content checks
DOCX	Sanitized text and tables; complex layout and images may be omitted. External relationships, macros/embedded objects, damaged packages, and files beyond safe bounds remain download-only with an explicit reason
XLSX	Bounded cell-value preview; macros, formulas, external links, and objects are not executed
Legacy DOC/XLS or an unsafe format	Download-only with an explicit explanation

The preview is **read-only** and may be truncated at a safe server-memory limit. AISTEEL does not edit an uploaded file in place because a proof, manuscript version, and review attachment are immutable audit evidence. Upload the next revision to change a manuscript; use the structured review, screening/decision note, or rejection-reason workflow to comment on it.

Two files with the same .docx extension can behave differently because DOCX is a ZIP/OOXML package. Word may store hyperlinks, linked images, remote templates, macros, embedded objects, or damaged internal parts. AISTEEL previews only a package it can inspect completely without those risky parts; **Download** remains available for local inspection with trusted software.

File privacy and security

- conference documents are stored on a private disk;
- conference uploads do not rely on `storage:link`;
- files are accessed through `/documents/...` with server-side authorization;
- an author may access only their own records;
- a reviewer may access only the relevant assignment;
- a chair has administrative access for conference operations;
- never disclose raw storage paths or authenticated session links;
- login and registration are indexable public entry pages; reset, email

verification, portals, authentication actions, documents, payments, manuscripts, and reviews remain noindex;

- files are checked for extension/MIME, signatures, script patterns, and the production malware scanner before private storage;
- XLSX reports remain private even though credentials, tokens, and storage paths are excluded.

Troubleshooting

The wrong edition or data is displayed

Check the edition selector. If a legacy assignment is genuinely wrong, contact the chair. Do not create a duplicate account or paper. The chair should use **Migration reconciliation**.

The submission action is not visible

Confirm that:

- a registration exists for the selected edition;
- the participation role is Presenter;
- the profile is complete;
- submission is open and the deadline has not passed;
- no manuscript workspace already exists;
- the student gate is complete when required.

An upload is rejected

Check the extension, detected MIME type, size, deadline, current status, ownership, and version. Renaming an extension does not change the actual MIME type. Script/executable files, double extensions, macro-enabled DOCX content, PDF JavaScript, or malware-scan failures are rejected.

Study program is always required

The institution is recognized as Universitas Negeri Medan, State University of Medan, Medan State University, or UNIMED. Enter the official study program. If it was detected incorrectly, correct its name in **Profile**.

A reviewer cannot submit

Confirm the assignment belongs to the account, the correct edition is selected, the due date is still open, the version is latest and open, every rubric field is complete, and both declarations are checked.

Payment is not available

A Student Participant must wait for student approval. A Presenter must first receive the acceptance required by the edition workflow and must also have student approval when registered as Student.

An email has not arrived

Check spam and the dashboard status. Contact the committee with the registration code. Never send a password or private file through a public channel.

For verification email, open the notice shown after sign-in and select **Resend verification email**. For a forgotten password, use **Forgot your password?** on the login page; the response is deliberately generic to protect account privacy.

The PDF guide does not open

Use the **English Complete Guide** action on /guide. The repository also contains the [English PDF artifact](#). A 404 means the administrator must include both generated PDF artifacts in the release.

Contacting the committee

Use the conference email displayed on the landing page or dashboard. Include:

- registration code;
- edition year;
- manuscript title when applicable;
- displayed status;
- time of the incident;
- a screenshot without passwords, tokens, or private documents.

Appendix A - Recommended AISTEEL 2026 Important Dates

Primary recommendation

The conference remains on **23 September 2026**. For the direct-full-paper workflow, the recommended schedule is:

Stage	Date	Effective time	Purpose
Registration and full-paper submission open	23 July 2026	-	Begin the extension campaign
Early-bird and initial submission deadline	25 August 2026	extended	Final deadline approved by the committee
Initial screening completed	28 August 2026	3 days	Rolling scope, completeness, template, and review-readiness checks
Notification of acceptance/screening	29 August 2026	1 day	Send screening status and open selected payment requests
First review deadline	6 September 2026	8 days	Allow reviewers to complete the structured rubric
Author revision deadline	10 September 2026	4 days	Let authors revise the file and editable metadata
Final review deadline	13 September 2026	3 days	Verify the corrected version
Final chair decision	15 September 2026	2 days	Decide from complete review evidence
Camera-ready and registration or payment deadline	17 September 2026	2 days	Finalize files, payments, and administration
Operational buffer	18-22 September 2026	5 days	Prepare the program, certificates, proceedings package, and resolve administrative issues
Conference	23 September 2026	-	Fixed date

The normal-rate period is **26 August-17 September 2026**.

Risk created by the 25 August extension

Direct full paper removes a separate abstract round, but it does not remove:

- scope, completeness, plagiarism, ethics, and template screening;
- the need for enough independent reviewers;
- author time for major or minor revision;
- final reviewer verification and a chair decision;
- payment and camera-ready administration;
- the committee buffer before the conference.

The 25 August deadline is an intentional operational decision that gives authors more time. It leaves only three days for screening, eight days for the first review, four days for revision, and three days for the final check. The plan is viable only with rolling screening before the deadline, same-day assignment after each passing result, a committed primary reviewer, and a ready replacement.

Applying the schedule

These values are code defaults for a new installation or edition. Because the committee explicitly approved this production change, the v1.6.0 migration aligns the 2026 edition settings once during the upgrade. The migration is not re-run after it is recorded as Ran; subsequent Chair changes remain preserved by the runtime and seeder.

To verify production after the migration:

- 1 select the **AISTEEL 2026** workspace;
- 2 open **Settings -> Schedule**;
- 3 verify the saved values show 25 August, 29 August, 17 September, and the 23 September conference date;
- 4 use **Load schedule proposal** only when the reviewed values need to be restored;
- 5 check the chronological validator and save only when a correction is needed;
- 6 verify the landing page, guide, author and reviewer dashboards, email, sitemap, llms.txt, and reports;
- 7 announce the extension through official channels.

Operators can also preview and explicitly apply the proposal:

```
php8.3 artisan conference:schedule:proposal --edition=2026
php8.3 artisan conference:schedule:proposal --edition=2026 --execute --confirm=2026-09-23
```

Do not change dates only in a Blade view, email, flyer, or .env. Runtime values come from conference_settings; the command does not write without both --execute and the exact confirmation.

Reviewer operations

- before 25 August: confirm the primary reviewer and replacement reviewers by topic or document an approved exception;
- through 28 August: screen submissions daily on a rolling basis;
- send reviewer assignments as soon as each paper passes screening;
- 29 August: send the screening/acceptance notice and selected payment requests;
- 29 August-6 September: monitor overdue work daily and replace unavailable reviewers immediately;
- 7-10 September: authors upload the next version in the same workspace;
- 11-13 September: final checks focus on the revision response rather than restarting review;
- 14-15 September: the chair decides only after all required assignments are complete;
- 16-17 September: verify final files and payments;
- 18-22 September: do not start a new scientific round unless the chair approves an incident exception.

EAI review policy basis

AISTEEL uses an internal rubric **aligned with EAI conference principles**. It is not presented as an official EAI scoring form. The referenced official materials are:

- [EAI Technical Sponsorship](#) for peer review, plagiarism checking, templates, and the practice of three reviewers;
- [EUDL Core Editors](#) for documented evaluation and at least three independent reviewers;
- [EAI Publication Ethics and Malpractice Statement](#) for confidentiality, conflicts of interest, and review integrity;
- [EAI Camera-ready Submission Guidelines](#) for template and final-manuscript readiness.

The application does not guarantee EAI publication or acceptance. The committee must still follow the current event contract and EAI instructions.

Operational limit after the extension decision

Option	Submission	Consequence
Approved	25 August	Requires rolling screening and a standby reviewer
High risk	26-28 August	Further reduces an already compressed review or revision window
Not viable without changing the conference	After 28 August	Sacrifices review, decision, camera-ready, or the operational buffer

The conference date is fixed, so delaying one stage consumes time from another. The system rejects an invalid chronological order, but the chair remains responsible for deciding whether the time available is academically sufficient.

Note

This guide describes application behavior. Dates, fees, workflow, and operational contact details displayed by the system follow the currently selected conference edition.