

# INSTRUCTIONS – IAMC EVENTS PLATFORM

[https://events.iamconsortium.org/IAMC/app\\_Login/app\\_Login.php](https://events.iamconsortium.org/IAMC/app_Login/app_Login.php)

The platform is optimised for Chrome and Firefox. We suggest not using "Safari" as some issues may arise. To get back to previous pages, use the "exit" or "back" buttons in the platform: do not use the "back" tab in the browser.

If you've used the platform before, there's no need to register again. Your user identification is your email address. If you've forgotten your password, just use the 'Forgot password' button. Check and update your personal data if needed.

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## CREATE A NEW USER

The first time you enter the platform you get the login screen, and you should create a "new user"

LOGIN - IAMC EVENTS MANAGEMENT SYSTEM

Username (email address)

Password

Remember me

[New User](#)


[Forgot password](#)

✓ Login

Fill in your data and click "Submit"

**USERS** 24/05/2023

E-mail \*  ✓

Password \*    
Password should be at least 8 characters in length and should include at least one upper case letter, one number and one special character (#?@\$!%&\* \_-)

Confirm Password \*  

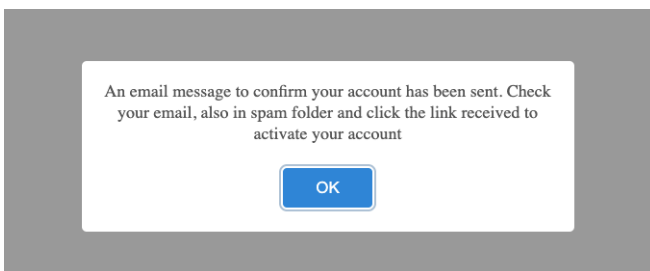
Name \*

Surname \*

I have read and accept the privacy policy of this website. \*  [View privacy policy](#)

\* Required field(s)

You get this message



Check your email and click on the link you receive to activate your IAMC account

Login into the platform

The screenshot shows a login form titled "LOGIN - IAMC EVENTS MANAGEMENT SYSTEM". It features two input fields: "Username (email address)" with the value "iamc@iamconsortium.org" and "Password" with masked characters. Below the password field is a checkbox labeled "Remember me". There are two links: "New User" and "Forgot password". A green "Login" button with a checkmark icon is positioned at the bottom right.

This message appears to remind you to add your personal details

The screenshot displays a user profile page titled "MY DATA". It is divided into two sections: "Account data" and "Contact Details".

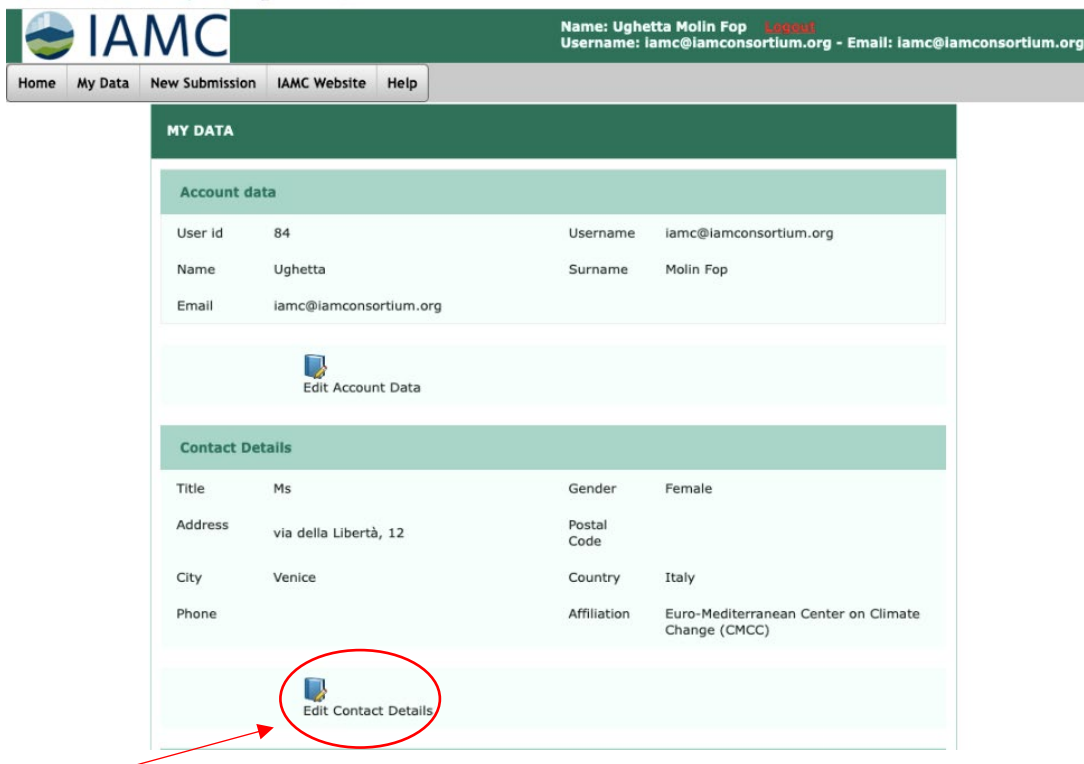
Account data			
User id	84	Username	iamc@iamconsortium.org
Name	Ughetta	Surname	Molin Fop
Email	iamc@iamconsortium.org		

A modal dialog box is overlaid on the page with the text: "Please add your missing data in Contact Details!". The dialog has a blue "OK" button with a checkmark icon.

Contact Details	
Title	
Address	Postal Code
City	Country
Phone	Affiliation

At the bottom of the page, there is a link labeled "Edit Contact Details" with a small icon.

Click “ok” and then “Edit contact details”



The screenshot shows the IAMC user interface. At the top, the user is logged in as Ughetta Molin Fop with the email iamc@iamconsortium.org. The navigation menu includes Home, My Data, New Submission, IAMC Website, and Help. The main content area is titled "MY DATA" and is divided into two sections: "Account data" and "Contact Details".

**Account data**

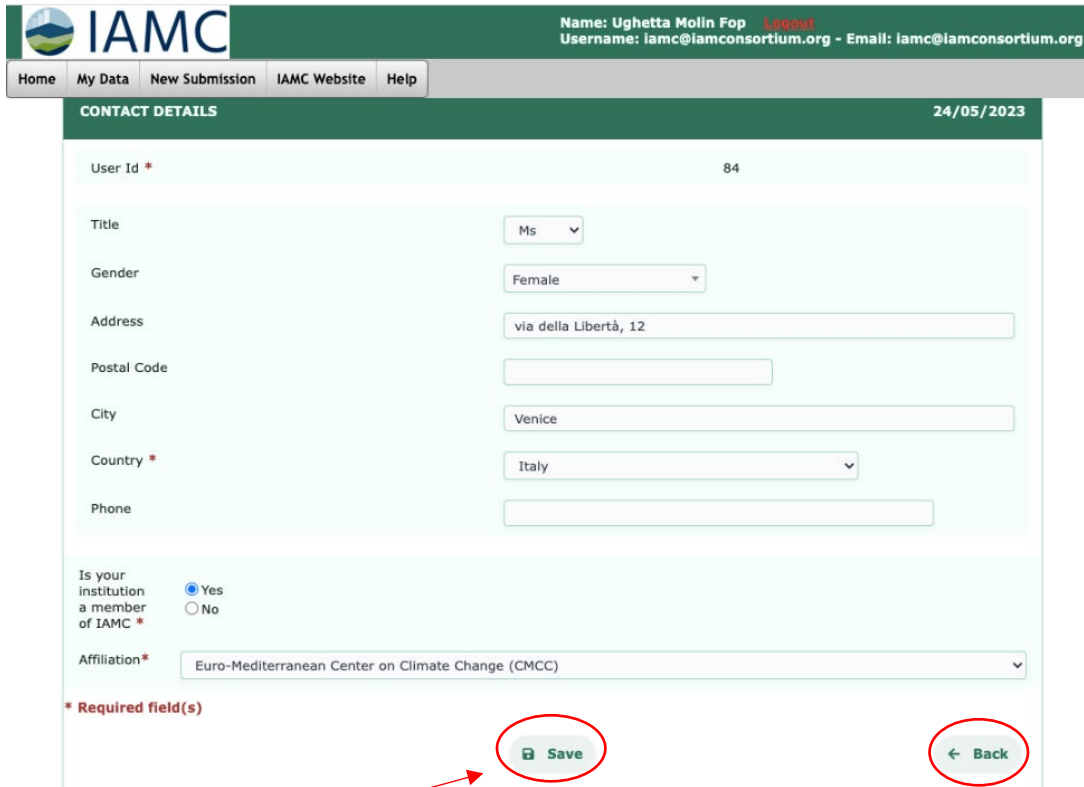
User id	84	Username	iamc@iamconsortium.org
Name	Ughetta	Surname	Molin Fop
Email	iamc@iamconsortium.org		

**Contact Details**

Title	Ms	Gender	Female
Address	via della Libertà, 12	Postal Code	
City	Venice	Country	Italy
Phone		Affiliation	Euro-Mediterranean Center on Climate Change (CMCC)

Below the contact details, there is a button labeled "Edit Contact Details" with a document icon, which is circled in red. A red arrow points to this button from the left.

Enter your data, “Save”, and then click “Back”



The screenshot shows the "CONTACT DETAILS" form in the IAMC user interface. The date 24/05/2023 is displayed in the top right corner. The form contains the following fields:

- User Id \*: 84
- Title: Ms (dropdown menu)
- Gender: Female (dropdown menu)
- Address: via della Libertà, 12 (text input)
- Postal Code: (text input)
- City: Venice (text input)
- Country \*: Italy (dropdown menu)
- Phone: (text input)
- Is your institution a member of IAMC \*:  Yes,  No
- Affiliation \*: Euro-Mediterranean Center on Climate Change (CMCC) (dropdown menu)

At the bottom of the form, there is a red asterisk indicating required fields. Two buttons are visible: "Save" (with a document icon) and "Back" (with a left arrow icon). Both buttons are circled in red. A red arrow points to the "Save" button from the left.

## MAKE A SUBMISSION

Make your abstract submission by clicking on “New Submission”

**IAMC** Name: Ughetta Molin Fop [Logout](#)  
Username: iamc@iamconsortium.org - Email: iamc@iamconsortium.org

Home My Data **New Submission** IAMC Website Help

### MY DATA

**Account data**

User id	84	Username	iamc@iamconsortium.org
Name	Ughetta	Surname	Molin Fop
Email	iamc@iamconsortium.org		

Edit Account Data

**Contact Details**

Title	Ms	Gender	Female
Address	via della Libertà, 12	Postal Code	
City	Venice	Country	Italy
Phone		Affiliation	Euro-Mediterranean Center on Climate Change (CMCC)

Edit Contact Details

**Submissions**

Fill in the form and “Submit”

**IAMC** Name: Ughetta Molin Fop [Logout](#)  
Username: iamc@iamconsortium.org - Email: iamc@iamconsortium.org

Home My Data **New Submission** IAMC Website Help

**Paper Title \***

**Paper Authors \***   
Please use the following format: First Name, Last Name, Institution  
(For more than one paper authors please insert per each author the information above, one line per author)

**Topic \*** 1. NATIONAL

**Summary \***   
Summary should be maximum of 100 words.  
Abstract should include 600-1000 words and 1-3 figures.  
Please ensure that the methodological approach and results of the study are sufficiently well described.

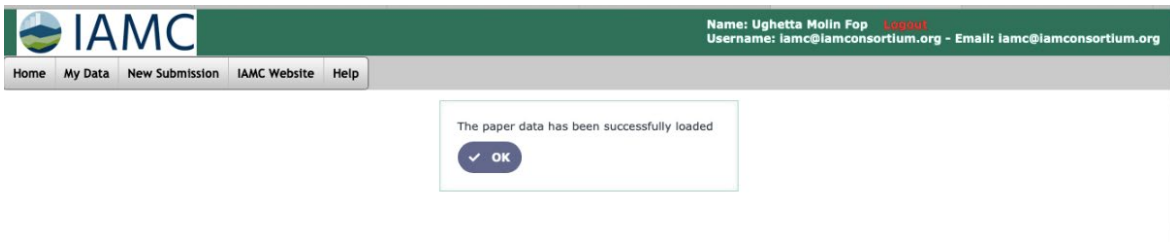
**Upload my abstract \***   
Only .pdf documents are allowed. Max size: 5Mb  
Only chars A-Z, a-z, 0-9, -, \_ space, are accepted for the file name

**Notes**

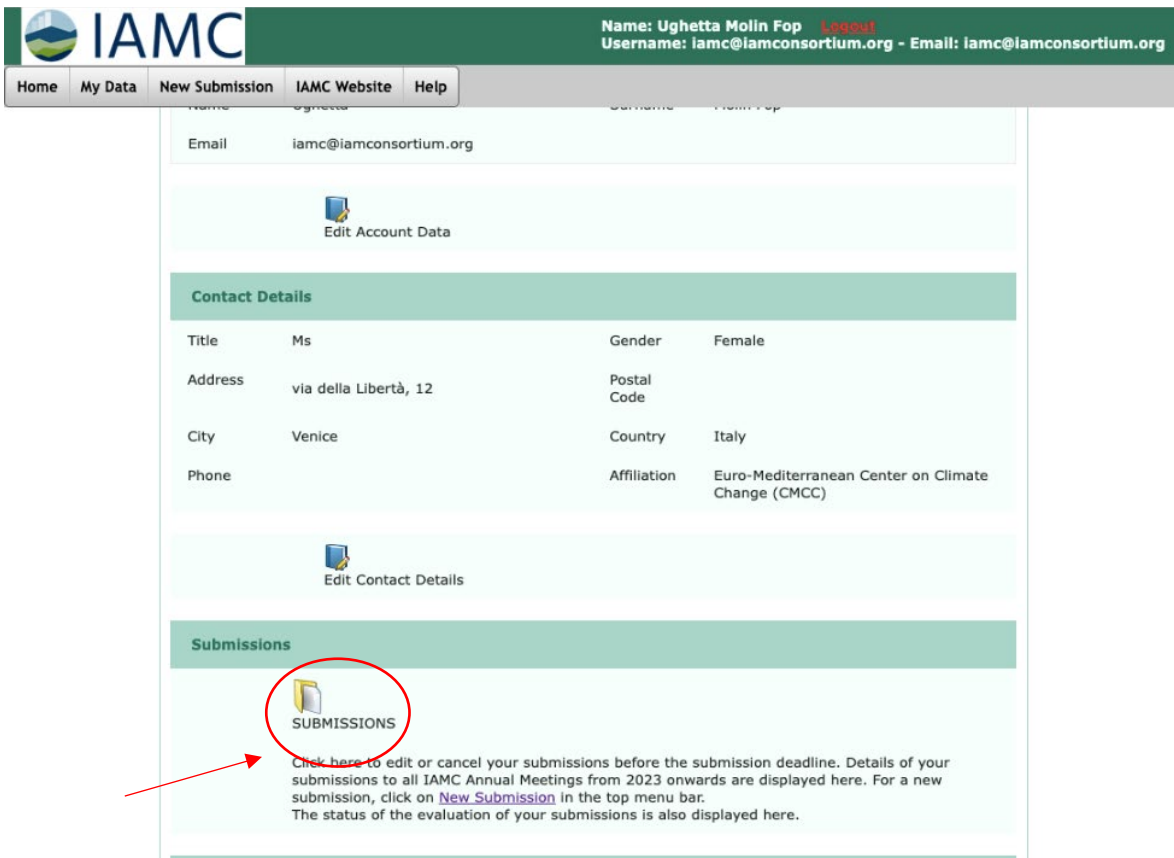
**I give consent to the processing of my personal data according to the information available [here](#). \***  
 (I am aware that without my consent I will not be able to submit the form).

\* Required field(s)

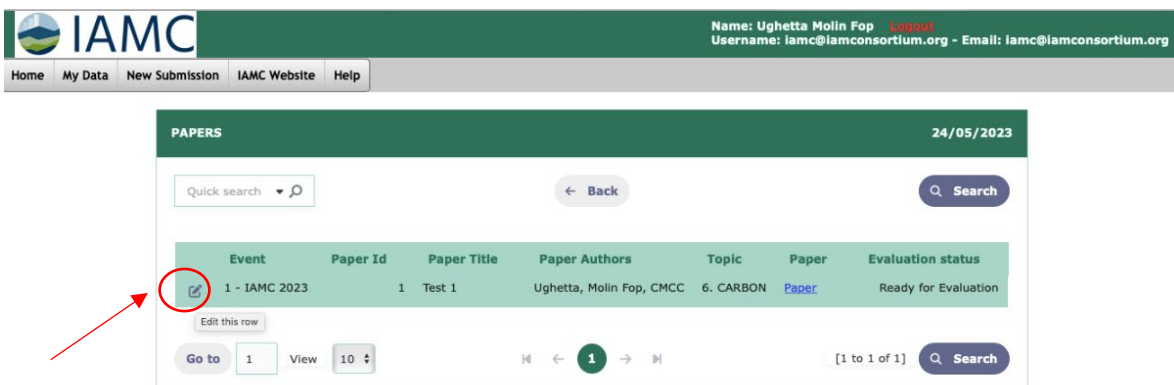
This message appears if you entered all required data, click “ok”:



If you would like to check or change your submission, go to “My data”, “Submission”



Click on the pencil to edit your submission. Changes will be possible until the abstract submission’s deadline.



## CHECK THE RESULT OF YOUR SUBMISSION

Login into the platform

The platform is optimised for Chrome and Firefox. We suggest not using "Safari" as some issues may arise.

To get back to previous pages, use the "exit" or "back" bottoms in the platform: do not use "back" tab in the browser.

**LOGIN - IAMC EVENTS MANAGEMENT SYSTEM**

**Username (email address)**  
iamc@iamconsortium.org


**Password**  
.....

Remember me

[New User](#)

[Forgot password](#)


Please check and edit (if necessary) your contact details: information on your country and affiliation is used to calculate the registration fee.

 **Name: Ughetta Molin Fop** [Logout](#)  
**Username: iamc@iamconsortium.org - Email: iamc@iamconsortium.org**

[Home](#) [My Data](#) [New Registration](#) [IAMC Website](#) [Help](#)


**Account data**

User id	84	Username	iamc@iamconsortium.org
Name	Ughetta	Surname	Molin Fop
Email	iamc@iamconsortium.org		


 [Edit Account Data](#)

**Contact Details**

Title	Ms	Gender	Female
Address	via della Libertà, 12	Postal Code	
City	Venice	Country	Italy
Phone		Affiliation	Euro-Mediterranean Center on Climate Change (CMCC)

 [Edit Contact Details](#)

**Submissions**

 **SUBMISSIONS**

[Click here to edit or cancel your submissions before the submission deadline. Details of your](#)

Click on "Submissions" to check the result of your abstract submission.

The screenshot shows the IAMC user profile page. At the top right, the user's name is "Ughetta Molin Fop" with a "Logout" link, and the username and email are "iamc@iamconsortium.org". The navigation menu includes "Home", "My Data", "New Registration", "IAMC Website", and "Help". The main content area has a "Contact Details" section with the following information:

Title	Ms	Gender	Female
Address	via della Libertà, 12	Postal Code	
City	Venice	Country	Portugal
Phone		Affiliation	Euro-Mediterranean Center on Climate Change (CMCC)

Below the contact details is an "Edit Contact Details" button. The "Submissions" section is highlighted with a red circle and contains a "SUBMISSIONS" link, also circled in red. Below this link is a paragraph of text: "Click here to edit or cancel your submissions before the submission deadline. Details of your submissions to all IAMC Annual Meetings from 2023 onwards are displayed here. For a new submission, click on [New Submission](#) in the top menu bar. The status of the evaluation of your submissions is also displayed here." Below the submissions section are "Registrations" and "Payments" sections.

In "evaluation status", you find the result of the evaluation process.

The screenshot shows the IAMC "PAPERS" page. At the top right, the date is "07/09/2023". The navigation menu is the same as in the previous screenshot. The page features a search bar, a "Back" button, and a "Search" button. Below this is a table with the following columns: "Event", "Paper Id", "Paper Title", "Paper Authors", "Topic", "Paper", and "Evaluation status". The "Evaluation status" column is circled in red. The table contains one row of data:

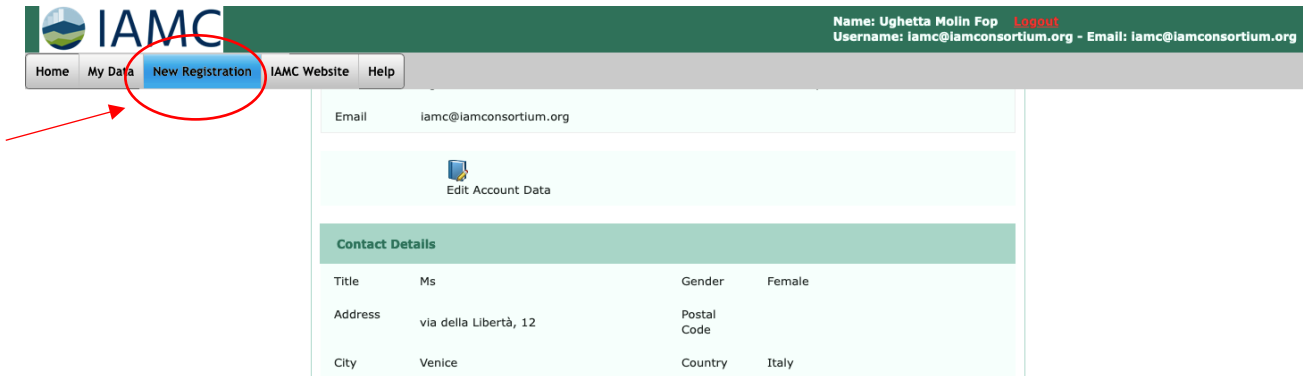
Event	Paper Id	Paper Title	Paper Authors	Topic	Paper	Evaluation status
1 - IAMC 2023	426	Climate Change	Ughetta, Molin Fop, CMCC	22. TRANSITION	<a href="#">Paper</a>	Poster in person

At the bottom of the page, there is a "Go to" button, a "View" dropdown menu set to "10", a pagination control showing "1" of "1", and another "Search" button.



## REGISTER FOR THE EVENT AND PAY THE REGISTRATION FEE

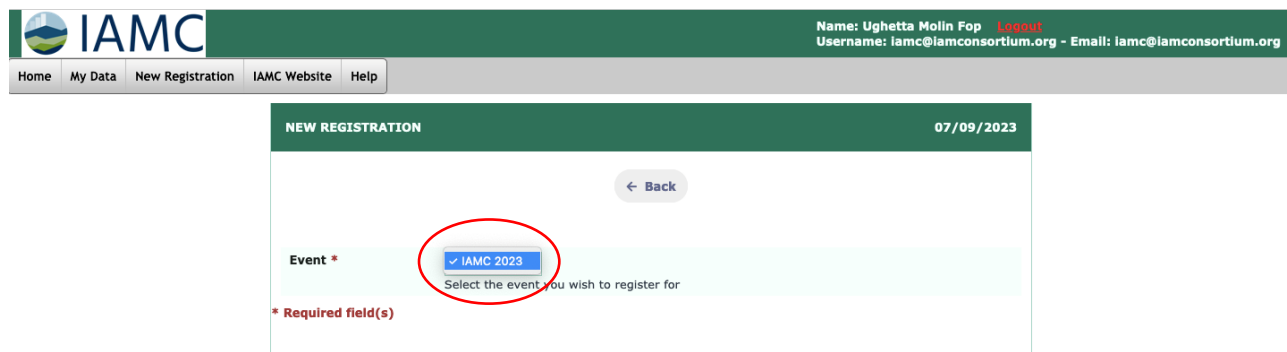
Make your registration for the meeting by clicking on “New Registration”.



The screenshot shows the IAMC user profile page. The navigation menu includes Home, My Data, New Registration (circled in red), IAMC Website, and Help. The user's email is iamc@iamconsortium.org. There is an 'Edit Account Data' button. The contact details are as follows:

Contact Details			
Title	Ms	Gender	Female
Address	via della Libertà, 12	Postal Code	
City	Venice	Country	Italy

Click on “IAMC 2023”.



The screenshot shows the 'NEW REGISTRATION' page for the date 07/09/2023. There is a 'Back' button. The 'Event \*' dropdown menu is open, and 'IAMC 2023' is selected and circled in red. Below the dropdown, it says 'Select the event you wish to register for'. A red asterisk indicates that this is a required field.

Check your data. If they are incorrect or incomplete, edit them before registering from "my data". Select your participation mode (in-person or online) and your student status (if you are a student, provide a URL from your institution that shows you are on the student list. Otherwise, complete your registration in the platform and then send an e-mail with a document proving that you are a student to iamc@iamconsortium.org). Add special needs and agree with the Code of Conduct for Participants in IAMC Annual Meetings. Then, confirm registration.

**Event \*** IAMC 2023  
Select the event you wish to register for

**My data**  
Title: Ms  
Name: **Ughetta**  
Surname: **Molin Fop**  
Gender: **Female**  
Affiliation: **Euro-Mediterranean Center on Climate Change (CMCC)**  
Address: **via della Libertà, 12**  
Postal code: City: **Venice**  
Country: **Italy**  
Phone:  
Email: **iamc@iamconsortium.org**

**Participation mode \***  
 In person  
 Online

**Student status \***  
I'm NOT a student ?

**Special needs (dietary restrictions or other requirements)**  
Use this field to communicate any special needs you may have, such as dietary restrictions or other needs.

**I agree with the Code of Conduct for Participants in IAMC Annual Meetings available [here](#).**

**\* Required field(s)**

**+ Confirm registration**

Click on the pencil to see the options for the presentation of your paper.

Papers

Paper Id	Paper Title	Evaluation status	Your presentations
426	Climate Change	Oral	Click on the pencil to indicate your choice and save

In the column "YOUR PRESENTATION", the system will show you your options, considering the outcome of the evaluation of your submission and your participation mode (in person or online). Please find below some examples.

Papers

Paper Id	Paper Title	Evaluation status	Your presentations
426	Climate Change	Oral	<input checked="" type="checkbox"/> Oral session <input type="checkbox"/> Withdrawal: I am not presenting this paper

Papers

Paper Id	Paper Title	Evaluation status	Your presentations
426	Climate Change	Poster in person	<input checked="" type="checkbox"/> Poster session in person <input type="checkbox"/> Withdrawal: I am not presenting this paper <input type="checkbox"/> Poster session on line

Papers

Paper Id	Paper Title	Evaluation status	Your presentations
426	Climate Change	Poster online	<input checked="" type="checkbox"/> Poster session on line <input type="checkbox"/> Withdrawal: I am not presenting this paper


Papers

Paper Id	Paper Title	Evaluation status	Your presentations
426	Climate Change	Rejected	<input type="checkbox"/> Withdrawal: I am not presenting this paper

After selecting one option in “your presentation”, remember to save your choice: saving is not automatic. If you have more than one paper, you must save your choice for each paper individually.

Papers

Paper Id	Paper Title	Evaluation status	Your presentations
426	Climate Change	Rejected	<input type="checkbox"/> Withdrawal: I am not presenting this paper



Check your data registration, and if they are correct, pay the registration fee by clicking on the “payment” button.

**IAMC** Name: Ughetta Molin Fop Logout  
Username: iamc@iamconsortium.org - Email: iamc@iamconsortium.org

Home My Data New Registration IAMC Website Help

**Registration Details**

Please find your registration details here below. It is possible to modify them only before paying the registration fee. For doing that, click on delete and then on "New Registration" in the top menu bar. For changes on your registration details after the payment of the registration fee, please contact the IAMC Secretariat at iamc@iamconsortium.org.

**Event \*** IAMC 2023

**Participation mode** In person

**Country \*** Italy

**Affiliation** Euro-Mediterranean Center on Climate Change (CMCC)

**Student status** I'm NOT a student

**Special needs (dietary restrictions or other requirements)**

Use this field to communicate any special needs you may have, such as dietary restrictions or other requirements.

I agree with the Code of Conduct for Participants in IAMC Annual Meetings available [here](#). \*

**Payment** My data

If your registration details need to be corrected, it is possible to modify them only before paying the registration fee. To do that, click on delete and then on “new registration” in the top menu bar. For changes to your registration details after the registration fee payment, please contact the IAMC secretariat at [iamc@iamconsortium.org](mailto:iamc@iamconsortium.org).

**IAMC** Name: Ughetta Molin Fop Logout  
Username: iamc@iamconsortium.org - Email: iamc@iamconsortium.org

Home My Data New Registration IAMC Website Help

**REGISTRATIONS** 07/09/2023

**Delete**

**CHOICE OF YOUR PRESENTATION:**

- Please indicate in the table below, in the column named "YOUR PRESENTATION", your choice regarding the presentation of your papers. The system will show you what your options are, considering the outcome of the evaluation of your submission and your participation mode (in person or online).
- Remember to save your choice: saving is not automatic. If you have more than one paper, you must save your choice for each paper individually.**
- Once this is done, please kindly pay the registration fee clicking in the "payment" button or later in the "Payment area", accessible from [My Data](#) in the top menu bar. For any questions, please contact iamc@iamconsortium.org

**Papers**

Paper Id	Paper Title	Evaluation status	Your presentations
X 426	Climate Change	Oral	<input checked="" type="checkbox"/> Oral session Withdrawal: I am not presenting this paper

Your registration fee will be calculated automatically. You can pay by PayPal or bank transfer.

 Name: Ughetta Molin Fop [Logout](#)  
Username: iamc@iamconsortium.org - Email: iamc@iamconsortium.org

Home My Data New Registration IAMC Website Help

**Your registration fee is EUR 400,00**

You can pay using the PayPal system (in most countries, the system accepts credit card payments even from users who do not have a PayPal account) or by bank transfer. Click below on the payment method catering for your preference. Payments using the PayPal system are encouraged.


[Buy now with !\[\]\(a73d56bc849a881592cf01dab86c2353\_img.jpg\)](#) [Pay with Bank Transfer](#) [Cancel](#)

If you prefer to pay later, you can do so in 'payments' in 'my data', then click in "IAMC 2023".

 Name: Ughetta Molin Fop [Logout](#)  
Username: iamc@iamconsortium.org - Email: iamc@iamconsortium.org


Home My Data New Registration IAMC Website Help

**Submissions**

 SUBMISSIONS


Click here to edit or cancel your submissions before the submission deadline. Details of your submissions to all IAMC Annual Meetings from 2023 onwards are displayed here. For a new submission, click on [New Submission](#) in the top menu bar. The status of the evaluation of your submissions is also displayed here.

**Registrations**

 REGISTRATIONS

Click here to indicate your choice regarding the presentation of your papers. The system will show you what your options are, considering the outcome of the evaluation of your submission and your participation mode (in person or online). Once this is done, please kindly pay the registration fee in the "Payment area", accessible from "My Data" in the top menu bar. Click here also to see your registration details. It is possible to modify registration details only before paying the registration fee. For doing that, click here, choose the relevant event, click on delete, and click on "New Registration" in the top menu bar. For changes to your registration details after the payment of the registration fee, please contact the IAMC Secretariat at iamc@iamconsortium.org.

**Payments**

 PAYMENTS

Click here to pay your registration fee. If you have a paper accepted for presentation, please do so only after you have provided your choices related to your presentations under 'Registrations'.

 Name: Ughetta Molin Fop [Logout](#)  
Username: iamc@iamconsortium.org - Email: iamc@iamconsortium.org

Home My Data New Registration IAMC Website Help

**PAYMENT - SELECT THE EVENT**

Event

Search rows (Ctrl + Enter)

Once the payment is complete, a message appears in “payments” and “registrations”.

**Payment successfully received  
Your registration process is complete.**

[Home](#)


**REGISTRATIONS** 07/09/2023

[← Back](#)

**YOUR REGISTRATION IS CONFIRMED!**

We acknowledge receipt of your application for registration and payment of your registration fee. No further action on your part is required.

**Papers**

Paper Id	Paper Title	Evaluation status	Your presentations
 426	Climate Change	Oral	Oral session