

# abstract submission guidelines of ICABU2022

○ create indico(CERN) account (consult fig. 1 below)

– click here:

<https://account.cern.ch/account/Externals/RegisterAccount.aspx>

The screenshot shows the 'Account Management' page for registering a new CERN lightweight account. The page has a navigation bar with links: Home, My Accounts, New Account, Change Password, Pending Actions, Help, and Support. The main heading is 'Account Management' with the subtitle 'Manage your computing accounts and service subscriptions'. Below this is a sub-heading 'Lightweight Accounts' and the instruction 'Register a new CERN lightweight account'. There are two columns of links on the left: one for account management (New, Manage, Forgot, Delete) and one for user guides (User guide, Acceptable use policy). The main content area contains a form with the following fields: Email (mandatory), First Name, Last Name, Phone, Company/Organization, and Department/Division. A reCAPTCHA widget is present below the form, along with a checkbox for 'I have read and agree to the conditions below' and a note that the asterisk indicates a mandatory field. A 'Register' button is located at the bottom of the form. Below the form is the 'Acceptable Use Policy' section, which states that by completing registration, the user accepts CERN's Operational Circular No 5 and lists five conditions of use.

Account Management  
Manage your computing accounts and service subscriptions

Home My Accounts New Account Change Password Pending Actions Help Support

Lightweight Accounts Register a new CERN lightweight account

Lightweight Accounts

- ▶ New lightweight account
- ▶ Manage account
- ▶ Forgot your password?
- ▶ Delete your account

Lightweight Accounts

- ▶ User guide
- ▶ Acceptable use policy

Already have a CERN lightweight account? manage your account here

Please fill in the form below with your details.  
**You must provide a valid e-mail address: it will become your login to access CERN applications.**

Account information

Email \*


First Name

Last Name

Phone

Company/Organization

Department/Division

I'm not a robot   
reCAPTCHA  
Privacy - Terms

I have read and agree to the conditions below \*  
\* mandatory field

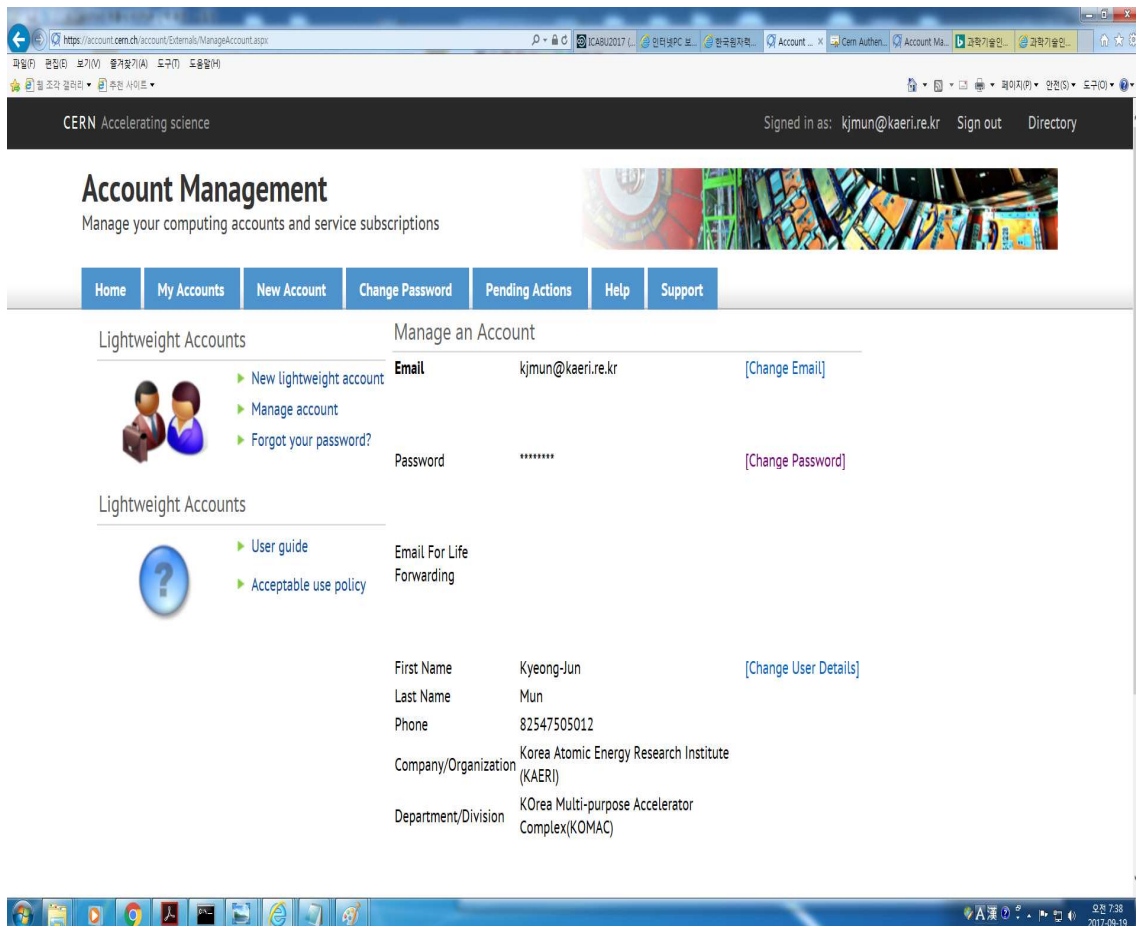
Acceptable Use Policy

By completing the registration you shall be deemed to accept CERN's Operational Circular No 5, <http://cern.ch/ComputingRules>, and the following conditions of use:

1. You shall only use the registration for the purpose of identifying yourself to certain CERN applications to perform tasks consistent with the stated goals and policies of the application and in compliance with these conditions of use.
2. You shall not use the registration for any unlawful purpose and not (attempt to) breach or circumvent any administrative or security controls. You shall respect copyright and confidentiality agreements and protect your registration and any sensitive data and files to which it gives access.
3. You shall immediately report any known or suspected security breach or misuse of your registration or the information to which it gives access to the Security Team at CERN, <http://cern.ch/security>.
4. Use of the services to which the registration gives you access is at your own risk. There is no guarantee that a service will be available at any time or that it will suit any purpose.
5. Logged information, including information provided by you for registration purposes, shall be used for administrative, operational, accounting, monitoring and security purposes only. Although efforts are made to

<Fig 1. create indico(CERN) account>

- set/change passwd of indico(CERN) account. (consult fig 2)
  - After creating indico account according fig 1, link for password setting of indico(CERN) will be sent to your e-mail. (password can be set/modified)



<fig 2. set/change passwd of indico(CERN) account>

○ Conference Registration by Registration Form  
(consult fig. 3)

The screenshot shows a web browser window displaying the registration page for the 24th International Conference on Accelerators and Beam Utilizations (ICABU 2022). The page title is "The 24th International Conference on Accelerators and Beam Utilizations (9-November 11, 2022): Conference Registration - Indico". The URL is "https://indico.cern.ch/event/1072617/registrations/81438/". The page features a blue header with the ICABU 2022 logo and the text "The 24th International Conference on Accelerators and Beam Utilizations". Below the header, the dates "Nov 9 - 11, 2022" and "Asia/Seoul timezone" are displayed. A search bar is located on the right side of the header. The main content area is divided into two columns. The left column contains a navigation menu with items such as "Home", "Venus", "Book of Abstracts", "Registration", "ICABU2022 Abstract Submission", "Abstract submission", "Abstract Submission Guidelines (by INDICO)", "Abstract Templates Downloadable", "ICABU2022 Paper Submission", "paper submission", "Paper Submission Guidelines (by INDICO)", "Paper Templates Downloadable", "Industry Exhibition", "Registration Form (for Industrial Exhibition)", "Layout & Hours", and "Accommodations". The "Registration" item is highlighted with a red box. The right column contains the "Registration" section, which includes a "Personal Data" form. The form fields are: Title (dropdown menu), First Name \* (text input: Kyeong-Jun), Last Name \* (text input: Mun), Email Address \* (text input: kjmun@kaeri.re.kr), Affiliation (text input), Country \* (dropdown menu), and Payment \* (radio buttons for Student and Professional). A green message box states "The registration will be associated with your Indico account." Below the form, the registration fee is listed as "Student 70,000 kRW / Professional 150,000 kRW". There are also checkboxes for "ICABU2022 Facilities" (100 MeV Proton Linear Accelerators (KOMAC) and 3rd and 4th Generation Light Source (PAL)), "Social Event Participation" (Yes/No), and "Industry Exhibition Participation" (Yes/No). A "Register" button is located at the bottom of the form. A note at the bottom of the form states "(All the fields marked with \* are mandatory)".

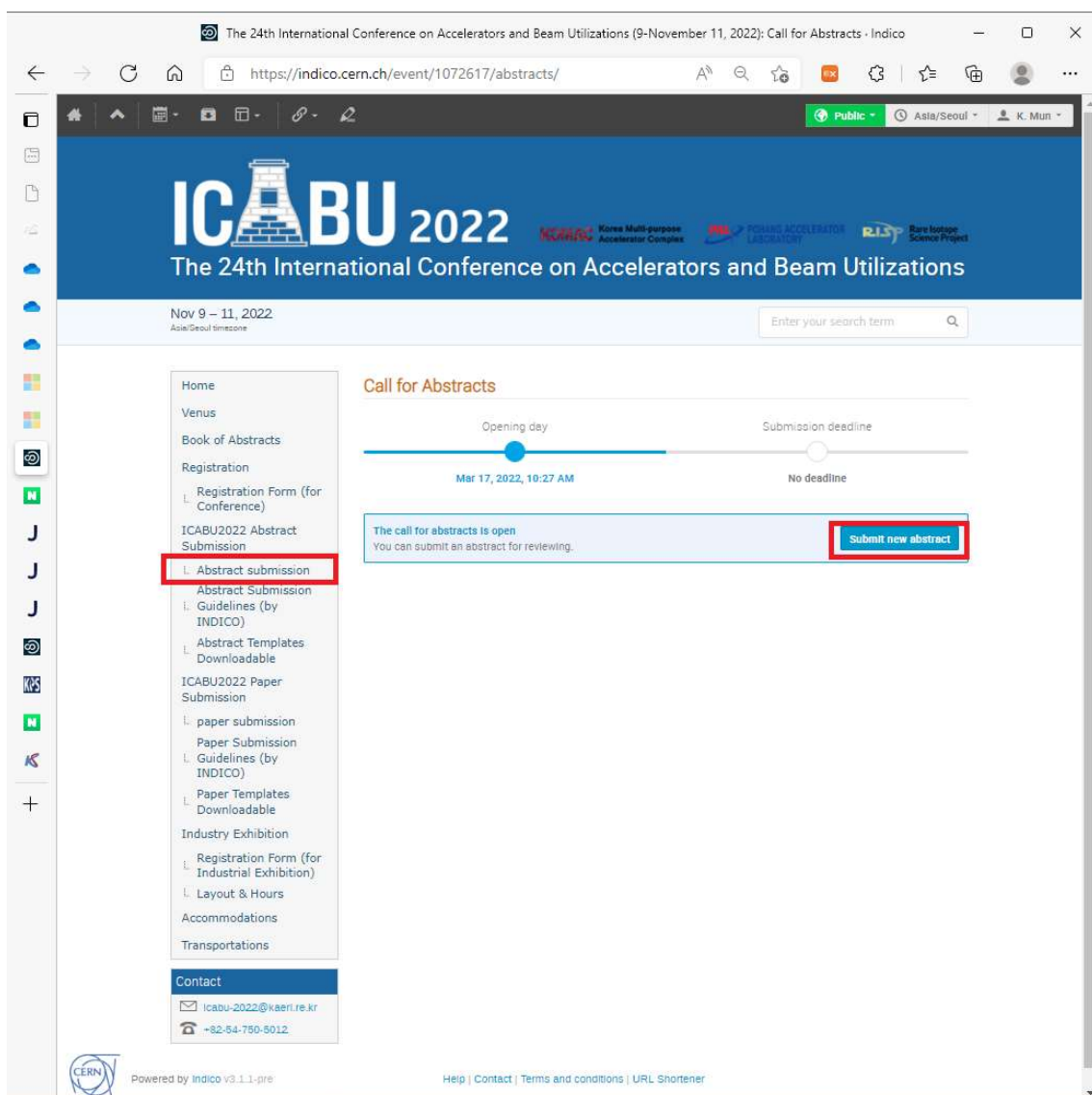
<fig. 3. Registration Form in ICABU2022 homepage>

○ Abstract Submission

use menu of ICABU22 homepage (by INDICO):

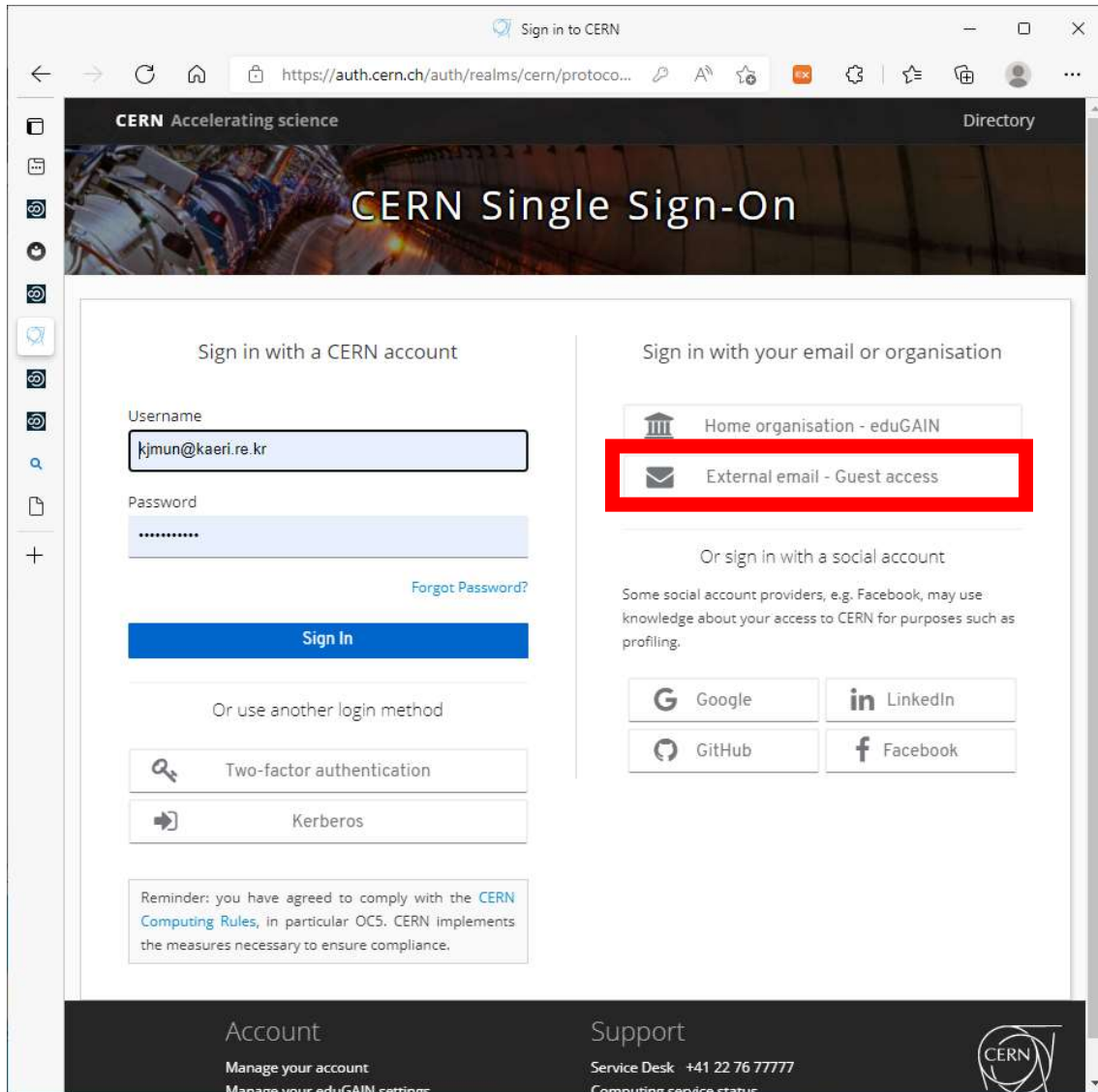
ICABU2022 Abstract Submission–Abstraction Submission

1. click 'submit new abstract button' in 'CABU2022 Abstract Submission–Abstraction Submission' (consult fig 4)



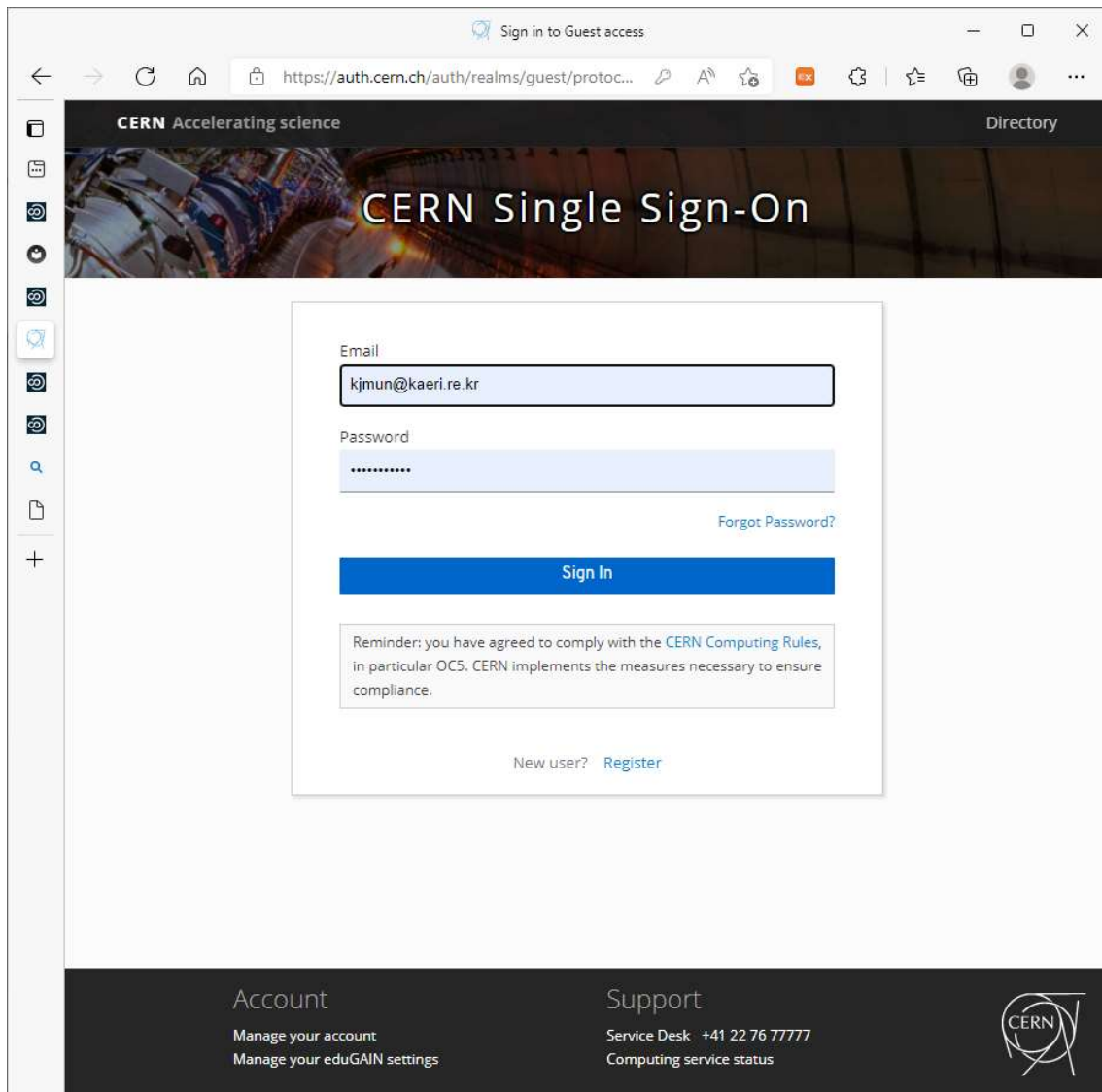
<fig. 4. submit new abstract button>

2. Login to indico (use indico(CERN) ID and password: fig 5)  
- Click 'External E-mail - Guest Access' in 'CERN single sign on' page



<fig 5. External E-mail - Guest Access' in 'CERN single sign on' page>

- login with E-mail and password information



<fig. 6. login with indico(CERN) id and password>

### 3. Submit your abstract file(s)

- Type your abstract info (abstract title, principal author, etc.)
- Type any word(s) in Content (one of the key words, etc.)
- Drag your abstract file into the Attachment Area
- choose contribute type as 'conference abstract submission'
- choose abstract fields (Accelerator / Beam Utilization / KOPUA)
- Press submit button (Then, your Abstract will be uploaded.)

The image shows a web form titled "Submit new abstract". It contains the following elements:

- Title:** A text input field.
- Content:** A rich text editor with a toolbar and a note: "You can use Markdown and LaTeX math formulae."
- Contribution type:** A dropdown menu currently showing "No type selected".
- Authors:** A dropdown menu with "No type selected" selected. The menu is open, showing options: "Confidential Abstract Submission" (highlighted), "Conference Paper Submission", and "Co-authors". Below the menu, it says "There are no co-authors" and includes an "Add myself" button, a "Search" button, and an "Enter manually" button.
- Comments:** A text input field.
- Attachments:** A dashed box containing the text "Drag file here - or -" and a button labeled "Choose from your computer".
- Accelerators:** A dropdown menu.
- Beam Utilizations:** Radio buttons for "No selection" (selected) and "Beam Utilizations".
- KOPUA:** Radio buttons for "No selection" (selected) and "KOPUA".
- Buttons:** "Submit" and "Cancel" buttons at the bottom.

<fig 7. popup for abstract submission>