

## SURAT TUGAS (*Letter of Assignment*)

Nomor: 11/16/HI-BTS/X/2022

Tentang / *Concerning*  
Kegiatan International Conference Batavia Transdisciplinary Symposium (BTS) 2022/  
*Batavia Transdisciplinary Symposium (BTS) 2022 International Conference Activity*  
Semester Ganjil Tahun Akademik 2022/2023 / *Odd Semester, Academic Year 2022/2023*

Direktur Lembaga Riset dan Pengabdian kepada Masyarakat Universitas Dian Nusantara - Jakarta, memberikan tugas sebagai penulis bersama dalam kegiatan International Conference Batavia Transdisciplinary Symposium (BTS) 2022 sesuai bidang keilmuan kepada/Director of the Institute for Research and Community Services at Universitas Dian Nusantara - Jakarta, assigned the task of being a co-author in the 2022 Batavia Transdisciplinary Symposium (BTS) International Conference according to the area of expertise to:

Penulis Korespondensi/ <i>Corresponding</i>	: Madarif Prawibowo (NIM: 51119013)
Presenter/ <i>Presenter</i>	: Madarif Prawibowo (NIM: 51119013)
Semua Penulis/ <i>All Authors</i>	: Madarif Prawibowo (NIM: 51119013), Komarudin (NIDN: 0323016303), Wahyu Fajar Nuri
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Dengan judul/ *With the title Design Of Air Coditioning System In Archive Depot Building Of Department Of Archives And Library Of Depok* dan tanggung jawab pelaporan sebagai berikut/ *and reporting responsibilities as follows*:

1. Mengirimkan abstrak, full paper, melakukan pembayaran biaya konferensi, melakukan *upload* bukti pembayaran di website [https://confbeam.net/2022/bts/kfz/Submitting abstracts and full papers, as well as paying conference fees and uploading proof of payment to the website https://confbeam.net/2022/bts/kfz/](https://confbeam.net/2022/bts/kfz/Submitting%20abstracts%20and%20full%20papers,%20as%20well%20as%20paying%20conference%20fees%20and%20uploading%20proof%20of%20payment%20to%20the%20website%20https://confbeam.net/2022/bts/kfz/)
2. Mendokumentasikan tahapan pendaftaran dalam *hardcopy* dan *softcopy* sesuai dengan ketentuan yang berlaku dalam konferensi/*Documenting the registration stages within hardcopy and softcopy in accordance with the applicable provisions at the conference.*
3. Melaporkan seluruh lampiran dokumentasi kegiatan kedalam website Sistem Informasi Sumberdaya Terintegrasi (sister-dikti) untuk kepentingan pengembangan karir/*Reporting all attachments of activity documentation to the Sistem Informasi Sumberdaya Terintegrasi (sister-dikti) website for career development purposes.*
4. Melakukan revisi artikel yang telah dikirimkan, sesuai dengan pesan yang akan disampaikan mitra kerja, yaitu RPI maupun dari Publisher langsung yaitu Knowledge-E/AIP Publishing/*Revising the articles which have been submitted, in accordance with the messages conveyed by partners i.e. Rumah Publikasi Indonesia (RPI), or from the Publishers i.e. Knowledge-E/AIP Publishing.*

Demikian, Surat Tugas ini dibuat untuk dapat dilaksanakan dengan penuh tanggung jawab/*Thus, this Letter of Assignment is made to be carried out with full responsibility.*

Dikeluarkan di/*issued in* : Jakarta  
Pada tanggal/*dated on* : 5 September 2022

Direktur Lembaga Riset dan Pengabdian kepada Masyarakat,  
*Director of the Institute for Research and Community Services,*



UNIVERSITAS  
DIAN NUSANTARA

Caturida Meiwanto D., M.Ak., Ph.D., CBV., CDMS  
NIDN/NIK: 0303057402/12057404220020

### Tembusan Yth.:

1. Para Wakil Rektor/*Vice Chancellors*
2. Para Direktur dan Dekan/*Directors & Deans*
3. Para Ketua / Sekretaris Program Studi/*Head/Secretary of Departments*
4. Ketua SPMI/*Head of Internal Quality Assurance System*