Registration Guideline 注册须知

1. Registration process 注册流程

1.1 How to register for the conference 如何注册参加会议

- Registration must be done via the RPG 2023 event website
  通过会议官网链接进行注册

- **At least 1 author** must register & attend the conference to present the paper.
  每篇文章至少有一名作者注册并参会做报告

- The different registration category can be found on the event website. Whoever attends the conference should make the registration and payment based on the category that suite him/her best.
  注册类型请参考会议网站。注册原则为：**谁参会--谁注册--谁缴费**

- **One author** attend conference with or presenting 2 or more papers, the 2nd or the 3rd paper is the **Additional paper** and is entitled for a discount.
  若一位作者参会，并报告 2-3 篇文章，第 2 及第 3 篇文章可作为额外文章享受折扣（例如，共计 2 篇文章，则额外稿件数量为 1；共计 3 篇文章，则额外稿件数量为 2，以此类推）。不同作者参会报告不同文章不能使用该折扣。

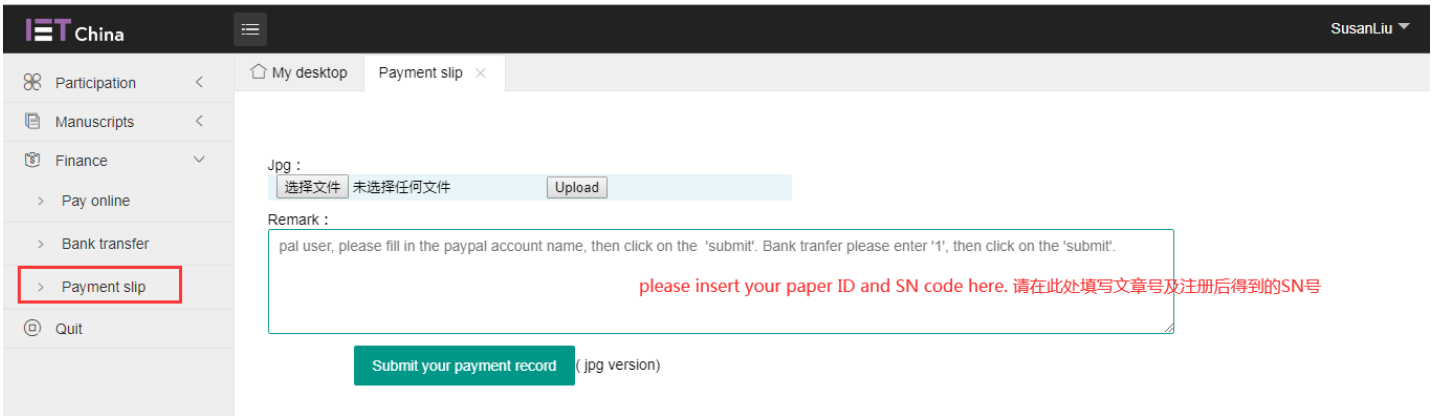
1.2 Registration fee 会议注册费

Who register	Registration Type	Early Bird Fee	Standard Fee
Adult	IET Member	2600CNY/380USD	3300CNY/480USD
	Non-IET Member	3100CNY/445USD	3900CNY/590USD
	2nd/3rd paper-adult	2000CNY/290USD	2600CNY/390USD
Student	IET Student Member	1600CNY/230USD	2000CNY/300USD
	Student Non-IET Member	1750CNY/252USD	2200CNY/330USD
	2nd/3rd paper-student	1450CNY/210USD	1800CNY/270USD
Delegate without paper	Delegate	2000CNY/290USD	2500CNY/380USD

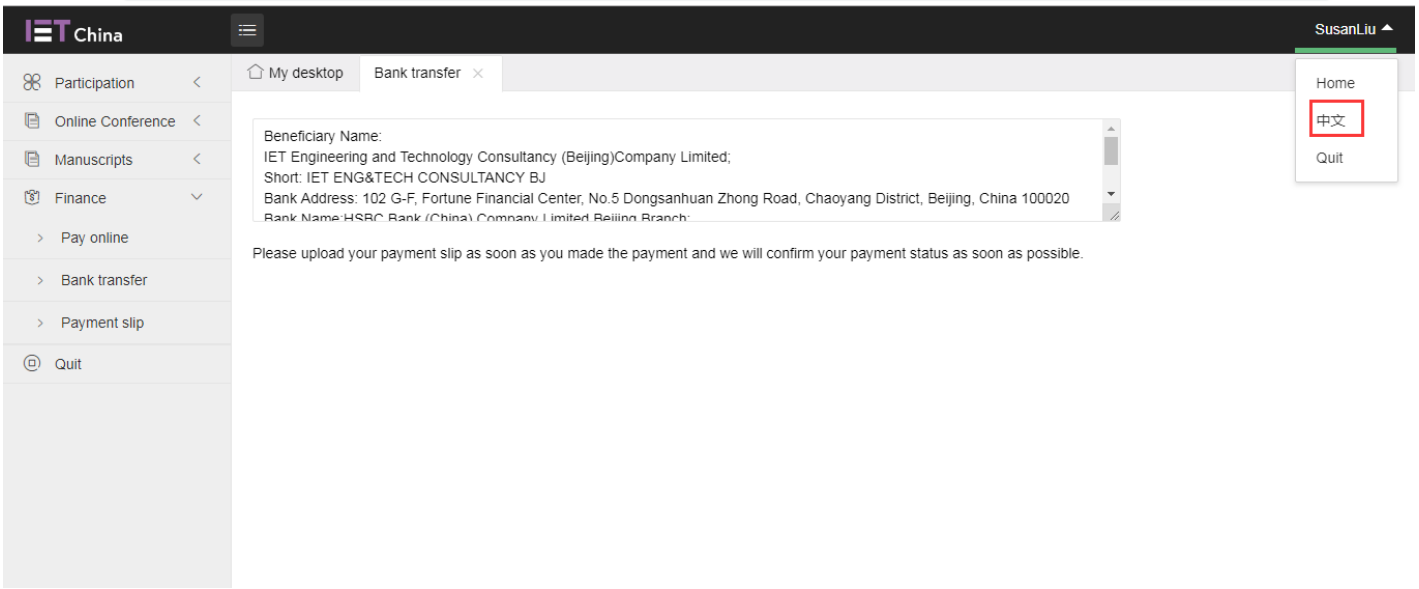
RPG 2023 Key dates	
Abstract submission deadline	~~20 March 2023~~ **09 April 2023**
Notification of abstract acceptance	24 April 2023
Submission deadline of full papers	~~24 May 2023~~ **16 June 2023**
Notification of full paper acceptance*	10 July 2023
Requested rework paper submission deadline**	17 July 2023
Early bird registration deadline	21 August 2023
Paper modification deadline***	21 August 2023
Author registration deadline	01 September 2023
Conference date	14-15 October 2023

1.3 Online payment & invoice 在线付款及发票申请

- Payment should be made via bank transfer or Alipay. **Paper ID and SN code** should be added as a note when transferring/uploading your payment slip. If the website status display "unpaid", please wait patiently, we need 1-2 working days to confirm the transfer.
  可通过银行转账或支付宝付款。请在转账时填写**文章号及注册后得到的 SN 号**并上传支付宝付款截图或银行转账确认单，网站状态显示未付款 unpaid 属于正常状况，我方公司账户需 1-2 个工作日确认到账）



Upload your payment slip here.
在此处上传支付宝付款截图或银行转账确认单



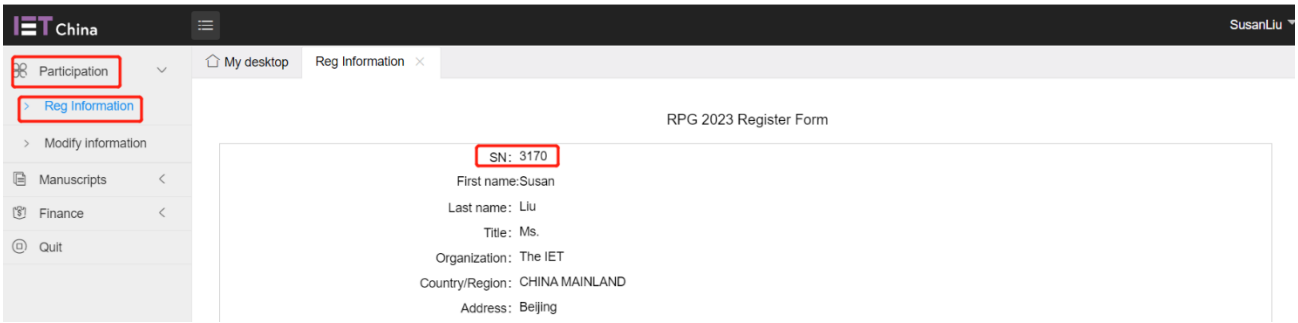
点击右上角进行中英文页面切换

1.4 Request for acceptance letter or Invoice 申请录用通知及发票

❖ Request for an acceptance letter 申请录用通知

After registration and payment process, should you need an acceptance letter please send your SN number and paper ID to event@theiet.org.cn to request for an electronic copy of acceptance letter.

若您需要录用通知，请在注册及付款后，发送您的 SN 号及文章号到 IET 会议邮箱 event@theiet.org.cn，我们会有工作人员为您提供电子版录用通知。



Note: SN number can be found in Reg information under Participation.
注：可在参会管理—>参会信息内查到 SN 号。

❖ Request for an invoice/Fapiao 申请发票

One of the IET staff will contact you to submit information for invoice/fapiao after your payment has been confirmed. Invoice/fapiao can be issued electronically (subject to availability) or send to you via post (freight collect).

在确认付款成功后，IET 工作人员会主动与您取得联系并协助您申请发票。可以开具电子发票（每月数量有限）；或通过快递邮寄给您（顺丰到付）；或会议现场签到处领取。

1.5 Privacy Notice for IET Event Registration IET 活动注册隐私声明

Please read the privacy notice carefully and whether you consent or not, please make sure you make the consent accordingly. 请认真阅读本隐私声明，并据此选择是否同意下述 privacy 1、2、3 条款。

Please click to view
Privacy Notice for IET Event Registration.
By signing this Privacy Notice and checking the "Yes, I consent" boxes below, I expressly and voluntarily agre e that:

* Privacy 1. IET may process my Personal Information fo r the purposes set forth in this Privacy Notice.

--Please check one--

* Privacy 2. ET may share my Personal Information with the Institution of Engineering and Technology for the p urposes set forth in this Privacy Notice and transmit suc h Personal Information to the Institution of Engineering and Technology in the United Kingdom.

--Please check one--

* Privacy 3. a perpetual, fully paid up and non-geogra phically restricted license to use the paper for the purp ose set forth in this Privacy Notice shall be granted to IE T and IET UK (if applicable).

--Please check one--

By checking the "Yes, I consent" boxes above, I ackno wledge that I have received, read, understood and a greed to be bound by, this Privacy Notice.

Explanations/说明：

Privacy 1: all **registrants** need to consent on this statement to register successfully.

隐私声明 1：所有**注册参会人员（有文章或无文章）**均需同意本项声明内容。

Privacy 2 & 3： all **authors** need to be consent on those statements for your paper to be published.

隐私声明 2 & 3：所有注册**作者（有文章作者）**均需同意此两项与论文发表有关声明。

2. Contact us 联系我们

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