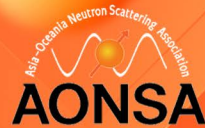


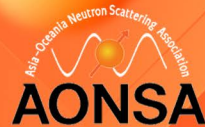
# AOCNS 2023



## **4<sup>th</sup> Asia Oceania Conference on Neutron Scattering**

**REGISTRATION GUIDANCE**

# AOCNS 2023



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## 1. Login to the IHEP Indico

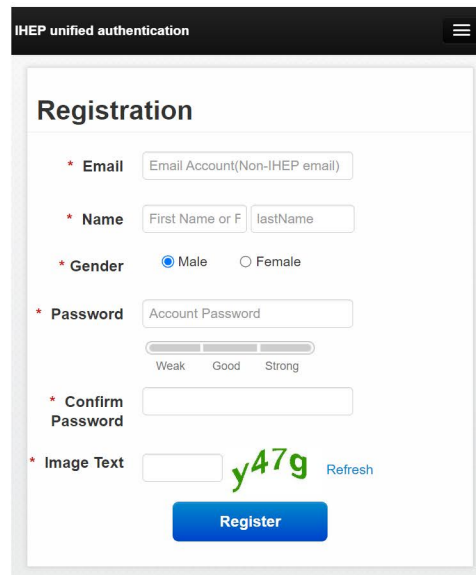
Participants could **use the IHEP SSO Account. If you do not have one, please register an IHEP SSO Account first:**

### Register an IHEP SSO Account:

Step 1: Click [HERE](#) to enter the registration webpage.  
Step 2: Answer all the questions on this page.

• Kindly note that all the questions on this page should be answered [in English](#).

If you have the IHEP SSO Account, turn to [2. Create Indico Profile](#).



The screenshot shows the 'IHEP unified authentication' registration page. The page title is 'Registration'. It contains the following fields and options:

- \* Email:** A text input field with the placeholder 'Email Account(Non-IHEP email)'.
- \* Name:** Two text input fields labeled 'First Name or F' and 'lastName'.
- \* Gender:** Radio buttons for 'Male' (selected) and 'Female'.
- \* Password:** A text input field with the placeholder 'Account Password'. Below it is a strength indicator bar with labels 'Weak', 'Good', and 'Strong'.
- \* Confirm Password:** A text input field.
- \* Image Text:** A text input field with the placeholder 'y47g' and a 'Refresh' link.

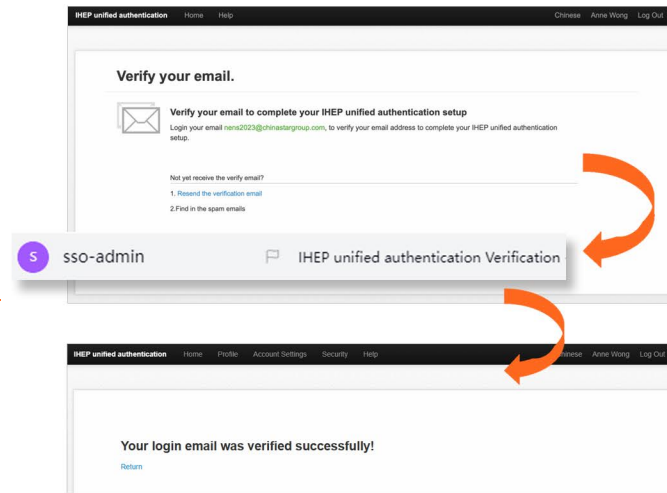
A blue 'Register' button is located at the bottom of the form.

## 1. Login to the IHEP Indico

After submitting your information, the system will send you a **verified email** automatically.

Click the link listed in **the authentication Verification** email **sent by sso-admin** to verify your registration.

Then your account will be **activated**.

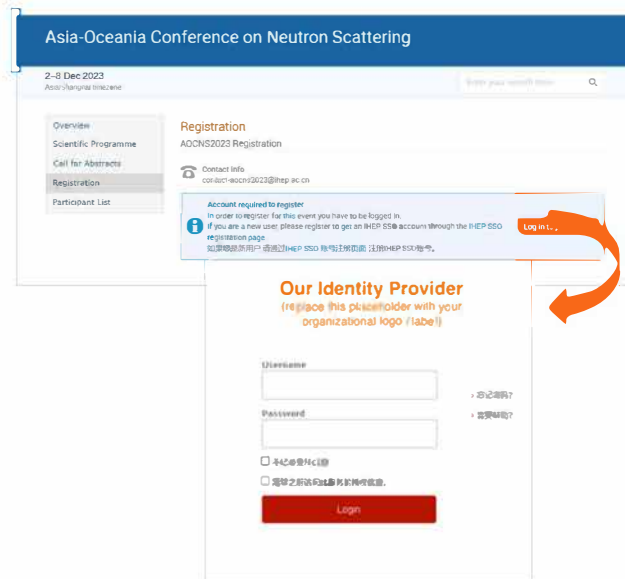


## 1. Login to the IHEP Indico

Using your IHEP SSO Account (which has been activated) to log in Indico registration system for AOCNS 2023.

Click then the page will bring you to the login page.

Fill in your login credentials and click **Login**.



Asia-Oceania Conference on Neutron Scattering

2-8 Dec 2023  
Aocns/amyra/indico

Overview  
Scientific Programme  
Call for Abstracts  
**Registration**  
Participant List

**Registration**  
AOCNS2023 Registration

Contact Info  
con.aocns2023@ihep.ac.cn

**Account required to register**  
In order to register for this event you have to be logged in.  
If you are a new user, please register to get an IHEP SSO account through the IHEP SSO registration page.  
如需参加活动，请通过IHEP SSO帐号注册页面注册IHEP SSO帐号。 [Login...](#)

**Our Identity Provider**  
(replace this placeholder with your organizational logo / label)

Username  
Password

Remember Me

Remember my login information.

Login

## 2. Create Indico Profile

Create your Indico profile. Fill in all the input boxes and then click [My profile](#) and click [Settings Button](#)

Kindly note that all the information should be in English.

After creating a new Indico profile, you will start your registration for AOCNS 2023.

### My Profile

#### Details

Title	<input type="text"/>
First name *	<input type="text"/>
Family name *	<input type="text"/>
Affiliation	<input type="text"/>
Address	<input type="text"/>
Phone number	<input type="text"/>
Email address	<input type="text" value="wangli-test@ihep.ac.cn"/>

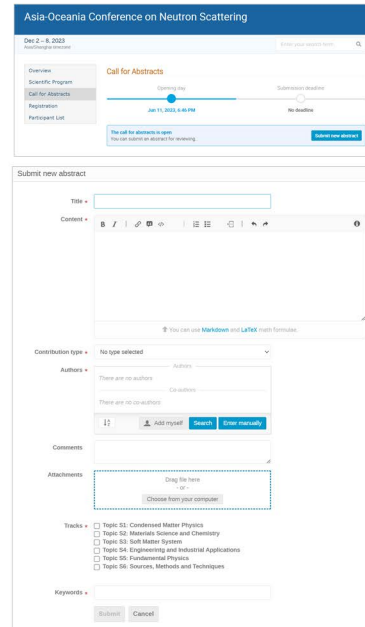
You can manage your email addresses [here](#).

## 3. To Submit an Abstract

Please provide your registration information listed on the webpage. All the fields marked with \* are mandatory.

Please Fill in all the mandatory information , then click the Submit button.

Please prepare your abstract via the Indico abstract submission system.



Provide your registration information listed on the webpage. All the fields marked with \* are mandatory. Please fill in all the mandatory information, then click the register button at the bottom of this page to confirm your registration.

### **Additional tips for Visa information:**

If you need the invitation letter to apply for an F visa, please send your request to [visa-aocns2023@ihep.ac.cn](mailto:visa-aocns2023@ihep.ac.cn) and include the following information:

Full name as it appears in your passport, specifying your First name, Surname, and middle names.

Gender / Date of birth / Passport number / Nationality / Passport date of issue / Passport date of expiry

Financial source for travel costs

Expected date of arrival and departure in China

Places to be visited during the stay

Current employer and research fields

City where there is an embassy or a consulate of China available for visa application



## 4. Register for AOCNS 2023

### Tips for Accommodation information column:

- Single room and double room are available
- Room rates are charged by the hotel front desk
- You do not need to fill in these input boxes if you select the No Accommodation.

#### Accommodation

Select your accommodation

Select your accommodation: \*

No accommodation

Book a single room [200 place(s) left]

Book a double room [199 place(s) left]

Arrival date \*

Departure date \*

### Tips for Registration Fee:

- For technique reason, pay method for registration fee vary for international- and domestic- participants respectively. If you are a domestic delegate or student, please select “I am a Chinese citizen. I will pay the fee via the payment code.” Click here to turn to the instruction about paying the fee by payment code
- Exhibitor/Sponsor participant please choose “I am an Exhibitor/Sponsor. My registration fee has been included in the exhibitor/sponsor fee.” If the number of participants of the exhibitor/sponsor exceeds the free registration quota, the additional participant should select the regular category and make the payment.

#### Registration Fee

We offer early bird and standard prices for staff and students, separately. The deadline for early bird registration is the 30th of August.

#### Cancellation Policy

Registrations cancelled before the 1st of August 2023 will be refunded 90% of the registration fees. Registrations cancelled after 1st of August 2023 will not be eligible for any refund. Cancellation notification must be sent to the conference email contact-aocns@ihep.ac.cn.

For domestic participants, please select the option: “I am a Chinese citizen and will pay the fee via the payment code.”  
此处PayPal支付只适用于美元支付的参会者，对于国内参会者，请通过打开以下链接，二维码扫码支付。  
<https://indico.ihep.ac.cn/event/19922/images/2935-%E9%A6%96%E6%AC%BE%E7%A0%81.jpg>

#### Pricing

Early Bird registration fee for student and retired is 350 USD/2450 RMB, for young scientist (under age of 32) is 400 USD/2800 RMB, for scientist is 600 USD/4200 RMB, for accompanying person is 350USD/2450RMB The standard registration fee for student and retired is 450 USD/3150 RMB, for young scientist (under age of 32) is 500 USD/3500 RMB, for scientist is 750 USD/5250 RMB, for accompanying person is 350USD/2450RMB

Registration Fee Payment

(All the fields marked with \* are mandatory)

## 5. Pay for your registration

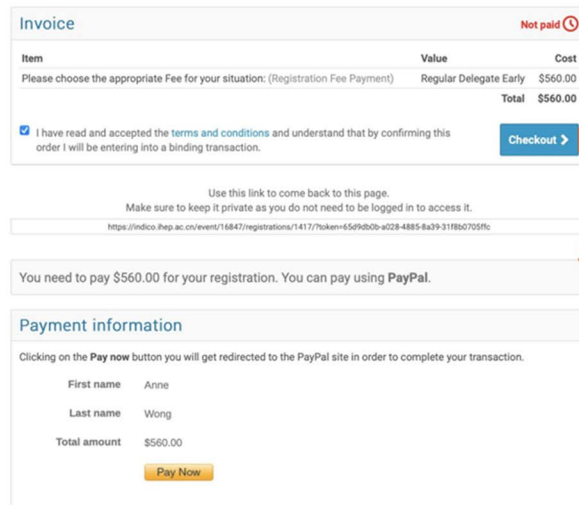
### For International Participants

After clicking [Register](#), you will turn to the Summary page, which listed all your registration information.

At the bottom of this list, there is the invoice for you to make your payment. Please check the booking list of your registration items and confirm the notice.

Click [Checkout](#) to the next step. Please double check your name and the total amount you will pay for this registration.


Click [Pay Now](#) to enter PayPal payment platform.



The screenshot shows a payment interface with the following elements:

- Invoice** header with a "Not paid" status and a refresh icon.
- A table with columns: Item, Value, and Cost.
- Table content:

Item	Value	Cost
Please choose the appropriate Fee for your situation: (Registration Fee Payment)	Regular Delegate Early	\$560.00
	<b>Total</b>	<b>\$560.00</b>
- A checkbox with the text: "I have read and accepted the terms and conditions and understand that by confirming this order I will be entering into a binding transaction." A blue "Checkout" button is to the right.
- A warning message: "Use this link to come back to this page. Make sure to keep it private as you do not need to be logged in to access it." Below it is a URL: <https://indico.hep.ac.cn/event/16847/registrations/1417/?token=6569d00b-a028-4885-8a39-31f860705ffc>
- A message: "You need to pay \$560.00 for your registration. You can pay using PayPal."
- Payment information** header.
- Text: "Clicking on the **Pay now** button you will get redirected to the PayPal site in order to complete your transaction."
- Form fields:
  - First name: Anne
  - Last name: Wong
  - Total amount: \$560.00
- A yellow "Pay Now" button.



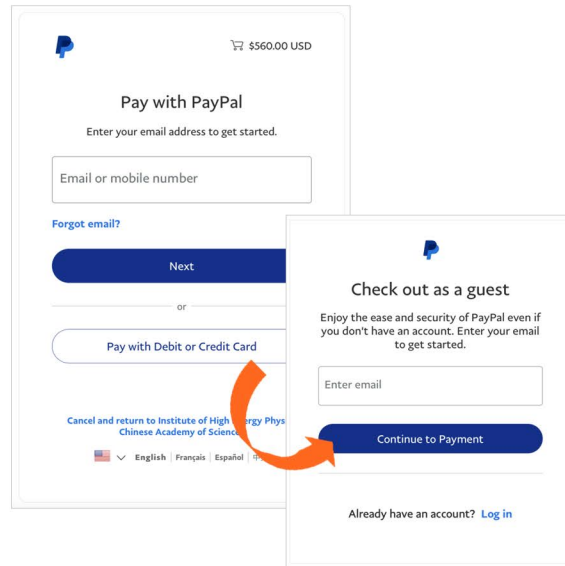
## 5. Pay for your registration

### For International Participants

Using PayPal to pay for your registration.

If you do not have a PayPal account, click [Pay with Debit or Credit Card](#) to make your payment by as a guest. Fill in your email address on the new page and click [Continue to Payment](#) to the next step.

Kindly note that only overseas bank cards issued not in the mainland of China could be used to pay your registration fee by PayPal. As the payment will be made in USD, please also be aware of the transaction fees and currency exchange fees.

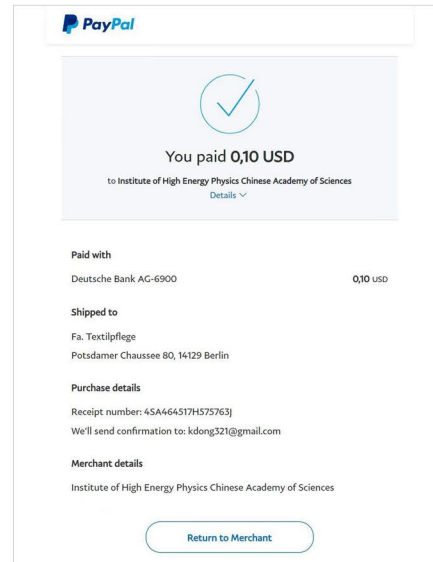


### For International Participants

When you receive the payment confirmation from PayPal, which includes the amount and the beneficiary's name, you have completed your payment by PayPal.

Please double-check your payment status in the Indico system. The status should be changed from **awaiting payment** to **completed**.

Send us an email if anything doubts you. You can find our contact in the end page of this file.



## 5. Pay for your registration

### For Domestic Participants (境内代表支付说明)

#### PAYMENT BY PAYMENT CODE (FOR RMB ONLY)

国内用户可以扫描以下二维码转账，并注明“AOCNS2023 + 姓名”。

Participants from China can pay by scanning the QR code below.

Please write “AOCNS2023 + your name” in the notes.



在此扫码付款

400 886 9999



#### CSNS BANK ACCOUNT INFORMATION FOR DOMESTIC PARTICIPANTS:

国内代表选择汇款方式缴纳注册费，请汇至如下账户，并请在汇款时一定要注明参会人员姓名及会议名称，例如：李明-AOCNS2023，并且请妥善保存汇款凭证，以方便查询。

开户名：散裂中子源科学中心

开户行：中国农业银行东莞松山湖支行

账号：4430 8001 0400 0147 8

#### ON-SITE REGISTRATION:

You can pay with cash or credit card on-site from December 2-December 3, 2023. Please note that for cash we only accept Chinese RMB.

### For International Participants

The staff will send you the receipt after receiving your request and confirming your payment has been transferred. This receipt will include your affiliation, address, name, registration number, conference date, registration category and the amount you have paid for it. If you need us to list other information, please include it in your request email. If you have any problem with the receipt, please send your registration reference number and full name to the conference secretariat (registration-aocns2023@ihep.ac.cn).

### For Domestic Participants

国内参会人员，扫描下图二维码，输入开发票信息并提交。注册费发票于2023年12月8日开始开具，经由电子发票系统发送至代表支付时填写的收票手机号和邮箱中。若在期限内未收到电子发票，请将您的姓名及注册号附带问题发送至registration-aocns2023@ihep.ac.cn。工作人员在收到您的邮件后，会尽快核实开票情况并重新将发票发送给您。

扫一扫 开发票



国家税务总局电子发票服务平台

# AOCNS 2023



## Thank you for your interest and support for The 4th Asia-Oceania Conference on Neutron Scattering

If you have any questions during your registration and payment for AOCNS 2023, please contact us via email, please specify the issues in the title of your email with a format of “AOCNS 2023 + your issue” (eg. AOCNS 2023 Registration).

### AOCNS 2023 Congress Secretariat

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