

Registration Check List

注册程序速检表

Please tick the boxes below at each stage. 完成有关事项后可在方格内打勾。

(All forms can be downloaded from www.tbisocietyconference.org, under 'FORMS')

Stage 1: Full paper or abstract submission

Submitted full paper/abstract in required format online before the deadline. (Quote your Paper ID at all times)

- Full paper (Original paper only) 论文只接收首发稿
- Abstract in required format (按照大会要求格式提交摘要)
- In required format, or else will be rejected. 提交论文请严格遵守大会要求的论文格式，否则拒收。

Download: Form 04_Paper format template, Form 4b-Abstract format template

Paper format instruction: Form 04e-Paper format instruction-English

Form 04c-文章标准格式指南 - 中文

- Proofreading is author's own responsibility 文责自负

Stage 2: Pay the registration fee Please quote your Paper/Manuscript ID and always check the official website for most updated information.)

2.1 After received the Paper Acceptance Notification (PAN) or AAN (Acceptance of Abstract Notification), settle the registration fee to TBIS designated account within 7 days from the date you received notification email (Form 05-Payment instruction). 在收到录取通知书 7 日内缴付注册费

- Upload the payment slip and update the invoicing information in your account online (In your account: Choose 3)
在您注册参会的账户内上传有效缴费证明（如在线提交成功收据，电汇收据等）
- Inform the secretariat via email after completing the payment and invoicing information online. 电邮通知秘书处已在线提交付款信息

2.2 Peer-review process (For paper submission only)

- Complete the Recommend reviewer Form (Form 21) and send back to secretariat.

We will assign your paper to reviewers in our database; meanwhile, you are suggested to recommend 3-5 reviewers for facilitate the review process. (请完成表格 21-推荐审稿专家，并提交给秘书处)

- It is expected the review process to be completed within 4-6 weeks from the date we received your payment slip or as long as there are at least 2 peer-review comments received. (您的文章将在秘书处确认收悉注册费后进入同行评审阶段。评审大约在 4-6 个星期，或者在收到至少 2 个审稿建议后结束)
- At this stage you may revise your paper according to the review comments shown up in your account accordingly but submit the revised version only after the review process has completed. (14 days of revision period will be given upon the completion of the review process. Revised paper need to be submitted to proceedings@tbisociety.org with subject **Paper ID-revised paper**) (您随时可以根据网上的专家审稿建议修改文章。文章修改的最终版请在秘书处通知您审稿过程结束后的 14 日内提交到 proceedings@tbisociety.org)

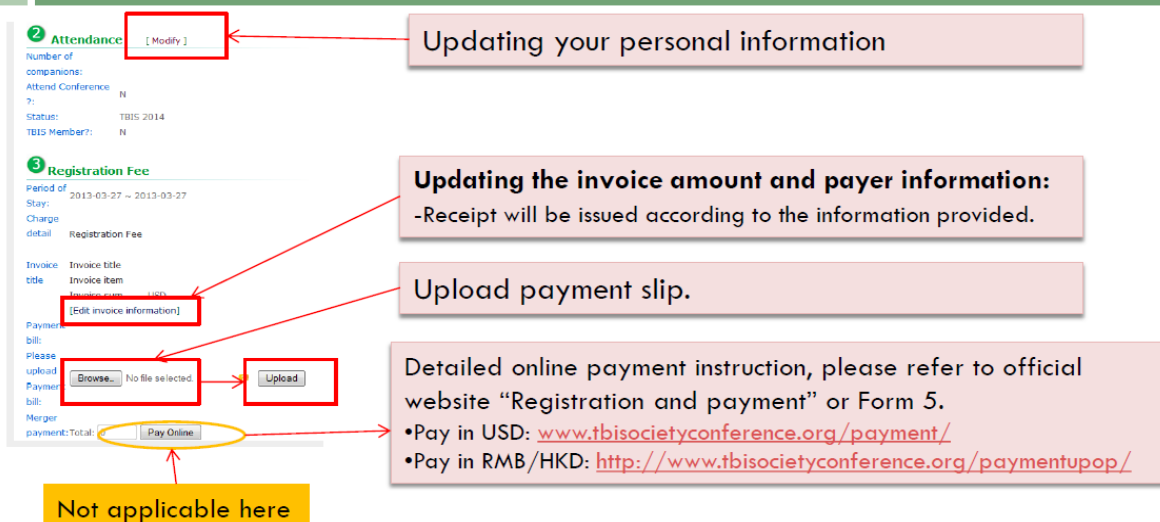
□ 2.3 Collection of the receipt:

- Official receipt will be issued according to the information you provided online. (收据的付款方信息根据您在线提供信息发出)
- Official receipt will be sent to you via Email within 30 days after the conference concluded. (收据在会议结束后30内电子邮件寄送)

Instruction on how to upload the payment slip:

Access official website: www.tbisocietyconference.org
 Login “Delegate center” Under “Paper submission/Review)

Updating invoicing and payment information



The screenshot shows the registration system interface with several key areas highlighted and annotated:

- Updating your personal information:** A red box highlights the "[Modify]" link in the "Attendance" section.
- Updating the invoice amount and payer information:** A red box highlights the "[Edit invoice information]" link in the "Registration Fee" section.
- Upload payment slip:** A red box highlights the "Browse..." button, and another red box highlights the "Upload" button.
- Payment Options:** A yellow oval highlights the "Pay Online" button. A yellow box below it says "Not applicable here".
- Payment Instructions:** A text box provides detailed online payment instructions, including links for USD and RMB/HKD payments.

Congratulation! You have completed the registration for TBIS conference.

For any inquiries, please quote your manuscript ID send email to TBIS secretariat.