

## GUIDELINES TO PARTICIPANTS FOR REGISTRATION, SUBMISSION OF ABSTRACTS/ FULL PAPERS AND PAYMENT

- **Registration-** User needs to register online on the Portal. After submitting all the details, an alert message will be displayed on the page about a unique Registration ID. An email for the same shall also be sent on the Registered Email Address. User needs to note down the Registration ID for the login in to the portal.

*Note: Using one Registration Id User can submit at the most two abstracts with the same payment details.*

➤ **Abstract Submission-**

- **Login-** Sign In using your login credentials (i.e *Registration ID and Password*).
- Go to "**Abstract Management**" tab, then click on "**Submit Abstract**" option and submit the particulars in the form.
- Once the abstract gets provisionally approved, User needs to pay the Registration fee in the Bank account number (*details for the same is provided on the Portal*). After Payment User needs to submit the Payment Details on the Portal. After Approval of the abstract, Payment button will be enabled to fill the payment related details like (D.D. No. / UTR code/ Transaction ID/any other related detail etc.) for verification by the organiser on "**Submitted Abstract Status & Update Payment Details**" tab on the portal.  
*Note:- Registration of the User will be considered final once Payment Details are Approved by the organiser.*
- User can submit the full paper in "**Approved Abstracts & Submit Full Paper**" tab after payment approval by the organiser.
- In "**List of All Final Abstracts**" tab user can check all the submitted abstracts (maximum two) using one Registration ID.

➤ **Payment Verification-**

I. **For Participants who are Submitting Abstract:-**

Once the abstract gets approved by the organiser, User can submit Payment details. If the submitted payment detail is found incorrect by the organiser, User will need to submit the Payment details again

*Note Registration of the User will be considered final once the Payment Details are approved by the organiser.*

II. **Full Paper Submission-** After the verification of your payment details you can submit full paper.

✓ **For Participants who are Only Attending the Conference:-**

- Go to "**Payment (Only attending Conference)**" tab and submit the payment details.
- You can check the status in the "**View Payment Details**" tab.