



**The 12th International Conference on Mechanical
Engineering Design of Synchrotron Radiation Equipment
and Instrumentation (MEDSI2023)**

REGISTRATION GUIDANCE



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Login to
the
IHEP
Indico**

**2 •
Create
Indico
Profile**

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for
MEDSI
2023**

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Participants

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**5 •
Receipt &
Chinese
Fapiao**

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**:

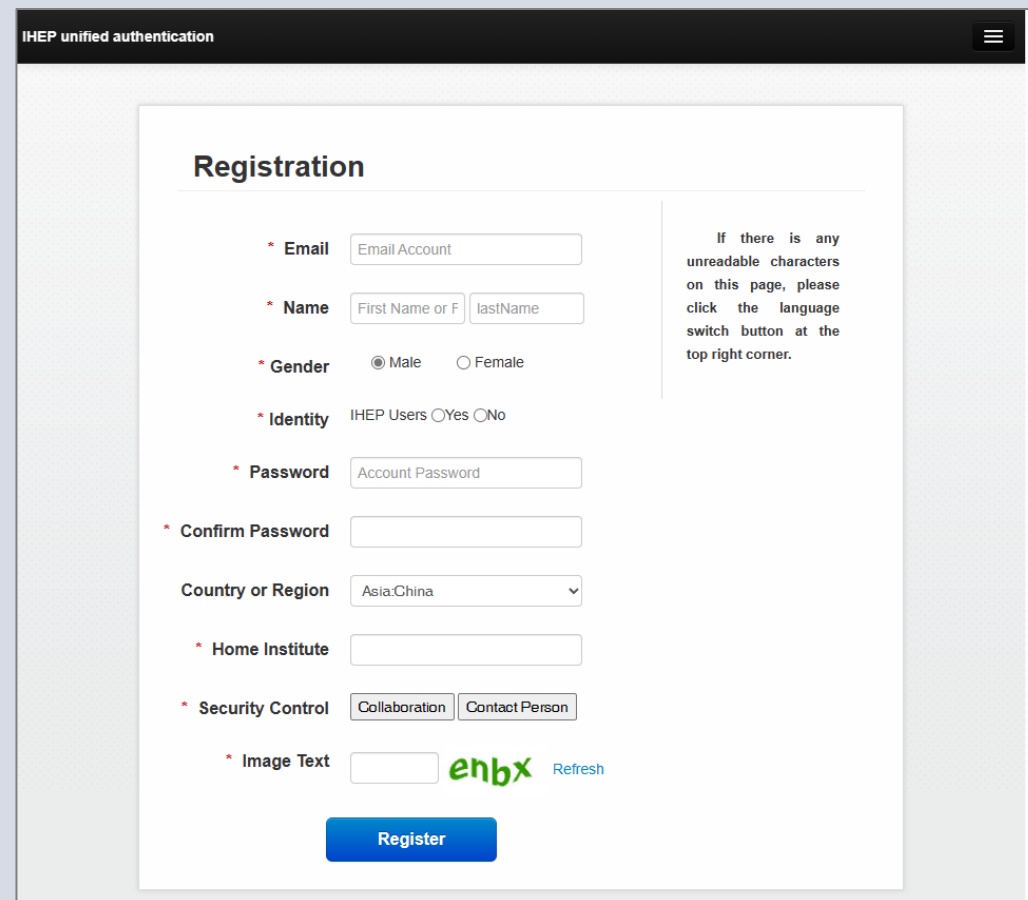
Register an IHEP SSO Account:

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**.
- Click on for and type in MEDSI2023@ihep.ac.cn as “Contact person’s email”.

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 several form fields and a "Register" button. The fields are:

- * Email:
- * Name:
- * Gender: Male Female
- * Identity: IHEP Users Yes No
- * Password:
- * Confirm Password:
- Country or Region:
- * Home Institute:
- * Security Control:
- * Image Text:  [Refresh](#)

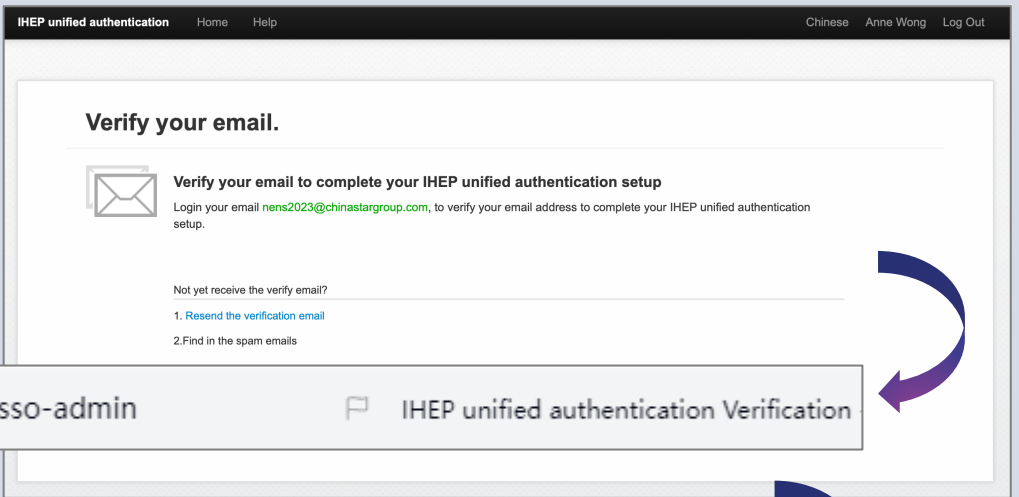
A blue "Register" button is located at the bottom of the form. A note on the right side of the page reads: "If there is any unreadable characters on this page, please click the language switch button at the top right corner."

1 · Login to the IHEP Indico

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

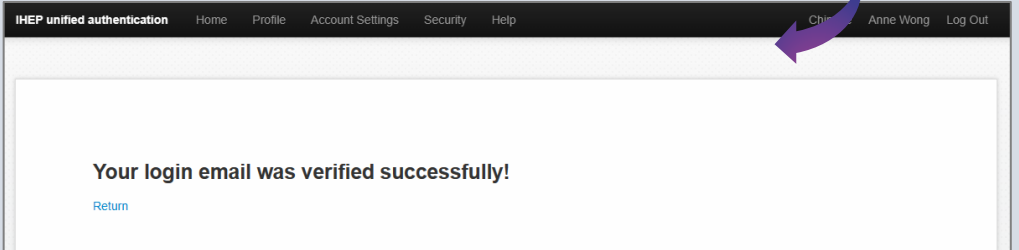
Click the link listed in this email to verify your registration.

Then your account will be **activated**.



The screenshot shows the 'IHEP unified authentication' interface. The main heading is 'Verify your email.' Below it, there is an envelope icon and the text: 'Verify your email to complete your IHEP unified authentication setup. Login your email nens2023@chinastargroup.com, to verify your email address to complete your IHEP unified authentication setup.' A section titled 'Not yet receive the verify email?' contains two links: '1. Resend the verification email' and '2. Find in the spam emails'. A purple arrow points from the 'Resend the verification email' link to the 'IHEP unified authentication Verification' notification in the system tray.

The system tray shows a notification for 'IHEP unified authentication Verification' with a purple 'S' icon. A purple arrow points from this notification to the 'Return' link on the success page below.

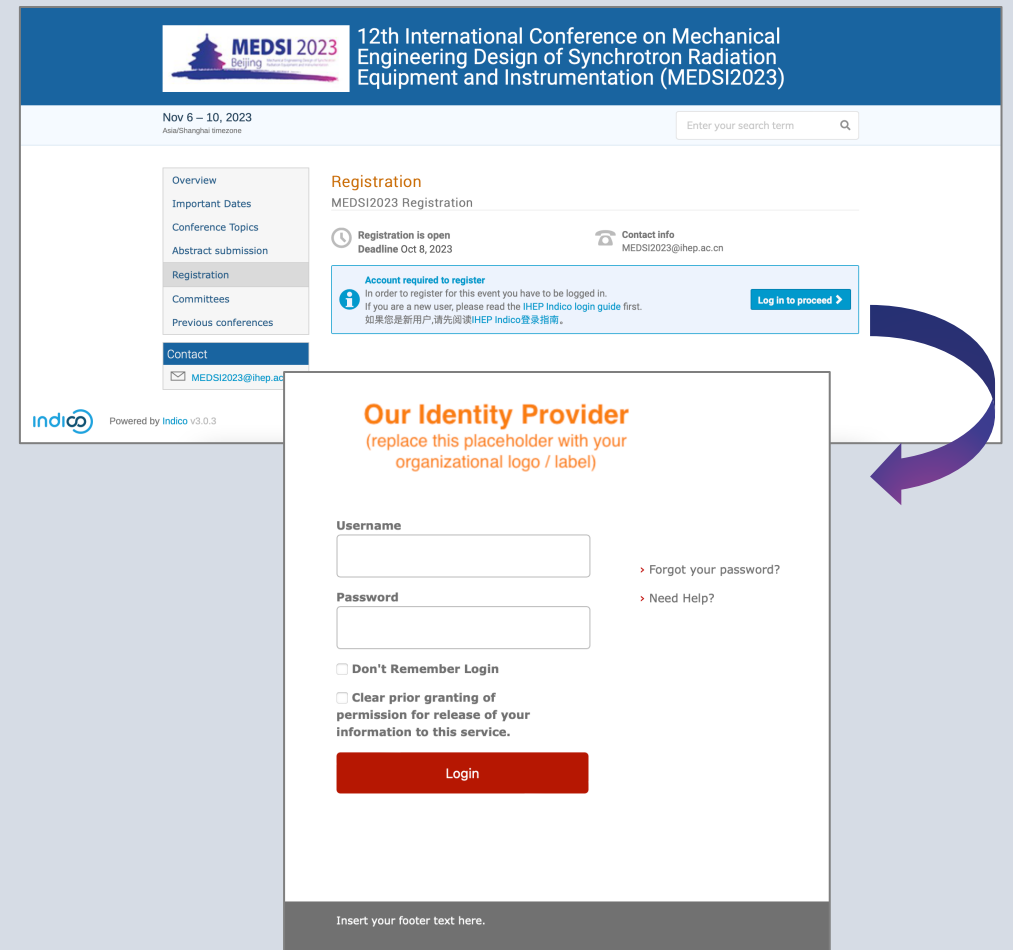


The screenshot shows the 'IHEP unified authentication' interface after successful verification. The main heading is 'Your login email was verified successfully!' with a 'Return' link below it. A purple arrow points from the 'Return' link to the 'IHEP unified authentication Verification' notification in the system tray above.

1 · Login to the IHEP Indico

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

Click [Log in to proceed >](#) then the page will turn to the next one. Fill in your account information and click [Login](#)



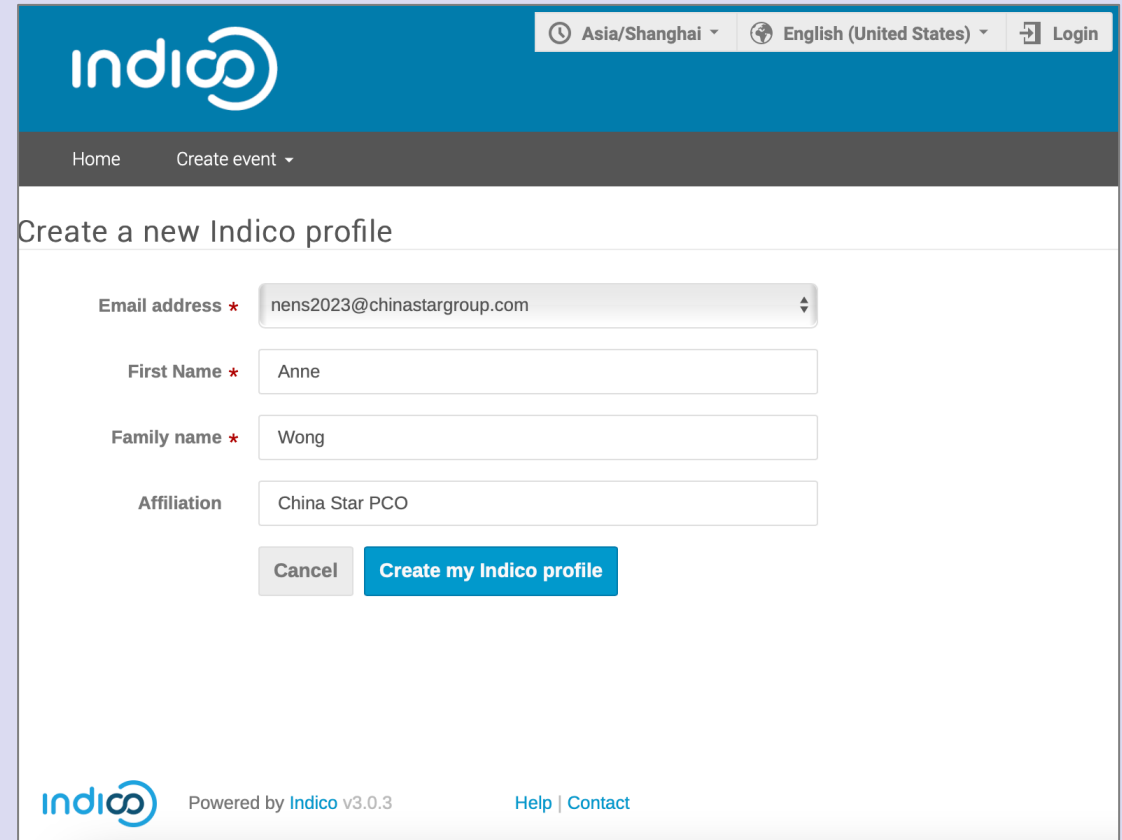
The screenshot shows the MEDSI 2023 registration page. The header includes the event title and dates (Nov 6-10, 2023). A navigation menu on the left lists various sections. The main content area is titled 'Registration' and contains a 'Log in to proceed >' button. A purple arrow points from this button to a login form overlay. The form has fields for 'Username' and 'Password', a 'Forgot your password?' link, a 'Need Help?' link, and a 'Login' button. Below the form is a placeholder for an organizational logo and a footer area.

2 • Create Indico Profile

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

Kindly note that all the information should be **in English**.

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



The screenshot shows the Indico web interface for creating a new profile. The header includes the Indico logo, location (Asia/Shanghai), language (English (United States)), and a Login button. The main content area is titled 'Create a new Indico profile' and contains the following form fields:

- Email address ***: nens2023@chinastargroup.com
- First Name ***: Anne
- Family name ***: Wong
- Affiliation**: China Star PCO

At the bottom of the form are two buttons: 'Cancel' and 'Create my Indico profile'.

Footer: Indico logo, Powered by Indico v3.0.3, Help | Contact

3 · Register for MEDSI 2023

Supply your registration information listed on the webpage. All the fields marked with * are mandatory.

Fill in all the information mandatory, please click the **Register** button at the bottom of this page to confirm your registration.

Tips for Visa information column:

- If you **need the invitation letter** to apply for an F visa when you fill in the Visa column, please select **“I need to apply for an F visa”** and **answer all the questions** under it.
- You do not need to fill in these input boxes if you select the other selections.

Visa

Both business visa (F type visa) and tourist visa will enable foreign participants to enter China. If you prefer to apply for F type visa, we will send the invitation letter to you via email within 15 days after your payment. The deadline for the visa letter application is September 30th, 2023!!! If you want to apply for F type visa, please fill in All the Blanks for additional information in this section.

Visa *



- I am a Chinese citizen.
 I already have a valid Chinese visa.
 I need to apply for F visa.
 I will apply for tourist visa by my self.

Full name as it appears in your passport

Passport Number

Nationality

Passport Validity

Please pay attention that your passport must be valid later than May 11th, 2024.

City where you want to get the visa from

In this city there is a Chinese embassy or consulate where you want to get the visa from.

Research Field

Coming to China for the first time

3 · Register for MEDSI 2023

Tips for Registration Fee Payment column:

- Options “Regular Delegate Early” and “Student” are for international participants only. 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.**

Tips for Accompanying Fee Payment:

- If you have **more than 1 accompanying person** coming with you during the conference, please send your request to us via MEDSI2023@ihep.ac.cn

Registration Fee Payment

This column for non-domestic participants US dollar payment only. If you are Chinese, please select "I am a Chinese citizen and will pay the fee via the payment code."
此处Paypal支付只适用于美元缴费，人民币支付请在注册说明中扫描二维码缴纳相应费用。

Please choose the appropriate Fee for your situation: *

Full Delegate Regular 700 USD
 Student 350 USD
 I am a Chinese citizen. I will pay the fee via the payment code.
 I am an Exhibitor/Sponsor, My registration fee has been included in the exhibitor/sponsor fee.
 I am the conference editor.

Accompanying Fee Payment

Delegate should kindly do the payment for each accompanying person. If you don't have an accompanying person, please skip the following payment for accompanying Fee.

Do you have an accompanying person? * no

If you have accompanying person(s), please choose the social events he/she wants to attend:

Welcome Reception (Monday, 6 Nov. 2023) 50 USD
 Lunches (including lunches from Tuesday to Friday)) 100 USD
 Conference Banquet Dinner (Thursday, 9 Nov. 2023) 75 USD

4 • 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.

Invoice
Not paid 

| Item | Value | Cost |
|--|-----------------------|------------------|
| Please choose the appropriate Fee for your situation: (Registration Fee Payment) | | |
| | Full Delegate Regular | \$700 |
| Total | | \$ 700.00 |

I have read and accepted the [terms and conditions](#) and understand that by confirming this order I will be entering into a binding transaction.

Checkout 

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.

<https://indico.ihep.ac.cn/event/16847/registrations/1417/?token=65d9db0b-a028-4885-8a39-31f8b0705ffc>

You need to pay \$700.00 for your registration. You can pay using **PayPal**.

Payment information

Clicking on the **Pay now** button you will get redirected to the PayPal site in order to complete your transaction.

| | |
|---------------------|-----------------|
| First name | Anne |
| Last name | Wong |
| Total amount | \$700.00 |

Pay Now

4 • 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

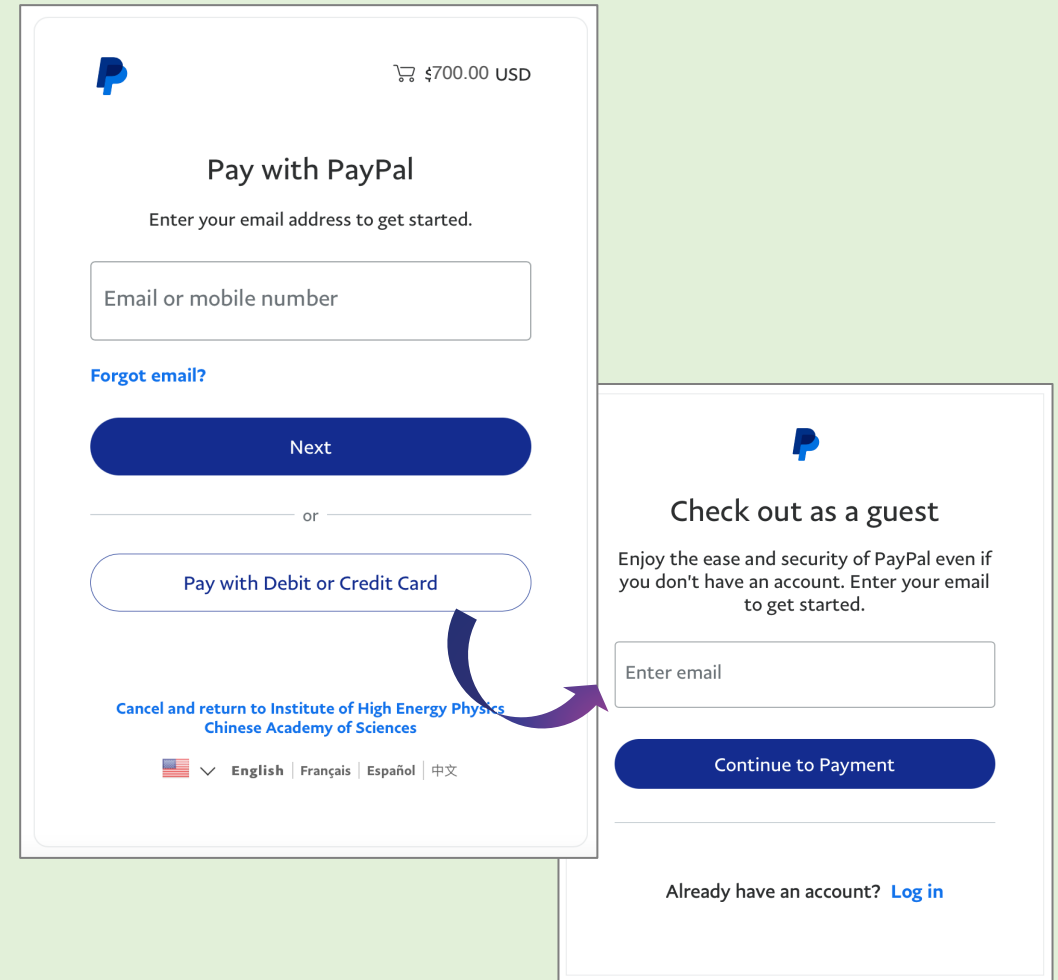
to make your payment by the

guest route. 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.



The image shows a two-step PayPal payment process. The first step, titled "Pay with PayPal", shows a shopping cart icon with "\$700.00 USD" and a prompt to "Enter your email address to get started." It features an input field for "Email or mobile number", a "Forgot email?" link, a blue "Next" button, and a "Pay with Debit or Credit Card" button. The second step, titled "Check out as a guest", prompts the user to "Enter your email" and includes a blue "Continue to Payment" button. A purple arrow points from the "Pay with Debit or Credit Card" button in the first step to the "Check out as a guest" section. At the bottom of the first step, there is a link to "Cancel and return to Institute of High Energy Physics Chinese Academy of Sciences" and a language selector showing "English" selected.

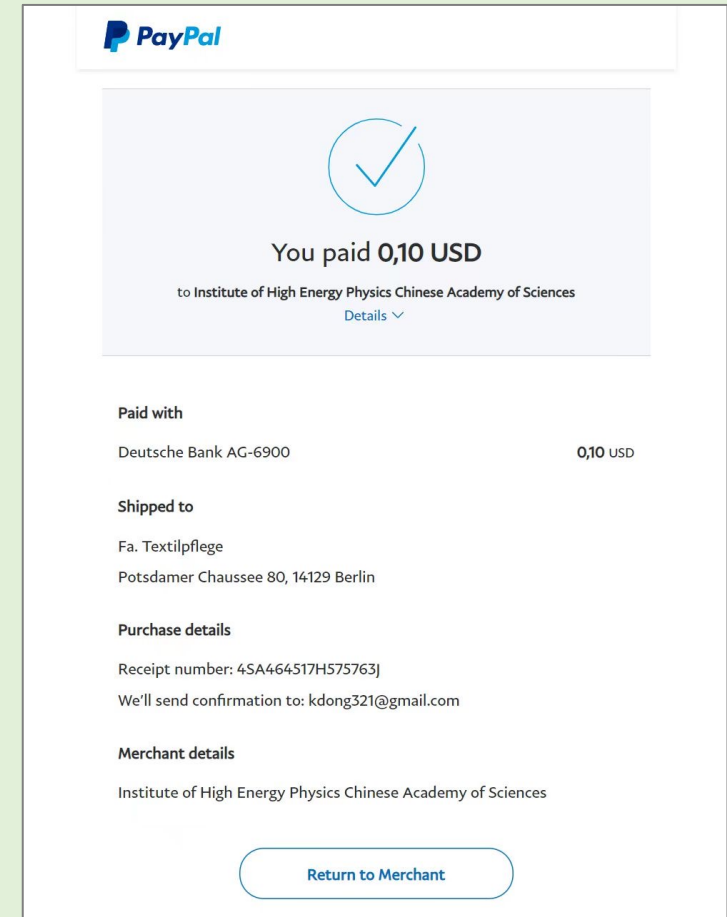
4 • Pay for your registration



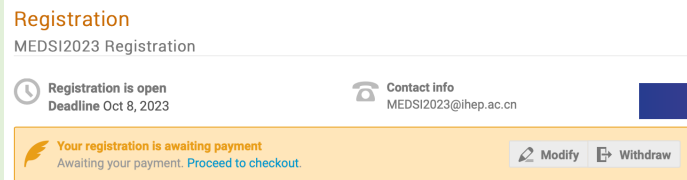
For International Participants

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

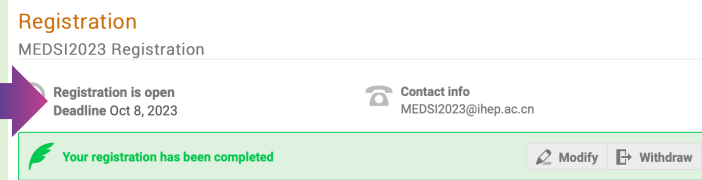
Please double-check your payment status in the Indico system. The status should be changed from **awaiting payment** to **completed**.



The screenshot shows a PayPal payment confirmation page. At the top is the PayPal logo. Below it is a large blue checkmark icon with the text "You paid 0,10 USD" and "to Institute of High Energy Physics Chinese Academy of Sciences". There is a "Details" link below. The page is divided into sections: "Paid with" (Deutsche Bank AG-6900, 0,10 USD), "Shipped to" (Fa. Textilpflege, Potsdamer Chaussee 80, 14129 Berlin), "Purchase details" (Receipt number: 4SA464517H575763J, We'll send confirmation to: kdong321@gmail.com), and "Merchant details" (Institute of High Energy Physics Chinese Academy of Sciences). At the bottom right is a "Return to Merchant" button.



The screenshot shows the Indico registration status page. It is titled "Registration" and "MEDSI2023 Registration". It includes a clock icon and the text "Registration is open" and "Deadline Oct 8, 2023". There is a "Contact info" section with "MEDSI2023@ihep.ac.cn". At the bottom, there is a yellow banner that says "Your registration is awaiting payment" and "Awaiting your payment. Proceed to checkout." with "Modify" and "Withdraw" buttons.



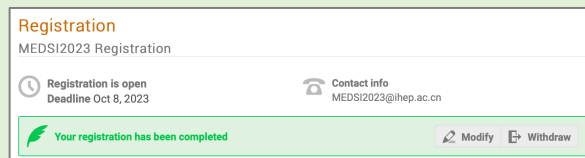
The screenshot shows the Indico registration status page after payment. It is titled "Registration" and "MEDSI2023 Registration". It includes a clock icon and the text "Registration is open" and "Deadline Oct 8, 2023". There is a "Contact info" section with "MEDSI2023@ihep.ac.cn". At the bottom, there is a green banner that says "Your registration has been completed" with "Modify" and "Withdraw" buttons.



For Domestic Participants (境内代表支付说明)

国内参会人员注册需要在 **Registration Fee Payment** 中选择 “I am a Chinese citizen. I will pay the fee via the payment code.”

提交注册相关信息后，国内参会人员的注册信息汇总页面会直接显示完成了注册。



使用手机扫描右侧二维码完成注册费的支付。请勿使用微信PC客户端识别二维码进行相关操作。

二维码支付链接也附在您完成注册信息提交后的系统自动邮件内。



4 · Pay for your registration



For Domestic Participants (境内代表支付说明)

扫描二维码后，进入工银e缴费手机页面。

完成页面内相关信息的填写，填写时注意发票抬头税号正确，并使用正在使用的手机号码和邮箱接收发票信息。

请根据您的实际情况，选择“正式代表4500元”或“学生代表2250元”标准进行支付。

填写完信息后，点击 **立即缴费** 进行支付。



工银e缴费

工银手机银行 立即打开

缴费项目 MEDSI2023

收费机构 中国科学院高能物理研究所

联系电话 88235015

参会人姓名 请输入

开票单位名称 请输入

开票单位税号 请输入

接收电子发票手机号 请输入

接收电子发票邮箱 请输入

金额 (4500、2250二选一) 正式代表4500元

立即缴费

1、博士后、科研人员、展商代表等应注册为正式代表。
2、学生代表：正在攻读学位的研究生等。

缴费记录

工银e缴费

工银手机银行 立即打开

缴费项目 MEDSI2023

收费机构 中国科学院高能物理研究所

联系电话 88235015

参会人姓名 请输入

开票单位名称 请输入

开票单位税号 请输入

接收电子发票手机号 请输入

接收电子发票邮箱 请输入

金额 (4500、2250二选一) 正式代表4500元

取消 确定

正式代表4500元

学生代表2250元



For International Participants

After completing your registration for MEDSI 2023, if you need the receipt of your payment, please send your registration reference number and full name to us via MEDSI2023@ihep.ac.cn.

Summary



Reference: #10 Date: May 22, 2023

The staff will send you the receipt after **October 15, 2023**. 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.

For Domestic Participants

国内参会人员注册费发票于2023年10月15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。如您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 MEDSI2023@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。



Thank you for your interest and support to

**The 12th International Conference on Mechanical Engineering Design of Synchrotron
Radiation Equipment and Instrumentation (MEDSI2023)**

**If you have any questions during your registration and payment for MEDSI 2023, please
contact us via email, and the email title starts with [MEDSI 2023 Registration].**

 **MEDSI2023@ihep.ac.cn**