

## Registration Procedure for ARSO2016

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## 1. Registration System

All participants of ARSO 2016 must register online. Deadline of payment for Advanced Registration is **June 30(Thursday), 2016**. Registration after this deadline will be handled on-site at the Standard Registration fee. For any information please contact Email: [IEEE-ARSO2016-Secretariat@hotmail.com](mailto:IEEE-ARSO2016-Secretariat@hotmail.com)

### ✧ Registration Procedures

a) Fill in the information for registration (needed for information statistics) through the website <http://arso2016.mikecrm.com/PrtHet>

b) Complete payment transactions.

### ✧ Payment method

✓ Online payment

- Online payment system (<http://www.jdcw.sjtu.edu.cn/payment/>)
- Online payment instructions (*for details please see the appendix*)

✓ Online banking

- **Name:** Shanghai Jiaotong University
- **Account:** 439059226890
- **Bank:** 044104 Bank of China, Shanghai Jiaotong University Sub-branch
- **Notes:** ARSO2016&CCRW2016 conference registration fee/paper layout fee (to PA050006)

✓ Cash Remittance

- **Address:** Intelligentized Robotic Welding Technology Lab 800 Dongchuan Road,  
Shanghai,200240 P.R. China

- **Beneficiary:** Yanling Xu, Yiming Huang

#### ✧ Registration Fee

Reg. category	Reg. time	Reg. fee
<b>IEEE Member</b>	Early Bird/Advance Reg(By June 30,2016)	USD 560/RMB 3650
<b>Full Registration</b>	Late/On-Site Reg(After June 30,2016)	USD 680/RMB 4450
<b>IEEE Member</b>	Early Bird/Advance Reg(By June 30,2016)	USD 200/RMB 1300
<b>Student Registration</b>	Late/On-Site Reg(After June 30,2016)	USD 260/RMB 1700
<b>IEEE Non-Member</b>	Early Bird/Advance Reg(By June 30,2016)	USD 650/RMB 4250
<b>Full Registration</b>	Late/On-Site Reg(After June 30,2016)	USD 760/RMB 4950
<b>IEEE Non-Member</b>	Early Bird/Advance Reg(By June 30,2016)	USD 300/RMB 1950
<b>Student Registration</b>	Late/On-Site Reg(After June 30,2016)	USD 360/RMB 2350
<b>IEEE Life Member</b>	Free	

#### ✧ Additional Charges

*Additional Registered Paper(s)	RMB 1950 / USD 300 per paper
**Over-page Charge	RMB 650 / USD 100 per page
Extra Banquet Ticket	RMB 500 / USD 80

#### ✧ The registration fee covers the following:

- **For Full Registration:**

2 Paper presentations, 1 Conference bag, 1 CD/USB Proceedings, 1 Welcome Reception ticket, 3 Lunch tickets, 1 Banquet tickets, 1 Farewell Reception ticket. Drinks and food served at the tea-breaks are also free to all registered attendees.

- **For Student Registration:**

1 Paper presentation, 1 Conference bag, 1 CD/USB Proceedings, 1 Welcome Reception ticket, 3 Lunch tickets, 1 Banquet tickets, 1 Farewell Reception ticket. Drinks and food served at the tea-breaks are also free to all registered attendees.

- **For IEEE Life Member Registration:**

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Free of charge

✧ **Notes:**

1. One full registration covers a maximum of two accepted papers by the same registered author.
2. One student registration covers a maximum of one accepted papers by the same registered author.
3. An additional **RMB1950** must be paid by the same author for each additional paper to be presented at the conference and included in the proceedings if the additional paper(s) have no other registered authors.
4. For papers with more than 6 pages, the author needs to pay **RMB650/page** for the extra pages to be in the conference proceedings.

## 2. Online Payment Instructions

### 2.1 Register for the payment system

**Step1** : Open URL: <http://www.jdcw.sjtu.edu.cn/payment/>

(Recommend using Internet Explorer ).Interface is shown below

The screenshot shows the '网上缴费平台' (Online Payment Platform) interface. It features a login section with fields for 'user name' and 'password', and buttons for '登录' (Log in) and '注册' (Registration). A QR code for WeChat payment is also visible. The background includes the Shanghai Jiao Tong University logo and a building image.

**Step 2:** Click “Registration”, bounce the following interface on screen

The screenshot shows the '注册信息' (Registration Information) form. It contains the following fields:

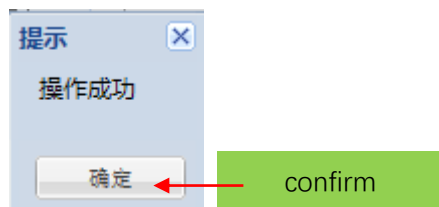
Field	Label	Input Type
user name	*用户名:	Text
name	*姓名:	Text
password	*密码:	Text
verify password	*重复密码:	Text
e-mail	*电子邮件:	Text
ID number	身份证号:	Text
date of birth	出生年月:	Text
phone number	联系电话:	Text
institution	工作单位:	Text

At the bottom of the form is a '提交' (Submit) button, which is labeled 'submit' in the green box below it.

Note: 1) input item marked red asterisk is required; 2) phone number is necessary in order to get contact

3) the institution is invoice title

**Step 3 :** Click “submit”, the following interface pops up. Click “confirm”, finish registration.



## 2.2 Payment online

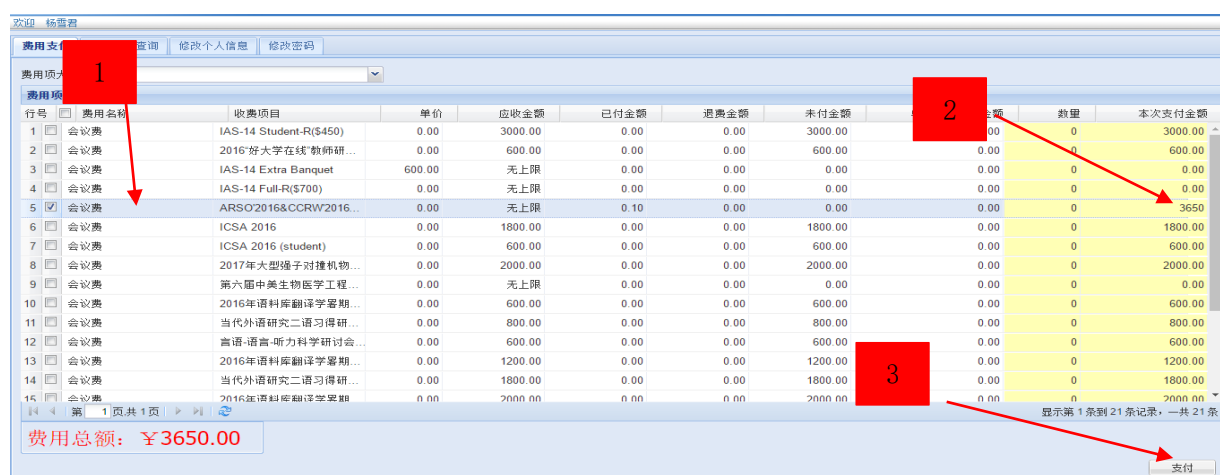
**Step 1:** Come back to <http://www.jdcw.sjtu.edu.cn/payment/>. Enter user name, password and verification code, click “Log in”. Then go into the following interface.



行号	费用名称	收费项目	单价	应收金额	已付金额	退费金额	未付金额	单次支付最小金额	数量	本次支付金额
1	会费	IAS-14 Student-R(\$450)	0.00	3000.00	0.00	0.00	3000.00	0.00	0	3000.00
2	会费	2016“好大学在线”教...	0.00	600.00	0.00	0.00	600.00	0.00	0	600.00
3	会费	IAS-14 Extra Banquet	600.00	无上限	0.00	0.00	0.00	0.00	0	0.00
4	会费	IAS-14 Full-R(\$700)	0.00	4600.00	0.00	0.00	4600.00	0.00	0	4600.00
5	会费	ARSO'2016&CCRW'2...	0.00	无上限	0.00	0.00	0.00	0.00	0	0.00
6	会费	ICSA 2016	0.00	1800.00	0.00	0.00	1800.00	0.00	0	1800.00
7	会费	ICSA 2016 (student)	0.00	600.00	0.00	0.00	600.00	0.00	0	600.00

**Step 2:** tick off the item of “ARSO2016&CCRW2016” in the list, then click the cash item. Input the amount you will pay and click enter to confirm. Next, click the pay button, you will go into the payment interface.

**Note:** you should input RMB format currency instead of USD currency.



行号	费用名称	收费项目	单价	应收金额	已付金额	退费金额	未付金额	数量	本次支付金额
1	会议费	IAS-14 Student-R(\$450)	0.00	3000.00	0.00	0.00	3000.00	0	3000.00
2	会议费	2016-好大学在线-教师研...	0.00	600.00	0.00	0.00	600.00	0	600.00
3	会议费	IAS-14 Extra Banquet	600.00	0.00	0.00	0.00	0.00	0	0.00
4	会议费	IAS-14 Full-R(\$700)	0.00	无上限	0.00	0.00	0.00	0	0.00
5	会议费	ARSO2016&CCRW2016...	0.00	无上限	0.10	0.00	0.00	0	3650
6	会议费	ICSA 2016	0.00	1800.00	0.00	0.00	1800.00	0	1800.00
7	会议费	ICSA 2016 (student)	0.00	600.00	0.00	0.00	600.00	0	600.00
8	会议费	2017年大型强子对撞机物...	0.00	2000.00	0.00	0.00	2000.00	0	2000.00
9	会议费	第六届中美生物医学工程...	0.00	无上限	0.00	0.00	0.00	0	0.00
10	会议费	2016年语料库翻译学暑期...	0.00	600.00	0.00	0.00	600.00	0	600.00
11	会议费	当代外语研究二语习得研...	0.00	800.00	0.00	0.00	800.00	0	800.00
12	会议费	言语-语言-听力科学研讨会...	0.00	600.00	0.00	0.00	600.00	0	600.00
13	会议费	2016年语料库翻译学暑期...	0.00	1200.00	0.00	0.00	1200.00	0	1200.00
14	会议费	当代外语研究二语习得研...	0.00	1800.00	0.00	0.00	1800.00	0	1800.00
15	会议费	2016年语料库翻译学暑期...	0.00	2000.00	0.00	0.00	2000.00	0	2000.00

费用总额: ¥3650.00

支付

Note: The payment amount includes the followings:

- 1) conference registration fee
- 2) additional registered papers
- 3) over-page charge
- 4) extra banquet ticket

**Attention: Due to the unresolved hotel account, you just need to fill in the registration form to submit your hotel reservation requirement instead of paying for hotel reservation now. You also need to finish your conference registration payment through this website.**

The payment amount equals to the registration information you signed early and you must calculate it accurately. (**Excluded the hotel reservation fee**)

#### 20.Payment category (必填)

- ☐ Conference registration fee(IEEE Member --full registration USD560/RMB3650)
- ☐ Conference registration fee(IEEE Member --student registration USD200/RMB1300)
- ☐ Conference registration fee(IEEE Member --full registration USD650/RMB4250)
- ☐ Conference registration fee(IEEE Member --student registration USD300/RMB1950)
- ☐ Additional Registered Papers(RMB 1950 / USD 300 per paper)
- ☐ Over-page Charge (RMB 650 / USD 100 per page)
- ☐ Extra Banquet Ticket (RMB 500 / USD 80) ☐ Hotel Reservation (RMB 680/USD 100)

#### 21.Payment currency form (必填)

Note: our registration system only accepts RMB as payment currency. If you paid by VISA, the system will automatically convert it into USD when you finish your payment.

☐ RMB

#### 22.Payment in all (必填)

Please calculate your payment in all according to your personal payment category above

**Step 3:** In the payment interface, you can choose pay method. (take VISA pay as an example—for foreign registered person)

欢迎 杨雪君

**① 订单信息**

订单号	1512220
交易日期	2016-06-08 09:50:31
币种	人民币
本次支付金额	3650.0

尊敬的客户：  
VISA, MasterCard, UnionPay 和 银联 在支付结算过程中，将可能产生手续费，您将自行承担全部该等手续费。

**② 选择您的付款方式**

合作银行：

- ☒ 微信支付
- ☐ 中国银行
- ☐ 中国工商银行
- ☐ 招商银行
- ☐ 中国建设银行
- ☐ 中国农业银行
- ☐ 浦发银行
- ☐ 兴业银行
- ☐ 广东发展银行
- ☐ 中国民生银行
- ☐ 交通银行
- ☐ 中信银行
- ☐ 杭州银行
- ☐ 上海银行
- ☐ 宁波银行
- ☐ 平安银行
- ☐ 中国邮政储蓄银行
- ☐ 北京银行
- ☐ 上海农商银行
- ☐ 温州银行

☒ VISA MasterCard UnionPay 银联

(\*) 特别提示：本支付通道将产生巨额手续费，具体金额可在银行支付界面中查看，请慎用！国内银行卡支付时，请直接选择发卡银行，不要选择本通道！

(\*) 是否修改缴费单位名称： ☒ 是 ☐ 否 请正确输入需要开具的缴费单位名称，学校开具学费收据的缴费单位名称将以您本次填写的单位名称为准。

请输入缴费单位名称： Shanghai Jiaotong University (字数不超过30字)

Click here to change the Payment unit which will be treated as invoice title

上一步 下一步

**Step 4:** The following window pop up, and just click yes.

**提示**

是否确认进行支付 (特别提示:本支付通道将产生巨额手续费，具体金额可在银行支付界面中查看，请慎用！国内银行卡支付时，请直接选择发卡银行，不要选择本通道！)

**Step 5:** Jump into the payment interface, continue to pay

**Payment Method**

Please provide us with your card details, so that we can process your order

Please confirm the order information, and then make a payment operation

Please notice that the billing amount might be slightly different from the amount shown on your bank statement because of exchange rate fluctuation

You are now connected to a secure payment site. Your payment details will be securely transmitted to the Bank for transaction

**Order information**

Bank Order No	603210974
Payment Amount	RMB3,755.14

Here is the amount you will pay in all including handling fee (about 2.88%)

**Card information**

Card Type ☒ VISA ☐ MasterCard ☐ American Express ☐ JCB

First name

Last name

Card Number

Expiration Date  /  2016

CVV2/CVC2/CAV2/CID


Input your card information and continue

**Step 6:** If the payment is successful, you will see the following information. (this interface takes wechat pay as an example, if you choose to pay by VISA, you can get a similar interface)

支付成功订单信息	
Order number	订单号:1509511
Payment number	支付者编号:éàà,é,é
Username	用户名:黄一鸣
Amount of payment	支付金额:0.10
Pay date	支付日期:2016-06-03 15:53:35
<div> <a href="#">Back to index</a> <a href="#">返回主页</a> <a href="#">打印订单</a> <a href="#">Print order</a> </div>	

**Step 7:** Print the order and email to the ARSO2016 secretariat [IEEE-ARSO2016-Secretariat@hotmail.com](mailto:IEEE-ARSO2016-Secretariat@hotmail.com) and also copy to [sbchen@sjtu.edu.cn](mailto:sbchen@sjtu.edu.cn) and [yangxuejun@sjtu.edu.cn](mailto:yangxuejun@sjtu.edu.cn)

(this interface takes wechat pay as an example, if you choose to pay by VISA, you can get a similar interface)

缴费平台订单信息:	
订单号:	1509621
支付者编号:	yangxue jun
用户名:	杨雪君
支付银行:	微信支付
支付金额:	0.10
支付日期:	2016-06-04 20:34:11
	
yangxuejun	
<div>打印</div>	


The theme and content of the email should be as follows:

**Theme:** 【Registered Person Name】 + 【Institution】 + 【Order number】 + 【Payment Composition】 + 【Paper ID (optional)】



## Content:

### 1) Payment platform order information

缴费平台订单信息:	
订单号:	1509621
支付者编号:	yangxuejun
用户名:	杨雪君
支付银行:	微信支付
支付金额:	0.10
支付日期:	2016-06-04 20:34:11
 yangxuejun	
<input type="button" value="打印"/>	

### 2) description about the payment amount

My total payment amount is USD \*\*\*/RMB \*\*\*, which includes

- 1) conference registration fee USD \*\*\*/RMB \*\*\*
- 2) additional registeres papers USD \*\*\*/RMB \*\*\*
- 3) over-page charge USD \*\*\*/RMB \*\*\*
- 4) extra banquet ticket USD \*\*\*/RMB \*\*\*

### 3) IEEE Member number

**Step 8:** Once you finish the payment of registration and email to the prescribed mailbox, you will get the official feedback from ARSO2016 secretariat. Hope to see you in the conference site.