爱思唯尔
中国大陆地区国际会议
注册和缴费指南
（需要增值税发票版）

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感谢您希望注册参与由Elsevier Limited （爱思唯尔）主办的国际学术会议。

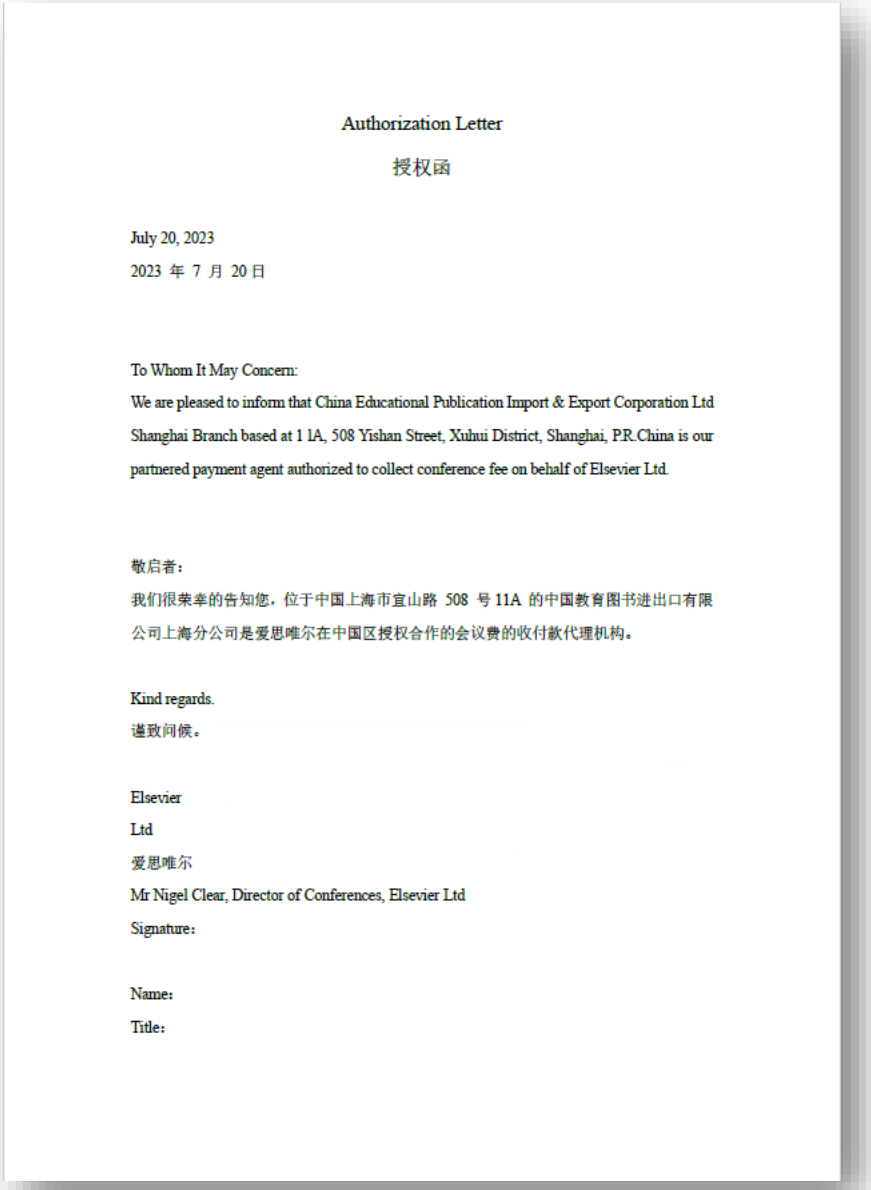
爱思唯尔在中国区授权合作教育部直属企业中国教育图书进出口有限公司上海分公司作为会议费的收付款代理机构。

授权函内容如右图所示。

授权函文件会在您完成支付后发送至您的注册邮箱。

此外，请注意：

开具增值税发票仅面向爱思唯尔在中国大陆举办的国际会议。如您参加的是非中国大陆地区举办的国际会议，爱思唯尔仅支持开具Invoice。



Authorization Letter

授权函

July 20, 2023

2023 年 7 月 20 日

To Whom It May Concern:

We are pleased to inform that China Educational Publication Import & Export Corporation Ltd Shanghai Branch based at 1 lA, 508 Yishan Street, Xuhui District, Shanghai, P.R.China is our partnered payment agent authorized to collect conference fee on behalf of Elsevier Ltd.

敬启者：

我们很荣幸的告知您，位于中国上海市宜山路 508 号 11A 的中国教育图书进出口有限公司上海分公司是爱思唯尔在中国区授权合作的会议费的收付款代理机构。

Kind regards.

谨致问候。

Elsevier

Ltd

爱思唯尔

Mr Nigel Clear, Director of Conferences, Elsevier Ltd

Signature：

Name：

Title：

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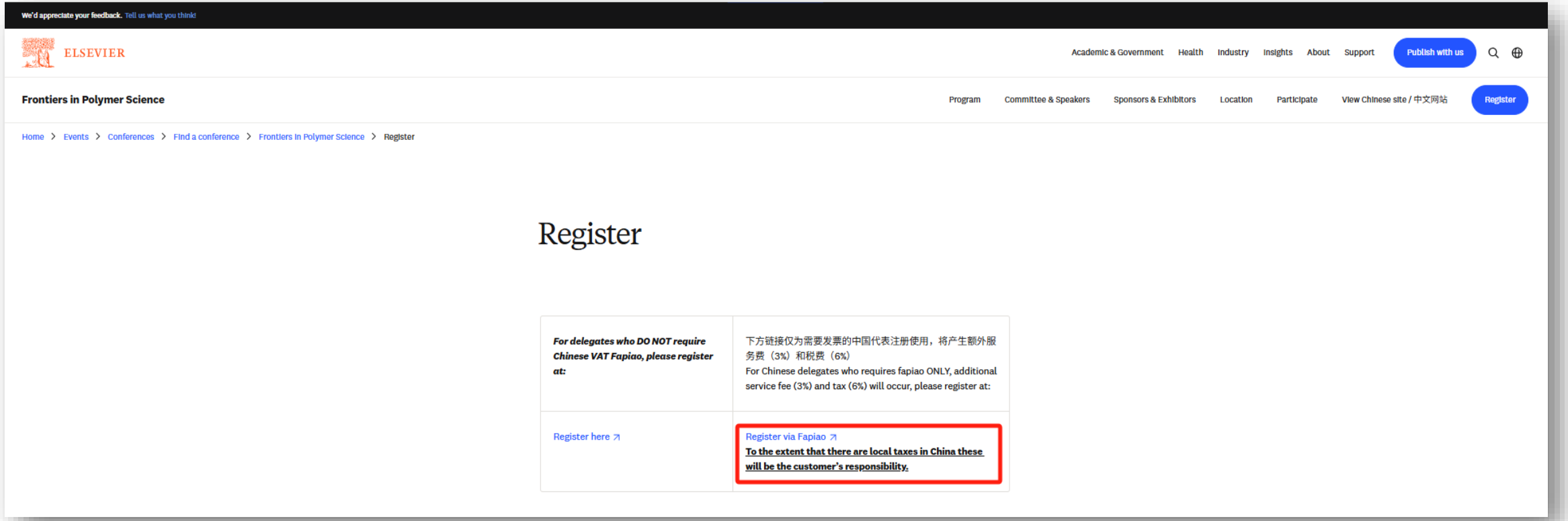
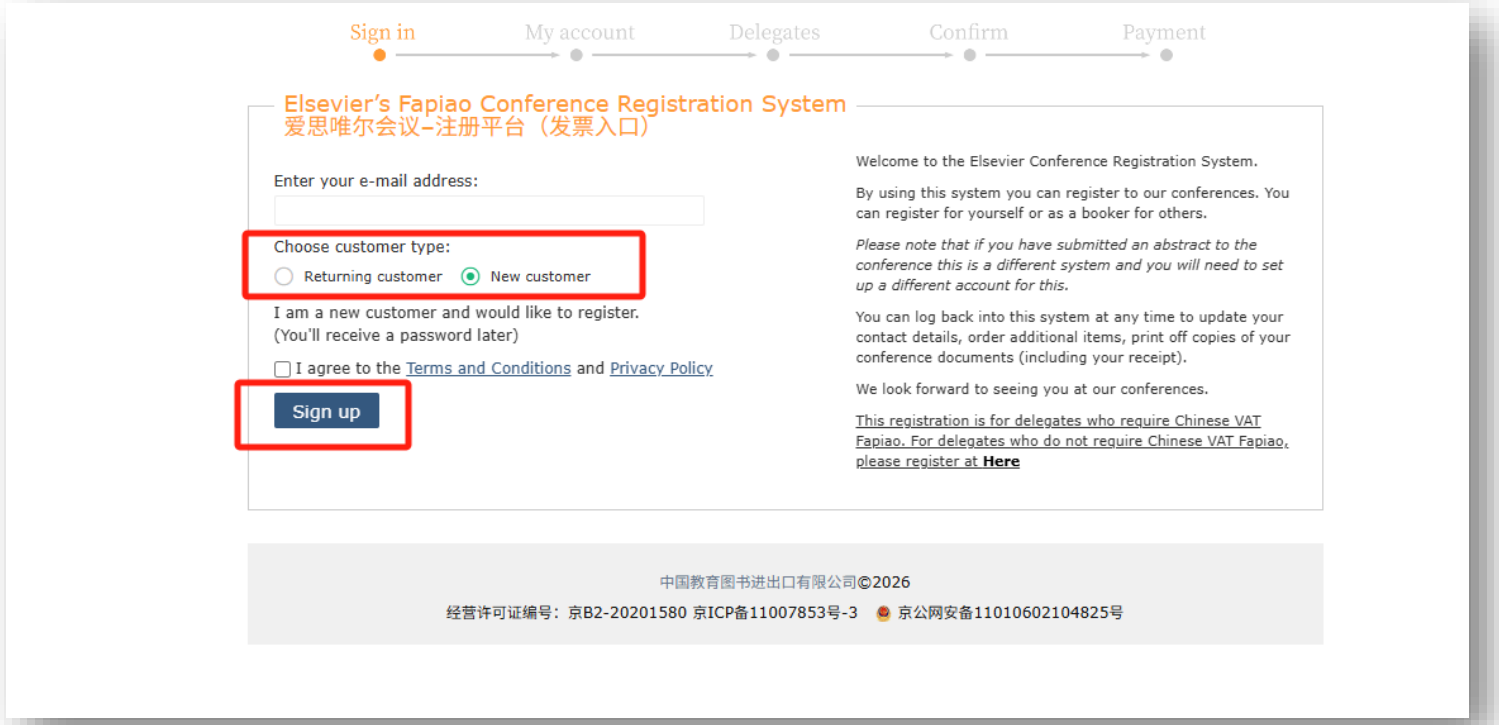
第1步:
打开会议注册网址后
如您需要开具中国的增值税发票（发票类别为会议费）
请点击Register via Fapiao
请注意，首次打开本界面可能加载速度较慢，您可以更换浏览器或更换网络环境后进入



第2步：
如您是新用户，请勾选New Customer，填写后点击Sign Up
如您曾经注册过，请点击Returning customer
请注意不要填错邮箱地址
由Elsevier主办的国际会议不会通过手机号联络您，
所以您的电子发票和所有后续会议参会信息都将发送至您的注册邮箱
如注册邮箱信息有误，请将修正需求发送至 socopay@cepiec.com.cn



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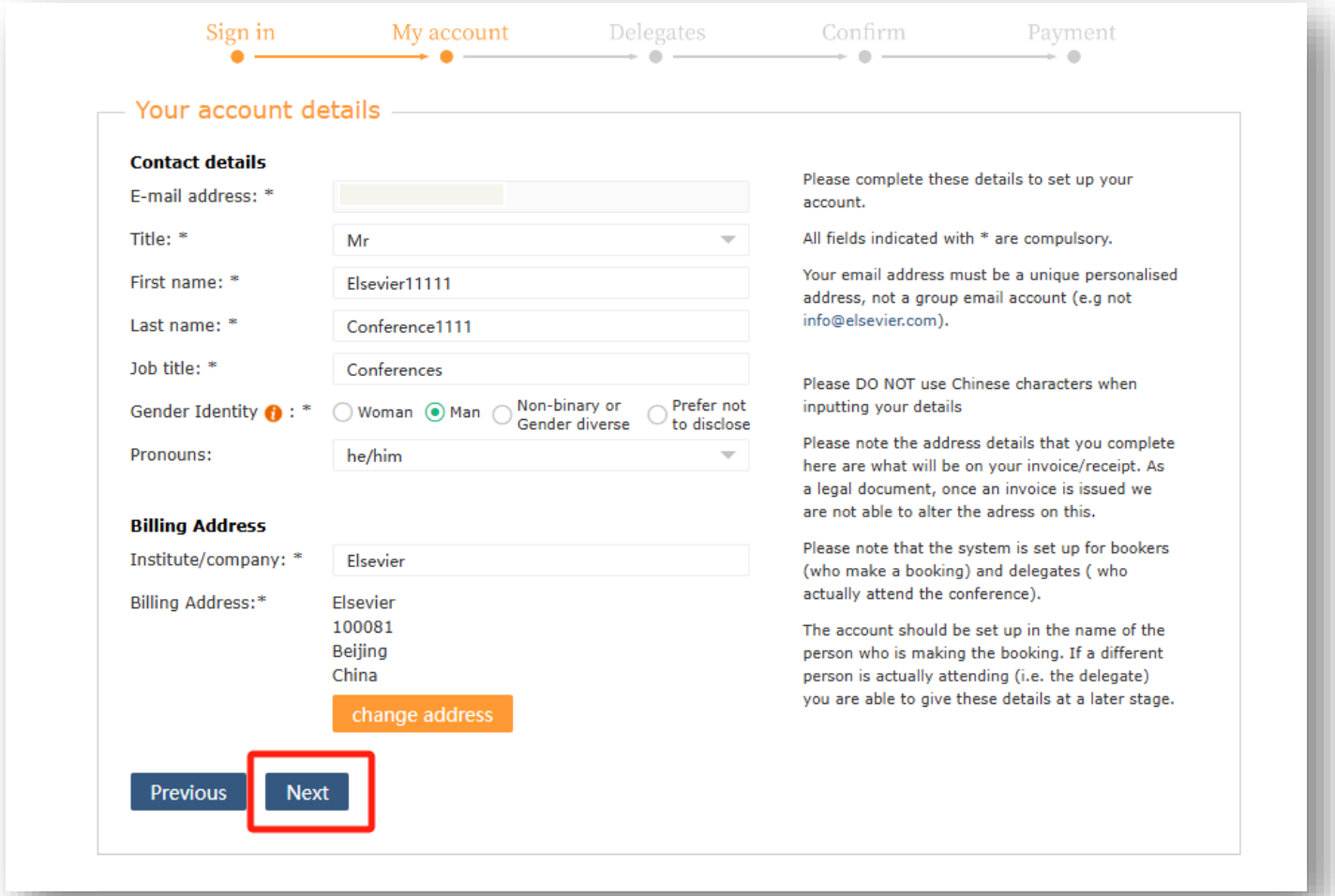
第3步：
请准确填写所有标注 * 的信息
Billing Address可简要填写
之后点击“Next”



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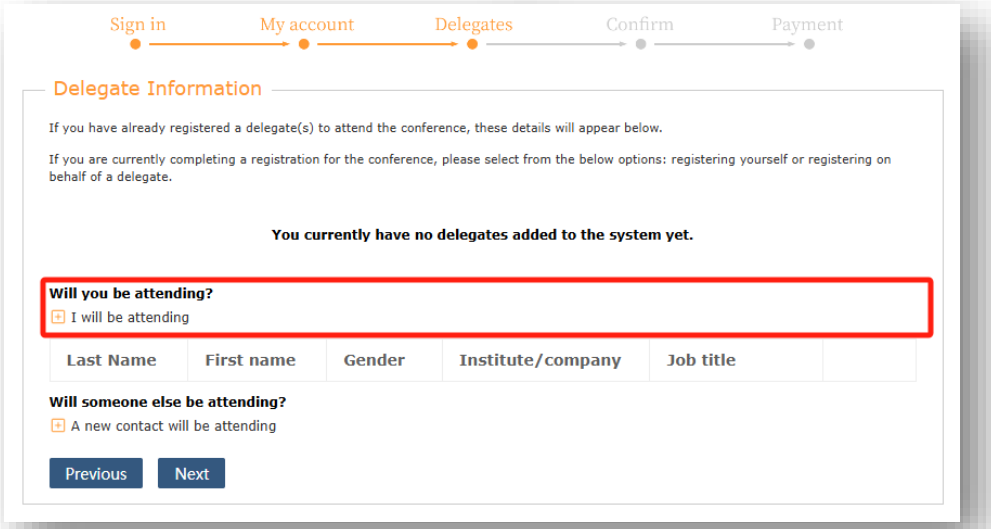
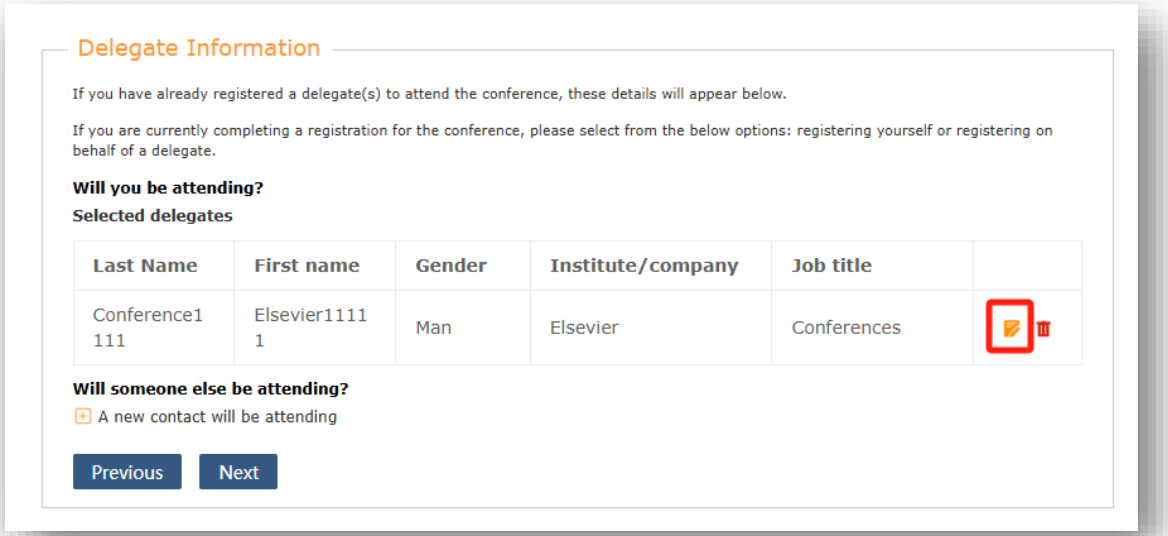
第4步-为自己注册缴费：
请点击图片1红框框出的I will be attending后进行信息录入

如果您已在系统内有相关信息，可以点击
图片2红框框出的按钮 修改信息



图片1



图片2

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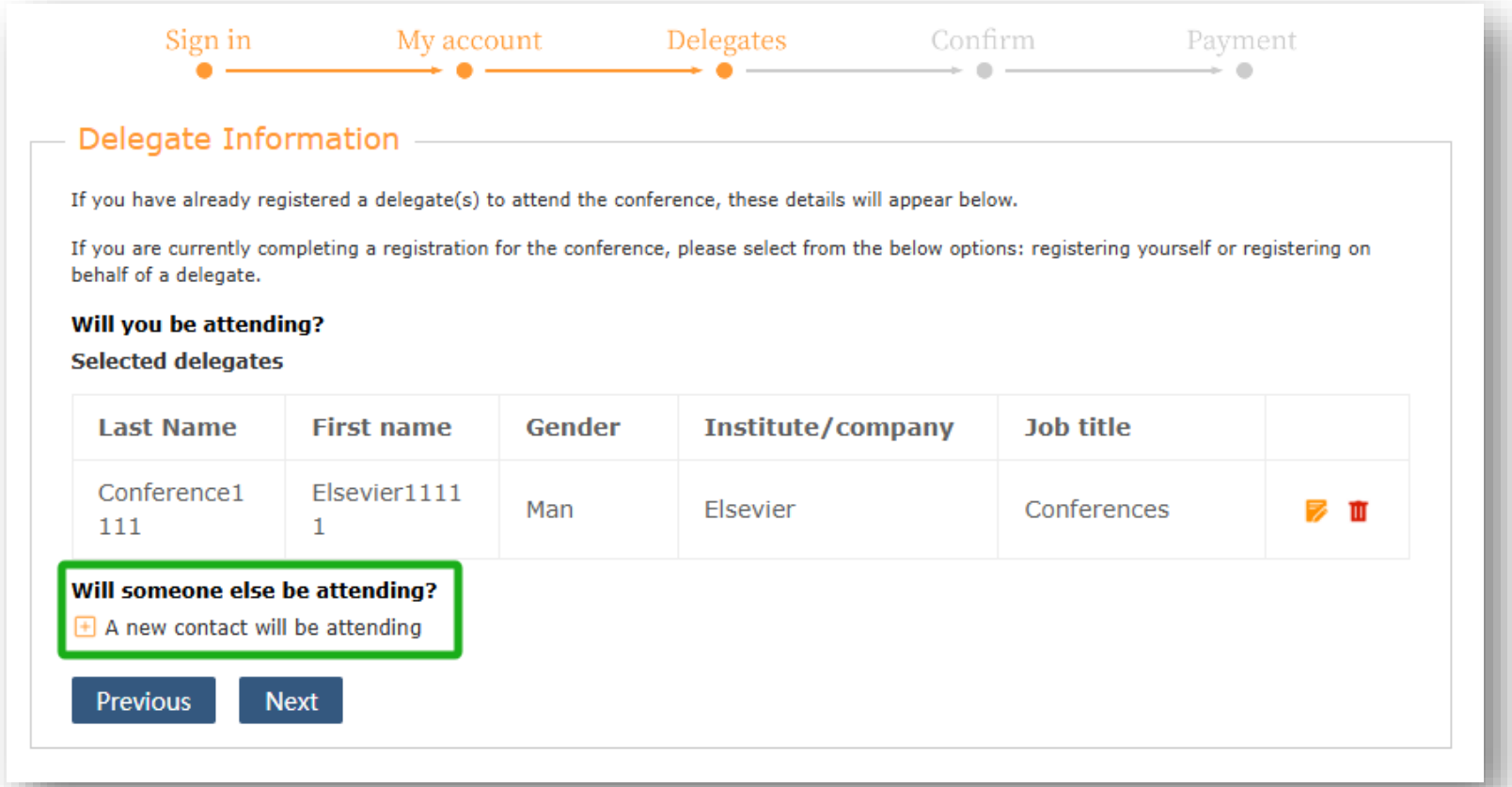
我想帮团队其他成员一起注册?

完全没问题!

请点击绿框处的 A new Contact will be attending 后录入其相关个人信息即可,会议费将在结算页面统一缴纳。



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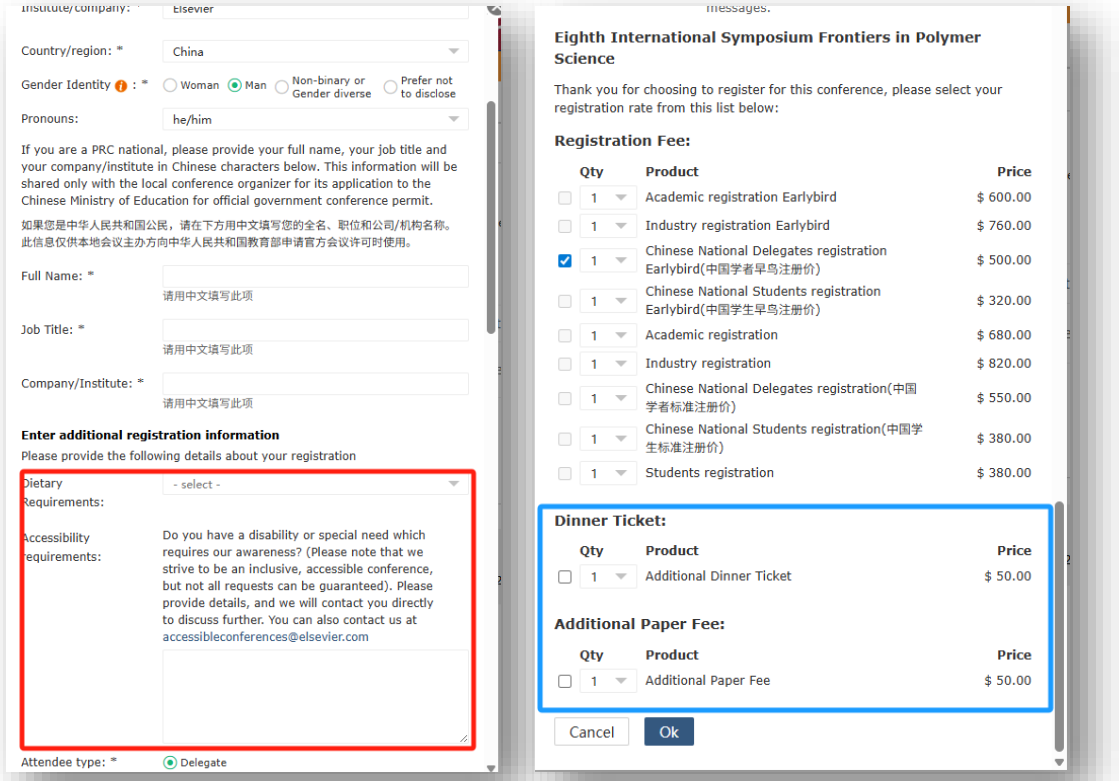
第5步

【1】请准确填写所有标注 * 的信息

【2】如您在饮食上（Dietary Requirement）或 在其他现场支持（Accessibility Requirements）方面有需求，请准确填写红框内信息，我们会在条件允许的情况下尽力满足您的需求，以优化会议参会体验

【3】请在Registration Fee 里准确勾选您的注册类型**（如勾选学生类型，我们可能需要您后续通过邮件提供您的相关学生信息进行验证）**

【4】请根据需要，勾选是否要购买或额外购买 Dinner Ticket 以及 是否支付多篇摘要被接收的处理费用（Additional Paper Fee）。数量Qty 是可以点击修改的。 最后请点击“OK”按钮



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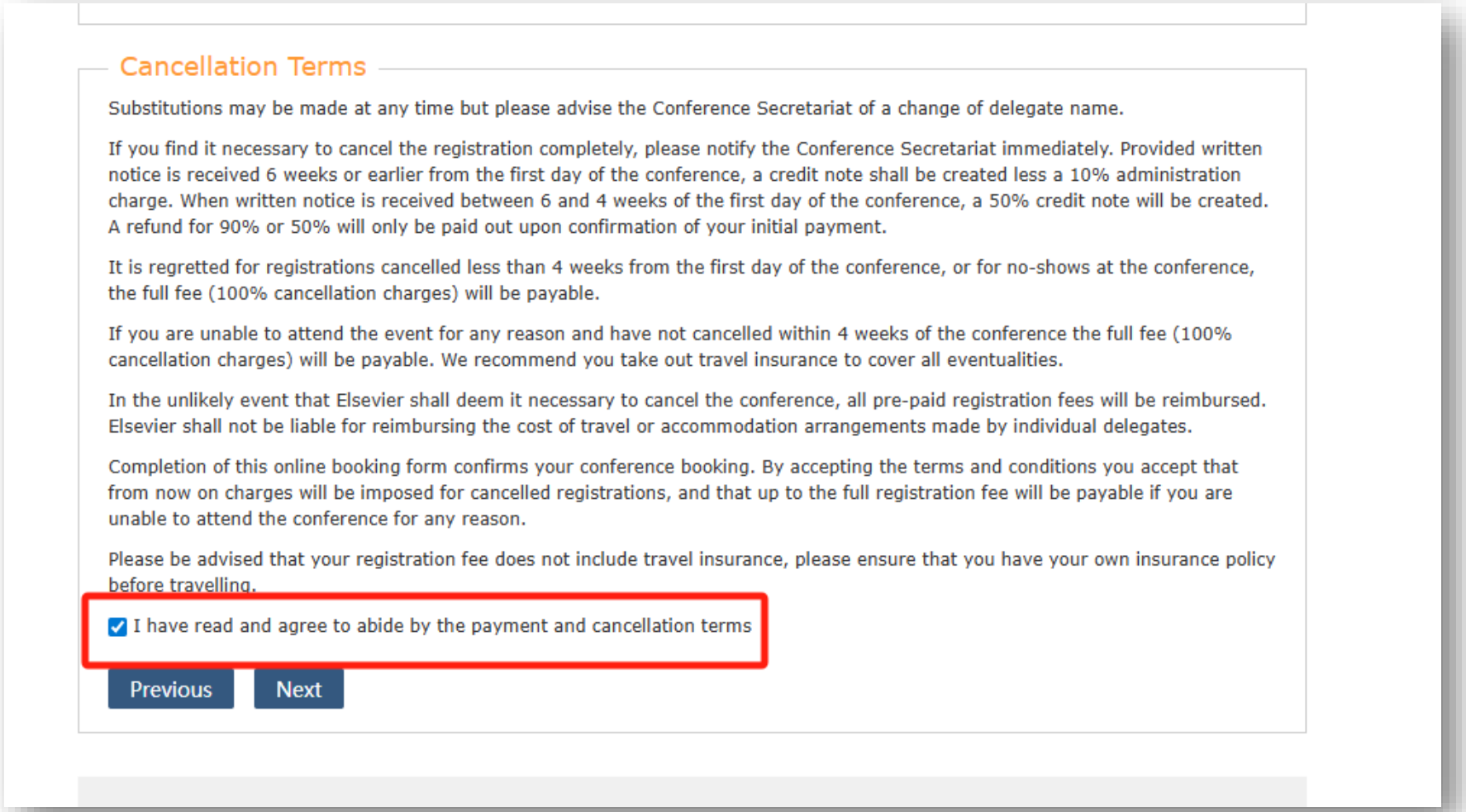
第6步：
确认注册信息无误后，
请向下滚动页面，勾选“I have read and agree to abide by the payment and cancellation terms” 后点击Next



Cancellation Terms

Substitutions may be made at any time but please advise the Conference Secretariat of a change of delegate name.

If you find it necessary to cancel the registration completely, please notify the Conference Secretariat immediately. Provided written notice is received 6 weeks or earlier from the first day of the conference, a credit note shall be created less a 10% administration charge. When written notice is received between 6 and 4 weeks of the first day of the conference, a 50% credit note will be created. A refund for 90% or 50% will only be paid out upon confirmation of your initial payment.

It is regretted for registrations cancelled less than 4 weeks from the first day of the conference, or for no-shows at the conference, the full fee (100% cancellation charges) will be payable.

If you are unable to attend the event for any reason and have not cancelled within 4 weeks of the conference the full fee (100% cancellation charges) will be payable. We recommend you take out travel insurance to cover all eventualities.

In the unlikely event that Elsevier shall deem it necessary to cancel the conference, all pre-paid registration fees will be reimbursed. Elsevier shall not be liable for reimbursing the cost of travel or accommodation arrangements made by individual delegates.

Completion of this online booking form confirms your conference booking. By accepting the terms and conditions you accept that from now on charges will be imposed for cancelled registrations, and that up to the full registration fee will be payable if you are unable to attend the conference for any reason.

Please be advised that your registration fee does not include travel insurance, please ensure that you have your own insurance policy before travelling.

☑ I have read and agree to abide by the payment and cancellation terms

Previous Next

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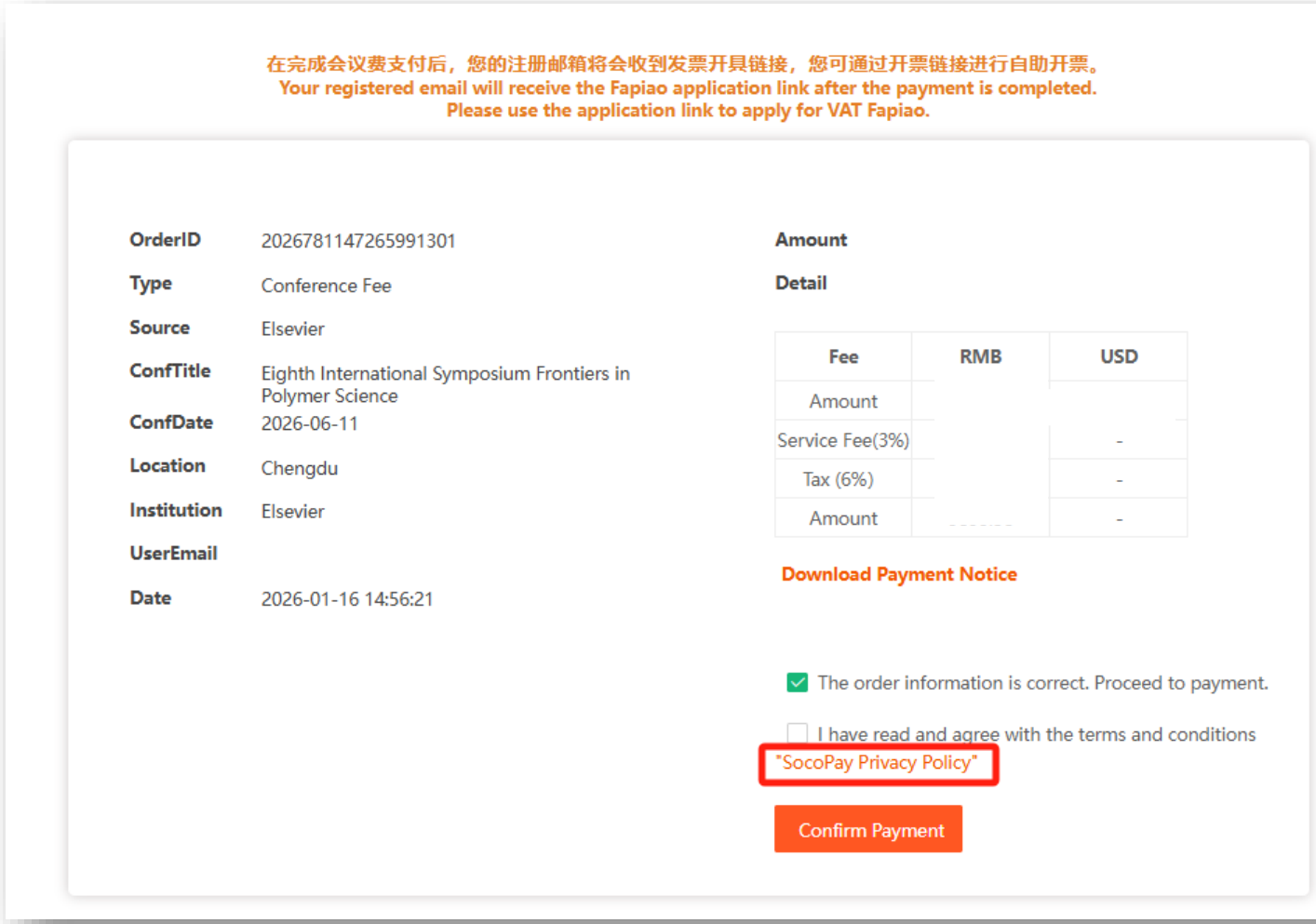
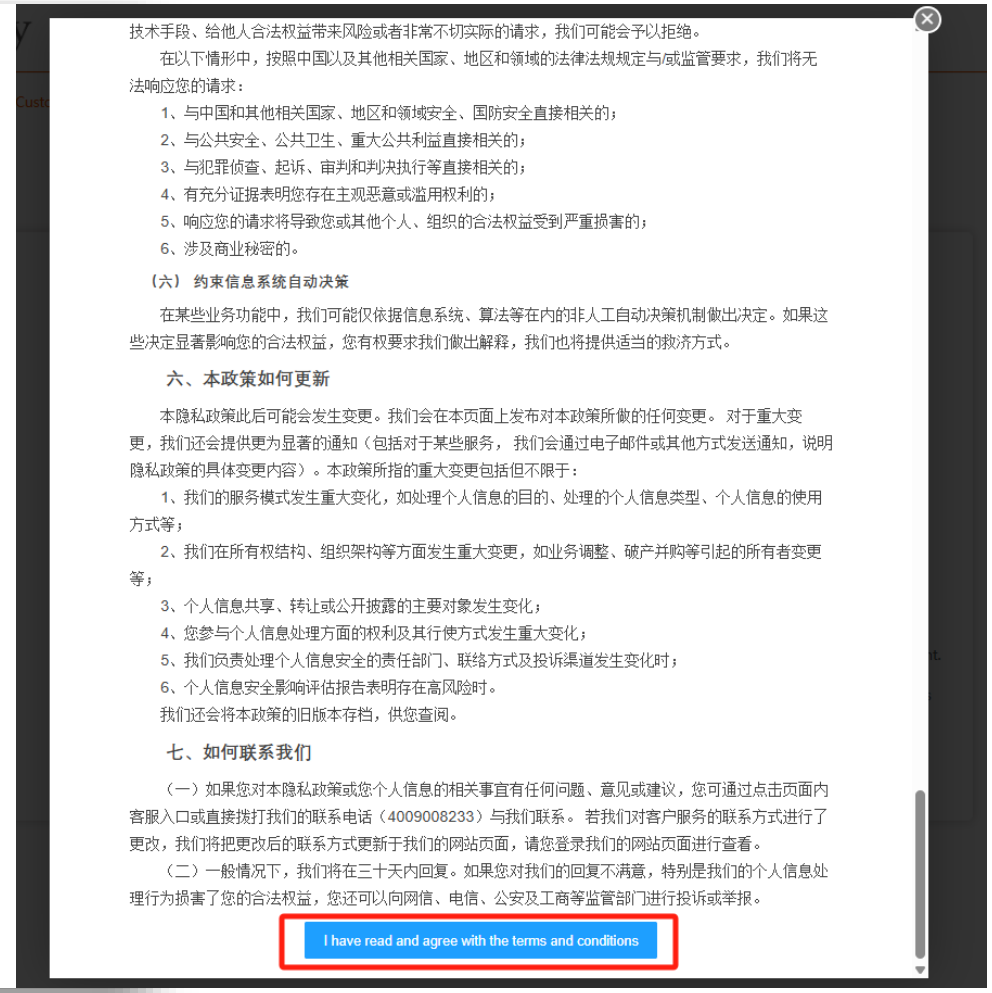
第7步：
在进入结算页面之前， 请先点击红框框出的“SCOPAY Privacy Policy” 阅读隐私条款，
滚动至最下方点击“I have read and agree with the terms and conditions”后， 方可点击 Confirm Payment





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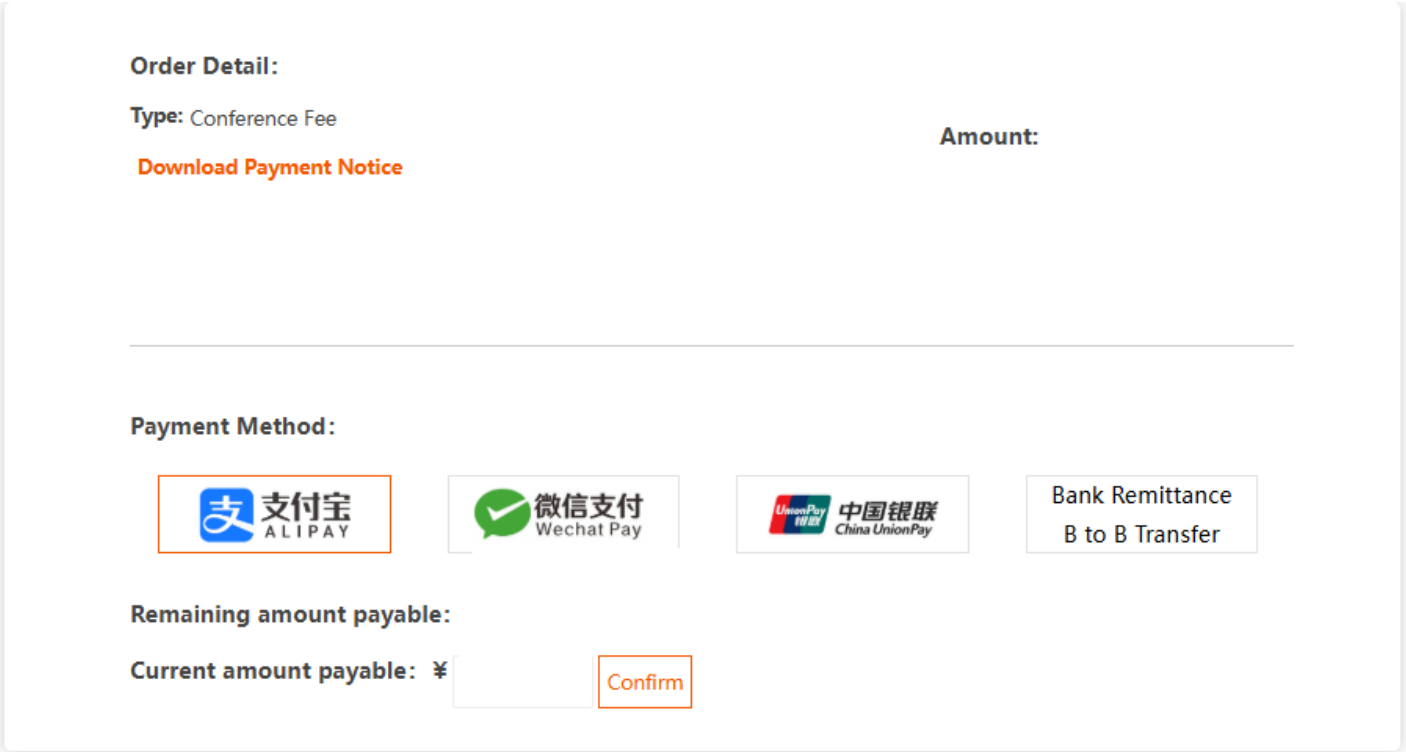
第8步：
选择您倾向的支付方式后，点击Confirm进行支付
支付成功后可在弹出页面中录入您的增值税发票开具信息 （我们也会邮件提醒您及时录入发票信息）
电子发票将随后由“中国教育图书进出口有限公司 <socopay@cepiec.com.cn>”自动发送至您的注册邮箱
如有问题（例如发票信息填写错误等），请联系：socopay@cepiec.com.cn 重新开具



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期待与您现场相见！

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