

# **Conference Registration Process**



### **Website Account Registration Instructions**

\*If you have previously created a website account for a submission, you can directly proceed with the conference registration (please refers pg.7).

#### **Step 1: Register a Website Account**



- Complete the registration form and click "Sign up/ 註冊" to submit.
  - ✓ For domestic attendees, select "國內與會者 Domestic Attendee" to start registration.
  - ✓ For overseas attendees, select "Oversea Attendee" to start registration.

About • New AAAMLS Log In / Sign Up	rs Program 🗸 Call for Abstract 🗸 Registration 🗸 Sponsors 🗸 Social Program & Accommodation 🗸
❶ 注意事項 / Notice	1. 如您為國內與會者,身份別請選擇國內與會者,並輸入您的身分證字號,以維護您的權益。
	1. For the domestic attendee, please choose "domestic attendee" as your identity, and enter your ID number to sign up.
Ic	dentity*
Ei	Oversea Attendee ○ 國內與曾省 Domestic Attendee mail* his is your account.
P	assword*
C	onfirm Password*

#### **Step 2: Check Your Email**



• After submission, the system will notify you to check your email for the account activation link(If you don't receive the email, please check your spam folder.)



#### **Step 3: Activate Your Account**



- Click the activation link in the email.
- Subject: 2025 AAMLS Congress Account Activation

	2025 AAMLS Congress - Account Activation 《外部》 <sup>收件匣 ×</sup>	8	Ø	
•	aamls 2025 <postmaster@ (0="" td="" ☆<="" 下午3:53="" 分鐘前)=""><td>¢</td><td>•</td></postmaster@>	¢	•	
	Dear Rita Tsao,			
	Thank you for signing up for 2025 AAMLS Congress. To activate your account, please click the following link:			
	https: •up/verification?code=772167a4539744fcb5cfda65c8e5c26c ** This is an auto-reply message, please do not reply it directly. **			
	Should you have any further question, please e-mail us at <u>hancanconf@gmail.com</u> , and kindly indicate your email subject with "2025 AAMLS Congress" as soon as possible to avoid any inconveniences.			
	Best,			
	Secretariat of 2025 AAMLS Congress Email : <u>hancanconf@gmail.com</u>			

#### **Step 4: Account Registration Successful**



• After clicking the link, your account will be activated successfully.





## **Conference Registration Instruction**

#### **Step 1: Registering a Website Account**



Log in to your account. :

Non AAM

- $\checkmark$  If you don't have an account, refer to the registration instructions (Slides 2-6).
- Navigate to "Registration" > "Registration Fee" and click "Online Registration."  $\checkmark$





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• Complete all required fields (marked with \*).

■ Registration Information / 報名資訊		Select the appropriate ticket type ba	ised on your iden
Conference name / 會議名稱		Identity / 身份別*	
AAMLS		Please Select ~	
Affiliation / 服務單位 <mark>*</mark>		Department / 部門*	
ezexpo		專案部	
Country / 國家*		Phone Number / 電話號碼*	
Please Select	•		
		(Include country & city codes)	
Dietary Preference / 飲食習慣*		Gala Dinner / 晚宴*	
Please Select	~	Please Select ~	
Ticket / 票券*		VAT Title / 抬頭	
Please Select	~		



Options include participation in the Tour, Gala Dinner, or bringing a companion. Fill in the necessary
details for insurance purposes.

■ Tour / 旅遊	which	will be used sole	y for travel ins	surance purposes.	
Tour / 旅遊*					
○ Attend / 參加 ○ Not Attend / 不行	參加				
ID or Passport ID / 身份證號 或 護照號碼		Birthday / 生日			
ID or Passport ID / 身份證號 或 護照號碼 C220237791		Birthday/生日 Select	y Select	~ Select	~
ID or Passport ID / 身份證號 或 護照號碼 C220237791 Ticket / 票券		Birthday/生日 Select	Select	~ Select	~



 Options include participation in the Tour, Gala Dinner, or bringing a companion. Fill in the necessary details for insurance purposes.





• Confirm your total payment and click "Proceeding Payment" to pay by card.

ID or Passport ID / 身份證號 或 護照號碼 Select ✓ Select ✓ Select ✓ Total Amount: NT\$7,260 (≈USD220)
Select ∨ Select ∨ Select ∨ Total Amount: NT\$7,260 (≈USD220)
■ Total Amount: NT\$7,260 (≈USD220)
Total Amount: NT\$7,260 (≈USD220)

#### Step 3: Payment



• Enter your credit card details and select "Pay Now."



#### **Step 4: Registration Confirmation**



- After payment, you can confirm your registration status.
- Electronic receipts for registration fees will be sent to your email by April 2025.

Check your registration status by logging into your account: \*Go to "Personal Information" > "Registrations Status."



Payment Date	Title	Payment Status
2024-11-27	AAMLS	Paid

\*The E-receipt for the AAMLS registration fee will be sent to the email address you provided in April 2025. Thank you for your cooperation.

#### **Confirmation email of successful registration after payment**

- Verify receipt of the confirmation email
- Subject: 2025 AAMLS Congress Registration Confirmation

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2025 AAMLS Congress – Registration Confirmation (外部) 收件匣 ×					
aamls 2025 寄給 我 ▼		下午 <b>3:12 (0</b> 分鐘前)	☆	¢	8 9
	Hello				
	Thank you for registering the 2025 AAMLS Congress.				
	You have already completed the registration steps.				
Please confirm the registration information below. If you have any further question, please feel free to contact us.					
	<ul><li>* Check-in Notice:</li><li>Conference Date: April 10-13, 2025</li></ul>				
	Conference Venue: Taipei Nangang Exhibiton Center, Hall 2				
	• You can get your badge at registration counter if you attend the meeting in person.				





### If you need assistance, please contact the conference secretariat at 2025aamls@gmail.com

