

1. Register or Login to your account.

http://2017.icasi.asia/site/order/1085/signupen.aspx?sid=1140&lang=en

The screenshot shows the registration form for ICASI 2016. At the top, there are logos for IEEE ICASI 2016, International Conference on Applied System Innovation (Okinawa, Japan, May 28-Jun 1, 2016), and TIKI (Taiwanese Institute of Knowledge Innovation). Below the logos is a navigation bar with 'Home' and 'Online Submission'. The main content area is titled 'Registration Form'. A red rectangular box highlights the login section, which includes fields for '*Email' and '*Password', a 'Sign in' button, and the text 'If you have an account, please login directly.' Below this section are fields for '*Confirm Password', '*First Name', 'Middle Name', '*Last Name', 'Chinese Name (if applicable)', '*Institution', '*Title' (with radio buttons for Dr., Mr., Mrs., Ms., Prof.), '*Country' (a dropdown menu currently showing 'Not Selected'), '*Will you go to Okinawa to attend conference?' (radio buttons for Yes, No), '*Diet Preference' (radio buttons for Vegetarian, Non-vegetarian), and '*Registration Type' (radio buttons for Regular participant (Author), Regular participant (Author/IEEE member), Regular participant (Author/TKI member)). At the bottom of the form is a red 'Registration' button.

2. Complete the registration form. Please note: the information you enter will be used in badges, receipts, and meal preparation

This screenshot shows the same registration form as above, but with some fields filled out. The '*Email' field is filled with a blacked-out email address. The '*First Name' field is filled with a blacked-out name. The '*Last Name' field is filled with a blacked-out name. The '*Institution' field is filled with a blacked-out institution name. The '*Country' dropdown menu is now set to 'Taiwan'. The '*Title' radio buttons are set to 'Dr.'. The '*Will you go to Okinawa to attend conference?' radio buttons are set to 'Yes'. The '*Diet Preference' radio buttons are set to 'Vegetarian'. The '*Registration Type' radio buttons are set to 'Regular participant (Author)'. The red 'Registration' button is still visible at the bottom.

3. Select “Fee Item” based on your requirements and click “Add”, the system automatically calculates your registration fee

- Select “Regular participant (Author) for your first paper and click “Add”)
- If you have more than 1 paper to register, after complete first step, select “Second Paper)
- Select “Accompanying Person” if you need to, and click “Add”)

Order Number: 1085000302

Order Amount: USD 0 (NTD 0)

Please select fee item:

No Order Detail Data.

Order Number: 1085000301

Order Amount: USD 1,600 (NTD 49,000)

Please select fee item:

Seq	Registration Fee	Amount	Early Bird	Content Completed	Details	
1	Regular participant (Author)	USD 600 (NTD 18,000)	Yes	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	Second Paper Presentation	USD 350 (NTD 11,000)	Yes	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

*Please fill **[Details]** before Online Payment

4. Please DO “Edit” each section before online payment

Order Number: 1085000301




Order Amount: USD 1,600 (NTD 49,000)

Please select fee item:

Seq	Registration Fee	Amount	Early Bird	Content Completed	Details	
1	Regular participant (Author)	USD 600 (NTD 18,000)	Yes	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	Second Paper Presentation	USD 350 (NTD 11,000)	Yes	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

*Please fill **[Details]** before Online Payment

5. Choose paper title and fill in all the blanks, and click “Add”

[Home](#) [Online Submission](#)

Paper Review Information

*Paper No.	Not Selected ▾
Paper Title	<input style="width: 90%;" type="text"/>
*Paper Type	Not Selected ▾
*1st prefer journal	Not Selected ▾
*2nd prefer journal	Not Selected ▾
*3rd prefer journal	Not Selected ▾

Suggest reviewer

Seq	Chinese name	*Given names	*Last name	*E-mail address	*Affiliation
1	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
2	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
3	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

Add
 Back

6. Fill in the information for accompanying person. Please note: the information you enter will be used in badges, receipts, and meal preparation

Accompanying Information

*Accompanying Person	*Full Name (First & Last Name)	<input style="width: 80%;" type="text"/>
	Chinese Name (if applicable)	<input style="width: 80%;" type="text"/>
	Institution	<input style="width: 80%;" type="text"/>
	*Title	<input type="radio"/> Mr. <input type="radio"/> Dr. <input type="radio"/> Mrs. <input type="radio"/> Ms. <input type="radio"/> Prof.
	*Diet Preference	<input type="radio"/> Vegetarian <input type="radio"/> Non-vegetarian
	*Email	<input style="width: 80%;" type="text"/>

Add
 Back

7. Complete edit details for all items and click “Online Payment” to proceed

Order Number: 1085000401
 Order Amount: USD 600 (NTD 18,000)

Please select fee item: Not Selected Add

Seq	Registration Fee	Amount	Early Bird	Content Completed	Details
1	Regular participant (Author)	USD 600 (NTD 18,000)	Yes	Yes	Edit Delete


Online Payment
 Back

8. Check the total amount and choose a payment method. Please Note: “Manual Payment” requires your payment receipt, use the system to upload receipt copy. Registration will **NOT** be done until our staff confirmed your payment. Others payment methods are automatically confirmed.

Online Payment

Order Number	1085000102
Registration Number	10850001
User ID (Email)	[REDACTED]
User Name	[REDACTED]
Payment List	Accompanying Person (do not attend 5 days group schedule) = USD 250 (NTD 7,500)
Amount	USD 250 (NTD 7,500)

請選擇您要付款的方式 / Please select a payment method

信用卡 Credit Card   

支付宝  ALIPAY

手動繳費 Manual Payment

Online Payment

9. You will be able to download the receipt right after payment completion; For Manual payment, you will be able to get receipt after payment manually confirmed by our staffs.

Add Registration Order

Order Number	Order Date	Order Amount	Order Status	Order Details	
1085000401	2016-02-25	USD 600 (NTD18,000)	payment successful	View	Receipt Download

10. For anyone needs to add in additional orders (e.g. Accompanying person) after payment completion, please use “Add Registration Order”