**Registration Form**

**(Listener)**

**NOTE: To avoid delays in registration, please read the entire form carefully. You may submit the required documents to icgea@young.ac.cn before or on *March 5th, 2021.***

**Required documents:**

**Regular Listener: Both filled Registration Form (doc.) and the Payment proof**

**Onsite Registration Listener: Filled Registration Form (doc.) only**

**Please submit one form for each participant and ensure all the information filled below is accurate.**

**I. Participant Information**

**\* Compulsory items**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **\*First Name:** | | **\*Family Name:** | | | |
| **Position:**  **(Prof., Assistant Prof., Dr, Mr. Ms. Etc.)** | | | **Male □ Female □** | | |
| **\* The participant’s name:**  **\* Participant’s Affiliation(Organization or University, Country):** | | | | | **One-inch-Photo here (\*please take a photo to the conference if you didn’t put one here)** |
| **\* Research interest:** | | | | | |
| **\*\*Mailing Address:** | | | | | |
| **\*City:** | | | **\*State/Province:** | | |
| **\*Country:** | | | **\*ZIP/Post Code:** | | |
| **\*Tel.:** | **\*E-mail:** | | | **Fax:** | |
| **Student ID Number:** | | | | | |
| **\*Special dietary:**  **Diabetic □ Vegetarian □ Muslim □ Other □ (please specify: )** | | | | | |
| **Physical requirements (if any):** | | | | | |

##### Please ensure all the information filled above is accurate and real.

##### II. Registration Fee

|  |  |  |  |
| --- | --- | --- | --- |
| **Categories** | **Students/IEEE Member** | **Professionals** | **Mark your choice**  **(Select based on your real information)** |
| **Listener** | **250 USD** | **300 USD** |  |
| **Listener-Online** | **150 USD** | **200 USD** |  |
| **Listener (Onsite Registration)** | **350 USD** | |  |
| **Social Program (Optional)** | **100 USD** | **100 USD** |  |

**\* Notice  
\*Student rate is given to a student with requirement to show their student card(s).  
\*Accompanying person needs to register as audience to attend the conference.**

**\*Onsite registration is only applicable to listeners. In order to prepare materials in advance, please send us the filled registration form before March 5th.**

**\*Authors' Registration fee Includes:**

**\*Access to all technical sessions**

**\*Name tag**

**\*Certificate of Participation**

**\*Conference bag and conference accessories**

**\*Coffee break & Lunch & Dinner on conference day**

##### III. Payment Terms

**1. Credit Cards**

* **Payment link:**

<http://confsys.iconf.org/online-payment/18162>

* **Please fill in the Payment mailbox and Order Number after the payment**

|  |  |
| --- | --- |
| **\*Payment Mailbox:** | **\*Order Number:** |

**2. PayPal**

* **PayPal Account:** [**pay@academic.net**](mailto:pay@academic.net) (**Note: 30usd more service charge should be covered by registrant)**
* **Please fill in the following information after the payment.**

|  |  |
| --- | --- |
| **\*Remitter’s Mailbox/ PayPal Account:** | **\*Order Number:** |
| **\*Remit Date:** | **\*Amount:** |

**3. Bank Transfer**

* **Please contact icgea@young.ac.cn for the bank transfer information if you are not able to pay by credit card and PayPal.** (**Note: 30usd more service charge should be covered by registrant)**
* **Please fill in the following information after the payment.**

|  |  |
| --- | --- |
| **\*** **Remitter's Account:** | **\*\*Remitter's Name:** |
| **\*Remit Date:** | **\*Amount:** |

**4. Receipt requirements (if any):**

|  |  |
| --- | --- |
| **Receipt title:** | **Requirements:** |

**5. Gentle Reminder:**

**After the payment, please send all required materials to the conference secretary; who will confirm your registration by sending you confirmation from conference mailbox icgea@young.ac.cn. If no feedbacks received within three work days, please contact us via email or telephone. For more information, please view the website** [**http://www.icgea.org/**](http://www.icgea.org/)***.***

**ICGEA 2021**

**Organizing Committee**

**Cancellation Policy**

Every participant should finish the registration before he can attend the conference. If a registrant is unable to attend an event for any reason, they may substitute, by arrangement with the registrar, someone else of co-authors or from the same institute/organization.

Cancellations must be notified in writing (e-mail is sufficient) to the Conference Secretariat at icgea@young.ac.cn. Cancellations of the Conference registration made by 10 January; will result in a partial refund with 100 USD to cover administration costs. After 10 January but before February 10, 30% of registration fee should be paid to cover administration costs. After 10 February but before March 1, 50% of registration fee should be paid to cover administration costs. No refund can be allowed after March 1. Failure to obtain the appropriate visa to travel to Singapore does not constitute a refund. The Conference Secretariat must be advised in writing of any alterations or transfers.

**Disclaimer**

All best endeavours will be made to present the program as published on the Conference website. The Conference and its agents reserve the right to alter without prior notice, any of the arrangements, timetables, plans or other items relating to the meeting, for any cause beyond its reasonable control. The Organizing Committee and the Conference Organizers are not liable for any loss or inconvenience caused as a result of such alteration. In the event of unforeseen circumstances, the Organizing Committee and the Conference Organizers do not accept responsibility for loss of monies caused by delays. Participants are advised to take out personal travel insurance and to extend their policy to cover personal possessions. The Conference does not cover individuals against cancellations of bookings or theft or damage to belongings.

**Conference Date and Place Statement**

The organizer has the right to change the date and place of the conference under the reason of amount to “force majeure” circumstances. The participants of the conference are obliged to cooperate with the organizer's change and refund policy.