

CICTP2019 Conference Payment Guide

1. Payment Instruction

For this conference, we accept in-advance transfer registration and on-site registration. The transfer registration can accept all kinds of registration categories (as is shown in the following table). The on-site registration can only accept “Conference Attendance Registration”, so **participants who have papers or need to do research reports should transfer in advance for registration** (More details for this category could be found below) .

本次会议接受提前转账注册以及现场注册两种方式，其中转账注册可接受所有的注册类别（如下表所示），现场注册接受仅参会注册的类别，**请有论文收录或做研究报告需求的参会人员提前转账进行注册**(具体要求请参考下方提示)。

Category		Payment Instruction
Conference registration	Papers will be published.	¥ 4000/person
Conference report registration	Attend conference and do research reports only. Papers will not be published.	¥ 2800/person
Conference Attendance Registration	Attend conference only. Do not offer research reports. Papers will not be published.)	¥ 1800/person

被会议论文集录用的论文作者需要尽快缴纳注册费，缴费截止日期为 12 月 5 日。
Conference registration should be paid before December 5.

2. Registry Permission

Note: Each delegate is required to fill in the registration form (See e-mail of the conference group or the conference website) and submit it to the mailbox: **cictp.cota@gmail.com**. Each form is limited to one person, so please do not register for others. Each research report must be registered by one person. If one wants to register several papers, he/she needs to pay several times. It is recommended that each paper be remitted separately so that it can be invoiced separately. Students are required to bring student cards when attending the conference.

注*: 请每位参会代表自行通过填写报名表(见会务组邮件或会议网站)并提交到会务组邮箱: **cictp.cota@gmail.com**, 每表限报一人, 请勿代替他人报名; 所有研究报告必须要有一人进行注册, 同一人注册多篇文章需多次缴费, 建议每篇文章单独汇款以便单独开具发票。学生参会时请携带学生证。

3. Chinese Payment Process

- (1) Please transfer and note the **conference name (CICTP), author name (first author is ok) and paper number**. For example, CICTP-Zhang-A1234;
- (2) Keep bank transfer vouchers and take photos. Send them with the registration form (if you need reimbursement, please note the invoice title and tax number) to the conference mailbox: **cictp.cota@gmail.com**;
- (3) The conference group will verify the confirmation according to the account transfer record and the mail. If the audit is passed, the registrant will receive the confirmation mail from the conference group within seven working days. If no mail is received within the specified time, please call or email to consult the conference group.

- (1) 前往银行转账, 转账时请备注会议名(CICTP)、作者姓名(第一作者即可)、论文编号等信息, 如: CICTP-张三-A1234;
- (2) 保留银行转账凭证并拍照, 与注册表(如需要报销请备注发票抬头与税号)一并发送至会议邮箱: **cictp.cota@gmail.com**;
- (3) 会务组会根据账户转账记录以及收到的邮件核实确认, 如果审核通过, 注册者会在七个工作日内收到会务组的确认邮件, 如果在指定时间内未收到邮件, 请电话或邮件咨询会务组。

(4) 账户信息:

名称	东南大学
地址	南京市玄武区四牌楼 2 号
开户行	建设银行南京市四牌楼支行
银行账号	32001594138059123456

4. Overseas Payment Process

- (1) Please transfer or mail check and note the **conference name (CICTP), author name (first author is ok) and paper number**. For example, CICTP-Zhang-A1234;
- (2) Keep bank transfer vouchers and take photos. Send them with the registration form (if you need reimbursement, please note the invoice title and tax number) to the conference mailbox: **cictp.cota@gmail.com**;
- (3) The conference group will verify the confirmation according to the account transfer record and the mail. If the audit is passed, the registrant will receive the confirmation mail from the conference group within seven working days. If no mail is received within the specified time, please call or email to consult the conference group.

(4) Account information:

Mailing check:
COTA (attn: Dr. Heng Wei) Mailing Address: 730 ERC, 2850 Campus Way, The University of Cincinnati, Cincinnati, Ohio 45221-0071, USA
Bank wire transfer:
Organization Name: Chinese Overseas Transportation Association (COTA) Bank Name: 5/3 Bank (Business Standard Checking Account) Routing Number: 042000314 Account Number: 7978436041 SWIFT Code: FTBCUS3C People-In-Charge: COTA Treasurer Heng Wei Contact: +1(513)5563781 (if necessary)

CICTP2019 Organizing Committee
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<http://www.cota-home.org/CICTP/CICTP2019.html>