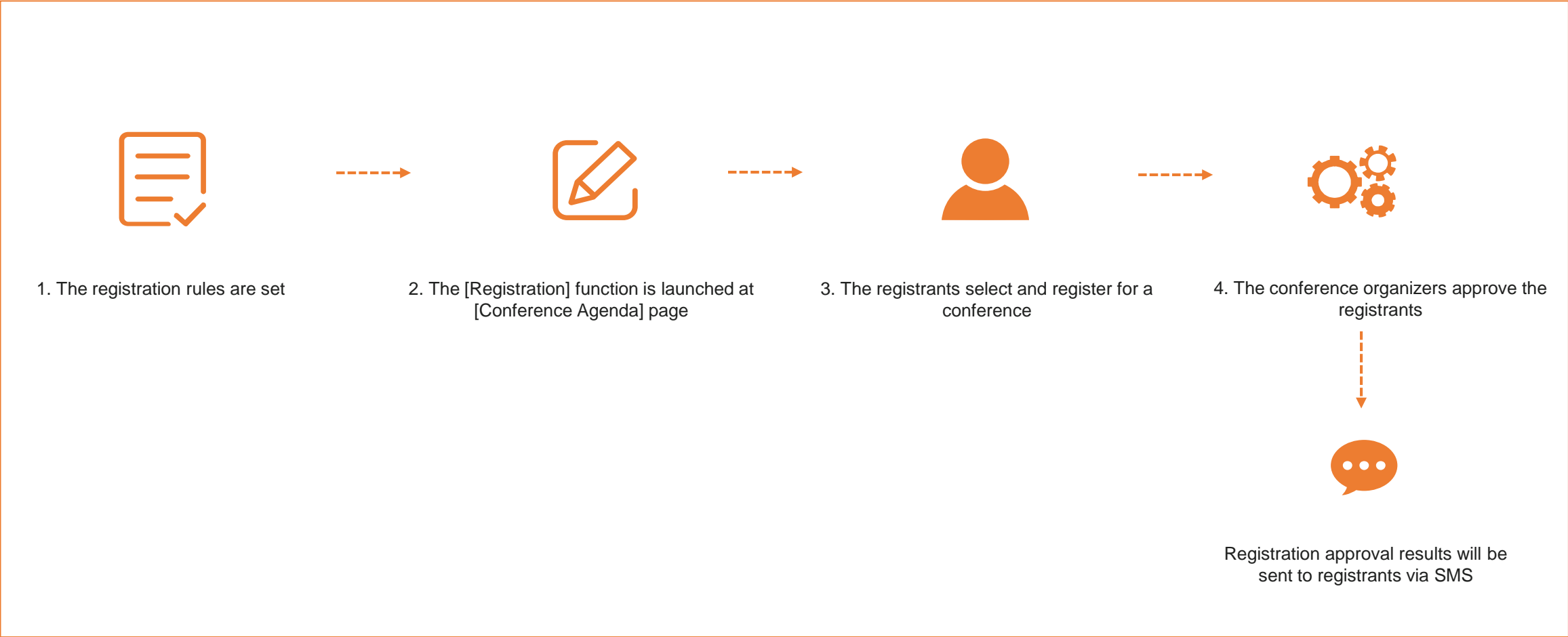


Overview of Off-line Conference Registration System

Conference Registration System: This conference registration function is provided by the Organizing Committee for conference organizers. Conference organizers can set their own rules for registration, and conduct data statistics and identity verification on participants.

Off-line Conference Registration Management: Overall Procedures

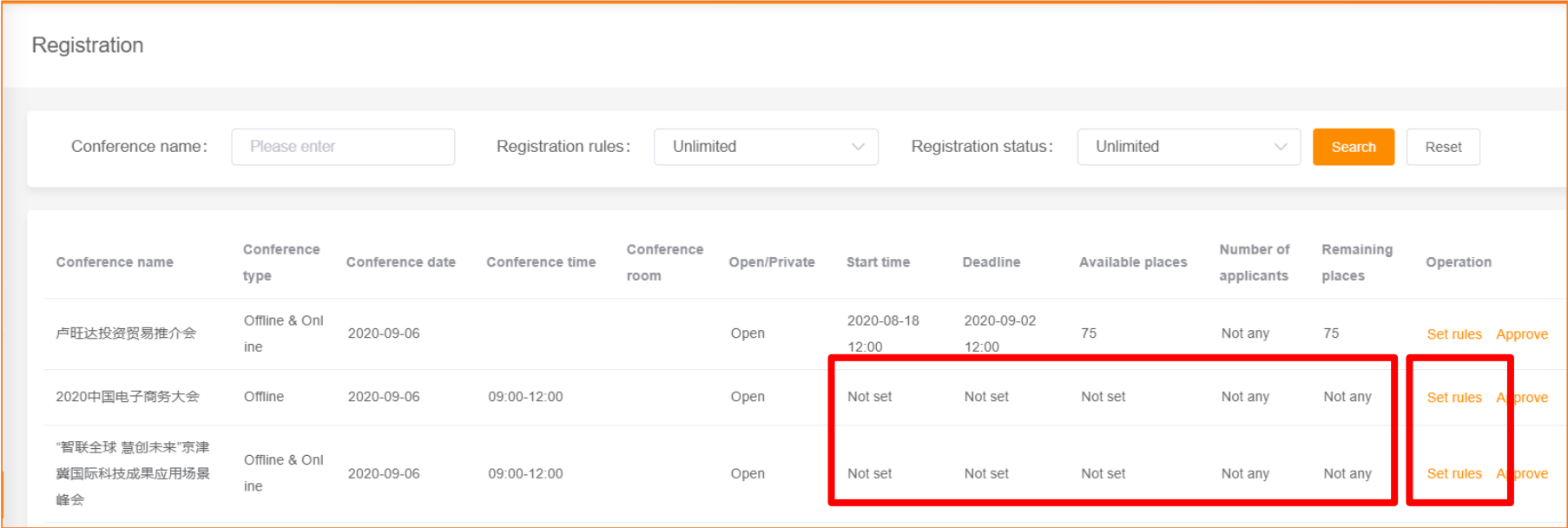


How to set conference registration rules?

Set Registration Rules

The conference organizers shall log in to the account on the official website of CIFTIS, and click [Operation Platform] or directly access to <https://back.ciftis.org/>

Click [Conference Management] - [Conference Registration Management], the system will automatically search the **conferences available for registration** in your conferences and display them in the list. The contents of the registration rules are displayed as "not set" by default. Personnel cannot register for conferences without registration rules.



The screenshot shows a web interface titled "Registration" with a search bar and a table of conference details. The search bar includes fields for "Conference name" (with a placeholder "Please enter"), "Registration rules" (set to "Unlimited"), and "Registration status" (set to "Unlimited"), along with "Search" and "Reset" buttons. The table below lists three conferences. The first row shows a conference with registration rules. The second and third rows show conferences where the registration rules, start time, and deadline are "Not set". Red boxes highlight these "Not set" values and the "Set rules" and "Approve" buttons in the "Operation" column for the second and third rows.

Conference name	Conference type	Conference date	Conference time	Conference room	Open/Private	Start time	Deadline	Available places	Number of applicants	Remaining places	Operation
卢旺达投资贸易推介会	Offline & Online	2020-09-06			Open	2020-08-18 12:00	2020-09-02 12:00	75	Not any	75	Set rules Approve
2020中国电子商务大会	Offline	2020-09-06	09:00-12:00		Open	Not set	Not set	Not set	Not any	Not any	Set rules Approve
"智联全球 慧创未来"京津冀国际科技成果应用场景峰会	Offline & Online	2020-09-06	09:00-12:00		Open	Not set	Not set	Not set	Not any	Not any	Set rules Approve

Set Registration Rules

- Click [Set Registration Rules], you can set the start time (accurate to hour), end time (accurate to hour), and available places (set as appropriate). **Note: The end time cannot be earlier than the start time.**
- After the registration rules are set, users can see the [Register] button in [Conference Agenda] and submit the registration within the available time period that complies with the registration rules. The list of applicants can be viewed and approved in the background.
- **Note: The number of registrations submitted by participants is not restricted by the “Available places”; while the Organizer background is restricted by the available places when approving personnel.**

Set rules ×

Conference name: 5G Emerging Service Trade Development Forum

* Start time:

* Deadline:

* Available places:

Set Registration Rules

After the registration rules are set (Figure 1), users can see the [Register] button in [Conference Agenda] on the official website of CIFTIS within the specified time period that complies with the registration rules. (Figure 2)

Examples

Conference name	Conference type	Conference date	Conference time	Conference room	Open/Private	Start time	Deadline	Available	Operation
5G Emerging Service Trade Development Forum	Offline & Online	2020-09-05	09:00-12:30		Open	2020-08-17 12:00	2020-08-31 12:00	20	Set rules Approve

(Figure 1)

Open **5G Emerging Service Trade Development Forum**

5G Communication Services Offline & Online

Register

(Figure 2)

How to approve registrants?

Approve Registrants

Click [Approval of Registrants] to enter the page of [Approval of Registrants]. The page will display all registrants of the corresponding conference, including user name, name, nationality, badge type, ID number (mask), workplace and position, registration submission time, approval status and operation column.

Click "Approve" in the operation column to trigger the approval pop-up, then choose to approve or reject the registrant, and the approval status will be updated in real time.

Registration / Approve

Examples

Username: Name: Nationality:

Enterprise: Approval status:

<input type="checkbox"/>	Username	Name	Nationality	ID Card type	ID No.	Title	Registration time	Operation
<input type="checkbox"/>	RDVFX	李玉	Mainland	身份证	5*****1	Senior manager	2020-08-20 17:51:20	Approve
<input type="checkbox"/>	yaguo2020	徐刚	Mainland	身份证	1*****9	Middle manager	2020-08-20 16:37:33	Approve
<input type="checkbox"/>	yaguo112	胡艳	Mainland	身份证	4*****3	Middle manager	2020-08-20 16:37:33	Approve
<input type="checkbox"/>	BJnyy58053333	胡金明	Mainland	身份证	4*****2	Middle manager	2020-08-20 15:50:52	Approve

Approve Registrants

Important Notes: The registration approval status is associated with the personnel badge approval status. When a registrant is approved, the system will query and match the registrant's badge approval status. The following two situations may occur:

- If the badge application is **Approved**, the registration approval status will be updated from [To Be Approved] to [Approved]
- If the badge application is **Rejected**, the registration approval status will be updated from [To Be Approved] to [Approving]
- If the subsequent badge application is **Approved**, the registration approval status will be updated automatically to [Approved]; if the badge application is **Rejected**, the registration will always be in [Approving] status.

Approve Registrants

When the number of approved registrants reaches the available places, the remaining places become 0 and the registrants can no longer be approved.

An error will be reported when approving a registrant at this time: **No remaining places!**

Conference name	Conference type	Conference date	Conference time	Conference room	Open/Private	Start time	Deadline	Available	Operation
5G Emerging Service Trade Development Forum	Offline & Online	2020-09-05	09:00-12:30		Open	2020-08-17 12:00	2020-08-31 12:00	20	Set rules Approve