

Off-line Conference Registration

Conference Registration System: This conference registration function is provided by the Organizing Committee for conference organizers.



Q: Which conferences are available for registration?

A: Off-line (including Off-line+On-line) **open-door conferences** are available for registration.

Q: Which users can register for the conference?



A: The user shall meet the following conditions at the same time:

- (i) The application for exhibition and participation of your enterprise has been approved.
- (ii) Your enterprise has submitted the application for badge for you, and the application status is “Approving” or “Approved”.



Types of Permissions

By logging in the enterprise administrator account, you can register and unregister for all enterprise sub-users (including yourself) who meet the registration requirements; ordinary sub-users of the enterprise can register and unregister for themselves.

Off-line Conference Registration: Overall Procedures



1. Check the conference information on the conference agenda page

2. Select and register for a conference

3. The conference organizers approve the registrants

4. Registered successfully!
The approval results can be viewed on the official website or APP



Registration approval results will be sent to registrants via SMS

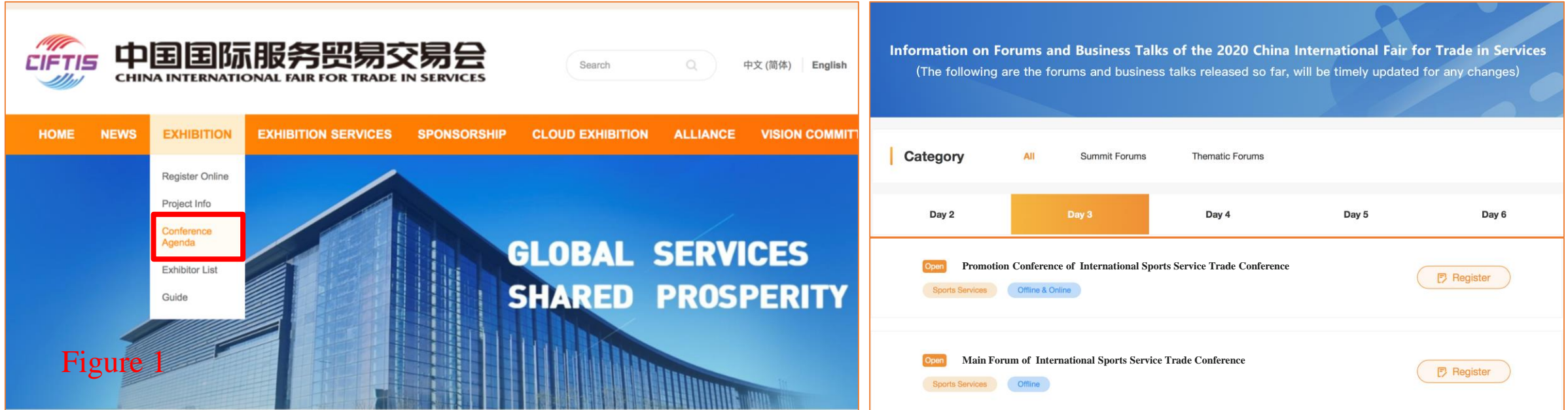
Registration for Offline Conference: Browse the Conference

- Log in to the official website of the CIFTIS, access to 【Exhibitions & Conferences】 - 【Conference Agenda】 or directly access to

<https://conference-agenda.ciftis.org/agenda>

You can browse all the forums and business talks of the CIFTIS. The 【Register】 button will be displayed on the right side of the conference available for registration. (Figure 1)

- Click 【Register】 . If you have not logged in, you need to log in the account that meets the registration qualification first (the enterprise account that has been approved for the application for exhibition and conference).

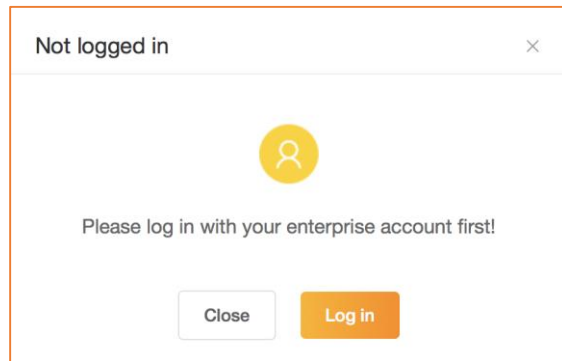


The image shows two screenshots of the CIFTIS website. The left screenshot displays the main navigation menu with the 'EXHIBITION' tab selected, and a dropdown menu where 'Conference Agenda' is highlighted with a red box. The right screenshot shows the 'Information on Forums and Business Talks of the 2020 China International Fair for Trade in Services' page, featuring a table of events for Days 2 through 6, with 'Day 3' selected. Two events are listed: 'Promotion Conference of International Sports Service Trade Conference' and 'Main Forum of International Sports Service Trade Conference', both with 'Register' buttons.

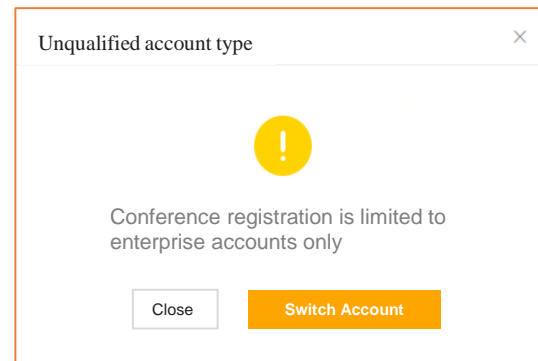
Figure 1

Registration – Log in to the Account

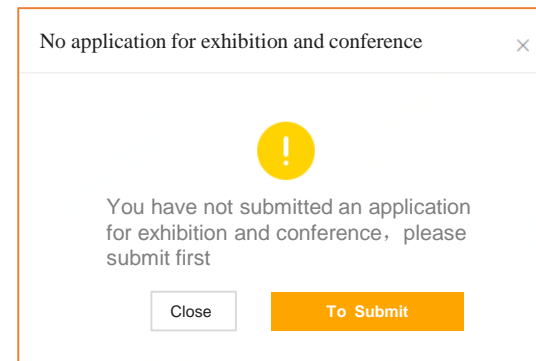
Click “Register”. If you have not logged in, you need to log in the account that meets the registration qualification first (the enterprise account that has been approved for the application for exhibition and conference). Account types that do not meet the qualification will trigger the following pop-up window.



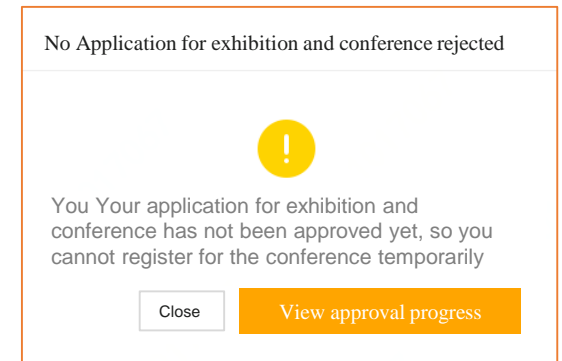
Click “To Login ” to jump to the login page



When you are currently logged in to an individual account, this pop-up window will be triggered. You can click "Switch Account" to log in to the enterprise account again.



This pop-up window will be triggered when you are currently logged in to an enterprise account but have not submitted an application for exhibition and conference. You can click “To Submit” to jump to the account center to submit the application for exhibition and conference.



This pop-up window will be triggered when you are currently logged in to the enterprise account and have submitted an application for exhibition and conference, but the application is rejected. Please wait patiently for the approval results.

Registration for Offline Conference: Select Registrant

- If your current account conforms to the registration rules, click the “Register” button on the conference agenda page and you will enter the page of “Select Registrant”.
- If you are logging in to an enterprise administrator account, this page will display all the sub-user information of your enterprise. You can check the personnel according to the actual situation and register for them.
- **Only enterprise personnel who meet the following requirements can register:**
 - (a) The badge application is approving or approved
 - (b) One has not registered for current conference
- Those who do not meet the registration requirements cannot check the box. Point the mouse to the “?” on the right side of the name to check the reason.
- If you log in to an enterprise sub-user account, only the sub-user’s own information will be displayed;

Conference Name
5G Emerging Service Trade Development Forum


Select Applicant(s)

<input type="checkbox"/>	User Name	Name	Title	Nationality
<input type="checkbox"/>	admin@jingdong	?		
<input type="checkbox"/>	xialiw@jingdong	夏立文 ?	General employee	Mainland China
<input type="checkbox"/>	yzh7@jingdong	杨子浩 ?	General employee	Mainland China
<input type="checkbox"/>	ls13@jingdong	刘双 ?	General employee	Mainland China
<input type="checkbox"/>	luningning@jingdong	路柠柠 ?	General employee	Mainland China
<input type="checkbox"/>	yangmian@jingdong	杨勉 ?	Middle manager	Mainland China
<input type="checkbox"/>	ciftis-test@jingdong	桑成良 ?	General employee	Mainland China
<input type="checkbox"/>	xialiw2222@jingdong	sasadfdsd ?	Senior manager	HK/Macao/Taiwan
<input type="checkbox"/>	zhangpeng@jingdong	张鹏 ?	Senior manager	Mainland China
<input type="checkbox"/>	zhouwenling@jingdong	周雯玲 ?	Middle manager	Mainland China


Registration for Offline Conference: Registered Successfully

- After successfully registered, jump to the “Registered Successfully” page. Click "Continue to register" to back to the conference agenda and continue to register for other conferences.
- Click "Account Center-My Conferences" to jump to the account center page to view the registration approval results.
- Click “CIFTIS APP” to jump to CIFTIS APP download page to view

Register

 Submitted successfully! The approval results will be sent to the registrants via SMS.

Registrants can also check their approval results in [Account Center - My Conferences](#) on CIFTIS website or My - My Conferences on [CIFTIS APP](#) .

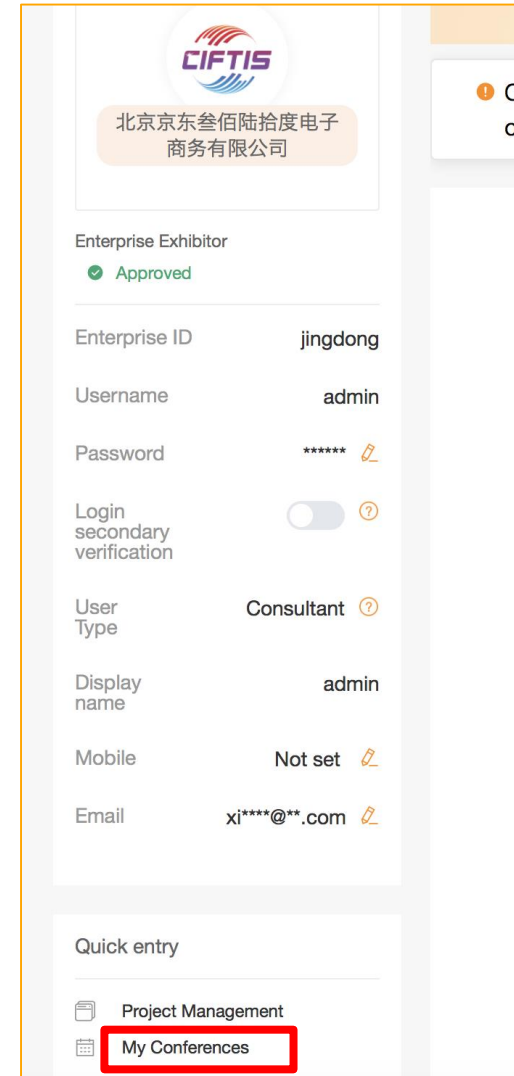
 Register more

[CIFTIS] Sorry, your registration (for “2020 Intelligent Technology and Industry Development Forum”)has been rejected.

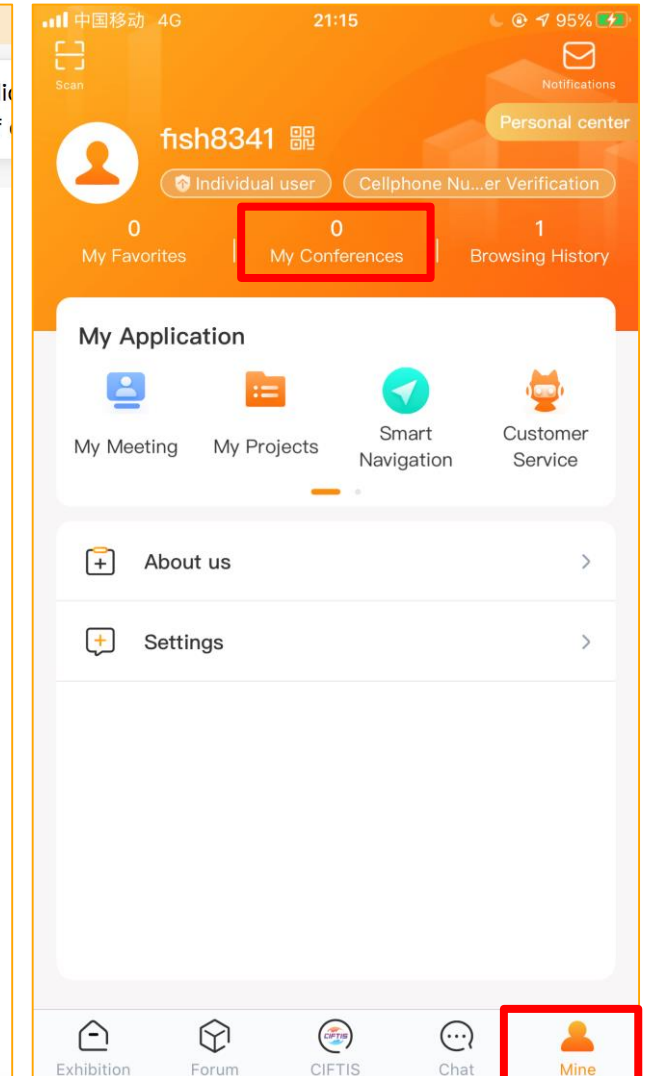
[CIFTIS] Congratulations, your registration (for “2020 Intelligent Technology and Industry Development Forum”)has been approved.

My Conferences: Check Registration Results

- Log in to official website of the CIFTIS, access to [Account Center] - [My Conferences], or log into <https://conferenceagenda.ciftis.org/agenda/mine> (Figure 1) to check the approval status for the registration.
- Log in to official website of the CIFTIS, access to [Mine] -[My Conferences] to check the approval status for the registration. (Figure 2)



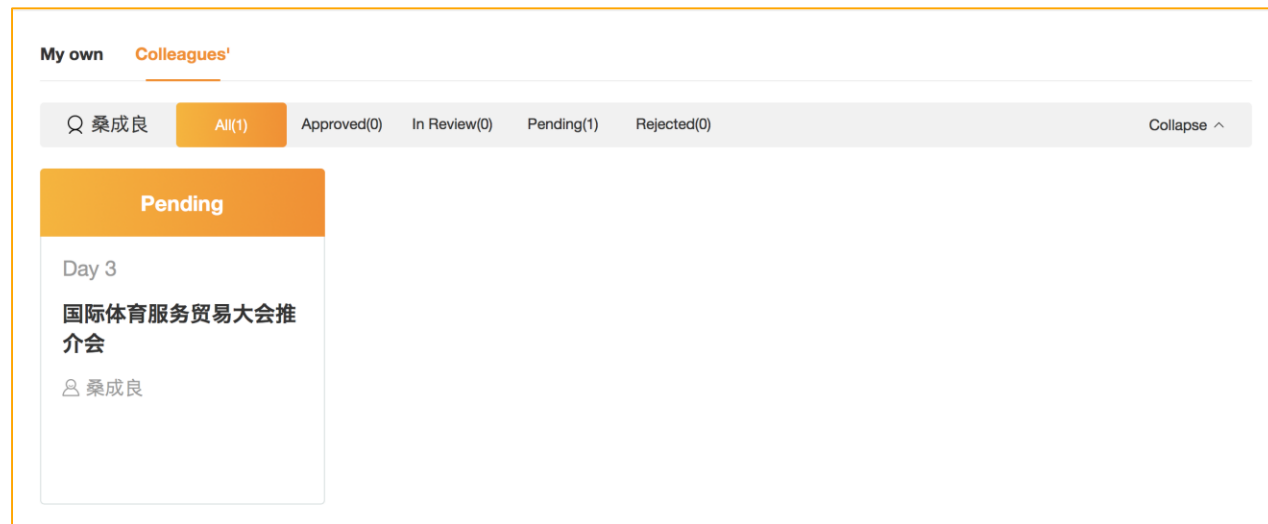
(Figure 1)



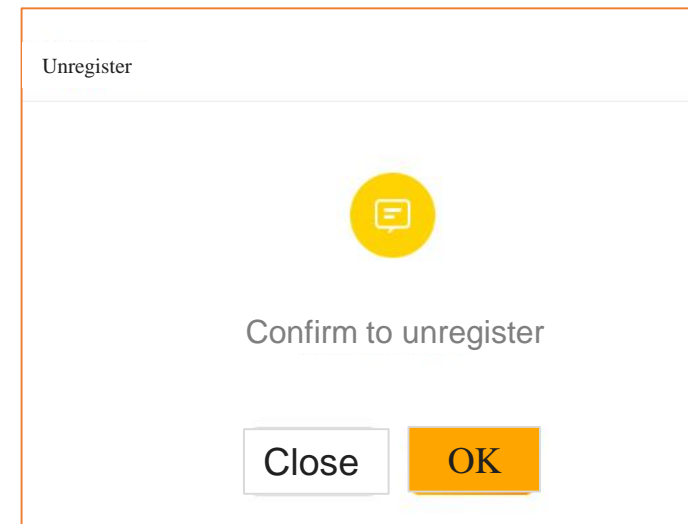
(Figure 2)

My Conferences: Check Registration Results (Official Website on PC)

- Administrators can log in to view the conferences they have registered for and the approval results, as well as the conferences registered by all sub-users of the enterprise and their approval results.
- Ordinary sub-users of the enterprise can log in and can only view the approval results of the conferences they have registered for.
- The approved conference can be unregistered. Among them, the administrator can unregister for himself or the sub-users of the enterprise;
- The sub-users of the enterprise can unregister for themselves. If you unregistered for a conference, you can register for the same conference again.



View “My own”& “Colleagues”



Unregister

My Conferences: Check Registration Results (CIFTIS APP)

- Administrators can log in to view the conferences they have registered for and the approval results, as well as the conferences registered by all sub-users of the enterprise and their approval results.
- Ordinary sub-users of the enterprise can log in and can only view the approval results of the conferences they have registered for.
- On the day of the offline conference, participants can enter the conference with the “Registered Successfully” page.

