GUIDE TO REGISTER FOR

ACCC10 - Chemistry for Our Sustainable Development

Step 1: Create an Account

1. **Access the registration page:**
   - Visit the website at https://accc10.org/
   - Click "**Sign Up for New Account**."

Figure 1: Homepage Interface

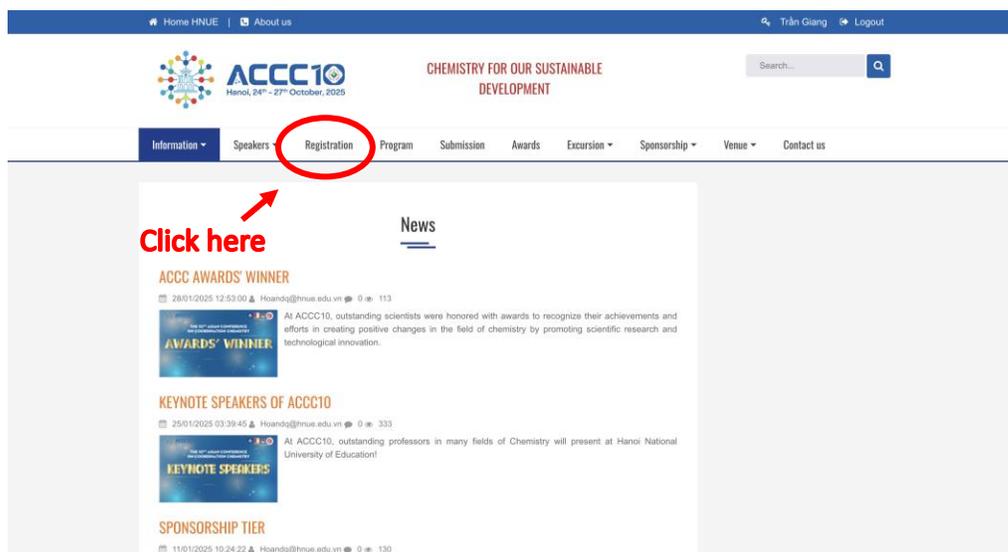2. **Fill in the registration form:**

Figure 2 Registration Form

- o **Display Name:**
    - Enter your display name. This name will be used to identify you on the system.
- o **Email Address:**
    - Enter a valid email address. Ensure you have access to this email, as the system will send a verification link here..
- o **Password:**
    - Enter your desired password.
    - The password should be at least 8 characters long and include uppercase, lowercase, numbers, and special characters for enhanced security.
- o **Confirm Password:**
    - Re-enter the password to confirm. This field must match the "Password" field.
- o **Security Code:**
    - Look at the security code (captcha) displayed above.
    - Enter the code accurately in the blank field to verify you are not a robot.
3. **Click "Register":**
    - o After filling in all the information, click the **"Register"** button.
    - o The system may take a few seconds to process the information.
4. **Check your email for verification:**

- o Access the inbox of the email address you provided.
- o Look for the verification email from the system (it might be in the Spam folder if not in your Inbox)
- o Click the link in the email to activate your account.

5. **Complete the registration:**
   - o After activating your account, you can log in to the system using the registered email and password.

Step 2: Register for Participation

1. **Access the participant registration form:**

   - o On the homepage, click **"Registration"**.

2. **Fill in personal information:**
   - o **Title:**
     - Select the appropriate title from the list (Mr., Ms., Dr., Prof., v.v.).
   - o **First name:**
     - Enter your first name.
   - o **Last name:**
     - Enter your last name.
   - o **Gender:**
     - Choose your gender from the list (Male/Female/Other).

3. **Answer optional questions:**
   - o **Are you a student?**
     - Tick this box if you are a student.
   - o **Are you Vietnamese?**
     - Tick this box if you are Vietnamese.

- **Are you the one accompanying?**
  - Tick this box if you are accompanying someone.
4. **Enter contact details:**
   - **Department:**
     - Enter your department or faculty (if applicable).
   - **Affiliation:**
     - Enter the name of your organization or university.
   - **Address:**
     - Enter the detailed address of your workplace or residence.
   - **City/District:**
     - Enter your city or district.
   - **State/Province/Region:**
     - Enter your state, province, or region.
   - **Postal Code:**
     - Enter your area's postal code.
   - **Country:**
     - Select your country from the list.
5. **Provide communication details:**
   - **Telephone No:**
     - Enter your landline number if available.
   - **Fax No:**
     - Enter your fax number if applicable (can be skipped if not applicable).
   - **Mobile Phone No:**
     - Enter your mobile number for the organizers to contact you.
   - **Email:**
     - Ensure you enter the correct email address, as confirmation details will be sent here.
6. **Complete the registration:**
   - Click the **"Register Participant"** button at the bottom of the form to submit your information.

Step 3: Submit Abstract

1. **Verify registration information:**
   Check the displayed information, particularly:
   - **Personal information:** Ensure your name, gender, nationality, email, phone number, and address are correct.
   - **Registration No:** Note this unique identifier for future reference.
2. **Complete participation fee payment**
   In the **Registration Fee & Entitlement** section:
   - **Select the appropriate fee category:**

- Example: Vietnamese Students (2,000,000 VND) if you are a Vietnamese student.
  - o **Choose additional services (if any):**
    - Options such as Welcome Party, Excursions (Trang An Tour, Halong Bay Tour) can be added if desired.
  - o **Check the total fee:**
    - The total amount will be calculated and displayed at the bottom of this section.
3. **Make payment**
   - o Check the payment details in the **Payment Information** section:
     - **For Vietnamese participants paying in VND**:
       - **Beneficiary name:** TRUONG DH SU PHAM HA NOI
       - **Account number:** 2150437126
       - **Bank:** Joint Stock Commercial Bank for Investment and Development of Vietnam (BIDV)
       - **Branch:** Cau Giay.
         Payment description: Follow the instructions on the website. Example: ACCC10_Giang Tran_00043.
     - **For international participants paying in USD:**
       - **Beneficiary name:** Hanoi National University of Education
       - **Account number:** 2150033005
       - **SWIFT code:** BIDVVNVX
       - **Bank:** Joint Stock Commercial Bank for Investment and Development of Vietnam (BIDV)
       - **Branch:** Cau Giay
       - **Payment description:** Follow the instructions on the website. Example: *ACCC10_Giang Tran_00043*.
   - o **Make the transfer:**
     - Transfer the calculated amount to the beneficiary's account.
     - Keep a receipt or a photo of the transaction as proof if needed.
4. **Submit your abstract**
   After payment, proceed with abstract submission by:

   1. **Choosing abstract details:**
      - o **Abstract Session:** Select the session relevant to your abstract.
      - o **Type of Presentation:** Choose the type (Oral, Poster, Flash, etc.).
      - o **Abstract Title:** Enter the title of your abstract.
   2. **Upload the abstract file:**
      - o Click **Choose File** to upload your abstract file (.docx format) prepared as per the event template.
   3. **Add author details:**

- o Click Add Author to input other authors' information (name, email, institution, role) if applicable.
4. **Submit the abstract**
   - o Click **Upload Abstract** and then **Submit to Finish** to finalize

5. **Wait for confirmation**
   - o **Payment confirmation:**
     - ▪ After the transfer, the organizers will confirm your payment (usually within 1-3 business days)
   - o **Abstract confirmation:**
     - ▪ The organizers will review and notify you about your abstract's status via email.
6. **Additional Notes**
   - o **Support email:** For any issues, contact the event organizers via accc10@hnue.edu.vn.
   - o **Submission deadlines:** Ensure all steps are completed before the deadlines specified.
   - o **Track updates:** Regularly check your email and account for updates on your abstract and event participation.