

GUIDE TO REGISTER FOR

ACCC10 - Chemistry for Our Sustainable Development

Step 1: Create an Account *

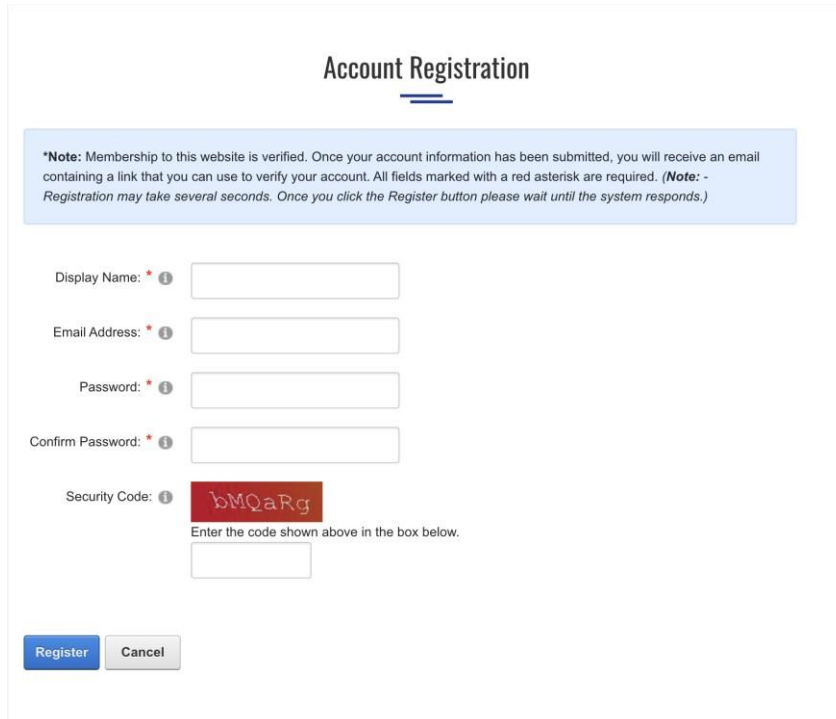
1. Access the registration page:

- Visit the website at <https://acc10.org/> or <https://acc10.hnue.edu.vn>
- Click “Sign Up for New Account.”



Figure 1: Homepage Interface

2. Fill in the registration form:



The image shows a web form titled "Account Registration". At the top, there is a blue box with a note: "*Note: Membership to this website is verified. Once your account information has been submitted, you will receive an email containing a link that you can use to verify your account. All fields marked with a red asterisk are required. (Note: - Registration may take several seconds. Once you click the Register button please wait until the system responds.)". Below the note, there are five input fields, each with a red asterisk and an information icon: "Display Name:", "Email Address:", "Password:", "Confirm Password:", and "Security Code:". The "Security Code:" field has a red box above it containing the text "bMQaRg" and a prompt "Enter the code shown above in the box below." with a corresponding input field. At the bottom, there are two buttons: "Register" (blue) and "Cancel" (grey).

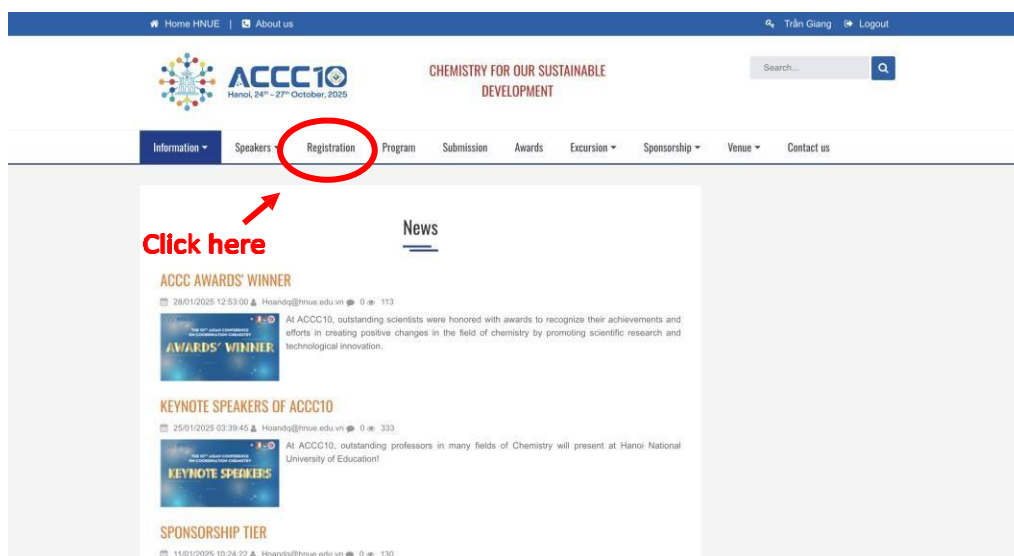
Figure 2 Registration Form

- **Display Name:**
 - Enter your display name. This name will be used to identify you on the system.
 - **Email Address:**
 - Enter a valid email address. Ensure you have access to this email, as the system will send a verification link here..
 - **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.
 - **Confirm Password:**
 - Re-enter the password to confirm. This field must match the "Password" field.
 - **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":**
- After filling in all the information, click the **"Register"** button.
 - The system may take a few seconds to process the information.
4. **Check your email for verification:**

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



- On the homepage, click "**Registration**".
2. **Fill in personal information:**
- **Title:**
 - Select the appropriate title from the list (Mr., Ms., Dr., Prof., v.v.).
 - **First name:**
 - Enter your first name.
 - **Last name:**
 - Enter your last name.
 - **Gender:**
 - Choose your gender from the list (Male/Female/Other).
3. **Answer optional questions:**
- **Are you a student?**
 - Tick this box if you are a student.
 - **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.
 - **Choose additional services (if any):**
 - Options such as Welcome Party, Excursions (Trang An Tour, Halong Bay Tour) can be added if desired.
 - **Check the total fee:**
 - The total amount will be calculated and displayed at the bottom of this section.
3. **Make payment**
- 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:** BIDVNVX
 - **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*.
 - **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:**
 - **Abstract Session:** Select the session relevant to your abstract.
 - **Type of Presentation:** Choose the type (Oral, Poster, Flash, etc.).
 - **Abstract Title:** Enter the title of your abstract.
 2. **Upload the abstract file:**
 - Click **Choose File** to upload your abstract file (.docx format) prepared as per the event template.
 3. **Add author details:**

- Click Add Author to input other authors' information (name, email, institution, role) if applicable.
- 4. **Submit the abstract**
 - Click **Upload Abstract** and then **Submit to Finish** to finalize
- 5. **Wait for confirmation**
 - **Payment confirmation:**
 - After the transfer, the organizers will confirm your payment (usually within 1-3 business days)
 - **Abstract confirmation:**
 - The organizers will review and notify you about your abstract's status via email.
- 6. **Additional Notes**
 - **Support email:** For any issues, contact the event organizers via acc10@hnue.edu.vn.
 - **Submission deadlines:** Ensure all steps are completed before the deadlines specified.
 - **Track updates:** Regularly check your email and account for updates on your abstract and event participation.

***Note: If you are an accompanying person, you must:**

1. Do registration separately as a normal participant EXCEPT Answer question “ Are you the one accompanying?” yes.
2. Make a payment to be sure ACCC10_Giang Tran AC1_00043.
3. Email an announcement to ACCC10 about your payment via email: acc10@hnue.edu.vn for accompanying person.

Your name; your host's name.....