

held in conjunction with APOIS 2023 Congress and ASMHK 2023

December 8-10, 2023 Hong Kong Convention and Exhibition Centre

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春港中文大

Guidelines for Individual Registration

Step 1: Go to <u>https://congress.apvrs.org/</u> to register.





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Step 2: Fill out your personal particulars before your click "Submit" to proceed.

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Profile Picture Upload		Institution Department	Institution Department	
Email *	Email	Institution Position	Institution Position	
Title *	~			
First Name *	First Name	Biography:		
Middle Name	Middle Name	Biography		
Last Name *	Last Name			
Gender	~			
Phone	Country Code Area Code Phone Number	250 word(s)	left	
Date of Birth	Date of Birth		Submit	

*If a delegate had attended the previous APAO/APVRS congresses, your profile will automatically imported from APAO ID.



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Step 3: Select your badge category and click "Add to Cart".

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Individual Registration

For the APVRS 2023, registration payments will be accepted through our congress system starting on May 22, 2023. To avoid system traffic congestion, delegates are strongly encouraged to register as soon as possible.

Registration in the trainee category will require a completed trainee declaration form upon registration. If you failed to submit the declaration form before the congress period, you will need to pay the full amount of registration fee. A partial refund can be granted AFTER the 2023 Congress has ended, upon submission of the completed trainee declaration form to declaration@apvrs.org.



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Step 4: Review your item(s) in the cart. Click "Check Out" to confirm the order.

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Registration -	۵	
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Logout	۲	

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Step 6: Settle registration fee via Stripe. Please email <u>registration@apvrs.org</u> for any registration problems.

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Step 7: Once payment is completed, you will receive a confirmation email. Registration Completed!





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To Update Your Personal Profile (Profile Picture + Biography):

Step 1: Select "Registration" >> "Personal Particulars" on the menu.





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Step 2: To upload your profile picture, click "Upload" and choose an image file from your computer.





Step 3: Please fill in the required personal information of your profile (columns marked with a red asterisk).

Title *	Ms. ~		
First Name *	Nancy		
Middle Name	Middle Name		
Last Name *	Ng		
Gender	~		
Date of Birth	Date of Birth		
Phone	Country Code Area Code	Phone Number	
Address:			
Street Address	Street Address		
City	City		
State	State		
Zip	Zip		
Country *	Hong Kong, China 🗸 🗸		



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Step 4: As the invited speaker's biography will be shown on the congress website, it is strongly recommended for you to update your biography as well. You can do so by typing plain text directly into the "Biography" column at the bottom of the page.

Biography		

Step 5: Please remember to click the "Submit" button to save all your personal particulars.



Once submitted, your personal profile will be automatically updated. If you wish to make any changes, you may repeat the above steps and click "Submit" to save the latest version of your information.