

## **Registration and Payment instructions for PACIS2019**

### **To register for PACIS 2019, please see the instructions below :**

1. On the right side of the screen, below the PACIS logo, click “Register Now”.
2. Next, you will be prompted to identify whether you are registering yourself or another participant. Please select “Yes” and then click next.
3. Under Registration Choices, you will automatically be registered for the entirety of the conference, but you will be required to make your meal preference.
4. Choose a guest registration if you would like.
5. Insert the name you would like to appear on your PACIS name badge.
6. The payment summary will show the approximate cost in U.S. Dollars; however, this cost might change slightly once you complete the payment process due to fluctuating exchange rate of Dollar to RMB (local currency).
7. Click Generate Invoice.
8. Once you have generated your Invoice, you will be sent a confirmation email. That email will contain instructions on the PACIS payment process.

### **To pay for PACIS2019, please see the instructions below :**

1. Create an account for the payment system (please use the information you registered in AIS, including the same AIS user name, email address, name and institute).
2. Please fill in the ‘Paper Title’ if you have paper presentation in PACIS2019.
3. Choose the registration choices and click “confirm payment”.
4. Choose the payment method you like and click “confirm payment” and complete the payment;
5. Click on the “Invoice” button to receive invoice.
6. For China Mainland participants, please click the “China Mainland Channel” on the left to receive the E-invoice and fill in the official invoice information and postal address.
7. For other participants, Please Click the “Other Channel” on the left to receive the E-invoice and obtain Visa Letter by input personal information. Please check the requirements with the China Embassy in your country before apply Visa Letter.
8. The Visa Letter will send to your mailbox within two days after the payment completion.
9. If you have any questions, please contact us by [pacis2019\\_002@163.com](mailto:pacis2019_002@163.com).