

# Registration Guideline

## ICETCI 2022

1. Once you receive the **Notification of Acceptance** from ICETCI 2022 Organization Committee, you are required to finish the registration process within **10 days**.

In order to process your paper as timely a manner as possible, we highly recommend you follow the registration rules. If you have any questions that need help, please send email to [icetci@icetci.org](mailto:icetci@icetci.org) in time.

2. **Documents for Registration**

1	Final Paper	In word version
2	Copyright Form	Download from email attachment
3	Registration Form	Download from email attachment
4	Payment Receipt	In JPEG/PNG/PDF

- a. **Final paper**

According to the IEEE publication policies, all papers submitted need to meet the standard format requirement. Please read the **Word Template** carefully, and then modify the format of your full paper ensuring that the front, front size, spacing, title, etc., meet the standard format of IEEE.

The **Word Template** can be downloaded from ICETCI 2022 official website, or directly download it from the attachment of the email (Acceptance Letter).

The final paper in word after the modification is one of the key documents you should send to us during registration. So please make sure you make it the right way.

- b. **Copyright form**

You can download the **Copyright Form** from ICETCI 2022 official website, or download it directly from the attachment of the email (Acceptance Letter).

Please print out the **Copyright Form**, and fill in the content related to your paper. Don't forget to sign your name in the end. Scan the form you have filled and send to us in **PDF**.

- c. **Registration form**

If the number of authors is more than one, you need to decide who to fill in the registration form. One person is enough for one paper. You can find the **Registration Form** from the attachment of the email (Acceptance Letter).

- d. **Payment receipt**

No matter which payment approach you choose, please attach the payment receipt with your registration documents. If you lose your payment receipt,

please contact us to verify.

### 3. Payment Method

#### a. Authors in China mainland

Please refer to the following information to finish bank transfer.

开户名称: 山西孚郎教育科技有限公司  
开户银行: 中国银行太原大北门支行  
开户行行号: 104161003390  
账号: 148004413044

#### b. Authors abroad

Please click the following link to finish your payment. (PayPal)

Link: <https://paypal.me/ACEEPayment>

Once you complete your payment, please keep your payment receipt carefully. Send the receipt in JPEG, PNG, or PDF with other documents to us.

**\*Note: Please calculate your total registration fee before payment. Your total registration fee should cover your standard registration fee and additional charge for extra pages (if needed).**

### 4. Registration

Send all the required documents to [icetci@icetci.org](mailto:icetci@icetci.org). Organization committee will process your registration as soon as possible.