

# International Conference on Dermal Sciences (Registration Guide)







# **Contents**

| Register                                  | 3  |
|---|----|
| Voucher Submission                        | 6  |
| Abstract Submission:                      | 13 |
| Add New Submission:                       | 13 |
| Resubmission of Abstract after Rejection: | 16 |

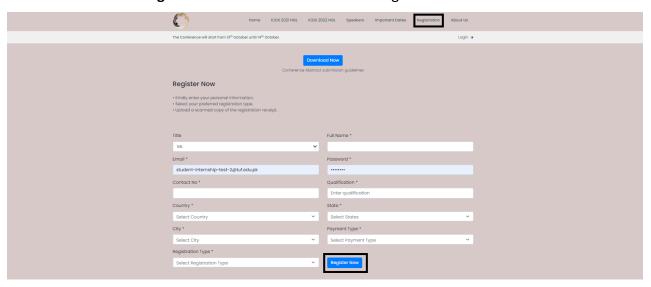


1. Enter the URL: https://icdspk.com/



## Register

1. Click on the "Registration" and Fill in the form to Register.

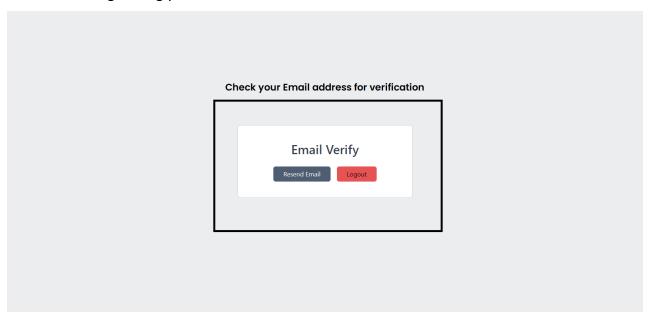


#### Note:

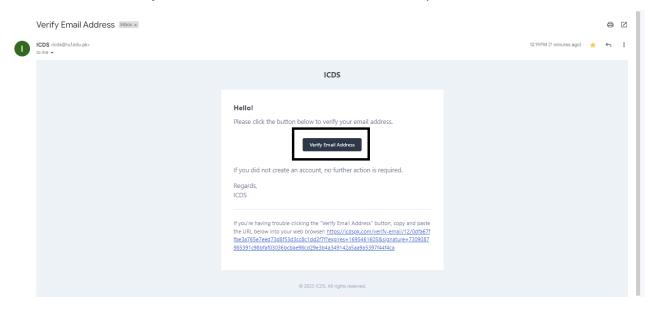
- 1. Make sure the email you enter is correct otherwise you are unable to Register.
- 2. The password should not be less than 8 characters.
- 3. In payment type, only Bank Payment will entertain.



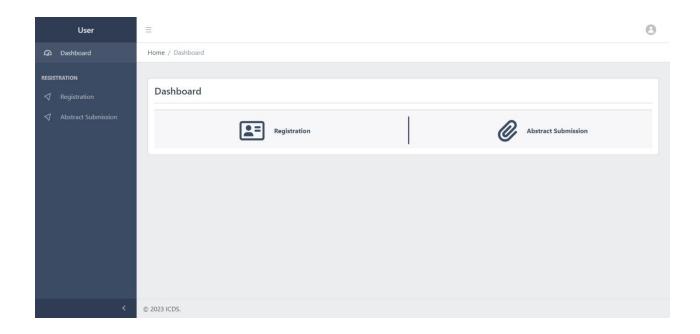
2. After Registering you will receive Verification Email.



3. Click on "Verify Email Address" Button it will redirect to your dashboard.

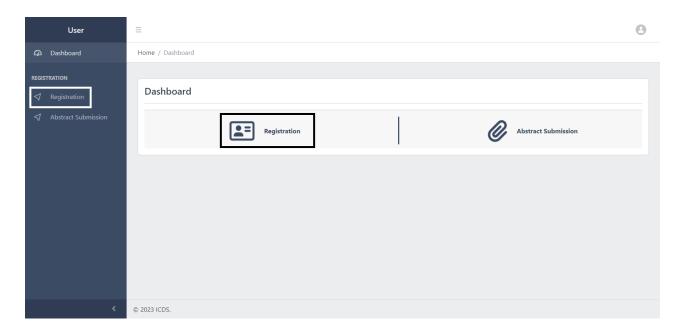




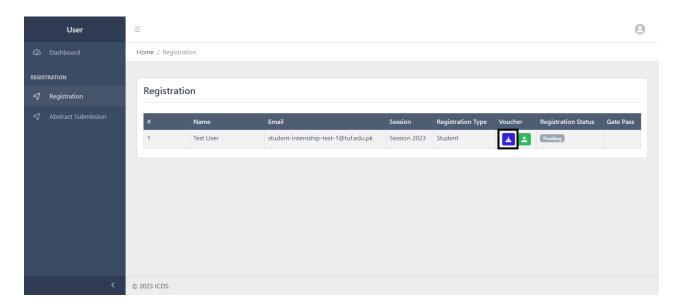


## **Voucher Submission**

1. Click on **Registration Button** from sidebar or **Registration** on Dashboard, it will redirect to the Registration page.



2. Click on the **Download Button** to download the voucher.



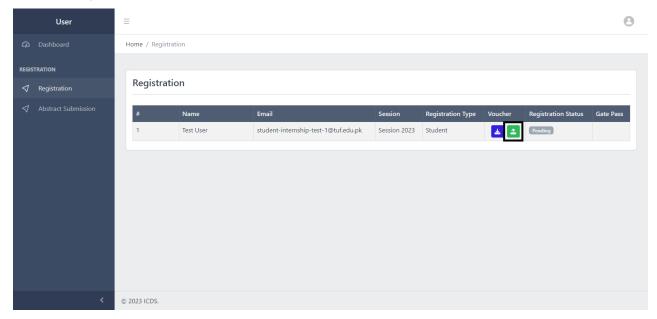


**3.** After **Download** the voucher, the candidate will deposit Registration fee in the **Bank** and upload the deposit paid voucher by click on the **Upload** button. The Bank details are mentioned below.

#### **Bank Details**

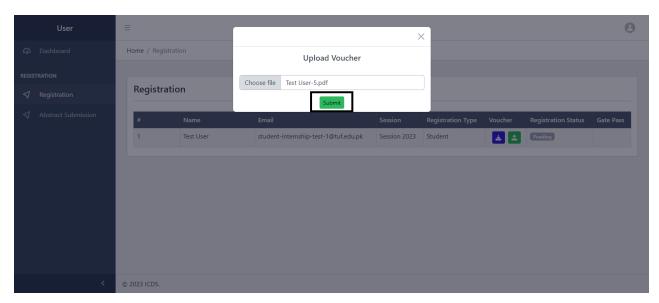
| Bank Name.     | Habib Metropolitan Bank Limited           |
|----------------|---|
| Branch Code.   | 1208                                      |
| Swift Code.    | MPBLPKKA                                  |
| Account Title. | The University of Faisalabad Main Account |
| Account No.    | 06-12-08-20311-714-100017                 |
| IBAN No.       | PK22MPBL1208027140100017                  |

<u>Note:</u> The Registration fee can be pay through Bank Mobile applications and a valid payment proof is required to upload for registration verifying process. You can also upload **screenshot** of online payment.





**4.** Upload the Paid Voucher and then click on "**Submit**" button for completing your registration.



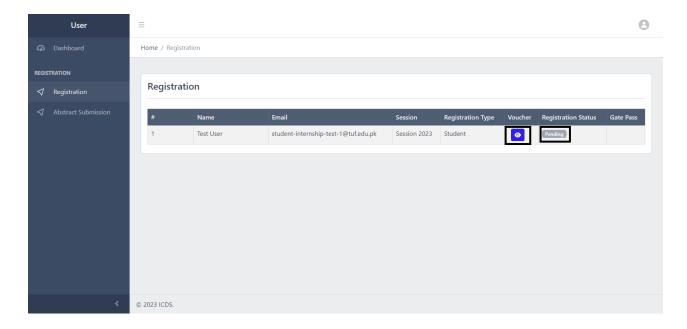
#### Note:

The Status of the Registration is pending until and unless it is approved by the Accounts/Admin.

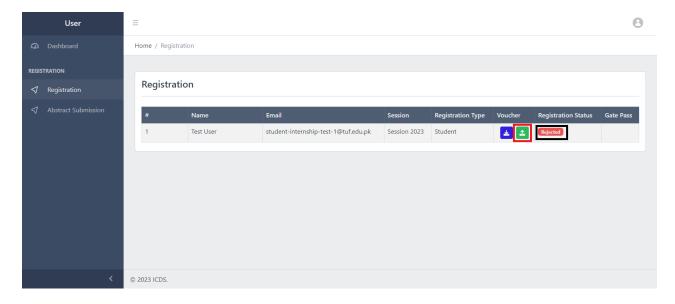
The Upload Voucher should be in .pdf, .png, .jpg, .jpeg format, otherwise it won't allow you to upload your bank deposit voucher.



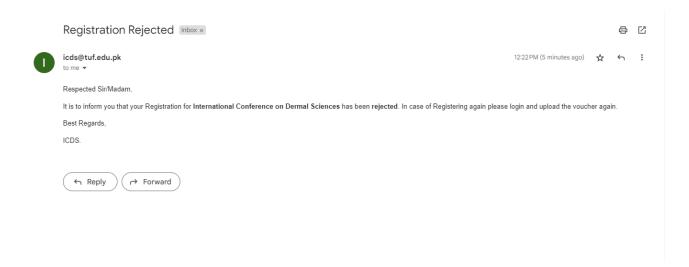
**5.** After uploading the paid voucher, the Registration status is **"Pending**" and it approved by the Admin after verification. Meanwhile, the user will see their upload voucher by click on the **eye button**. The snap is attached below.



**6.** After verification by the **Admin**, If the Registration status is changed to "**Rejected**" due to issue in the deposit voucher, the candidate will receive the **Rejection email**.

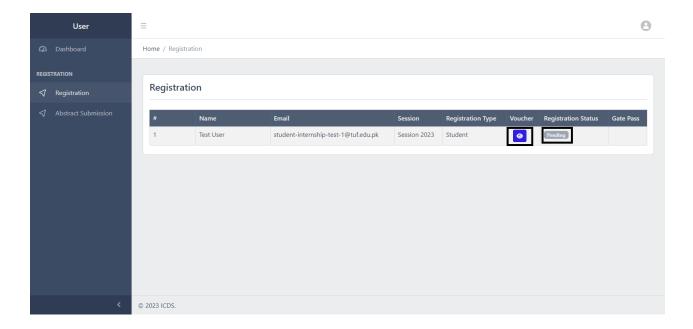






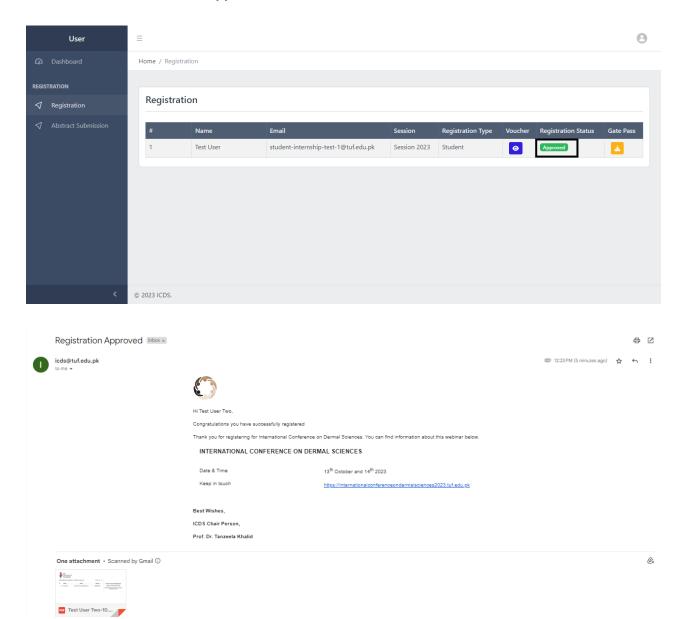
**Note:** The candidate will again upload the correct bank deposit voucher for their registration approval.

**7.** After uploading the paid voucher again, the Registration status is **"Pending"** and it approved by the Admin after verification. Meanwhile, the user will see their upload voucher by click on the **eye button**. The snap is attached below.



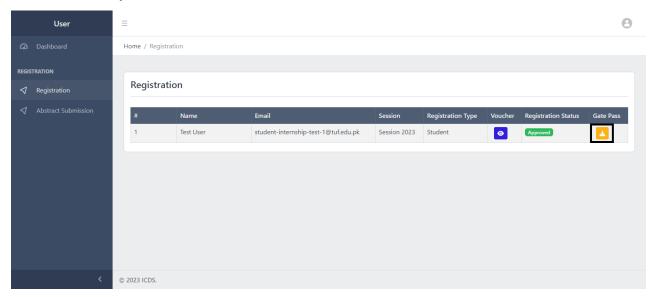


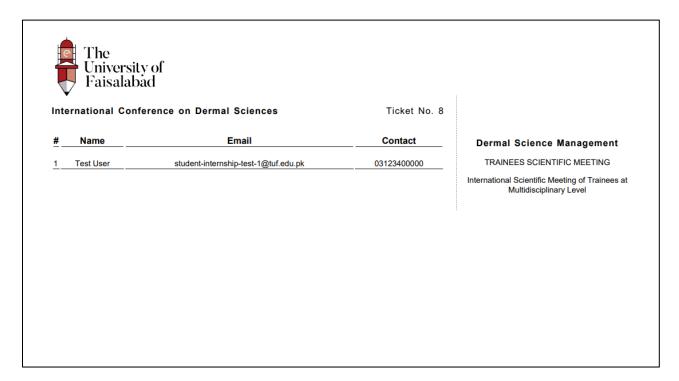
**8.** After verification by the **Admin**, the Registration status is changed to "**Approved**" and candidate will receive **Approval email**.





**9.** After the Registration status is changed to "Approved" the candidate will download the Gate pass.





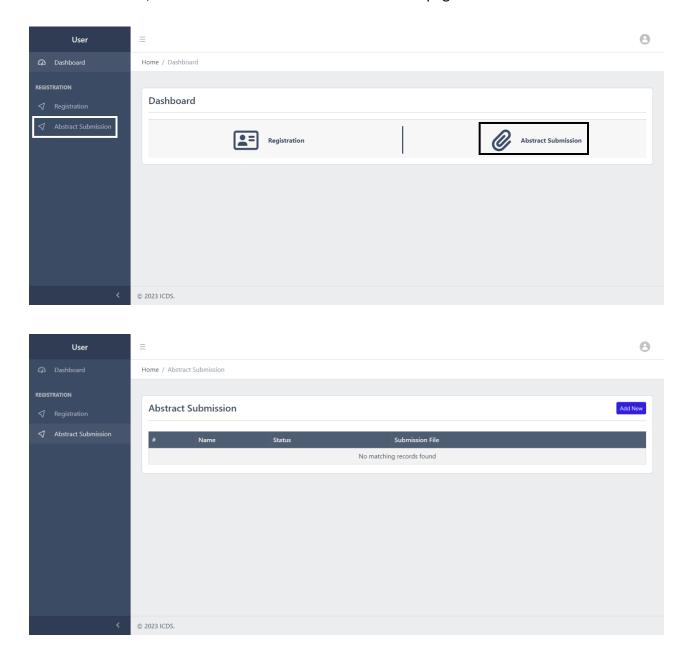
**Note:** The candidate will receive their Gate pass on Registration Approval Email also.



## **Abstract Submission**

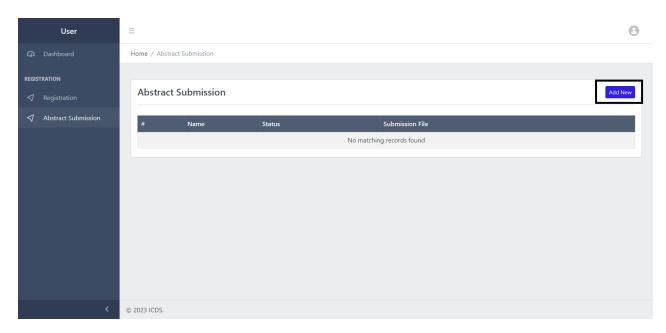
#### **Add New Submission:**

1. Click on **Abstract Submission Button** from sidebar or **Abstract Submission** on Dashboard, it will redirect to the Abstract Submission page.

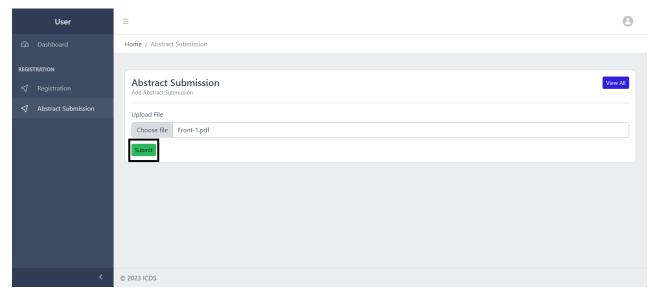




2. Click on the Add New Button for Abstract Submission.



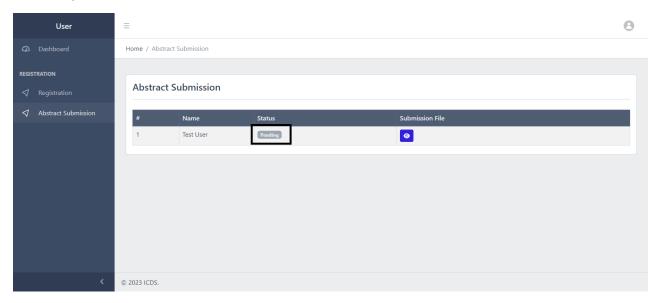
1. Upload your abstract submission file and then click on "Submit" Button.



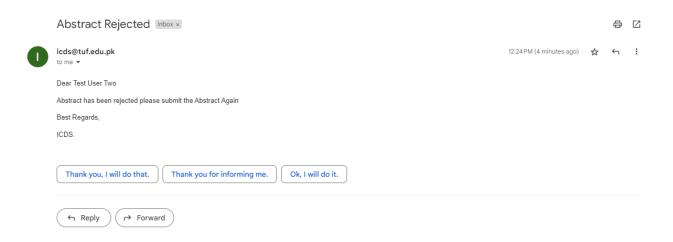
Note: The Upload File should be in .pdf, .docx, .png, .jpg, .jpeg format, otherwise it won't allow you to upload your abstract file.



2. After Submitting the Abstract the Status shows as "**Pending**" until it is approved by the **Admin**.



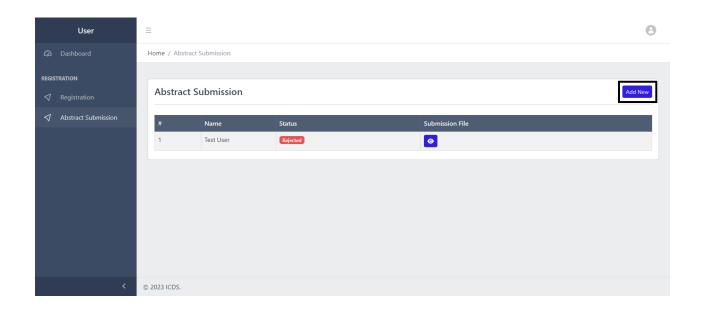
3. If the **Abstract** is rejected by the Admin, the candidate is going to receive **Email** for abstract rejection, as shown below:



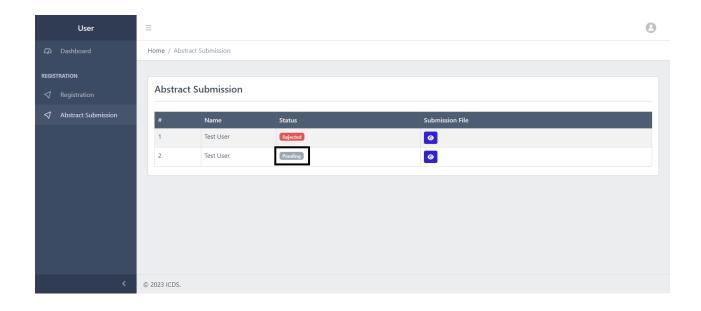


## **Resubmission of Abstract after Rejection:**

1. Click on the "Add New" button to Submit New Abstract Again.



**2.** Before the abstract is approved by the Admin, it shows the status the Abstract status pending.





**3.** The user is going to receive an approval abstract submission Email and status of the **Approved Abstract** will display as:

