**REGISTRATION FORM OF MSME 2019**

November 7-9, 2019 | Guangzhou, China

[http://www.msme2019.org/](http://www.msme2019.org/index.html)

Thanks for your support in MSME 2019! Please read this information carefully before completing the form.

1, Please select the type of registration identity:

口**A. Author:** Submit full paper, publish on Conference Proceeding, present it on conference.

口**B. Presenter:** Submit abstract, present it on conference, without publication.

口**C. Listener:** Attend the conference only, without submission or publication.

2, Please fill in the form according to the identity you chose.

**A. Author:** Part I, Part II, Part III, Part IV, Part V, Part VI;

**B. Presenter:** Part I, Part II, Part III, Part IV, Part V, Part VI;

**C. Listener:** Part II, Part IV, Part V, Part VI.

3, All the materials of participation will be prepared under this form. Any changes, please inform conference secretary 30 days before the conference, or the participant should be responsible for the consequences.

4, One person one form, company should fill in the form separately.

5, Please send in a completed Registration Form, Final Papers (.doc & .pdf) and payment proof to [**msme@smehk.org**](mailto:msme@smehk.org) before **Oct. 5. 2019.**

**Part I. Corresponding author INFORMATION**

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| --- | --- |
| \* Full Name: | |
| \*Position: Prof. 口 Assoc. Prof. 口 Asst. Prof. 口 Dr. 口 Mr. 口 Ms. 口 | |
| \* Affiliation & Country: (Organization or University): | |
| \*E-mail: | \* Tel: |

**Part II. ATTENDEE INFORMATION**

|  |  |  |
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| \* Will you attend the conference?  YES 口 NO 口  \* Which type of presentation do you prefer?  Oral Presentation 口 Poster Presentation 口 Online Presentation(Skype) 口 Video口 | | |
| \*Participant’s Full Name: | | One-inch-Photo here (\*please take a photo to the conference if you didn’t put one here) |
| \*Position: Prof. 口 Assoc. Prof. 口 Asst. Prof. 口 Dr. 口 Mr. 口 Ms.口 | |
| \*Participant’s Affiliation & Country: (Organization or University): | |
| \*E-mail: | \* Tel: | |
| Student ID Number: | HKSME Member Number: | |
| \*Catering Service:  1) Lunch on Nov.8 in Guangzhou 口 2) Dinner Banquet on Nov.8 in Guangzhou 口 | | |
| \*Special Dietary:  Diabetic 口 Vegetarian 口 Muslim 口 Other 口 (please specify: ) | | |

**Part III. Paper INFORMATION**

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| --- | --- |
| \*Paper ID: | \*Paper Pages: |
| \*Paper Title: | |
| \*Paper Author: | |

**Part IV. Registration Fee**

Please read the note firstly and make a choice according to own situation. If there any further assistance you need, please don’t hesitate to contact conference secretary.

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| **Items** | **Early Birds** Before Sept.7, 2019 | **Regular Registration**  Between Sept.7, 2019 - Oct.7, 2019 | **On-site Registration** | **Your Choice** |
| Regular Author | 550USD | 600USD | 650USD |  |
| Student/ Committee Author | 500USD | 550USD | 600USD |  |
| HKSME Members | 530USD | 580USD | 630USD |  |
| Additional paper | 360USD | 360USD | 360USD |  |
| Additional page | 70USD/page | 70USD/page | 70USD/page |  |
| Presenter Only | 350USD | 400USD | 450USD |  |
| Listener | 300USD | 350USD | 400USD |  |
| Additional Service (Poster Printing) | 10USD | 10USD | / |  |
| Total |  | | | |
| **NOTE:**  \* Regular author: Submit full paper to publish and present at the conference.  \* Student author: Provide a valid certificate from their departments (only for the first author).  \* HKSME Member: Provide a valid member ID.  \* Additional paper: One first author can only publish one additional paper.  \* Additional Page: If the paper exceeds 6 pages, extra pages should be paid at 70 USD/page.  \* Presenter: Submit abstract, present it on the conference, without publication.  \* Listeners: Attend the conference only, without submission and publication.  \* Poster Printing: send the electronic poster file to conference secretary one month before the conference. | | | | |

**Part V. Payment Terms And Invoice information**

1. **PAYMENT TERMS**

**Credit Card Online Payment linkage (VISA and Master card ONLY. No Handling Fee)**

<http://meeting.yizhifubj.com.cn/web/main.action?meetingId=252>

Please make sure you have VISA or Master Card Credit Card before clicking this link, and you should also calculate the right amount and pay.

**Please fill in the E-mail which you used when you paid the fee and Confirmation Order Number you received after paying.**

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| E-mail: | Confirmation Order Number: |

**Cancellation Policy**

\* Registration cancellations must be notified in writing to the conference specialist via e-mail.\* Registration cancellations are made prior to Oct. 7. 2019, 70% of the registration fee will be refund.\* There are no refunds on conference registrations, social events and tours for cancellations after Oct. 7. 2019 (include Oct. 7. 2019).

**B. Invoice information**

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| --- |
| \*Invoice Title:  Usually refer to the name of whom to reimburse the registration fee, such as the university name, company name. |
| \*Post Address (Authors from mainland of China should write the address in Chinese)  Please provide the details of your address to make sure you receive the materials. |

**Part VI. HKSME Member Application**

HKSME welcomes all the Engineering Professionals and Technical Engineering Colleges and Universities to join us to exchange information and ideas

If you are interested in joining us, Please compile and return the [Membership Form](http://www.smehk.org/HKSME%20Menbership%20Application%20Form.docx) along with your CV to [member@smehk.org](mailto:member@smehk.org). Your application will be processed in 5 working days.

Please follow HKSME Official Account, HKSME LinkedIn and HKSME Wechat for more information by scanning the following QR Code. MSME 2019 Wechat Goup will update conference information in realtime, please be sure to follow HKSME Wechat.

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MSME 2019 Conference Committee

Guangzhou, China