# **Registration Instructions for ICITEE 2025**

#### Reminders

- All authors must register online only. Registrations via email or phone will be strictly rejected.
- The final registration deadline is Wednesday, September 10, 2025. On-site registration is not permitted, except for accompanying persons.
- Group registrations are not allowed.
- Please read all information on the Registration page carefully before proceeding.
- After submission, a confirmation screen will appear, and a confirmation email will be sent to your email. If you do not see either, please check your spam folder or contact us at <a href="mailto:icitee2025@it.kmitl.ac.th">icitee2025@it.kmitl.ac.th</a>
- Each accepted paper must have at least one author making registration to publish the paper in the proceedings. (ONE author registration will cover only ONE paper)
- Other co-authors of the accepted papers can participate in the conference by making the registration as accompanying persons.
- Registration fees are non-refundable and non-transferable.
- Please visit the conference registration system at <a href="https://events.it.kmitl.ac.th/">https://events.it.kmitl.ac.th/</a>

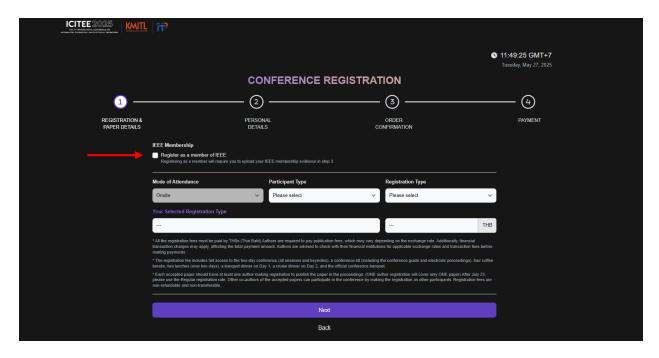
### 1. Homepage



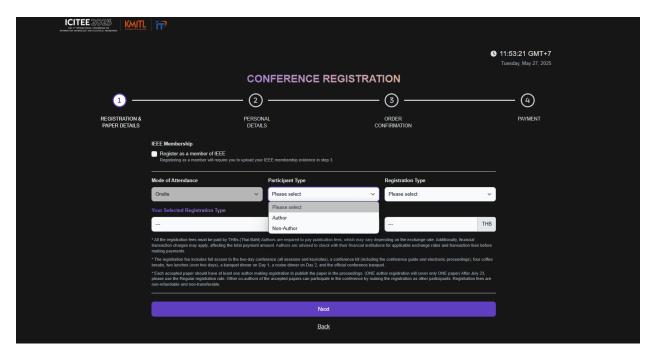
- Click "Register" to begin the registration process.
- Click "Login" to access your registration details using your email and Registration ID (provided after registration).

## 2. Conference Registration Form

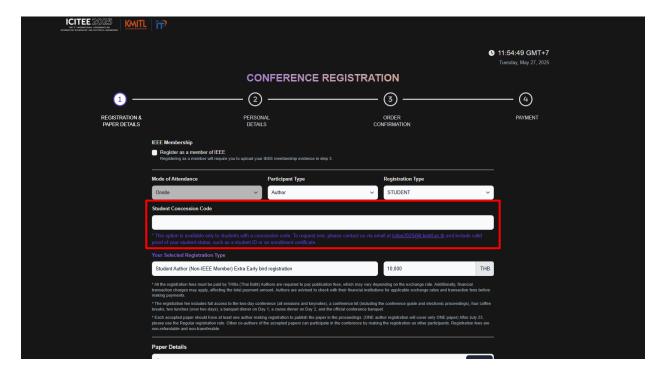
• Click "Register" to start.



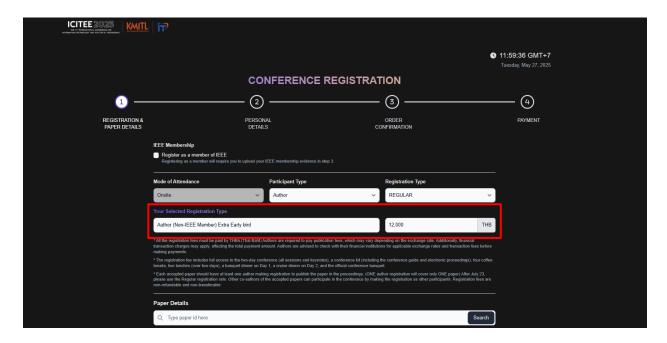
If you are an IEEE member, please check the "Register as a member of IEEE" box.
(Note that IEEE members may register only as Authors.)



• Select your Participant Type and Registration Type.



If selecting Student Registration, a Student Concession Code field will appear.

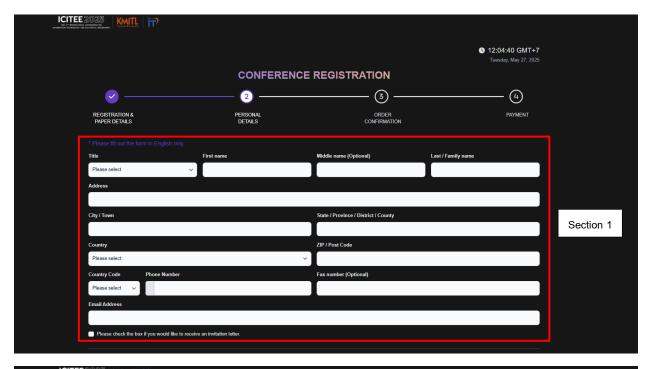


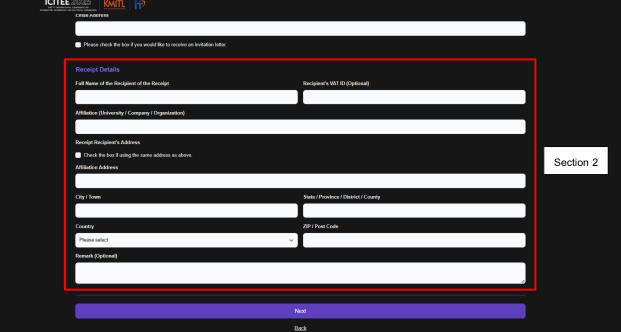
Your selected registration type and corresponding fee will display.



- If registering as an Author, input your Paper ID, click Search, and the system will autopopulate your paper details and author list.
- Select **one speaker** from the author list (cannot be changed after submission).
- Enter the number of pages in your paper (minimum 1, maximum 6).

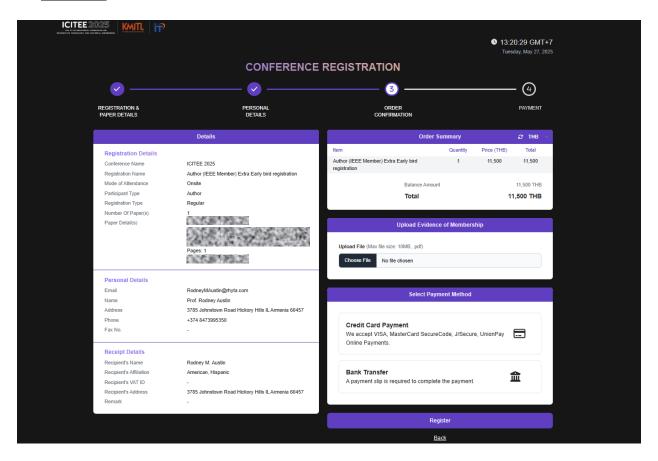
• Click **Next** to continue.





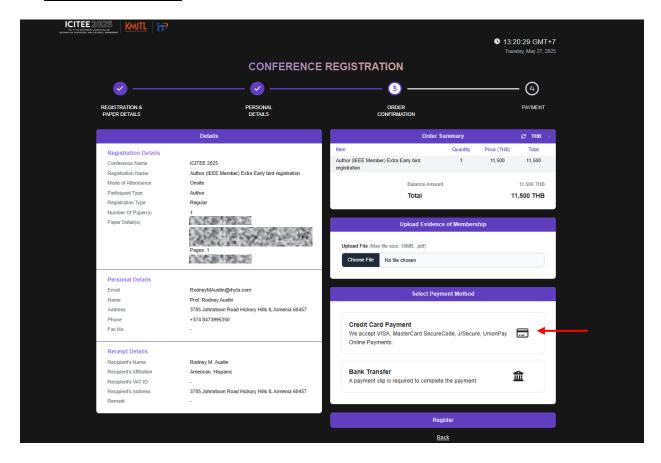
- Provide participant and receipt recipient details in Sections 1 and 2.
- Click Next to continue.

## 3. Payment

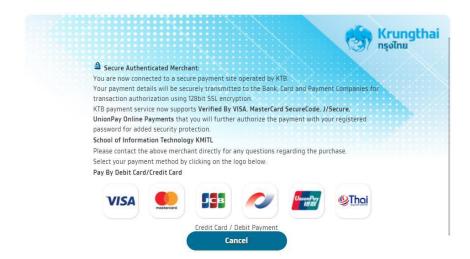


- Review your registration details and order summary.
- If you selected IEEE membership, upload your **Evidence of membership**.
- Choose a payment method
  - O Credit Card
  - O Bank Transfer
- Click Register to proceed.

#### **Credit Card Payment**

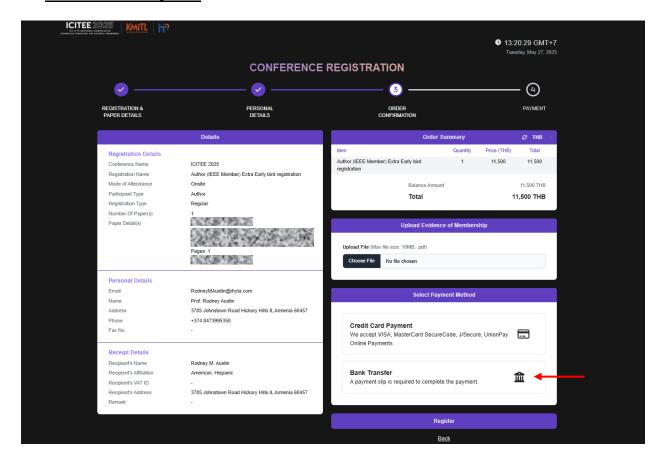


Select Credit Card Payment and click Register.

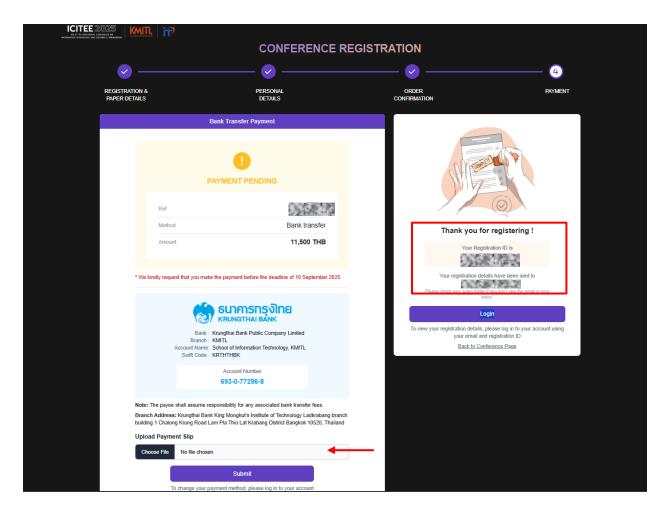


- You will be redirected to the Krungthai Bank payment gateway.
- Upon successful payment, a confirmation screen will be shown.

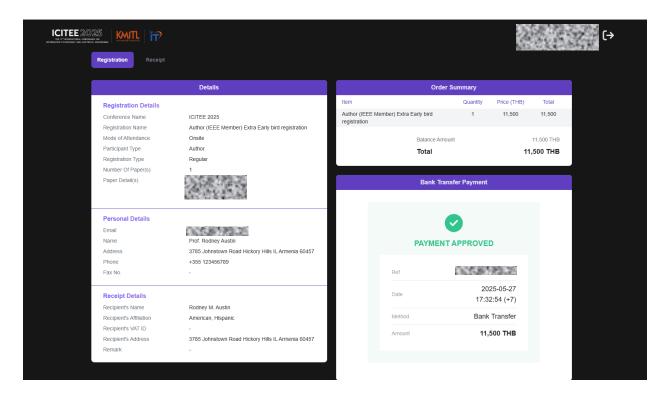
#### **Bank Transfer Payment**



Select Bank Transfer and click Register.

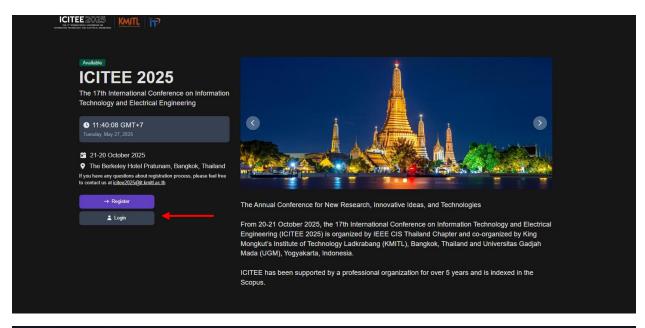


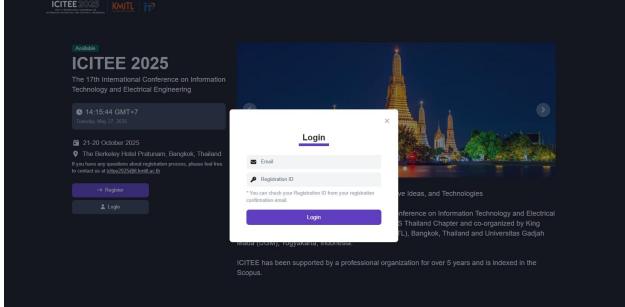
- Payment instructions will appear.
- Make the transfer using the provided bank details.
- Upload your payment slip.
- Click Submit to complete your registration.
- You will receive a Registration ID for login.



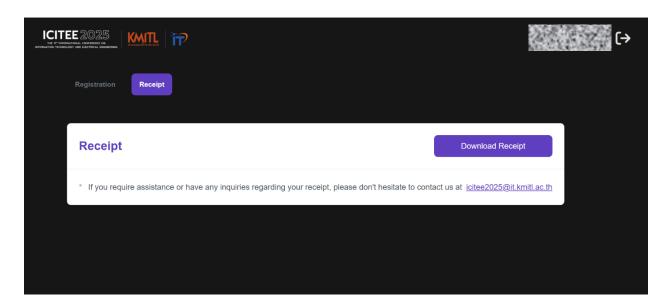
- Once the payment slip is verified, your payment status will change to Success.
- If the payment fails or is canceled, a failure/cancellation screen will appear.
- You may retry the payment by clicking Pay Again.

## 4. Logging In to Check Registration Result





- Click Login and enter your registered email and Registration ID.
- You'll be able to view your registration status and payment status.



- Once payment is complete, your **receipt** will be available under the **Receipt** tab.
- You will also receive an email when the receipt is ready for download.