

Registration Guideline 注册须知

1. Registration process 注册流程

1.1 How to register for the conference 如何注册参加会议

- ❖ Registration must be done via the [RPG 2025 event website](#)
通过 RPG 2025 会议官网进行注册
- ❖ **At least 1 author** must register & attend the conference to present the paper.
每篇文章至少有一名作者注册并参会做报告
- ❖ The different registration category can be found on the event website. Whoever attends the conference should make the registration and payment based on the category that suite him/her best.
注册类型请参考会议网站。注册原则为：**谁参会--谁注册--谁缴费**
- ❖ **One author** attend conference with or presenting 2 or more papers, the 2nd or the 3rd paper is the **Additional paper** and is entitled for a discount.
若一位作者参会，并报告 2-3 篇文章，第 2 及第 3 篇文章可作为额外文章享受折扣（例如，共计 2 篇文章，则额外稿件数量为 1；共计 3 篇文章，则额外稿件数量为 2，以此类推）。不同作者参会报告不同文章不能使用该折扣。

1.2 Registration fee & key dates 会议注册费及关键日期

Who register	Registration Type	Early Bird Registration before 11 August 2025	Standard Registration before 1 September 2025
Adult	IET Member	2800 CNY / 390 USD	3200 CNY / 437 USD
	Non-IET Member	3500 CNY / 480 USD	3900 CNY / 533 USD
	2nd/3rd paper-adult	2300 CNY / 320 USD	2600 CNY / 355 USD
Student	IET Student Member	2000 CNY / 280 USD	2300 CNY / 315 USD
	Student Non-IET Member	2400 CNY / 330 USD	2700 CNY / 369 USD
	2nd/3rd paper-student	1800 CNY / 240 USD	2000 CNY / 274 USD
Who register	Registration Type	Registration Price	
Partner	*Academic Partner	1900 CNY / 260 USD	
	*Corporate Partner	2700 CNY / 369 USD	
Listener	Listener IET Member	800 CNY / 100 USD	
	Listener non-IET member	2000 CNY / 274 USD	

RPG 2025 Key dates	
Notification of full paper acceptance*	10 July 2025
Requested rework paper submission deadline**	17 July 2025
Paper modification deadline***	11 August 2025
Early bird registration deadline	11 August 2025
Author registration deadline	01 September 2025
Conference date	24-26 October 2025

1.3 Online payment & invoice 在线付款及发票申请

- ❖ Payment should be made via bank transfer or Alipay. **Paper ID and SN code** should be added as a note when transferring/uploading your payment slip. If the website status display “unpaid”, please wait patiently, we need 1-2 working days to confirm the transfer.
可通过银行转账或支付宝付款。请在转账时填写文章号及注册后得到的 SN 号并上传支付宝付款截图或银行转账确认单，网站状态显示未付款 unpaid 属于正常状况，我方公司账户需 1-2 个工作日确认到账）

IET China SusanLiu

My desktop Payment slip

Jpg : 未选择任何文件

Remark :
pal user, please fill in the paypal account name, then click on the 'submit'. Bank tranfer please enter '1', then click on the 'submit'.
please insert your paper ID and SN code here. 请在此处填写文章号及注册后得到的SN号

(jpg version)

Upload your payment slip here. And insert your paper ID and SN Code.
在此处上传支付宝付款截图或银行转账确认单，并备注文章编号（Submission ID）及注册编号（SN）

IET China SusanLiu

My desktop Bank transfer

Beneficiary Name:
IET Engineering and Technology Consultancy (Beijing) Company Limited;
Short: IET ENG&TECH CONSULTANCY BJ
Bank Address: 102 G-F, Fortune Financial Center, No.5 Dongsanhuan Zhong Road, Chaoyang District, Beijing, China 100020
Bank Name: HSBC Bank (China) Company Limited Beijing Branch

Please upload your payment slip as soon as you made the payment and we will confirm your payment status as soon as possible.

Home
中文
Quit

点击右上角进行中英文页面切换

1.4 Request for acceptance letter or Invoice / 申请录用通知及发票

❖ Request for an acceptance letter 申请录用通知

After registration and payment process, should you need an acceptance letter please send your SN number and paper ID to event@theiet.org.cn to request for an electronic copy of acceptance letter.

若您需要录用通知，请在注册及付款后，发送您的注册编号（SN）及文章编号到 IET 会议邮箱 event@theiet.org.cn，我们会有工作人员为您提供电子版录用通知。

The screenshot shows a web browser window with the IET China website. The 'Participation' menu is open, and 'Reg Information' is selected. The 'RPG 2023 Register Form' is displayed, showing the following details: SN: 3170, First name: Susan, Last name: Liu, Title: Ms., Organization: The IET, Country/Region: CHINA MAINLAND, Address: Beijing.

Note: SN number can be found in Reg information under Participation.

注: 可在参会管理—>参会信息内查到SN号。

❖ Request for an invoice/Fapiao 申请发票

One of the IET staff will contact you to submit information for invoice/fapiao after your payment has been confirmed. Invoice/fapiao can be issued electronically (subject to availability) or send to you via post (freight collect).

在确认付款成功后，IET 工作人员会主动与您取得联系并协助您申请发票。可以开具电子发票（每月数量有限）；或通过快递邮寄给您（顺丰到付）；或会议现场签到处领取。

1.5 Privacy Notice for IET Event Registration IET 活动注册隐私声明

Please read the privacy notice carefully and whether you consent or not, please make sure you make the consent accordingly. 请认真阅读本隐私声明，并据此选择是否同意下述 privacy 1、2、3 条款。

Please click to view

[Privacy Notice for IET Event Registration.](#)

By signing this Privacy Notice and checking the "Yes, I consent" boxes below, I expressly and voluntarily agree that:

* Privacy 1. IET may process my Personal Information for the purposes set forth in this Privacy Notice.

--Please check one--

* Privacy 2. IET may share my Personal Information with the Institution of Engineering and Technology for the purposes set forth in this Privacy Notice and transmit such Personal Information to the Institution of Engineering and Technology in the United Kingdom.

--Please check one--

* Privacy 3. a perpetual, fully paid up and non-geographically restricted license to use the paper for the purpose set forth in this Privacy Notice shall be granted to IET and IET UK (if applicable).

--Please check one--

By checking the "Yes, I consent" boxes above, I acknowledge that I have received, read, understood and agreed to be bound by, this Privacy Notice.

Explanations/说明:

Privacy 1: all registrants need to consent on this statement to register successfully.

隐私声明 1: 所有注册参会人员（有文章或无文章）均需同意本项声明内容。

Privacy 2 & 3: all authors need to be consent on those statements for your paper to be published.

隐私声明 2 & 3: 所有注册作者（有文章作者）均需同意此两项与论文发表有关声明。

2. Contact us 联系我们

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