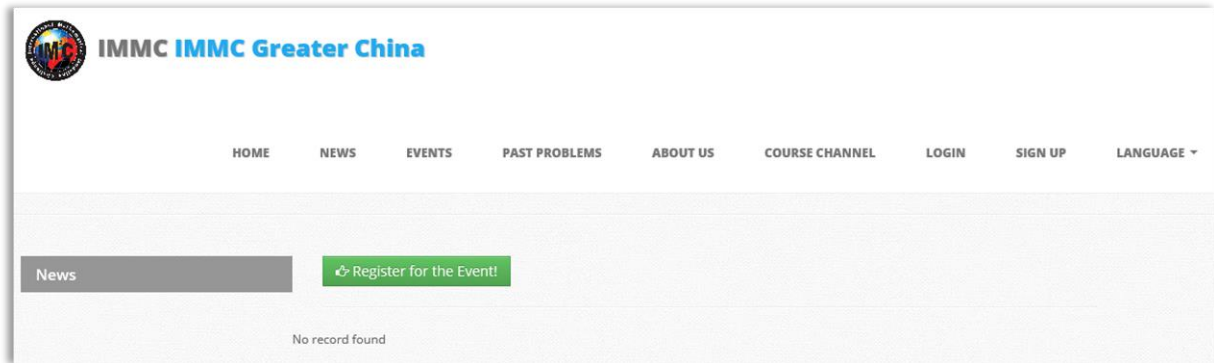




Guideline for Registration and Submission for ICTMA-19

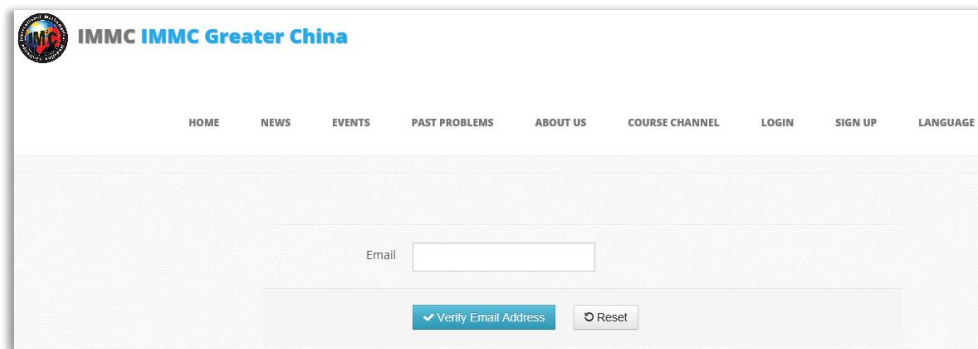
1 . Sign Up

IMMC-Greater China provides registration service at its website www.istem.info You will be transferring to the [registration page](#) as below.

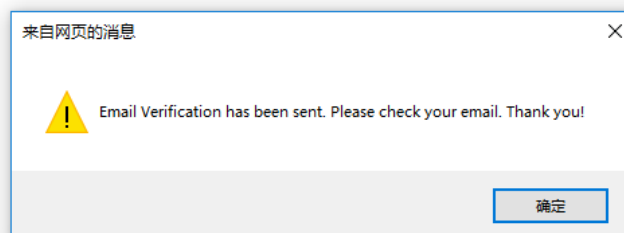


Under “Events”, you will see ICTMA-19 event title. By clicking the ICTMA-19 event, you will come to the registration page. Before clicking “Register for the Event” to register ICTMA-19, you need to sign up or login.

(1) Click Sign Up, you will see the page below. Input your email address as your account/user name, and click Verify Email Address

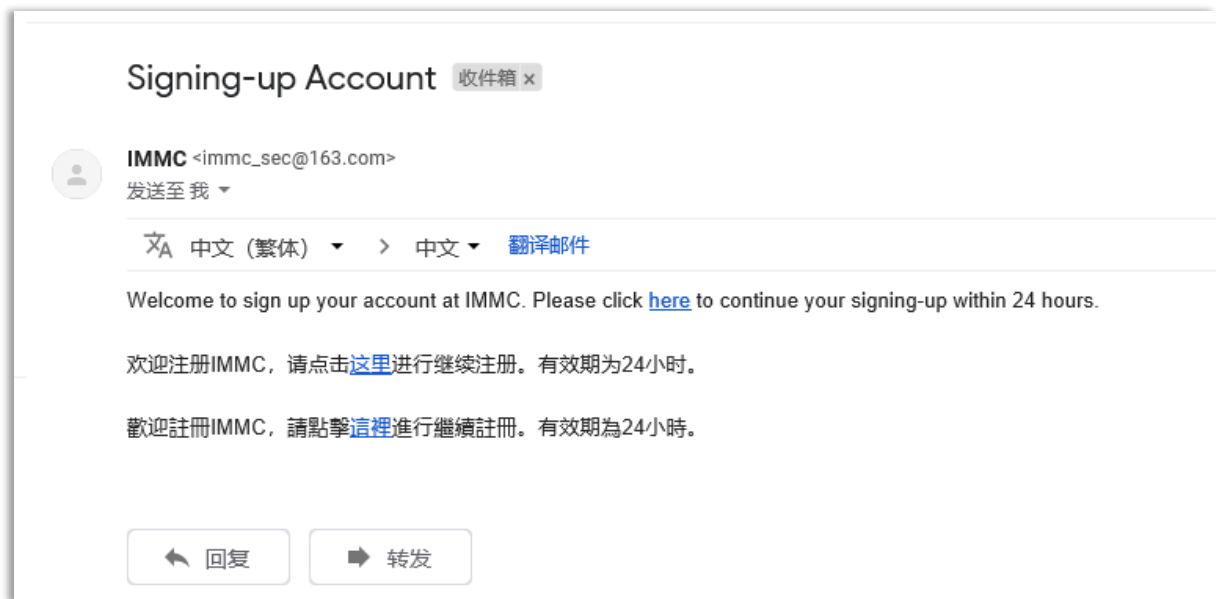


Then you will see the message popping up as below.





- (2) Check your email with subject of “Signing-up Account” shown as below, and click “here” in the message. (If you could not find it in your Inbox, please check it in your spam box.)



- (3) Then, you will go to the Signing Up page as below. Please set your password, fill in your account information, and submit by clicking “Signing Up”

Signing Up

Email: neounionesc@gmail.com

Password: ●●●●●●

Retype Password: ●●●●●●

First Name: |

Family Name:

Birth Year: Example:1970

Gender: Male ▾

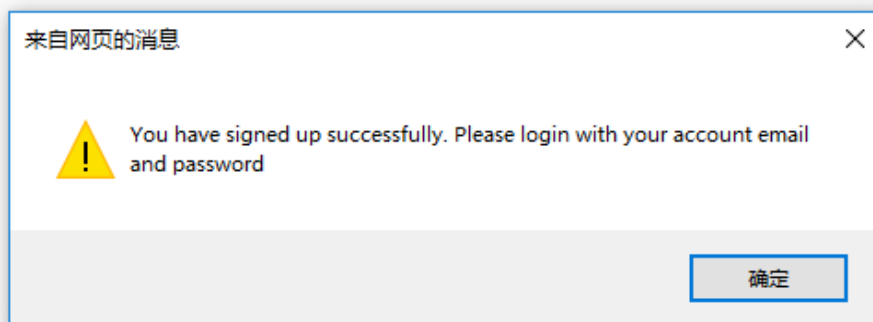
School / Affiliation Name (Chinese or Native Language):

School / Affiliation Name (English):

Area: Other Region ▾

A registration form with three input fields. The first field is labeled "Area Name (English)", the second "Area Name (Simplified Chinese or Native Language)", and the third "Area Name (Traditional Chinese or Native Language)". Below the fields are two buttons: a blue "Signing Up" button with a checkmark icon and a grey "Reset" button with a circular arrow icon.

- (4) When you see the successful Signing Up message as below, your account has been created successfully and you can log in with your email address and password so as to register for ICTMA-19 under “Events”.



2 . Register

- (1) After logging in IMMC system at www.istem.info, please go to “Events” and click the event “ICTMA-19: the 19th International Conference on the Teaching of Mathematical Modelling and Applications”;
- (2) Click “Register for the Event” and provide further information of your account in the form as below. After completion of the form, click “Save and Continue”.



HOME NEWS EVENTS PAST PROBLEMS MY REGISTRATION MY REVIEW ABOUT US COURSE CHANNEL WELCOME, NEO ▾

Event News
My Registration

School / Affiliation Name (Chinese or Native Language) Please input official full name

School / Affiliation Name (English) Please input official full name

School / Affiliation Address

School / Affiliation Phone

School / Affiliation Fax

Area

- (3) By “Save and Continue”, you will go to the page “Add Members” shown as following which will assist you to add yourself, your colleague and/or your accompanying person as a member of conference delegates for ICTMA-19. (If it is the first time you register event in IMMC system, you will need to fill in the form; otherwise, you need only click “Add yourself as member”.) After clicking “Save and Continue”, your registration will be saved for verification. With one account, you can register up to two members for your delegates. Please press the button of “Submit” at bottom of the page “My Registration” to complete your registration. After submission of the registration form, you will be able to pay the registration fee.

Add Members

Name in Chinese or Native Language Please use the full name on your passport or ID

Name in English Please use the full name on your passport or ID

Title

Gender

Birth Year

Email

Phone

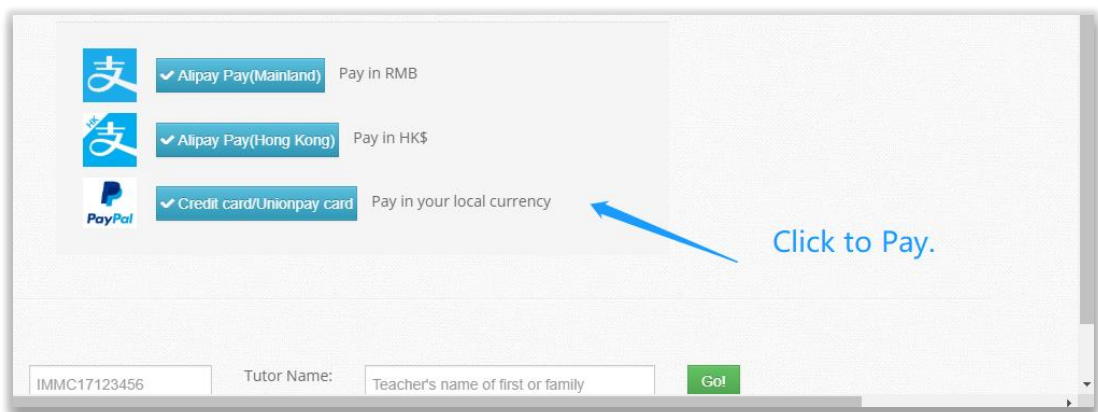
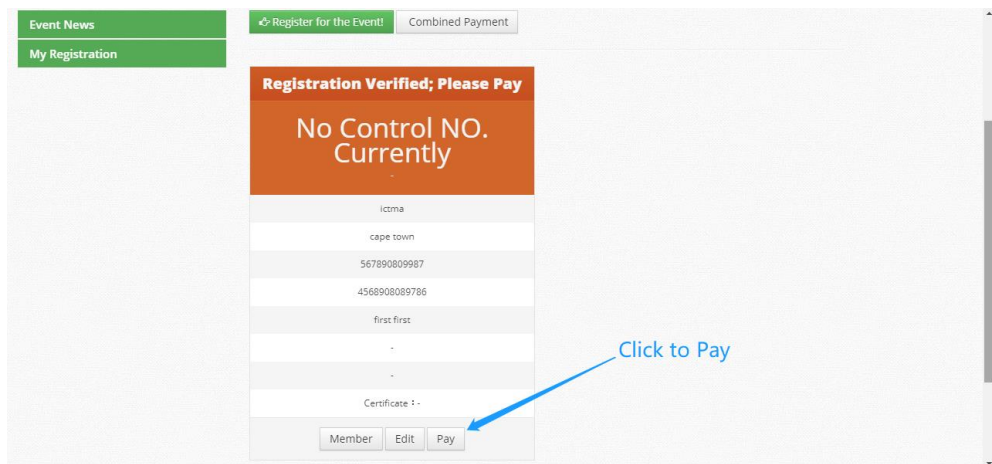
Department/Class



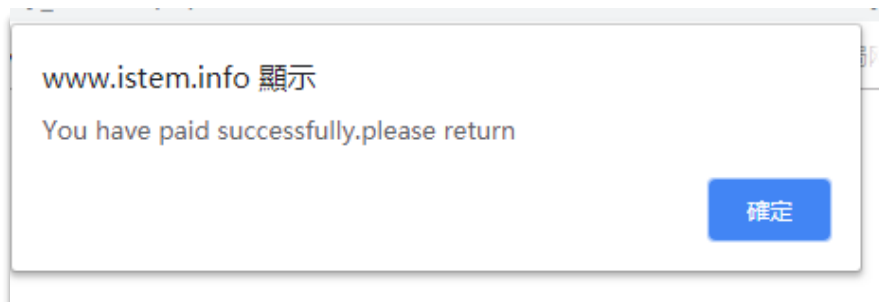
ICTMA-19 requires payment of registration fee before submitting the abstract and being reviewed.

(4) Pay the registration fee

By clicking the button “Pay” on your “My Registration” page as below, you will proceed to the payment page. The system provides three means of payment including personal account of PayPal/Credit Card with your local currency, AliPay with Renminbi, and AliPay with Hong Kong Dollar.



When completing the payment, the system will pop up a message to indicate the success:





In response to your completion of payment, the system will assign you a Control Number and your registration record will be updated. The Control Number is the proof of successful registration and payment, the code for collection of your payment receipt, and the ID for the delegate of ICTMA-19. With your Control Number, you can submit your abstract and paper, be reviewed, download your Certificate of Participation on the IMMC system, and contact the Conference Secretariat for other purposes.

3 . Submit the abstract and paper

After registration and payment, you are required to submit the abstract of your paper on or before **April 15 2019**. Due to the resubmission and review may need longer time, the deadline for re-submission will be **May 31 2019**.

Attention! For the parallel presentations, conference delegates should indicate in their submitted abstract whether they would like to present for 45 minutes or 30 minutes, or to do a poster presentation, but the final decision lies with the IPC.

(1) Log in www.istem.info , and click “My Registration” on top of the homepage, or go to “Events” and click “My Registration” at the event of “ICTMA-19”.

Event Name	Registration Deadline	Submission Deadline	Control NO.	Teacher	Student	Registration State	Paper	Certificate	
test: International Conference	2018-12-31 23:55:35	2019-02-01 12:25:25	IMMC18369461	first first	-	Success	Not submit yet	-	View Paper Edit Member



- (2) Click the button of “Paper” and you will come to the submission page as below. Fill in the title of your paper and upload your abstract in the format of PDF. If you like to submit in Microsoft Word document, please compress it into zip or rar file before uploading.
- (3) Your abstract will be peer-reviewed in about one week and the Secretariat will inform you in email about the review result: acceptance, revision, or rejection. If your abstract was rejected, the registration fee would be refunded to the registrant’s PayPal/Credit Card account or AliPay account.
- (4) Re-submit the abstract

If re-submission of your revised abstract was required, please follow the procedure the same as the above submission to upload your revised abstract on or before **April 29 2019**.

Note: Due to the resubmission and review may need longer time, the deadline for re-submission will be **May 31 2019**.

A screenshot of a web form titled "File Upload". The form has a "Paper Title" text input field, a "Paper (pdf/zip/rar)" text input field with a "Browse..." button to its right, and two buttons below: a blue "Upload" button with a checkmark and a grey "Reset" button. At the bottom of the form, there is a "VERIFY CERTIFICATE:" section with a "Control No.:" field containing "IMMC17123456", a "Tutor Name:" field containing "Teacher's name of first or family", and a green "Go!" button.

- (5) Submit the paper/poster

Submission procedure is the same as the above.

According to the new arrangement, the full paper is NOT required to submit before the conference.

After the conference, a book in the ICTMA series will be published in the Springer Series, *International Perspectives on the Teaching and Learning of Mathematical Modelling*. Contributions are required to be submitted after the conference by September 15 2019. The book chapters are fully reviewed by international expert referees.