

## Registration Check List

### 注册程序速检表

Please tick the boxes below at each stage. 完成有关事项后可在方格内打勾。

(All forms can be downloaded from [www.tbisociety.org](http://www.tbisociety.org), under 'FORMS')

#### Stage 1: Full paper or abstract submission

Submitted full paper/abstract in required format online before the deadline. (Quote your Paper ID at all times)

- Full paper (Original paper only) 论文只接收首发稿
- Abstract in required format (按照大会要求格式提交摘要)
- In required format, or else will be rejected. 提交论文请严格遵守大会要求的论文格式，否则拒收。

**Download:** Form 04\_Paper format template, Form 4b-Abstract format template

**Paper format instruction:** Form 04e-Paper format instruction-English

Form 04c-文章标准格式指南 – 中文

- Proofreading is author's own responsibility 文责自负

**Stage 2: Pay the registration fee** Please quote your Paper/Manuscript ID and always check the official website for most updated information.)

**2.1 After received the Paper Acceptance Notification (PAN) or AAN (Acceptance of Abstract Notification), settle the registration fee to TBIS designated account within 14 days from the date you received notification email (05-Payment instruction).** 在收到录取通知书 14 日内缴付注册费

- Upload the payment slip and update the invoicing information in your account online  
在您注册参会的账户内上传有效缴费证明（如在线提交成功收据，电汇收据等）
- Inform the secretariat via email after completing the payment and invoicing information online.  
电邮通知秘书处已在线提交付款信息

**2.2 Peer-review process (For paper submission only)**

- Complete the Recommend reviewer Form (Form 21) and send back to secretariat.

We will assign your paper to reviewers in our database; meanwhile, you are suggested to recommend 3-5 reviewers for facilitate the review process. (请完成表格 21-推荐审稿专家，并提交给秘书处)

- It is expected the review process to be completed within 4-6 weeks from the date we received your payment slip or as long as there are at least 2 peer-review comments received. (您的文章将在秘书处确认收悉注册费后进入同行评审阶段。评审大约在 4-6 个星期，或者在收到至少 2 个审稿建议后结束)
- At this stage you may revise your paper according to the review comments shown up in your account accordingly but submit the revised version only after the review process has completed. (14 days of revision period will be given upon the completion of the review process. Revised paper need to be submitted to [proceedings@tbisociety.org](mailto:proceedings@tbisociety.org) with subject **Paper ID-revised paper**) (您随时可以根据网上的专家审稿建议修改文章。**文章修改的最终版**请在秘书处通知您审稿过程结束后的 14 日内提交到 [proceedings@tbisociety.org](mailto:proceedings@tbisociety.org))

**2.3 Collection of the receipt:**

- Official receipt will be sent to you via Email within 30 days after the conference concluded. (收据将在会议结束后 30 内通过电子邮件寄送)

### Instruction on how to upload the payment slip:

Access official website: [www.tbisociety.org](http://www.tbisociety.org)  
Under “Submission in progress with editor”

Main menu » Submission in progress with editor » Detail

Manuscript ID:	TBIS-20220002		
Title:	Test 111		
Authors:	TBISTest;	Operation:	<a href="#">Send a message to editor</a>
Date received:	2022-12-20	Current status:	Peer-reviewing
Payment:	( Upload)		

Abstract Full text **Progress** Submission charge Related E-mail Related references

Progress list:

Status	Dealer	Date submitted	Due date	Date completed	Comment
Received	Office		2022-12-20	2022-12-20	Commetn1
Pre-screening	Editor	2022-12-20	2022-12-27	2022-12-20	Commetn2 Commetn3 [Detailed comment]

Congratulation! You have completed the registration for TBIS conference.

For any inquiries, please quote your manuscript ID send email to TBIS secretariat: [tbis@tbisociety.org](mailto:tbis@tbisociety.org).