**Registration Form of ICMDA2020**

**(Listener)**

April 10-13, 2020

Tokyo, Japan

<http://www.icmda.org/>

Please note that it is essential for all participants to send in a completed **Registration Form** and **payment voucher (.jpg)** to [icmda@cbees.net](mailto:icmda@cbees.net)  before **December 30, 2019**.

\*All the items below with \* in front are must-fill items

\*\*Invoice title usually refers to the person who paid the fee or the organization which will sponsor you to attend conference. If you will use the receipt for reimbursement purpose, we suggest you to put your organization/company/affiliation name on this line.

**1. Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| \*Your Name: | | \*Family Name: | |
| \*Position: Prof. □  Assoc. Prof. □  Asst. Prof. □ Dr. □  Mr. □  Ms. □ | | | |
| \* Whether attend the conference:  YES □  \*Participant’s Full Name:   * All the materials of participation will be prepared under this name, One registration invite one author to come * Any changes, please inform us 30 days before the conference, or the participant should be responsible for the consequences.   \*Participant’s Affiliation(Organization or University): | | | One-inch-Photo here |
| NO□(please kindly let conference secretary know the reason you cannot attend ) | | | |
| \*Whether join in the One Day Visit on April 13,2020:  (The price will be announced in March.)  Yes □ The Attendee’s name:  No □ | | | |
| \*Invoice Title (发票抬头): | | | |
| \*City: | \*State/Province: | | |
| \*Country: | \*ZIP/Post Code: | | |
| \*Tel.: | \*E-mail: | | Fax: |
| Special dietary:  Diabetic □ Vegetarian □ Muslim □ Other □ (please specify: ) | | | |

**2 CONFERENCE FEES (BY US DOLLAR) \*\*\***

|  |  |  |
| --- | --- | --- |
| Category | Before  Jan.10,2020 | After Jan.10,2020 |
| Listener | 330 USD | 350 USD |
| One Day Visit | To be announced | |

\*Please note that the paid registration fee cannot be refund if you cannot participate in the conference.

**3 Payment Terms**

**A. Credit Card Online Payment linkage (USD & CNY)**

[**http://confsys.iconf.org/online-payment/18131**](http://confsys.iconf.org/online-payment/18131)

\*For USD payment, please make sure you have VISA or Master Card.

\*\*For Chinese Participants who have difficulty in paying in USD, CNY payment is also acceptable. You can use all Union Pay cards. But you should calculate the right amount by based on the current exchange rate and pay.

**Please fill in the E-mail and Confirmation Number you received after paying.**

|  |  |
| --- | --- |
| E-mail: | Order Confirmation Number: |



**B. Paypal**

|  |  |
| --- | --- |
| **Paypal Account:** | pay@academic.net |

\*Please kindly note that the bank will charge 30USD as handling fee for this payment method, please remember to pay correct amount while registration. For example, if your registration fee is 600USD according to above registration fee list, then you should pay 600USD+30USD=630USD in total.

Please fill in the following form to enable us to check payment status:

|  |  |
| --- | --- |
| Email for payment: |  |
| Transaction ID: |  |
| Payment date: |  |
| Payment amount: |  |

Thank you for your support to ICMDA, and please kindly read the following letter carefully:

|  |
| --- |
| Dear author,  Firstly, thank you very much for your attention and support to the conference.  Considering your personal and property safety, please pay attention to the following requirements:  **1** Please do **take the participant card with you** when you entering or leaving the meeting room and we suggest you could take it as well when you around the venue  **2** Please do **not lend** your participant card to unrelated people of the meeting.  **3** Please do **not enter** the meeting room **with** other unrelated people of the meeting. (If you go to the conference with your family member, please kindly get the permission from the conference staff, and they will give a participant card to them. Thank you for your cooperation.)  Please kindly note that we will not be responsible for any financial loss. Please take care of your belongings on your own. Thank you for your understanding.  We hope you could have a wonderful experience at the conference.  Thank you.  Yours sincerely,  Conference Organizing committee |

# Notice

**Refund/Cancellation Policy**

If a registrant is unable to attend the event for any reason, the conference committee encourages you to send a substitute in your place, someone who is one of the co-authors or from the same institute/organization.

Written requests for cancellations must be sent to the Conference Secretary 2 months before the event, 30 USD processing fee is required. Cancellations received less than 2 months before the event, will NOT be dismissed and registration fees will not be refund.

**Personal Reason**

The conference cannot refund or pay any compensation when the registrant could not attend the conference for reason of circumstances which amount to “personal reason”. Such as travel difficulties, visa problems, health issues, financial default etc.

**Force Majeure**

The conference cannot accept responsibility, refund or pay any compensation where the performance of the conference is prevented or affected by reason of circumstances which amount to “force majeure”.

Circumstances amounting to “force majeure” include any event which we could not, even with all due care, foresee or avoid. Such circumstances include the fire, flood, explosion, storm or other weather damage, break-in, criminal damage, riots or civil strife, industrial action, natural or nuclear disaster, fire, adverse weather conditions, war or threat of war, actual or threatened terrorist activity, epidemic and all similar situations beyond our control.

**Conference Date and Place Statement**

The organizer has the right to change the date and place of the conference under the reason of amount to “force majeure” circumstances. The participants of the conference are obliged to cooperate with the organizer's change and refund policy.