

# **Register Guidelines**

## **(English and Chinese Version)**

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# Register Guidelines

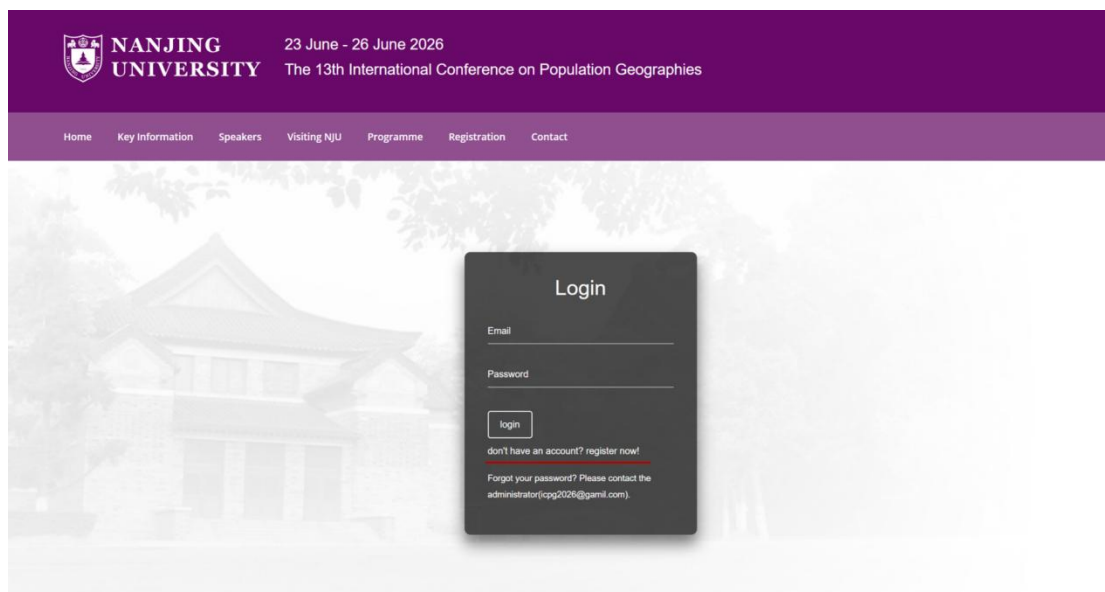
## Step 1

Go to the homepage of the website and click **“Registration”**.



## Step 2

Click **“register now!”** to create a new account.



### Step 3

Complete the registration form by filling in all required information marked with an asterisk (\*).

The following fields are marked as required and must be completed to submit your registration: Email, First Name, Last Name, Password, Verify Password, Phone Number, Gender, Institution, Job Position and Attendance Type.

The dropdown menu for “**Job Position**” lets you select your current professional or academic role. The dropdown menu includes the following options:

- Professor (Include associate professor, assistant professor, etc.)
- Researcher (Include associate researcher, assistant researcher, etc.)
- Lecturer
- Postdoctoral
- Ph.D.
- Student (Include master's student, undergraduate student, etc.)
- Other

The “**Attendance Type**” dropdown menu includes the following options:

- Giving an oral presentation

- Presenting a poster
- Attending without an oral or poster presentation (attendance only)
- Giving an online oral presentation (available to overseas participants only)

For the checkboxes at the bottom, click the corresponding boxes based on your needs:

- **Field Research Attendance:** The first is to “**confirm participation in our final day's field investigation program**”.
- **Online Attendance:** The second is to “**confirm participation online**”.
- **Poster Presentation:** The third is to “**confirm presenting a poster for your paper**”.

**Register**

Email\*

First Name\* Last Name\*

Password\*

Verify Password\*

Phone Number\*

Gender\* ▼

Institution\*

Research Field

ORCID

Job Position\* ▼

dietary Need

Click this option to confirm participation in our final day's field investigation program.

Click this option to confirm participation online.

Click this option to confirm presenting a poster for your paper.

already have an account? login

By registering, you agree to our Privacy Statement

After clicking “**submit**”, you will be automatically registered and logged in to your account management page.

## Step 4

After registration, you can use this platform to manage your participation.

### **User Message:**

This section is divided into three main categories for viewing and updating your personal details:

- **Basic Information:** View and edit your registered email, full name, phone number, gender, and institution.
- **Conference Information:** Manage your research field, job position, and dietary requirements. In this area, you can specifically adjust your status for Field Research Attendance, Online Attendance, and Poster Presentation based on your preferences.
- **Invitation Letter Information:** For international participants, enter your passport and travel details here to generate an official invitation letter for visa applications.



- User Message
- Submit Abstract
- Payment

**Basic Information**

Email\*

First Name\*

Phone Number\*

Surname\*

Institution\*

Last Name\*

[Go](#)

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**Conference Information**

Research Field

ORCID

Job Position\*

Duties Role\*

Online Attendance  No

Field Research Attendance  No

Poster Presentation  No

[Go](#)

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**Invitation Letter Information**

Visa application location  Not

Date of birth  Not

Nationality\*  Not

Passport Number  Not

Date of Arrival in China  Not

Date of Departure from China  Not

[Go](#)

## Step 5

To access Submit Abstract and Payment, you must complete the **Nationality\*** information in Invitation Letter Information.

The screenshot shows the registration form for the 13th International Conference on Population Geographies at Nanjing University, held from June 23 to June 26, 2026. The form is divided into three main sections: Basic Information, Conference Information, and Invitation Letter Information. The Invitation Letter Information section is highlighted with a red border, indicating it is the current step. The fields in this section are: Visa application location (Null), Date of birth (Null), Nationality\* (Null), Passport Number (Null), Date of Arrival in China (Null), and Date of Departure from China (Null). There is an 'Edit' button at the bottom of the form.

**Invitation Letter Information**

Visa application location	Null
Date of birth	Null
Nationality*	Null
Passport Number	Null
Date of Arrival In China	Null
Date of Departure from China	Null

[Edit](#)

If you require an invitation letter, please complete all the information in the “Invitation Letter Information” section.

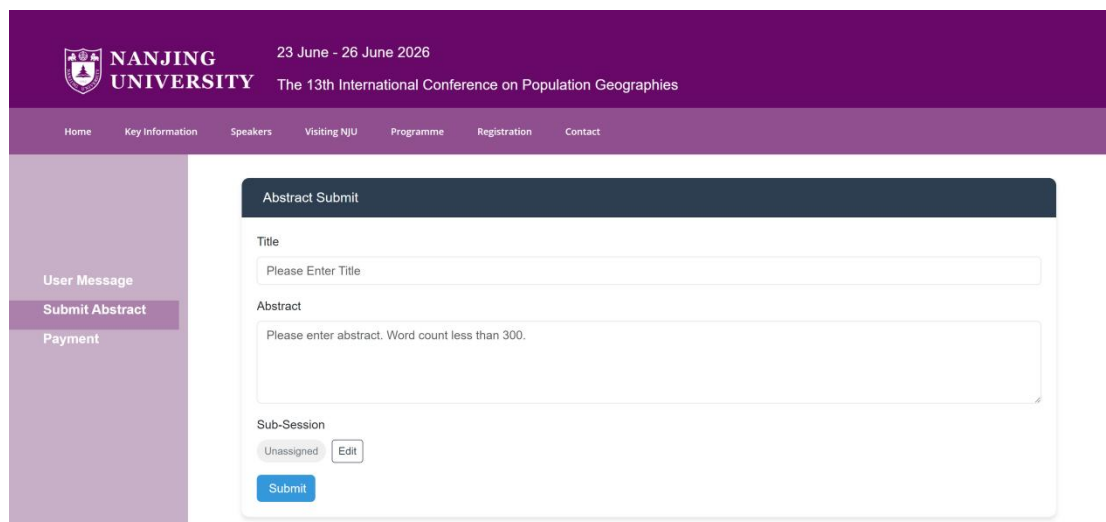
## Step 6

### Submit Abstract

This portal allows you to upload and manage your academic abstract for the conference. Please follow the requirements shown in the interface:

- **Title:** Enter the full title of your research paper.
- **Abstract:** Enter your English abstract including research motivations, objectives, data, methods, and findings. The system word count limit is less than 300 words.
- **Sub-Session:** Click “**Edit**” to assign your abstract to a specific sub-session; note that sessions with fewer than 10 submissions may be merged.
- **Deadline:** All abstracts must be submitted by 31 March, 2026.

Click “**Submit**” to finalize your application.



The screenshot shows the 'Abstract Submit' form on the Nanjing University website. The header includes the Nanjing University logo and the conference details: '23 June - 26 June 2026' and 'The 13th International Conference on Population Geographies'. A navigation menu is visible below the header. The form itself has a dark blue title bar and contains the following fields and buttons:

- Title:** A text input field with the placeholder text 'Please Enter Title'.
- Abstract:** A larger text area with the placeholder text 'Please enter abstract. Word count less than 300.'
- Sub-Session:** A dropdown menu currently showing 'Unassigned' and an 'Edit' button next to it.
- Submit:** A blue button at the bottom of the form.

On the left side of the page, there is a vertical menu with the following items: 'User Message', 'Submit Abstract' (highlighted in a darker purple), and 'Payment'.

The image shows a screenshot of the Nanjing University website. At the top left is the Nanjing University logo and name. To the right, the dates '23 June - 26 July' and the event title 'The 13th International Conference on Urban and Rural Development' are visible. A navigation bar includes links for 'Home', 'Key Information', 'Speakers', and 'Visiting NJU'. The main content area is divided into sections: 'User Message', 'Submit Abstract', and 'Payment'. The 'Submit Abstract' section contains a form with fields for 'Title' (with a placeholder 'Please Enter Title'), 'Abstract' (with a placeholder 'Please enter abstract'), and 'Sub-Session' (with a dropdown menu currently set to 'Unassigned' and an 'Edit' button). A blue 'Submit' button is at the bottom of the form. A 'Choose sub-forum' dropdown menu is open, displaying a list of 13 sub-forum topics, each preceded by a blue dot. The background of the website is a dark purple color. At the bottom, there are 'Sponsor' and 'Contact' links.

**Choose sub-forum**

- Africa population and development
- AI- Enabled Population Dynamics and Synergistic of Regional Development in the Belt and Road Initiative (BRI) Region
- Digital Intelligence, Population Mobility and Rural-Urban Spatial Restructuring
- Food Systems in the Anthropocene: Human Mobility, Nutritional Transition, and Planetary Health
- Gender, migration and mobility
- Human Mobility Modeling Empowered by Artificial Intelligence Methods
- Integration of Artificial Intelligence Technology with urban and rural population governance
- International Perspectives on Learning and Teaching Population Geographies
- Longevity and Liveability in Cities
- Migrants, Urban Food Insecurity, and the Making of Urban Food Systems
- Migration and Sustainable Urbanization
- Migration and urban-rural integrated development

## Step 7

### Payment

This page provides a detailed breakdown of the conference registration fees.

- **Payment Method:** Once the payment period begins on 5 April, 2026, the organizing committee will send a specific payment link to the email address used for your registration.
- **Invoicing Method:** Once the payment period commences, an email containing a payment link will be sent to you. In the same email, we will inquire whether an invoice is required. If so, please reply with your billing details (invoice title and tax ID). For international participants, a personal invoice can be provided as proof of attendance.
- **Important Note:** Please monitor your inbox (including spam folders) for this link to ensure timely completion of your payment and to secure early-bird rates before 30 April, 2026.

## Registration Fees

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The conference will be held in a hybrid format to enable the participation of international delegates from different time zones and who are unable to attend the conference in person. Of course, if possible, the organizers would prefer on-site participation to facilitate in-depth exchange and collaboration in person.

Attendance Type	Participant Type	Early-bird (by 30 Apr 2026)	Regular (1 May-10 May 2026)
In-person	Professional	CNY 2,000 (approximately GBP 200)	CNY 3,000 (approximately GBP 300)
	Student	CNY 1,000 (approximately GBP 100)	CNY 1,500 (approximately GBP 150)
Online (Overseas only)	Professional	CNY 1,000 (approximately GBP 100)	CNY 2,000 (approximately GBP 200)
	Student	CNY 500 (approximately GBP 50)	CNY 1,000 (approximately GBP 100)
Mid-conference field trip		No additional fee required	
Post-conference excursion		CNY 380 (approximately GBP 38)	

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# 会议注册指导手册

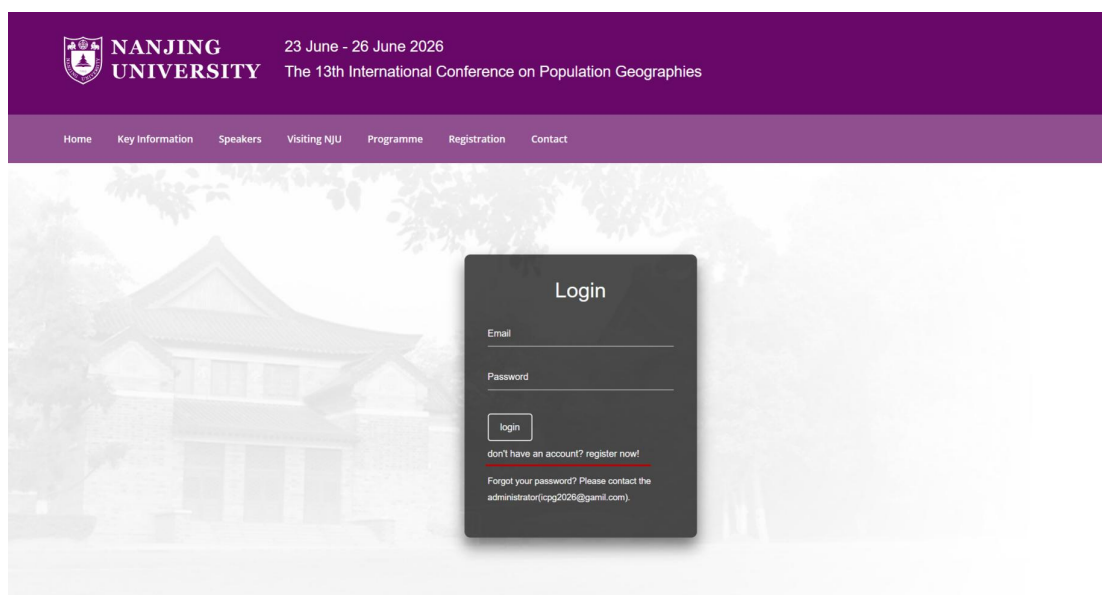
## 步骤一

进入会议官网首页，点击“**Registration**”进入注册页面。



## 步骤二

点击“**register now!**”来创建一个新账户。



### 步骤三

注册账号时，填写注册表单中的信息。其中，所有标注星号（\*）的栏目为完成注册所需的必填项，均需完整填写，必填项包括如下信息：Email、First Name、Last Name、Password、Verify Password、Phone Number、Gender、Institution、Job Position、Attendance Type。

其中，名为“**Job Position**”的下拉菜单用于选择你当前的学术身份，包含以下选项：

- Professor (Include associate professor, assistant professor, etc.)
- Researcher (Include associate researcher, assistant researcher, etc.)
- Lecturer
- Postdoctoral
- Ph.D.
- Student (Include master's student, undergraduate student, etc.)
- Other

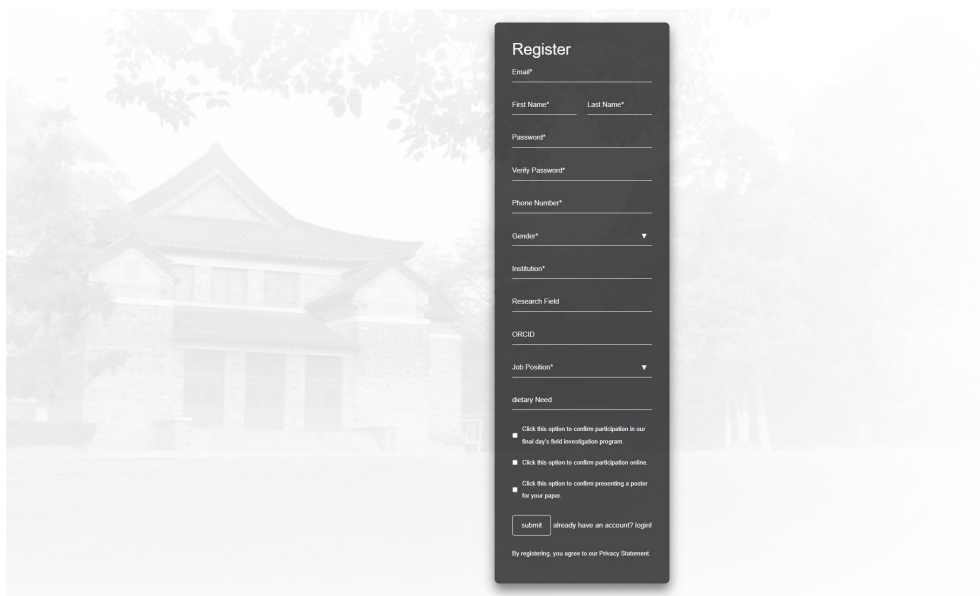
名为“**Attendance Type**”的下拉菜单包含以下选项：

- Giving an oral presentation
- Presenting a poster
- Attending without an oral or poster presentation (attendance only)

- Giving an online oral presentation (available to overseas participants only)

针对注册表单底部的复选框，请根据自身需求勾选对应选项：

- Field Research Attendance: 勾选第一项即确定参加会议最后一日的考察项目
- Online Attendance: 勾选第二项即确定线上参加会议
- Poster Presentation: 勾选第三项即确认提交论文的海报



The registration form contains the following fields and options:

- Email\*
- First Name\* Last Name\*
- Password\*
- Verify Password\*
- Phone Number\*
- Gender\*
- Institution\*
- Research Field
- ORCID
- Job Position\*
- Dietary Need
- Click this option to confirm participation in our field day's field investigation program
- Click this option to confirm participation online
- Click this option to confirm presenting a poster for your paper
- submit | already have an account? login
- By registering, you agree to our Privacy Statement.

点击“**submit**”后，系统将自动完成账号登录并跳转至账号管理页面。

## 步骤四

完成注册后，你可通过本平台管理个人参会相关事宜。

### **User Message**（用户管理）：

账号管理页面的 **User Message** 页面分为三大板块，可用于查看和更新个人信息，具体如下：

- **Basic Information**（基本信息）： 查看并编辑账号注册时所填写的 email, full name, phone number, gender, institution 等基本信息。
- **Conference Information**（参会信息）： 查看并编辑你的 research field, job position, dietary requirements 等参会信息。你可以在该板块根据自身参会需求，调整是否勾选 **Field Research Attendance**, **Online Attendance**, **Poster Presentation based on your preferences** 这三个复选框。
- **Invitation Letter Information**： 可在此填写护照及出行日程等相关信息，生成用于签证申请的官方邀请函。



User Message

Submit Abstract

Payment

**Basic Information**

Email\*

First Name\*

Phone Number\*

Gender\*

Institution\*

Last Name\*

[Go](#)

**Conference Information**

Research Field

ORCID

Job Position\*

Dietary Need

Online Attendance

Field Research Attendance

Poster Presentation

[Go](#)

**Invitation Letter Information**

Visa application location

Date of birth

Nationality\*

Passport Number

Date of Arrival in China

Date of Departure from China

[Go](#)

## 步骤五

如要进入 **Submit Abstract** 和 **Payment** 板块，你必须先在 **Invitation Letter Information** 中完善 **Nationality\***信息。

The screenshot shows the Nanjing University website interface for the 13th International Conference on Population Geographies (June 23-26, 2026). The navigation menu includes Home, Key Information, Speakers, Visiting NJU, Programme, Registration, and Contact. The main content area is divided into three sections: Basic Information, Conference Information, and Invitation Letter Information. The Invitation Letter Information section is highlighted with a red underline and contains the following fields:

Field	Value
Visa application location	Null
Date of birth	Null
Nationality*	Null
Passport Number	Null
Date of Arrival In China	Null
Date of Departure from China	Null

### Invitation Letter Information

Visa application location	Null
Date of birth	Null
Nationality*	Null
Passport Number	Null
Date of Arrival In China	Null
Date of Departure from China	Null

Edit

若你需要申请会议邀请函，请填写完整该板块的全部信息。

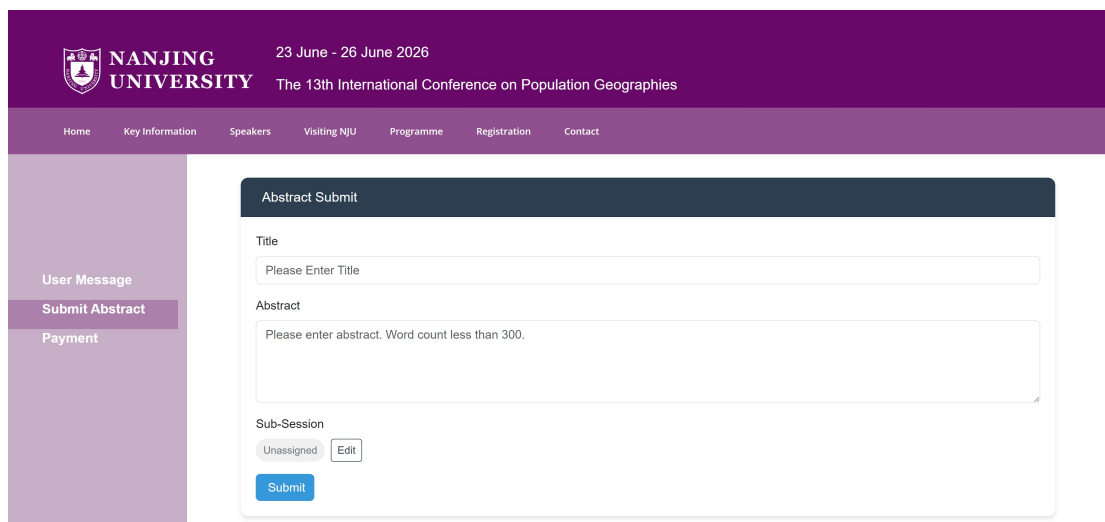
## 步骤六

### 摘要提交 (Submit Abstract)

本版块支持会议论文摘要的上传与管理,填写时请遵循界面展示的要求:

- **Title:** 填写论文的完整标题。
- **Abstract:** 填写英文摘要,摘要内容需包含研究动机、研究目的、研究数据、研究方法及研究结论,系统字数限制为 300 词以内。
- **Sub-Session:** 点击“**Edit**”,选择想投递的专题,投稿数量不足 10 篇的专题可能将并入其他专题。
- **Deadline:** 所有摘要均需在 2026 年 3 月 31 日前完成提交。

点击“**Submit**”完成摘要提交申请。



The screenshot shows the 'Abstract Submit' form on the Nanjing University website. The header includes the university logo, name, and conference details: '23 June - 26 June 2026 The 13th International Conference on Population Geographies'. A navigation bar contains links for Home, Key Information, Speakers, Visiting NJU, Programme, Registration, and Contact. The left sidebar has 'User Message', 'Submit Abstract' (highlighted), and 'Payment'. The main form area is titled 'Abstract Submit' and contains three sections: 'Title' with a text input field labeled 'Please Enter Title'; 'Abstract' with a larger text area labeled 'Please enter abstract. Word count less than 300.'; and 'Sub-Session' with a dropdown menu set to 'Unassigned' and an 'Edit' button. A blue 'Submit' button is at the bottom of the form.

The image shows a web portal for Nanjing University. The header includes the university's logo and name, the dates '23 June - 26 July', and the event title 'The 13th International Conference on Population and Development'. A navigation menu contains 'Home', 'Key Information', 'Speakers', and 'Visiting NJU'. The main content area is divided into sections: 'User Message', 'Submit Abstract', and 'Payment'. The 'Submit Abstract' section contains a form with fields for 'Title' (with a placeholder 'Please Enter Title'), 'Abstract' (with a placeholder 'Please enter abstract'), and 'Sub-Session' (with a dropdown menu currently set to 'Unassigned' and an 'Edit' button). A blue 'Submit' button is at the bottom of the form. A modal window titled 'Choose sub-forum' is open, displaying a list of sub-forums with blue bullet points:

- Africa population and development
- AI- Enabled Population Dynamics and Synergistic of Regional Development in the Belt and Road Initiative (BRI) Region
- Digital Intelligence, Population Mobility and Rural-Urban Spatial Restructuring
- Food Systems in the Anthropocene: Human Mobility, Nutritional Transition, and Planetary Health
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- Human Mobility Modeling Empowered by Artificial Intelligence Methods
- Integration of Artificial Intelligence Technology with urban and rural population governance
- International Perspectives on Learning and Teaching Population Geographies
- Longevity and Liveability in Cities
- Migrants, Urban Food Insecurity, and the Making of Urban Food Systems
- Migration and Sustainable Urbanization
- Migration and urban-rural integrated development

At the bottom of the page, there are sections for 'Sponsor' and 'Contact'.

## 步骤七

### 费用缴纳 (Payment)

本页面展示了参会费用缴纳的详细说明。

- **支付方式：** 2026年4月5日缴费通道开启后，会议组委会将向你账号注册所用的邮箱发送专属缴费链接。
- **开票方式：** 发送专属缴费链接的同时，我们会向您询问是否需要开发票。如果需要，您需要回复邮件并提供开票信息（发票抬头及税号）。外国参会者可提供个人发票作为参会凭证。
- **注意事项：** 请及时查看你的邮箱收件箱获取该链接，在 2026年4月30日前完成缴费可享受早鸟价优惠。

#### Registration Fees

The conference will be held in a hybrid format to enable the participation of international delegates from different time zones and who are unable to attend the conference in person. Of course, if possible, the organizers would prefer on-site participation to facilitate in-depth exchange and collaboration in person.

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	Student	CNY 500 (approximately GBP 50)	CNY 1,000 (approximately GBP 100)
Mid-conference field trip		No additional fee required	
Post-conference excursion		CNY 380 (approximately GBP 38)	

以上是会议注册和缴费的全部流程。