

# Registration

One of the authors of an accepted technical paper must register and the paper must be presented in the conference to include the paper in IEEE Xplore. Each paper requires an individual registration. One author can register for multiple papers. The registration fees for the different categories of authors are given below. Feel free to contact to the Technical Secretary regarding any registration issue.

|   | IEEE MEMBERS | Non-IEEE MEMBERS |
|---|--------------|------------------|
| Local Students- Author* (in BDT)              | 5000         | 7000             |
| Local Students- Participant (in BDT)          | 2500         | 3500             |
| Local Authors* (in BDT)                       | 8000         | 9500             |
| Local Participants (in BDT)                   | 4000         | 4750             |
| International Students- Author* (in USD)      | 125          | 150              |
| International Students- Participants (in USD) | 65           | 75               |
| International Authors* (in USD)               | 200          | 250              |
| International Participants (in USD)           | 100          | 125              |
| Local IEEE Life Member (in BDT)               | 5000         | -                |
| International IEEE Life Member (in USD)       | 125          | -                |

\*The fee covers all publication charges.

\* All papers MUST be within 4-6 pages. Additional charges will be applicable for papers exceeding 5 pages. For Local Author the charge is 1500 BDT and for International Author the charge is 20 USD.

\*\* Virtual Registration fee is only 60% of Regular Registration fee.

Due to COVID-19 pandemic, the Conference will be held as Full Virtual mode. There will be no kit but tickets for all sessions and Keynotes will be provided. The fee also Includes publication fee of IEEE Xplore.

## Special Notes

1. Each paper must be registered separately.
2. To join the conference co-author must complete separate registration as regular participant.
3. Regular Participant (Without paper submission) can also register from <https://icrest.aiub.edu/>
4. Proof of full-time studentship from your current institution for the year 2020-21 (if applicable) and Proof of IEEE membership for the year 2020-21 (if applicable) must be uploaded to complete the registration.
5. Registration will be closed after 10<sup>th</sup> December 2020. There will be no late-registration or spot registration.

For registration, please click here: <https://portal.aiubicrest.org/login>

## Steps by Step Instructions:

- 1) Database of all Authors and Co-Authors whose papers have been accepted are already available in the system. They have to activate and verify their account. Others can register and create new account.



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- 2) To activate the account, please click the link “Activate account here”. Following window will be displayed.



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- 3) Input the email address used in CMT during paper submission. Following window will be displayed.



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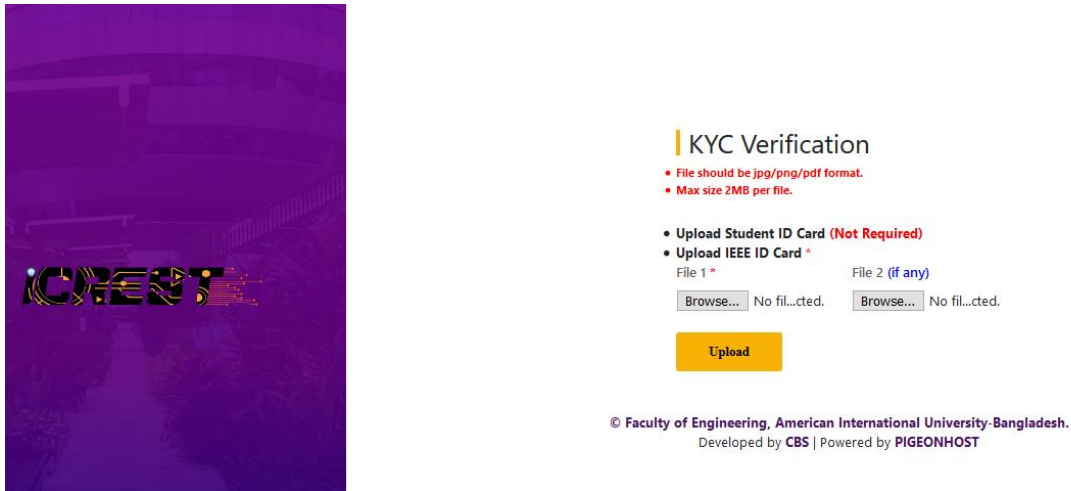
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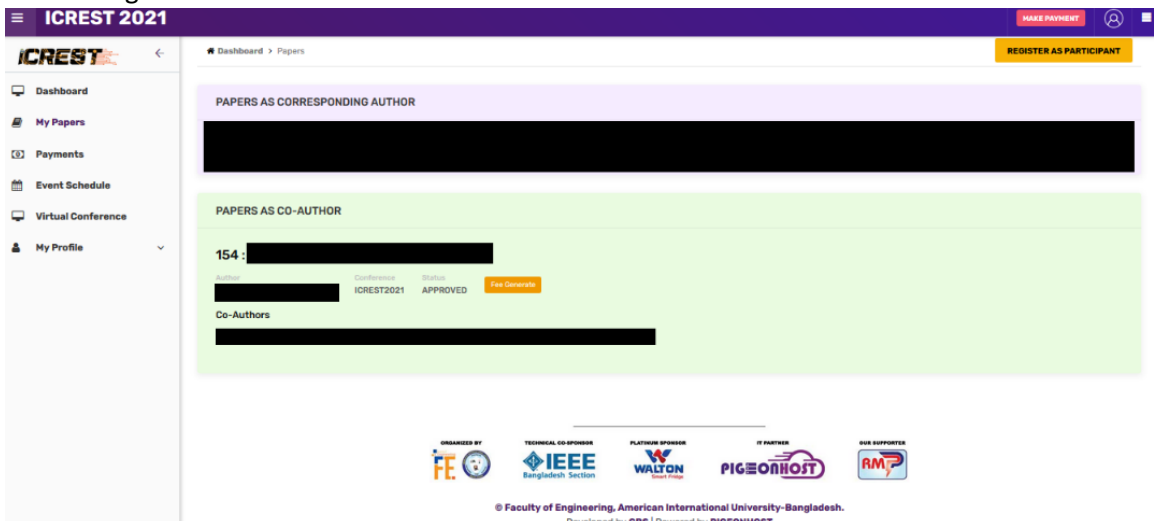
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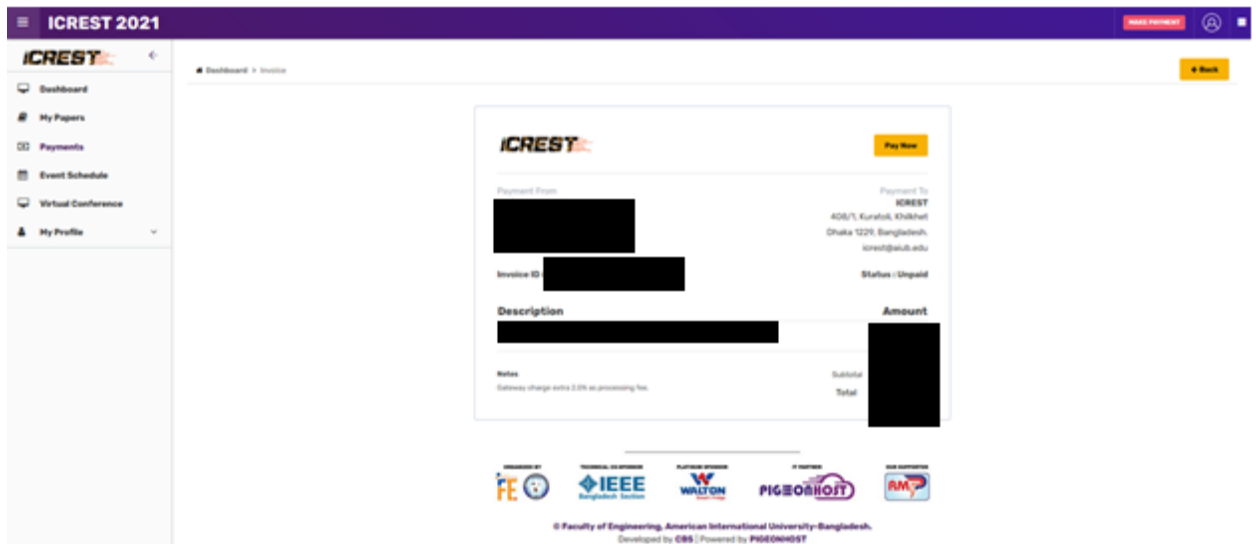
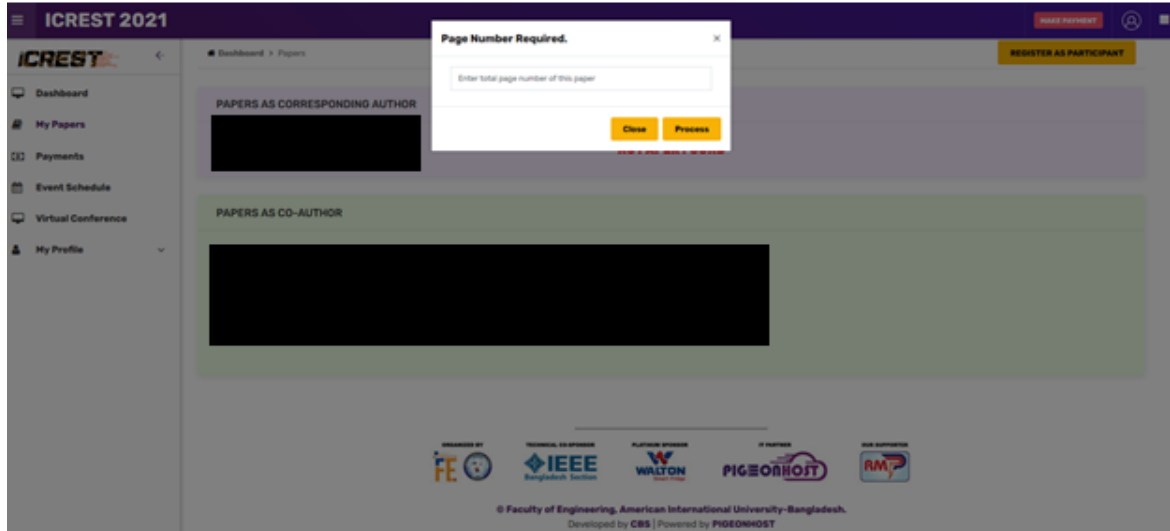
- 6) Now the system will ask you to upload proof of IEEE Membership or proof of studentship (if applicable). Otherwise it will take you to your Personalized Dashboard.



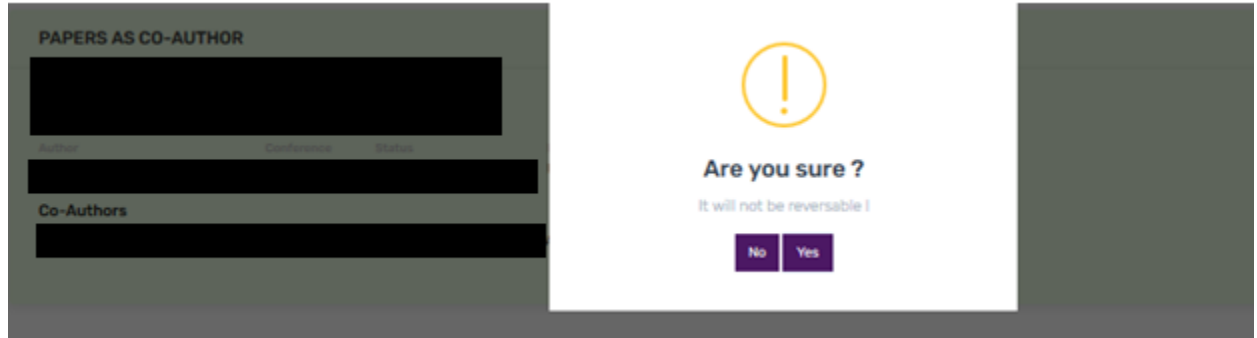
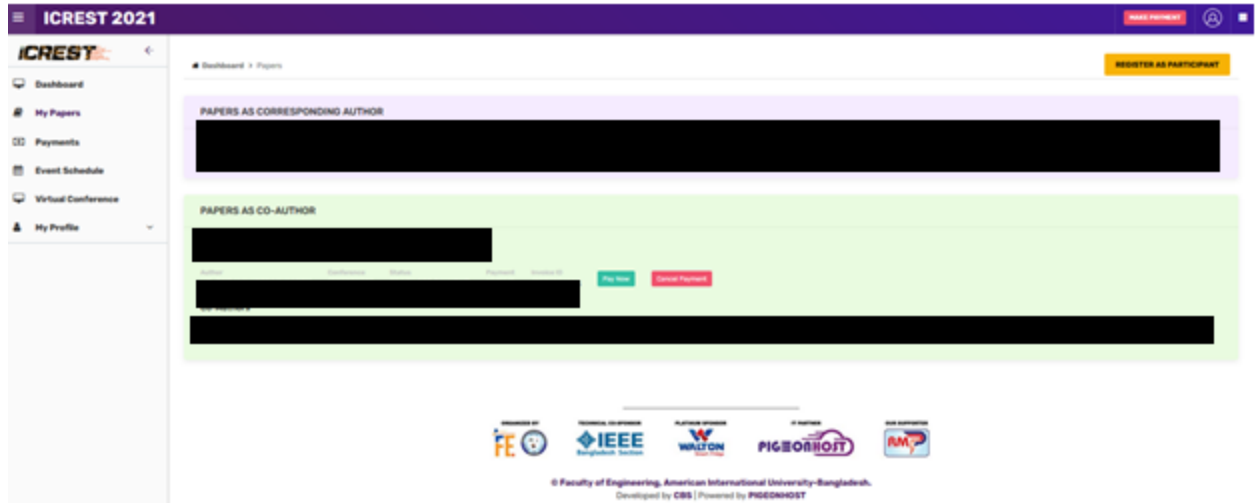
- 7) From the dashboard you can access your paper(s), payment invoice(s), program schedule and conference session links. You can also pay for your individual papers. Guests/Participants, those who do not have any papers, may register as participants from here.
- 8) For each paper, the system will show the paper ID, Author name, Co-Authors, Payment Status and button to generate the invoice.



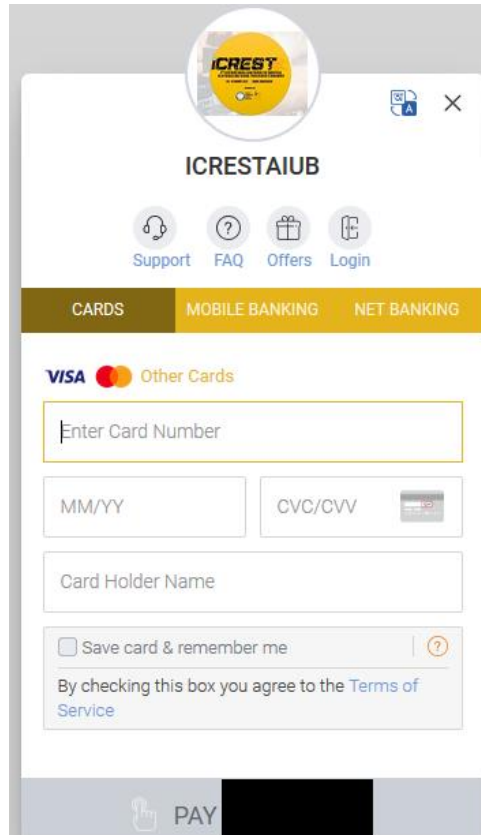
- 9) For one paper, one payment can be made. Either the author or the co-author can pay. Only the payee will get the invoice. Others may join the conference by registering as participants. To pay, please click “Fee Generate” button. This will open a window which will ask for the total number of pages of the selected paper. Based on this information, the total charge will be calculated, and an invoice with payment status “Unpaid” will be shown.



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- When Authors or regular participants click “Pay Now” button on the invoice, the system will forward the payment to the secure SSL online portal. Various online payment methods (Debit or Credit Cards, Mobile Banking, Net Banking) are available. Researchers are requested NOT to create any account or verify phone number in the payment portal. Simply click on the preferred payment method and proceed.



- 12) After successful payment, the status of the invoice will get changed to “Paid”. Users will receive email notification.
- 13) Users are requested to preserve this invoice and note the invoice number for further correspondence, if necessary.
- 14) Authors can now log in to the CMT portal and carry on with the IEEE e-Copyright and Camera-Ready Paper submission.
- 15) The uploaded supporting documents and proofs will be cross matched with registration details.