Step-By-Step Guide for Registration
ATBC Asia Pacific Conference – Sri Lanka 2019

Thank you for your interest in our conference and workshops. Please follow the following instructions to complete your registration.

1. Visit the conference website http://atbcap2019.org and click the **REGISTRATION IS NOW OPEN** text with the hyperlink to our official registration portal hosted in a platform called XCD.

2. If you used the same system for abstract submission, enter your credentials and log in. In the first page you may be able to update your profile information. If you are member of ATBC, and had a membership ID from the previous member management system through Wiley, please enter the Wiley membership number under 'MemberID'. If you do not have it, just leave it blank. Note that all fields marked with * are compulsory.

3. Click 'Update and Continue' button to proceed to the next page, where you have to choose whether you are a student, and also your dietary requirements. The name that should appear on the Conference Name Badge should be entered there.

4. **Conference Registration Fees**; are given in the next page. Visit our website http://atbcap2019.org/registration_information.html to make sure that you are selecting the correct rate. If you are not attending the conference but want to attend only pre- or post conference workshops, please choose the category 'Workshop Registration Only' given as the last option.

5. If you wish to bring an **accompanying person**, such as your spouse, to social functions, their meal tickets can be purchased in the next section.

6. **Workshop Registration Fees**; can be added to the cart in the next section. We have a series of workshops, some of which are free of charge. All seats are filled on first come first served basis. You can add more than one workshop to the cart. See our workshop page of the website (http://atbcap2019.org/workshop.html) for details. There might be disparity of fees and deadlines for registration between the XCD and our conference website as we are handling a large number of logistical issues including web update. For now, consider the fees and deadlines in XCD are correct.

7. Then click the update and continue button at the bottom. Carefully read the terms and conditions and agree to them in the proceeding page.

8. In the next page you can see the summary of invoice, if there is anything wrong please go back and correct it. In the same page, choose your payment option.

9. **If you choose - Credit Card**, just enter the details and complete the payments. We have received queries from some Sri Lankan Banks that they decline credit card payments. You may have to call the bank and ask them to authorize the payment in such cases. XCD is a secured payment platform ATBC has been using for their conferences across the world, but

we recognize the common risk associated with any online payment. After completing the credit card payment, you will receive 'FINAL INVOICE' to your registered email address, if not please check the spam folder. No further action is required on your registration. Please produce that FINAL INVOICE at MAS Athena to receive your conference package on arrival.

10. **If you choose, Wire Transfer (Bank Transfer),** you will receive an 'UNCONFIRMED INVOICE' to your email address indicating the amount you should pay to our bank account of which the details are given at the XCD as well as at our conference website http://atbcap2019.org/registration_information.html. Please make the transfer and email the UNCONFIRMED INVOICE together with the scanned copy of your bank transfer slip to nalakagee@gmail.com with a copy to atbc.apsl2019@gmail.com. We will manually add your details to the XCD and issue a FINAL INVOICE in 1-2 days. Please present the FINAL INVOICE at the registration desk at MAS Athena to collect your conference package.

11. If you have further questions about registration, please contact Dr. Nalaka Geekiyanage (nalakagee@gmail.com or +94714660048).

We are looking forward to seeing you at the conference.

- Thank You -