# **User Guidelines**

### A. Register a new account

1. Please register via the online system.



### 2. Click "Create my account" if you are new to the system.



## 3. Complete the form.

Hon	ne		Home   Login			
ISC	C25 - User Center					
Get	your account and follow the instructions					
	(*) The fields are required					
	The email you choose must be unique within the system.					
	E-mail Address(*) :	sklchem@hku.hk				
	📀 This Email is available.					
	Must be between 6 and 16 characters					
	Password(*):					
	Strong password strength.					
	Re Password(*) :	•••••				
	S OK					
	First Name(*) :	Vanessa Kar-Yan				
	0					
	Last Name(*) :	Lo				
	<b>O</b>					

#### 4. Confirm the information.

your account and follow the instru	uctions:
Registration Information Confir	m.
Please verify your email address	and your other personal information
E-mail Address(*) :	sklchem@hku.hk
First Name(*) :	Vanessa
Last Name(*) :	Lo
Title(*):	Dr.
Affiliation(*):	The University of Hong Kong
Position(*):	Research Officer
Country/Region(*):	HONG KONG
Address(*) :	Department of Chemistry, CYM Chemistry Building, The University of Hong Kong, Pokfulam Road, Hong Kong
Telphone Number(*) :	39175811

5. You may then log in your account.

#### **B.** Submission of Abstract

1. Please use the abstract template to prepare your abstract at "Abstract" under "Registration".



2. To submit the abstract, please log in your account at the User Center, then click "Submit an Abstract".



## 3. Please complete the information.

Home		Home   Change Password   Modify Information   Logout
ISCC25 - User Center		
Abstract Manage > Guide for Sub	omission :	
1 Input Abstract Information	Add Author Information > ③ Subm	iit Abstract
T		
Input Abstract Information		
Conference (*):	ISCIC	✓ Once submitted, it cannot be modified.
Intention (*):	Poster	✓ Once submitted, it cannot be modified.
Topic (*):	Catalysis	✓ Once submitted, it cannot be modified.
Title (*):		
Keywords (*):		
	Next	

4. Please add the author information, then click "Add Author".

Home		Home   Change Password   Mod	ify Information   Logout
ISCC25 - User Center			
Abstract Manage > Guide for submission :			
🕕 Input Abstract Information 🕨 🙎	Add Author Information 🕨 🛞 Submit Abstract		
Input Author's Information :			
Name :	Vanessa Lo		
Email :	sklchem@hku.hk		
Organization :	State Key Laboratory of Synthetic Chemistry	1	
Please select if this is the correspondin	g author or Presenter.		
Corresponding Author :	$\checkmark$ (Only one Corresponding author can be specified )		
Presenter :	✓ (Only one Presenter can be specified )		
	Add Author		

5. You may add multiple authors for your contribution. After adding all the authors, then click "Next".

e		Home	Home   Change Password   Modify Information   Lo			
225 - User Center						
act Manage > Guide for	submission :					
Input Abstract Informat	ion 🕨 🙎 Add Author In	nformation > 🛞 Submit Abstrac	t			
Name	Email	Organization	Corresponding	Presenter	Manage	
Vanessa Lo	sklchem@hku.hk	State Key Laboratory of Synthetic Chemistry		2	Del Modify	
Next (If the submitte	ed content is not displayed, ple	ease refresh the page.)				
Input Author's Informati	on :					
Name :	Vanessa L	o				
Email :						
Organization :						
Please select if this is th	e corresponding author or Pres	senter.				
Corresponding Author :	Only o	ne Corresponding author can be specifi	ied)			
Presenter :	🗆 (Only o	ne Presenter can be specified )				
	Add Aut	hor				

6. Upload your abstract in PDF format.

Home			Home   Change Password   Modify Information   Log		
ISC	C25 - User Center				
Abst	ract Manage > Guide for submission :				
0	Input Abstract Information 🕨 🙆 A	Add Author Information 🕨  Submit Abstract			
	1. The maximum file size is 5 MB				
	2.Only PDF file is accepted.				
	3. If the file is not recognized, please mo	odify the file name and upload again.			
	File(s) :	Choose File No file chosen			
		Submit			

7. An email notification will be sent to you after submission.

## C. Online Payment of Registration Fee

1. Please log in your account at the User Center, then click "Online Payment".

Submit an	a abstrac Online Payment					
Abstract	List					
Abstract ID	Title	File	Conference/Intention	Authors	Status	Manag
60016	123	*	ISCIC-Poster	View		Madify
If the file is	Null, you need to modify and re-upload t	he Abstract.				
If the file is 2. Click	Null, you need to modify and re-upload t k "Add a new participa	he Abstract. nt''				MUMLY
If the file is 2. Click Home	Null, you need to modify and re-upload t k "Add a new participa	he Abstract. .nt <sup>?</sup>		Home   Change Pas	sword   Modify Inf	formation   Lo
If the file is 2. Click Home ISCC2:	Null, you need to modify and re-upload t k "Add a new participa 5 - User Center	he Abstract. nt''		Home   Change Pas	sword   Modify Inf	formation   Lo

3. Please confirm or update your personal details.

Home ISCC25 - User Center	Home   Change Password   Mod	lify Information   Logout
Guide for registration :		
1 Personal Information 🕨 🛿 Registrat	ion 🕨 🛞 Payment	
Personal Information		
Email *:	sklchem@hku.hk	]
First Name *:	Vanessa Kar-Yan	]
Last Name *:	Lo	]
Salutation *:	Dr. 🗸	
Affiliation *:	The University of Hong Kong	]
Position *:	Research Officer	]
Country/Region *:	CHINA (HONG KONG)	
Address *:	Department of Chemistry, CYM Chemistry Building, The University of Hong Kong, Pokfulam R	]
Tel *:	+852-39175811	]
Mobile :		]
	Next	

4. Please select your type of registration.

Home		Home   Change Password   Modify Information   Logout
ISCC25 - User Cent	er	
Guide for registration :		
Personal Information	n ≽ 😢 Registration ≽ 🛞 Payment	
Please select the reg	istration type	
Registration type *:	Industry - Early Bird Registration (on or before May 31, 2025)	
Remarks :		
		12
	Back	

5. You may add a new participant or proceed to online payment.

Participants list						
Participant ID	Name	Registration type	Fee	Time	Edit	
i	Vanessa Kar-Yan / Lo	Regular - Early Bird Registration (on or before May 31, 2025)	4000HKD	2025-01-03	Pay Online Modify Information	Dele

6. Please create an account with the HKU Online Payment System if you are new to this system. For HKUers, please login with your HKU portal account.



### 7. Please complete the form for registration of the HKU Online Payment System.



#### **REGISTER FOR A NEW ACCOUNT**

Join our world to receive exclusive offers, updates on new-in courses and items, invitations and more.

ENTER YOU	R DETAILS
EMAIL*	
email	User login email can't be changed once registered
SURNAME * GIVEN NAME *	
surname given name	
WHERE YOU ARE FROM	
	•
PHONE NUMBER	
phone number	
PASSWORD *	
password	Password must contain 10-18 letters or digits (a-z, A-Z,0-9), with at least
	one letter (A-Z, a-z) and one digit.
RE-TYPE PASSWORD *	
re-type password	
I do not wish to use my personal data departments.	for future communications from
By Clicking "REGISTER", you acknowledge that	you have read and agreed to Privacy Policy.
CANCEL	REGISTER

8. After clicking "Register", you will receive an email for the activation of your account. Please click the link in the email for the activation of the account.

[HKUOPS] – Account Activation				
管理 · 寄件人: hkuops-acknowledgement@hku.hk 收件人: vanessa_kylo@yahoo.com.hk				
*** This is a system generated email, please do not reply directly to this email ***				
Dear Lo Kar Yan, Thanks for your registration to the HKU Online Payment System. Your customer account has been : Login ID: vanessa_kylo@yahoo.com.hk Please click the link below to activate your account within 24 hours. <u>https://onlinepytsysprd.feo.hku.hk/registerActive?code=cd53f7f76d3440f2bed02aa7c7f976cb</u> If you have any problem/comment in using the System, please contact us at hkuops@hku.hk	succes	sfully ci	reated.	
Finance and Enterprises Office The University of Hong Kong				
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9. After login to the HKU Online Payment System, please choose the fee type. Please choose only one option. The quantity is set as "1". Then click "Add to Cart".



10. You may add more than one item. Click the Cart at the right top corner for check out.



11. Please indicate the name of participant if you pay for another person. Then click "Process Payment".

FINANCE AND Interuniversity of Hong Kong OFFICE		home   eve	ents & courses   shop	contact us	Hello, Lo Kar Yan
< continue shopping		SHOPPING CART	LALE-U		A A A A A A A A A A A A A A A A A A A
		CART PAYMENT COM	NFIRM		
		YOUR SHOPPING CART			
	ITEM		UNIT PRICE QTY HK\$	TOTAL X	
		The 17th International Symposium for Chinese Organic Chemists (ISCOC-17) and the 14th International Symposium for Chinese Inorganic Chemists (ISCIC-14)-ISCOC - Academics VENUE To be confirmed. DATE & TIME 09 Jun 2025 to 11 Jun 2025 SPECIAL REQUEST/REMARK	1 4,000.00 Early bird	4,000.00	
		The 17th International Symposium for Chinese Organic Chemists (ISCOC-17) and the 14th International Symposium for Chinese Inorganic Chemists (ISCIC-14)-ISCIC - Academic VENUE To be confirmed. DATE & TIME 09 Jun 2025 to 11 Jun 2025 SPECIAL REQUEST/REMARK	1 4,000.00 Early bird	4,000.00	
			TOTAL HK\$	8,000.00	

12. Please choose your means of payment. Then click "Process Payment".



13. Please input the details accordingly, and progress according to the prompt. After the completion of payment, you will receive a confirmation email as below.

[HKUOPS] - Confirmation of Order and Payment Acknowledgement				
*** This is a system generated email, please do not reply directly to this email ***				
Dear Lo Kar Yan,				
Order Number: N10044077				
This is an automatic email reply to confirm your order and acknowledgement of your related payment made online, if any. Attachment please find our Official Receipt for your retention.				
Should you have any enquiry on the Order item(s), please contact the corresponding organizing department(s).				
Please click here if you wish to check other available items/events organized by other departments for purchase/registration.				
Finance and Enterprises Office The University of Hong Kong				
R10044077_rpdf 110.2k5				

14. After the local organizing committee has confirmed your payment, another confirmation email will be sent to you, indicating the completion of the whole registration process.