OpenFOAM Workshop 2018 Online System Registration & Submission Guide

Part 1. Sign up



Click on "Register" and then "Sign up now!" in the pop-up window.

	•	FOAM Vorkshop	
	2018-06-24 ~ 2018-06-29	Q Shanghai Minhang Chen Ruiqiu Building, Shanghai Jiao Tong University	
Log in	Username		Sign up now>>
Password			
	Log in	Forgot Password?	

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Password *	Please enter password			
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Verification Code	Enter the code		Send	
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百格活动 Dagevent.com				Log in FA

Code:481918

Do not tell anyone your codes for your account safety!

Code will be expired in 5 minutes



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1. Enter your "Email address" to open an account. Click on "send" to get the verification code.(the delegate from mainland China may also choose "Cell Phone" to open an account. Please kindly note: delegates from other countries can not use cell phone number to open the account cause that we cannot send the code abroad.) 2. Please check the email registered and fill in the

verification code in five minutes.

Male	
○ Female	
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Sign up	
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Enter all the required information (marked with "*") and click on the "Sign up" button. Now, your account has been activated and you can log in anytime.

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Part 2. Register

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	2018-06-24 ~ 2018-06-29	Q Shanghai Minhang Chen Ruiqiu Build Jiao Tong University	ling, Shanghai	
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			Save & Pay Later	Pay Now

1. Click on "Register" on the left menu;

2. Choose one registration type (there are three types of registration: attendee, students, and accompanying person) and enter all the required name badge information;

3. Click on "Save & Pay Later" to save your registration information. And for registration fee payment, please visit payment page of the conference website.

Part 3. Abstract

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1.Click on "Abstract" on the left menu;2.Click on "Submit Abstract" to start submission, please proceed to the next page.

All the required information

 (marked with "*") should be entered;
 The abstract file you upload should be PDF Document and no more than 4 page;

Person

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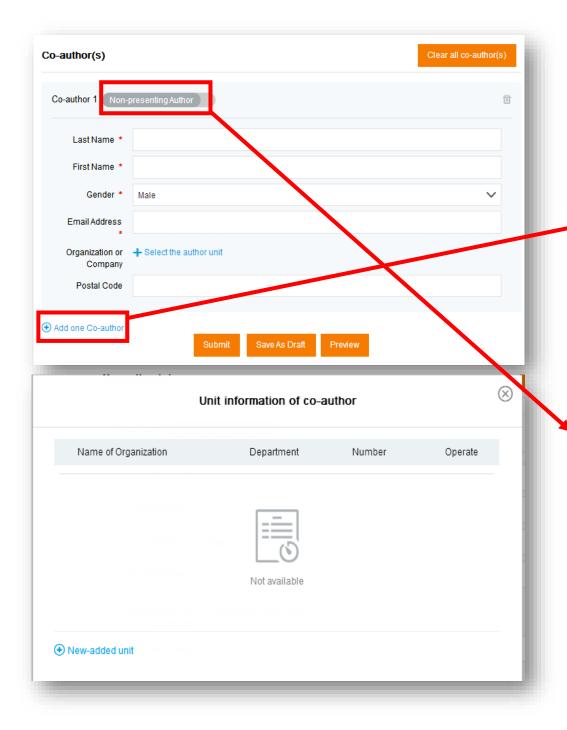
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3. If the first author is same as the corresponding author, please click on the check box, all the information of corresponding author will be copied to the first author;

 More information please proceed to the next page.

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Information	Topic *	Please select topic	~
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	office Number		Note
	First Author	Same as the above corresponding author	
	Last Name *		First Name *
	Gender •		Email Address *



1.All the required information of co-authors should be entered. Please make sure to input all authors here (including corresponding author and first author). You can add new co-author by click the button;

2. The organization or company should be assigned to each co-author by click on "Select the author unit";

3.A pop-up window will appear as the screen capture shown below;
3. At least one "Presenting Author" is required, please don't miss this;
4. More information please proceed to

the next page.

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1.Click on "New-added unit", enter all the required information below and click on "Confirm", a new unit will be added;

2.Click on the check box of the unit you want to assign and click on "Confirm";

3.The unit information is assigned to the co-author.