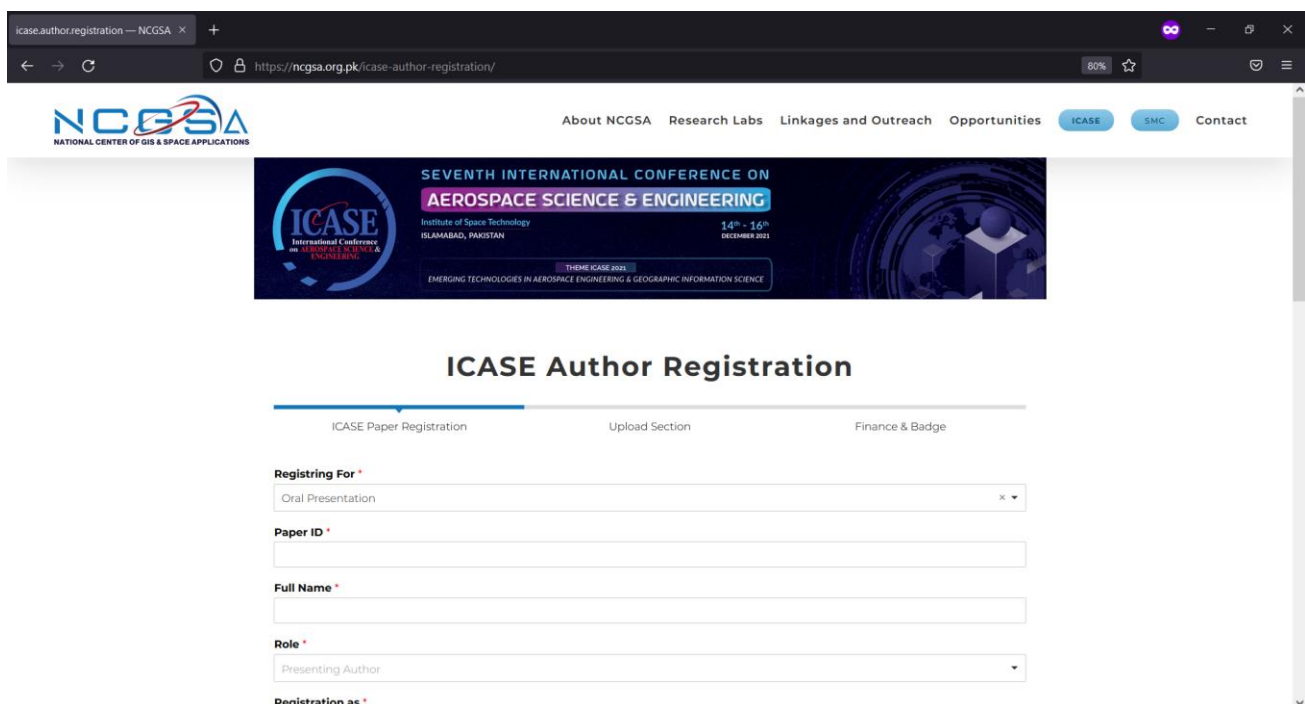


## Seventh International Conference on Aerospace Science and Engineering Registration Guide

You will be required to follow, the following step by step procedure to complete your registration for the Seventh International Conference on Aerospace Science and Engineering (ICASE 2021) to be held from December 14-16, 2021 at Institute of Space Technology, Islamabad, Pakistan.

### Step I: Paper Registration

1. You can access the ICASE 2021 web portal using any internet browser through the link <https://ncgsa.org.pk/icase-author-registration/>
2. You will land on the first step of your registration page as shown in the following picture:



3. Most of the fields on this page are self-explanatory, some fields are explained as follows:

Sr. No.	Field	Remarks
1.	Registering for (Oral / Poster Presentation)	You will select the option, you have received the acceptance for (mentioned in your email)
2.	Paper ID	Paper ID is mentioned in your acceptance email
3.	Role	You will select the option as: <u>Presenting Author</u> : if you will present the paper at conference <u>Participating Author</u> : if you will just present with your presenting author <u>Corresponding Author</u> : you will only choose this option if you are visiting the conference & want us to correspond with you for post-conference publications - By default we will correspond with the presenting author.
4.	Affiliation	Your current organization / university etc.
5.	Registration as	Professional: If you are a professional working in the industry

		Student: If you are currently enrolled in some degree program (you will be required to upload the Student ID)
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**Step II: Upload Section**

1. After filling in all the information in the first section you will land to the upload section, you will be required to upload the following documents / images here:
  - a. Your picture (Will be used for your conference ID badge)
  - b. CNIC (Front & Back)
  - c. Student ID (Front & Back)
  - d. Your final Abstract (To be used for ICASE 2021 conference book)
  - e. Final Paper (After the changes recommended by reviewers)
  - f. Draft Presentation (Draft of your presentation you will be presenting at ICASE 2021)


Templates of the paper, poster & presentation are available at ([ncgsa.org.pk/icase](http://ncgsa.org.pk/icase))

## ICASE Author Registration

ICASE Paper Registration
Upload Section
Finance & Badge


Upload Section

**Picture \***




Click or drag a file to this area to upload.

**CNIC Front \***



Click or drag a file to this area to upload.

**CNIC Back \***



Click or drag a file to this area to upload.

**Step III: Finance & Badge Section**

1. After all uploads, you will land to the final section of your registration “Finance Section & Badge Section”
2. Here you will be required to write the payment details as follows:

Sr. No.	Field	Remarks
1.	Bank	Your bank, the bank you are using for making transaction

2.	Transaction Date	Date on which the transaction was made
3.	Transaction Time	Time of the bank transaction
4.	Mode	Mode of the transaction (Bank Payment / Bank Draft / Online Transaction)
5.	Transaction ID	Transaction / Reference ID mentioned on your transaction slip / receipt
6.	Payment Proof	The proof of payment (bank slip / online transaction receipt)

3. Badge Information: Enter your general information, which will be used to make your conference badges and certificates (please double check your spellings here)
4. After the submission, you will receive a submission confirmation email and in a few days ICASE team will contact you with your registration confirmation.
5. As soon as your registration is confirmed you will be added to several email and WhatsApp groups, so you are requested to please provide your operation email and WhatsApp numbers.

For any queries, please contact us at:

**ICASE 2021 Secretariat**

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