



ANNUAL MEETING OF THE SOCIETY FOR MOLECULAR BIOLOGY & EVOLUTION, 2025

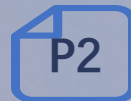
July 20-24, 2025. Beijing, China

Organized by Chinese Academy of Sciences



GUIDANCE FOR

REGISTRATION



SUBMISSION



WORKSHOP



HOTEL RESERVATION



SOCIAL EVENT (Gala Dinner, Care Center)



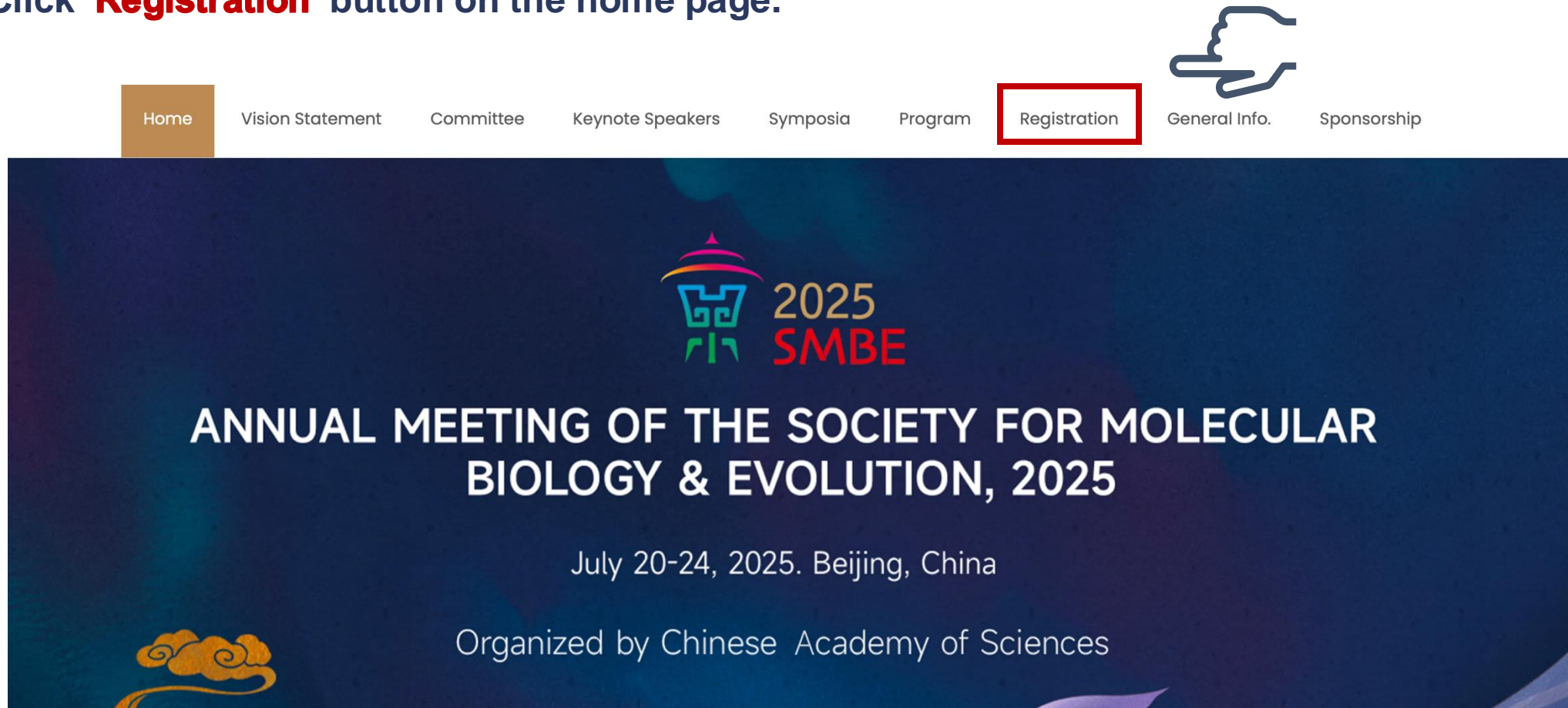


SMBE 2025
BEIJING-CHINA

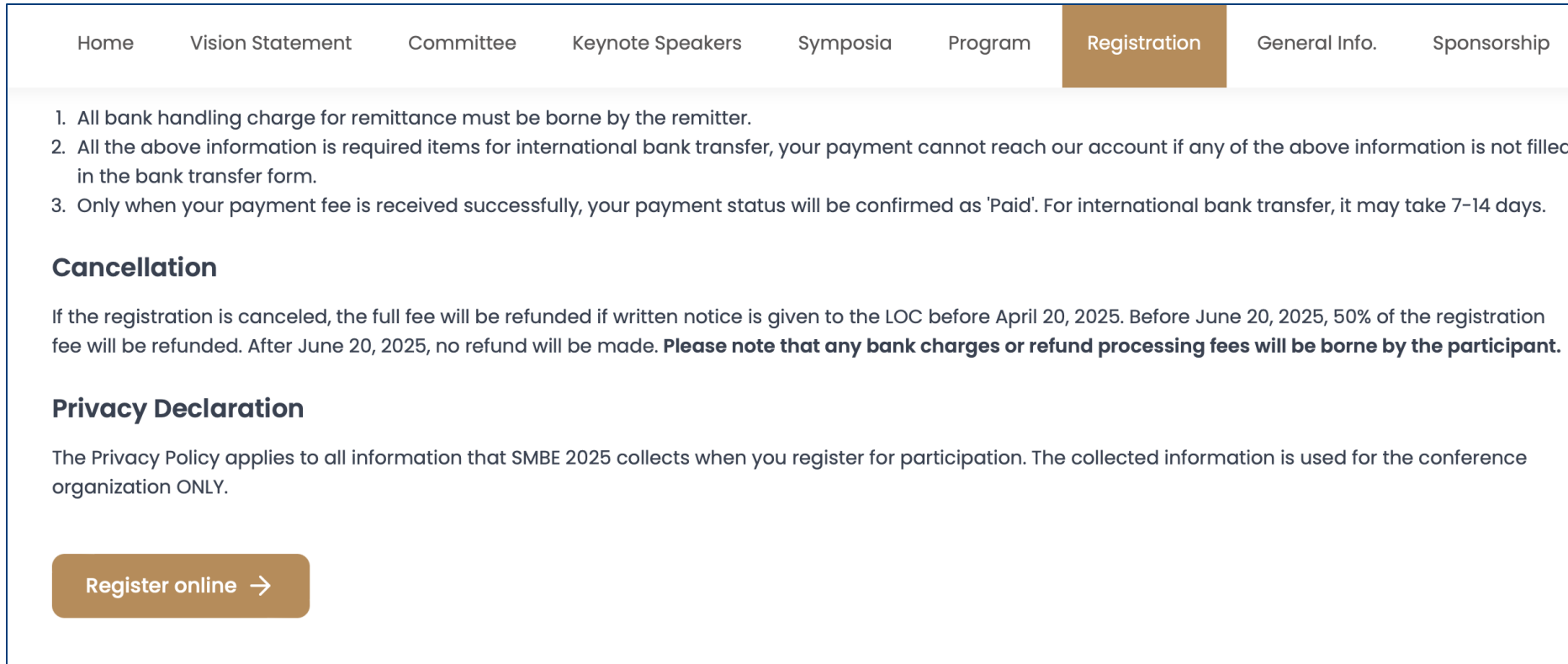
REGISTRATION GUIDANCE

- 1. Create an account** **P3** (Steps 1-3)
- 2. Register for the conference** **P8** (Steps 4)
- 3. Payment** **P9** (Steps 5-8)
- 4. Receipt/Invoice & Fapiao** **P15**

- Visit our official website <http://www.smbe2025.org>
- Click '**Registration**' button on the home page.



- Click  button on the REGISTRATION webpage to enter the registration system.



The screenshot shows a navigation menu with the following items: Home, Vision Statement, Committee, Keynote Speakers, Symposia, Program, Registration (highlighted), General Info., and Sponsorship. Below the menu, there are three numbered items:


1. All bank handling charge for remittance must be borne by the remitter.
2. All the above information is required items for international bank transfer, your payment cannot reach our account if any of the above information is not filled in the bank transfer form.
3. Only when your payment fee is received successfully, your payment status will be confirmed as 'Paid'. For international bank transfer, it may take 7-14 days.

Cancellation

If the registration is canceled, the full fee will be refunded if written notice is given to the LOC before April 20, 2025. Before June 20, 2025, 50% of the registration fee will be refunded. After June 20, 2025, no refund will be made. **Please note that any bank charges or refund processing fees will be borne by the participant.**

Privacy Declaration

The Privacy Policy applies to all information that SMBE 2025 collects when you register for participation. The collected information is used for the conference organization ONLY.



- Please read the **SMBE policy**, waiting for the countdown and then click

- **I agree with these policies. Take me to registration, abstract submission and event/workshop/hotel reservation. →**

button on the REGISTRATION webpage to enter the registration system.

SMBE broadcasting policy

The SMBE Annual Meeting supports the communication and discussion of science. Information presented at the Meeting (in oral or poster format) may be reported and discussed by attendees and science writers via blogs, Twitter, or other formats, unless any of the authors requests otherwise. We do request that communications are respectful and do not directly reproduce visual materials (e.g., no posting of photos of slides or posters) unless permission is obtained from the presenter or if they have already made this information freely available in an open-source forum. If a presenter does not want information from his/her presentation to be photographed at all, or broadcast, they should make this clear in their talk/poster and we ask that attendees respect this. If you have questions or concerns about this policy, or would like to report an abuse of it, please contact any member of the Local Organizing Committee or email smbe2025@ioz.ac.cn.

Please read the above content carefully (9)



I agree with these policies. Take me to registration, abstract submission and event/workshop/hotel reservation. →



SMBE 2025

REGISTRATION GUIDANCE – Create an account

STEP 2

- Please read the Data Privacy and Usage policy first
- For International Delegates, click **'New User Registration'** to create your SMBE 2025 account.
- For Domestic Delegates from Chinese Mainland, click **'境内代表请点击此处'** to create your new account.
- If you have already had one, please click **'Log in'** to log in to your account. **[TURN TO STEP 4]**


← Back to Homepage


Data Privacy and Usage Policy

Registration data submitted to this registration portal will only be given to SMBE officials and used for SMBE business. Third parties, including organizers of conferences, will not be given this data without express permission from SMBE. Personal data will not be collected unless needed (e.g. legal name might be needed for visa-related letters but professional name is sufficient in all other cases) or helpful for the aim of promoting diversity.

Individual Registration

Log in with password

Please enter email 

Please enter password 

Remember me **Forgot password?**

Log In

New User Registration

境内代表请点击此处 >

- Fill in your information. Kindly note that all fields marked with an asterisk (*) are required.

Individual registration * Mandatory Fields

* E-mail
Please enter
Please use the email address you use for work daily. This address will receive notifications related to the conference.

* Set password
Please enter
1) The password must be at least 8 characters long. 2) The password should contain two of the four character types: Uppercase letters, Lowercase letters, Numbers, Symbols.

* Confirm password
Please enter

* First Name
Please enter

* Last Name
Please enter

* Title
 Prof. Dr. Mr. Mrs. Ms. Other


* Affiliation
Please enter
This field is for badge printing. If the affiliation's full name is too long, you may use its abbreviation.

* Country/Region
Please select

* Career Stage
 Faculty Postdoc Graduate student Undergraduate Other Prefer not to say

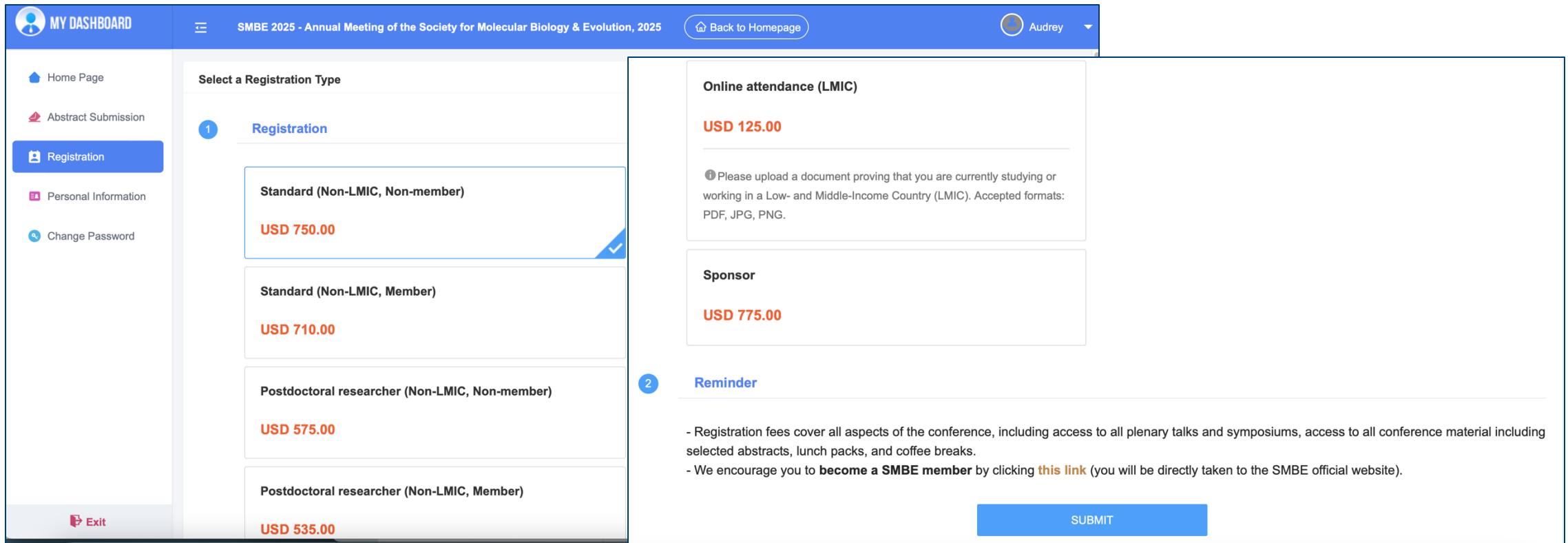
* Do you have dietary requirements?
Please Select

* Do you need visa invitation letter?
 No Yes
If you need a visa invitation letter, please complete the following information and email us at smb2025@chinastargroup.com. The data will only be used for visa application purposes.

* Enter Code
 

- If you need a visa invitation letter to apply for a visa, please select **‘Yes’** and answer all the questions under this column.
- Alternatively, select **‘No’** to complete the registration first. After you have all the information ready, go to “Personal Information” after logging into your account in the ‘Personal Center’ to request an invitation letter later.
- Click the blue “ Submit “ button at this page’s bottom to the next step.

- When you have done your basic information registration, you will enter your **'Personal Center'**.
- Selecting your registration type first by clicking the corresponding card.



The screenshot shows a web dashboard for the SMBE 2025 Annual Meeting. The user is logged in as Audrey. The main content area is titled "Select a Registration Type" and contains a list of four registration options. The first option, "Standard (Non-LMIC, Non-member)", is selected and has a blue checkmark in the bottom right corner. Below the list is a "Reminder" section with two bullet points and a blue "SUBMIT" button at the bottom right.

Registration Type	Price
Standard (Non-LMIC, Non-member)	USD 750.00
Standard (Non-LMIC, Member)	USD 710.00
Postdoctoral researcher (Non-LMIC, Non-member)	USD 575.00
Postdoctoral researcher (Non-LMIC, Member)	USD 535.00

Reminder

- Registration fees cover all aspects of the conference, including access to all plenary talks and symposiums, access to all conference material including selected abstracts, lunch packs, and coffee breaks.
- We encourage you to **become a SMBE member** by clicking [this link](#) (you will be directly taken to the SMBE official website).

SUBMIT

Click the blue button of **"Submit"** at the bottom of this page to the next step.



- Confirm your registration type and the registration fee.
- Click **'Submit'** at the bottom of this page to the next step.
- Extra step for delegates from Mainland China:
 - Fill in your Fapiao Information after clicking **'Submit'**, you will be asked to provide relevant information in the added column. Please go to FAPIAO 中宾发票 for further instructions.

The screenshot shows a web interface for the "SMBE 2025 - Annual Meeting of the Society for Molecular Biology & Evolution, 2025". At the top right, there is a "Back to Homepage" button. The main content area is titled "Registration Fee Type" and displays the following information:

Registration Fee Type: Standard (Non-LMIC, Non-member) USD 750.00*1

Payment amount: USD 750.00 UNPAID

At the bottom of the form, there are two buttons: "SUBMIT" and "Reselect registration type".



STEP 6

- Select your payment method.

➤ Online Payment

International Delegates: PayEase (Visa, MasterCard)

(Turn to STEP 7.1)

Domestic Delegates: PayEase (ChinaUMS, Wechat,


Alipay)

➤ Offline Payment (Turn to STEP 7.2)



Bank Transfer

Payment Option

Online Payment Offline Payment


 PayEase

Visa and MasterCard are accepted, it will be billed in US\$ and exchanged to your local currency during your online payment authorization. Consequently, the amount charged to your account may vary due to the fluctuation in exchange rate.

Payment Option

Online Payment Offline Payment

 Bank Telegraphic Transfer(TT)

[Upload a proof of payment](#)

Please upload the electronic version of the payment voucher in the format of jpg, png or gif, and the size is less than 1M

Wire Transfer Bank Information (For International Delegates ONLY)
Intermediary Bank's Name: CITIBANK, N.A., NEW YORK, NY
SWIFT: CITIUS33
Beneficiary's Bank's Name: BANK OF BEIJING, BEIJING CN
Beneficiary: China Star PCO
SWIFT: BJCNBJ
CHIPS ID: 390617
Account Number: 01090332001420105006099
Address: Room 810, Floor 8, Block B, Xiaoyun Center, No.15 Xiaguangli, Chaoyang District, Beijing 100027, P.R. China
Message: SMBE2025_Registration No._Name


Important notice:
1. All bank handling charge for remittance must be borne by the remitter.
2. All the above information is required items for international bank transfer, your payment cannot reach our account if any of the above information is not filled in the bank transfer form.
3. Only when your payment fee is received successfully, your payment status will be confirmed as 'Paid'. For international bank transfer, it may take 7-14 days.

- Online Payment

- Select **‘PayEase’**
- Click on **‘Confirm’** and follow the instructions on the next page.

Payment Option

Online Payment Offline Payment

 PayEase

(i) The online payment function for credit cards will be available later. Please stay tuned.

Commercial Transaction Rate: 0.00%

Commercial Transaction Fee: USD 0.00

Payment Amount: **USD 750.00**


Confirm




STEP 7.1

Online Payment

- Online Payment

- Please fill in your ‘Card Information’ and ‘Billing Information’ on this page to proceed the payment.
- Kindly note that ONLY VISA/MASTER card could be used for online payment.

Payment Method  English


Card Information	Order Information
<p>Please provide us with your card details, so that we can process your order</p> <p>Card Number <input type="text"/></p> <p>Expiration Date Month <input type="text"/> Expiration Date Year <input type="text"/></p> <p>CVV2/CVC2/CAV2/CID <input type="text"/> </p> <p>First name <input type="text"/></p> <p>Last name <input type="text"/></p>	<p>Order ID: 20250127-897395554- p34222m25070-R188-dz6ze1zc</p> <p>Payment Amount: USD 750.00</p>
<p>Billing Information</p> <p>The billing address should be the same as your credit card statement address, so that we can confirm the information you hand in</p> <p>Street <input type="text"/></p> <p>City <input type="text"/></p> <p>Country <input type="text"/></p> <p>Province/State <input type="text"/></p> <p>Postal Code <input type="text"/> Phone <input type="text"/></p> <p>Email <input type="text"/></p>	
<p>Attention:</p> <p>Please notice that the billing amount might be slightly different from the amount shown on your bank statement because of exchange rate fluctuation.</p> <p> For Visa card payment, Verified By VISA password is required.</p> <p> For MasterCard Payment ,MasterCard SecureCode is required.</p>	<p><input type="button" value="continue"/></p>

- Offline Payment

- Please upload the proof of your payment when you complete your bank transfer and click **'Confirm'**.

Important notes:

- * Please make your payment by bank transfer according to the wire transfer information mentioned on this page.
- * Please kindly note that ALL information of the stated bank account information is the **MANDATORY REQUIREMENT** for international bank transfer. Your payment cannot reach our account if any of the abovementioned information is not **COMPLETELY** filled up in the bank transfer form.

 Bank Telegraphic Transfer(TT)

[Upload a proof of payment](#)

Please upload the electronic version of the payment voucher in the format of jpg, png or gif, and the size is less than 1M

Wire Transfer Bank Information (For International Delegates ONLY)
Intermediary Bank's Name: CITIBANK, N.A., NEW YORK, NY
SWIFT: CITIUS33
Beneficiary's Bank's Name: BANK OF BEIJING, BEIJING CN
Beneficiary: China Star PCO
SWIFT: BJCNCNBJ
CHIPS ID: 390617
Account Number: 01090332001420105006099
Address: Room 810, Floor 8, Block B, Xiaoyun Center, No.15 Xiaguangli, Chaoyang District, Beijing 100027, P.R. China
Message: SMBE2025_Registration No._Name

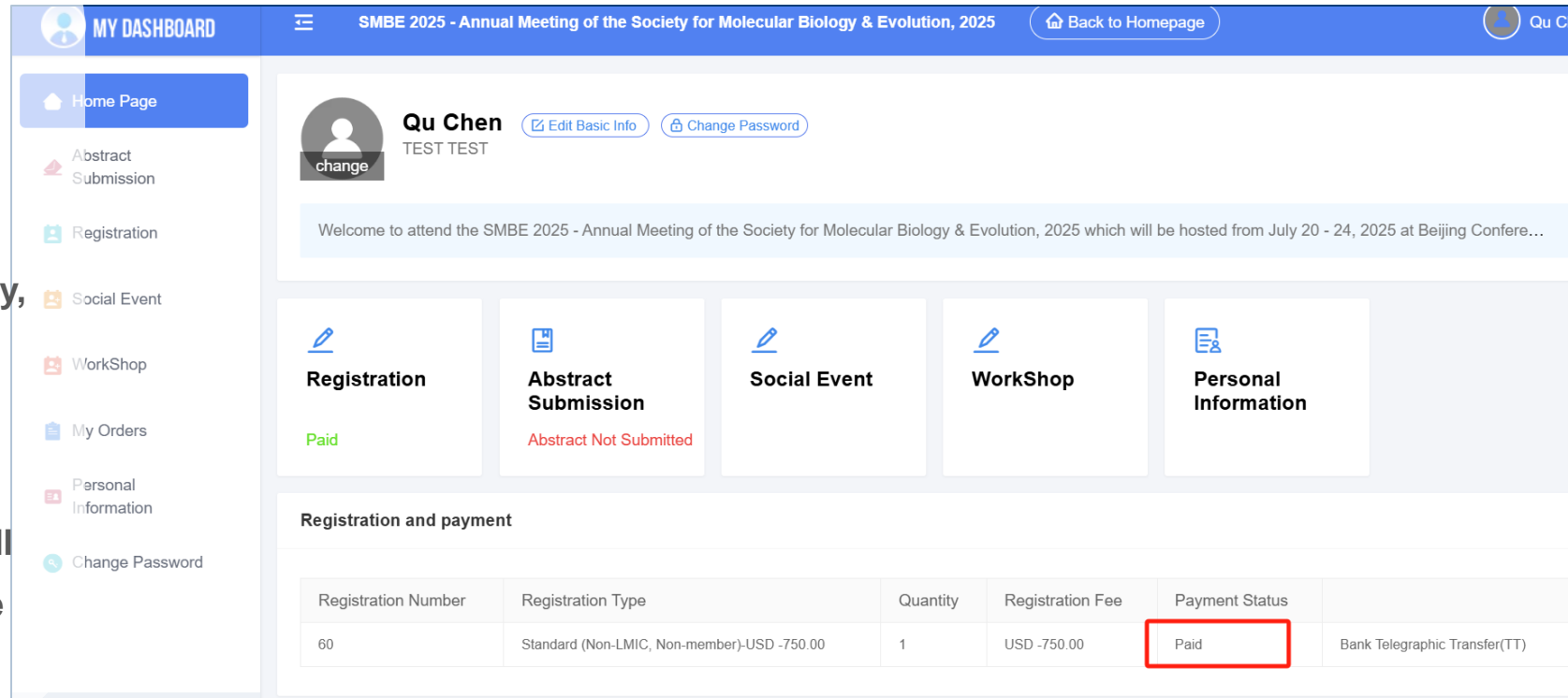
Important notice:
1. All bank handling charge for remittance must be borne by the remitter.
2. All the above information is required items for international bank transfer, your payment cannot reach our account if any of the above information is not filled in the bank transfer form.
3. Only when your payment fee is received successfully, your payment status will be confirmed as 'Paid'. For international bank transfer, it may take 7-14 days.

Commercial Transaction Rate: 0.00%
Commercial Transaction Fee: USD 0.00
Payment Amount: **USD 750.00**

[Confirm](#)

- After completing the above steps, you can return to the Home Page of your Personal Center to check the payment status.

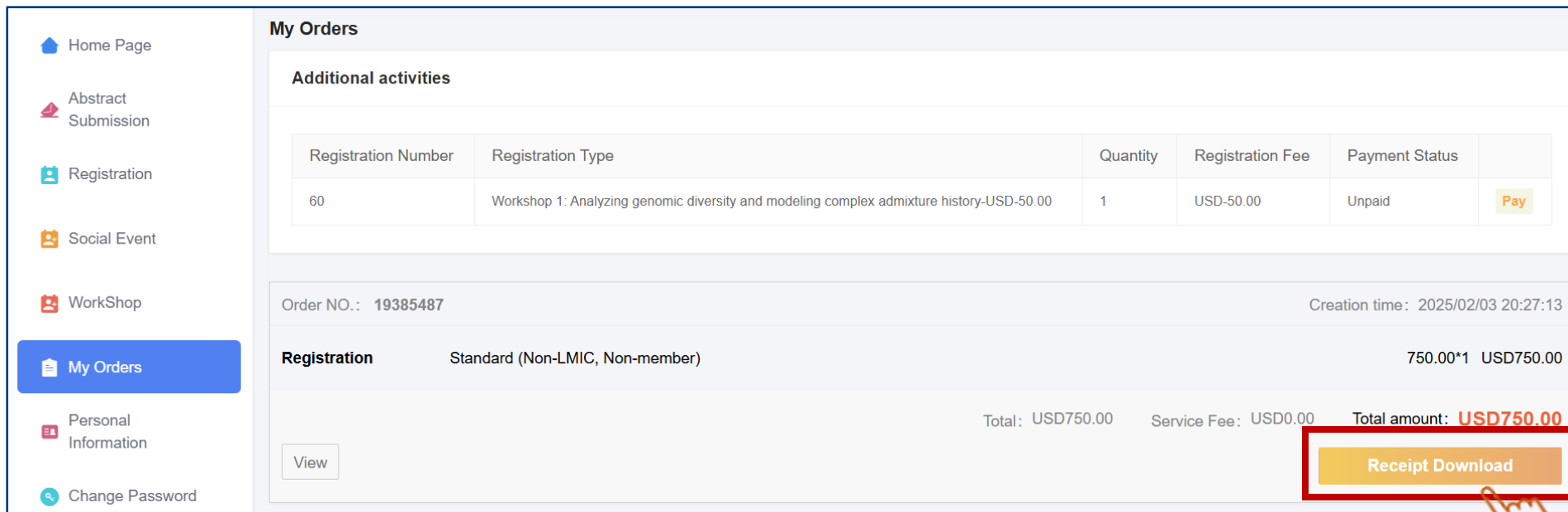
- If you complete ‘Online Payment’, the payment status will be updated automatically in 3 minutes.
- If you selected ‘Offline Payment’, the staff would update the status when your payment is well received. Usually, it will take about 7-14 days for us to receive your payment from the bank.
- Once your payment is received successfully, your payment status will be confirmed as 'Paid', then you have completed your registration.



The screenshot shows the 'MY DASHBOARD' for 'Qu Chen'. The dashboard includes a navigation menu on the left with options like Home Page, Abstract Submission, Registration, Social Event, Workshop, My Orders, Personal Information, and Change Password. The main content area displays a welcome message and five status cards: Registration (Paid), Abstract Submission (Abstract Not Submitted), Social Event, Workshop, and Personal Information. Below these cards is a section titled 'Registration and payment' containing a table with registration details.

Registration Number	Registration Type	Quantity	Registration Fee	Payment Status	
60	Standard (Non-LMIC, Non-member)-USD -750.00	1	USD -750.00	Paid	Bank Telegraphic Transfer(TT)

- Your RECEIPT can be viewed in 'My Orders' of your 'Personal Center'.
- Find your registration payment order and then click on 'Receipt Download', then you can get your receipt in PDF format.
- If you need INVOICE, or you would like to add other information to the receipt, please contact us via smbe2025@ioz.ac.cn.



My Orders

Additional activities

Registration Number	Registration Type	Quantity	Registration Fee	Payment Status	
60	Workshop 1: Analyzing genomic diversity and modeling complex admixture history-USD-50.00	1	USD-50.00	Unpaid	Pay

Order NO.: 19385487 Creation time: 2025/02/03 20:27:13

Registration	Standard (Non-LMIC, Non-member)	750.00*1	USD750.00
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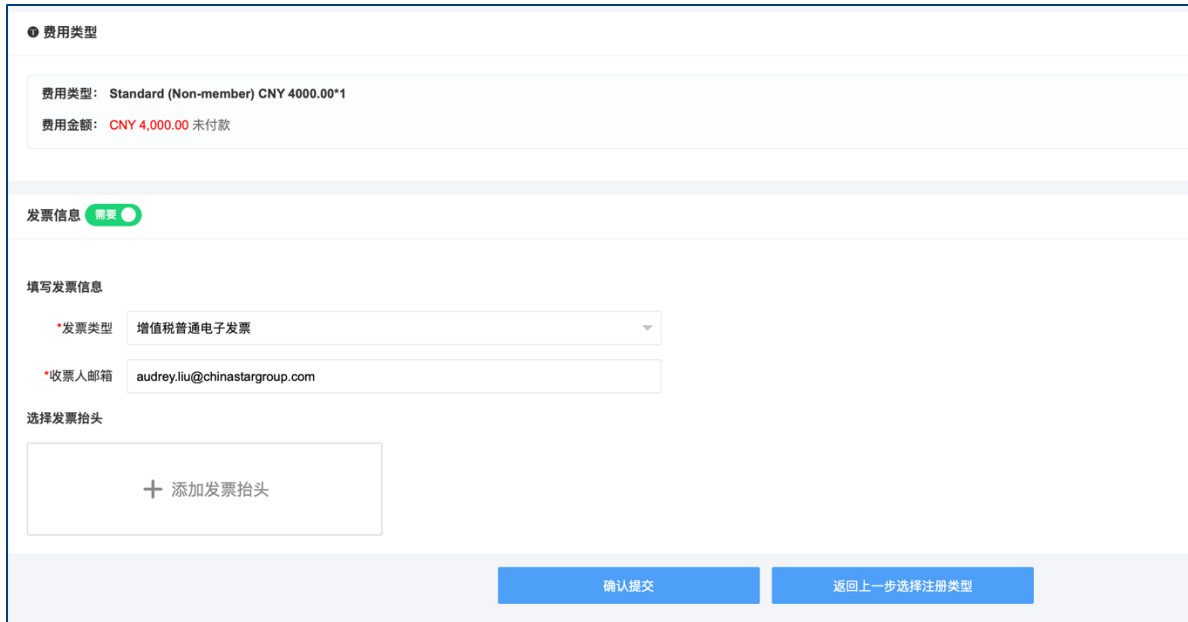
Total: USD750.00 Service Fee: USD0.00 Total amount: **USD750.00**

[View](#) [Receipt Download](#)

Information for Chinese delegates only

中国境内代表（国籍选择China的代表）在【STEP 5】页面有额外的发票信息登记栏。请您根据实际情况，填写发票信息。

- 本次大会提供增值税普通电子发票，**发票将在会议结束后2周内统一开具**，通过邮件发至您所填的收票人邮箱。
- 如您注册缴费后因单位财务流程需要会前开具发票，请发邮件至smbe2025@ioz.ac.cn联系会务组。
- 如您通过汇款注册支付了多人注册费，有合并开票或分开开票的需求，请您将需求发送至：smbe2025@ioz.ac.cn，工作人员在收到您的信息后，会尽快与您联系。
- 如您在支付阶段忘记填写发票信息，或提供的发票信息有误，请您将发票信息以邮件形式发送至上一条中的邮箱，工作人员在收到您的发票信息后，会尽快与您联系，并补全/订正发票信息。

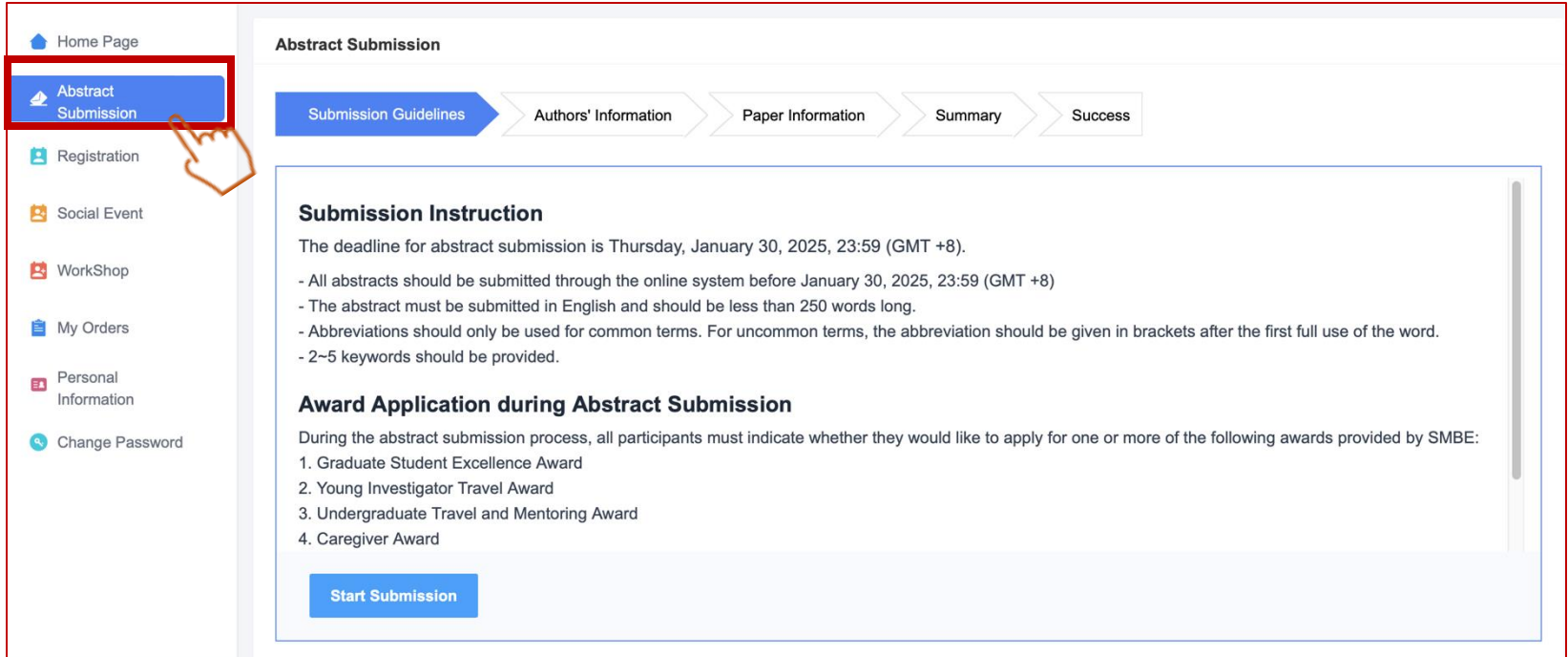


The screenshot shows a web interface for entering invoice information. It is titled "费用类型" (Fee Type) and "发票信息" (Invoice Information). The "费用类型" section shows "Standard (Non-member) CNY 4000.00*1" and "费用金额: CNY 4,000.00 未付款". The "发票信息" section has a "填写发票信息" (Fill in invoice information) sub-section with a dropdown for "发票类型" (Invoice Type) set to "增值税普通电子发票" (VAT General Electronic Invoice) and a text field for "收票人邮箱" (Receiver Email) set to "audrey.liu@chinastargroup.com". Below this is a "选择发票抬头" (Select Invoice Header) section with a button "+ 添加发票抬头" (Add Invoice Header). At the bottom, there are two buttons: "确认提交" (Confirm Submit) and "返回上一步选择注册类型" (Return to previous step to select registration type).

ABSTRACT SUBMISSION GUIDANCE

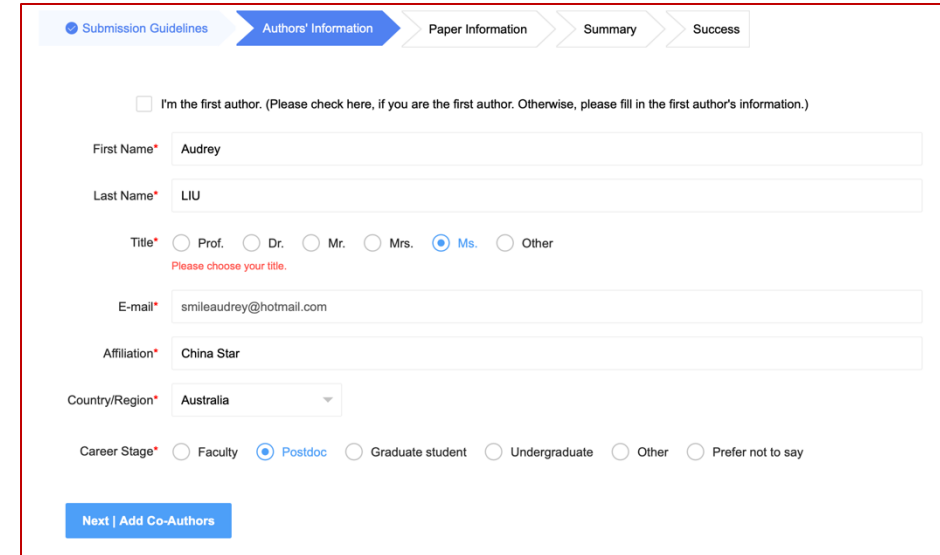
- Before your submission, if you do not have an account, you need to follow registration Steps 1-3 to create a new account first.

- Click **Abstract Submission** to start your submission.
- After reading the Submission Guidelines, click the blue button of **'Start Submission'** at the bottom of this page to the next step.

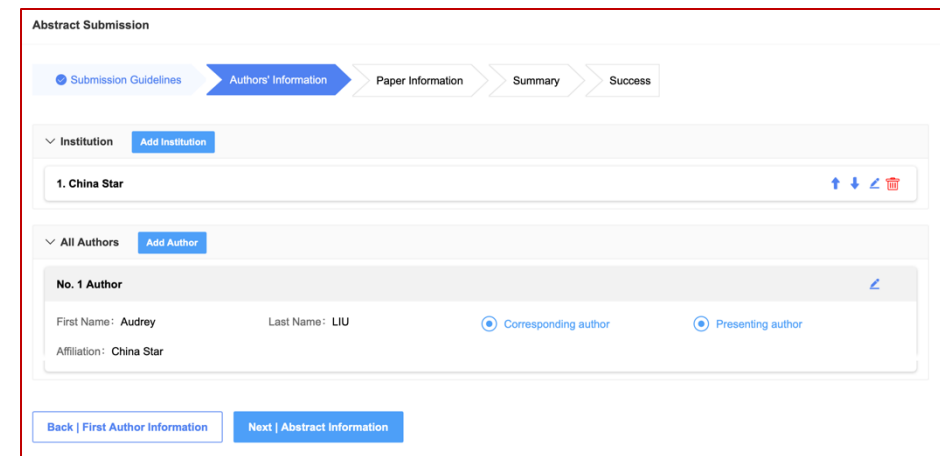


The screenshot shows a web interface for abstract submission. On the left is a navigation menu with options: Home Page, Abstract Submission (highlighted with a red box and a hand cursor), Registration, Social Event, WorkShop, My Orders, Personal Information, and Change Password. The main content area is titled 'Abstract Submission' and features a progress bar with steps: Submission Guidelines (active), Authors' Information, Paper Information, Summary, and Success. Below the progress bar, there is a 'Submission Instruction' section with a deadline of Thursday, January 30, 2025, 23:59 (GMT +8) and three bullet points: all abstracts must be submitted through the online system before the deadline; abstracts must be in English and under 250 words; and abbreviations should only be used for common terms. Below this is an 'Award Application during Abstract Submission' section listing four awards: Graduate Student Excellence Award, Young Investigator Travel Award, Undergraduate Travel and Mentoring Award, and Caregiver Award. At the bottom of the main content area is a blue 'Start Submission' button.

- Fill in the authors' information as requested step by step.
- If you are the first author of the abstract, you could select "I'm the first author" to fill in the first author's information automatically.
- Click **'Next'** and then you can add information about other authors of your abstract.
- After filling in all the authors' information, click **'Next'** to the next step.



The screenshot shows the 'Authors' Information' step of the submission process. The navigation bar includes 'Submission Guidelines', 'Authors' Information' (active), 'Paper Information', 'Summary', and 'Success'. A checkbox labeled 'I'm the first author. (Please check here, if you are the first author. Otherwise, please fill in the first author's information.)' is checked. The form fields are: First Name (Audrey), Last Name (LIU), Title (Ms. selected), E-mail (smileaudrey@hotmail.com), Affiliation (China Star), Country/Region (Australia), and Career Stage (Postdoc selected). A 'Next | Add Co-Authors' button is at the bottom.



The screenshot shows the 'Abstract Submission' step. The navigation bar includes 'Submission Guidelines', 'Authors' Information' (active), 'Paper Information', 'Summary', and 'Success'. Under 'Institution', 'China Star' is listed. Under 'All Authors', 'No. 1 Author' is listed with details: First Name: Audrey, Last Name: LIU, Affiliation: China Star, and roles: Corresponding author and Presenting author (both selected). 'Back | First Author Information' and 'Next | Abstract Information' buttons are at the bottom.

- Fill in your abstract information.
- Kindly note that all fields marked with an asterisk (*) are required.
- Click **'Next'** to make the final check of your abstract.

Abstract Submission

Submission Guidelines | Authors' Information | **Paper Information** | Summary | Success

Title*

Symposium*

Preferred Presentation Type* Oral only Poster only Oral/Poster

Abstract*

Characters: 0, Words: 0

Would you like to apply for the Young Investigator Travel Award?* Yes No

Would you like to apply for the Undergraduate Travel and Mentoring Award?* Yes No

Would you like to apply for the Caregiver Award?* Yes No

Required materials for the above applications

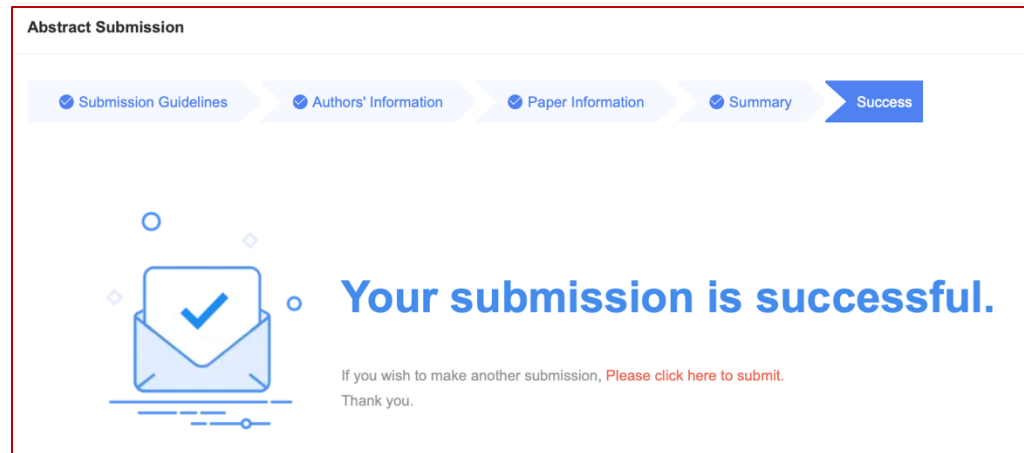
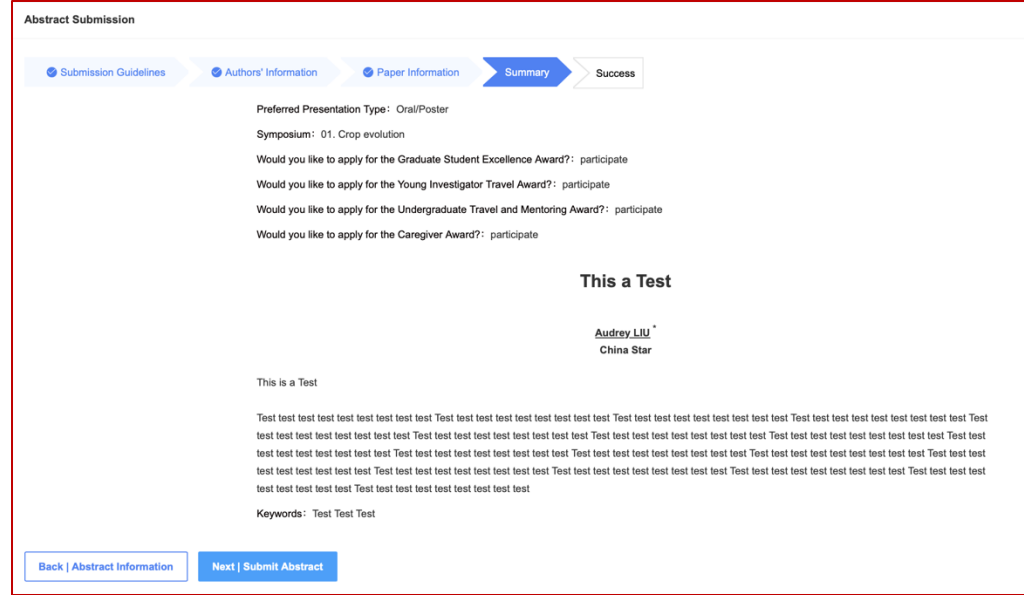
Upload file type: zip

If you wish to apply for the award above, in addition to submitting your abstract, you must compress all required files into a zip file and upload it. The compressed file should be less than 5MB.



- Check the information about your abstract. If you want to modify it, you could click **‘Back’** to return to the previous step.
- Click **‘Next’** to save your abstract in the submission system.

You have completed your abstract submission.
Thank you for your contribution to SMBE 2025!





SMBE 2025

ABSTRACT SUBMISSION GUIDANCE

SUBMISSION MANAGEMENT

- Click **'Submission Management'** in your **'Personal Center'** to Modify, Delete, and View your submitted abstract(s)

The screenshot shows a user's personal dashboard for the SMBE 2025 Annual Meeting. The user is Audrey LIU. The 'Submission Management' section is active, displaying a table of submitted abstracts. A red box highlights the 'Submission Management' menu item in the left sidebar, with an orange arrow pointing to it. The table contains one abstract with ID 545, titled 'This a Test', classified as '01. Crop evolution', and submitted by Audrey LIU. The status is 'Abstract submitted'. The table includes action buttons for 'Revise', 'Delete', and 'View'. A pagination bar at the bottom of the table shows '1' of 10 pages.

Abstract ID	Classification of papers	Abstract title	The first author	Status	Operation
545	01. Crop evolution	This a Test	Audrey LIU	Abstract submitted	Revise Delete View

< 1 > Turn to Page 1 page Go Total 1 10/page



SMBE 2025
BEIJING-CHINA

WORKSHOP



- Click **‘Workshop’** in your ‘Personal Center’ to register for the workshop you would like to join and make the payment accordingly (The same procedure applied to the conference registration payment).

The screenshot shows the 'MY DASHBOARD' interface for the SMBE 2025 Annual Meeting. The left sidebar contains navigation options: Home Page, Abstract Submission, Registration, Social Event, **WorkShop** (highlighted with a red box and a hand cursor), Hotel Reservation, My Orders, Personal Information, and Change Password. The main content area is titled 'WorkShop' and lists three available workshops:

- Workshop 1: Analyzing genomic diversity and modeling complex admixture history (USD 50.00)
- Workshop 2: A Short Trip Exploring Beast2 (USD 50.00)
- Workshop 3: Use of BPP to infer gene flow from genomic sequence data (USD 50.00)

A blue 'SUBMIT' button is located at the bottom right of the workshop list.



SMBE 2025
BEIJING-CHINA

HOTEL RESERVATION



- Click **'Hotel Reservation'** of your **'Personal Center'** to book a hotel room during your stay.

MY DASHBOARD | SMBE 2025 - Annual Meeting of the Society for Molecular Biology & Evolution, 2025 | Back to Homepage | Qu Chen

Hotel Reservation

Building 9, Beijing Conference Center **CNY680.00 Starting**
No. 88 Languangying West Road, Chaoyang District, Beijing
[Select]

Standard Twin Room (incl. 1-2 breakfasts) **Suite (incl. 1-2 breakfasts)**
Price: CNY680.00/Room/Night Price: CNY1200.00/Room/Night

Building 8, Beijing Conference Center **CNY880.00 Starting**
No. 88 Languangying West Road, Chaoyang District, Beijing
[Select]

Building 6, Beijing Conference Center **CNY580.00 Starting**
No. 88 Languangying West Road, Chaoyang District, Beijing

Home Page | Abstract Submission | Registration | Social Event | WorkShop | **Hotel Reservation** | My Orders | Personal Information | Change Password | Exit

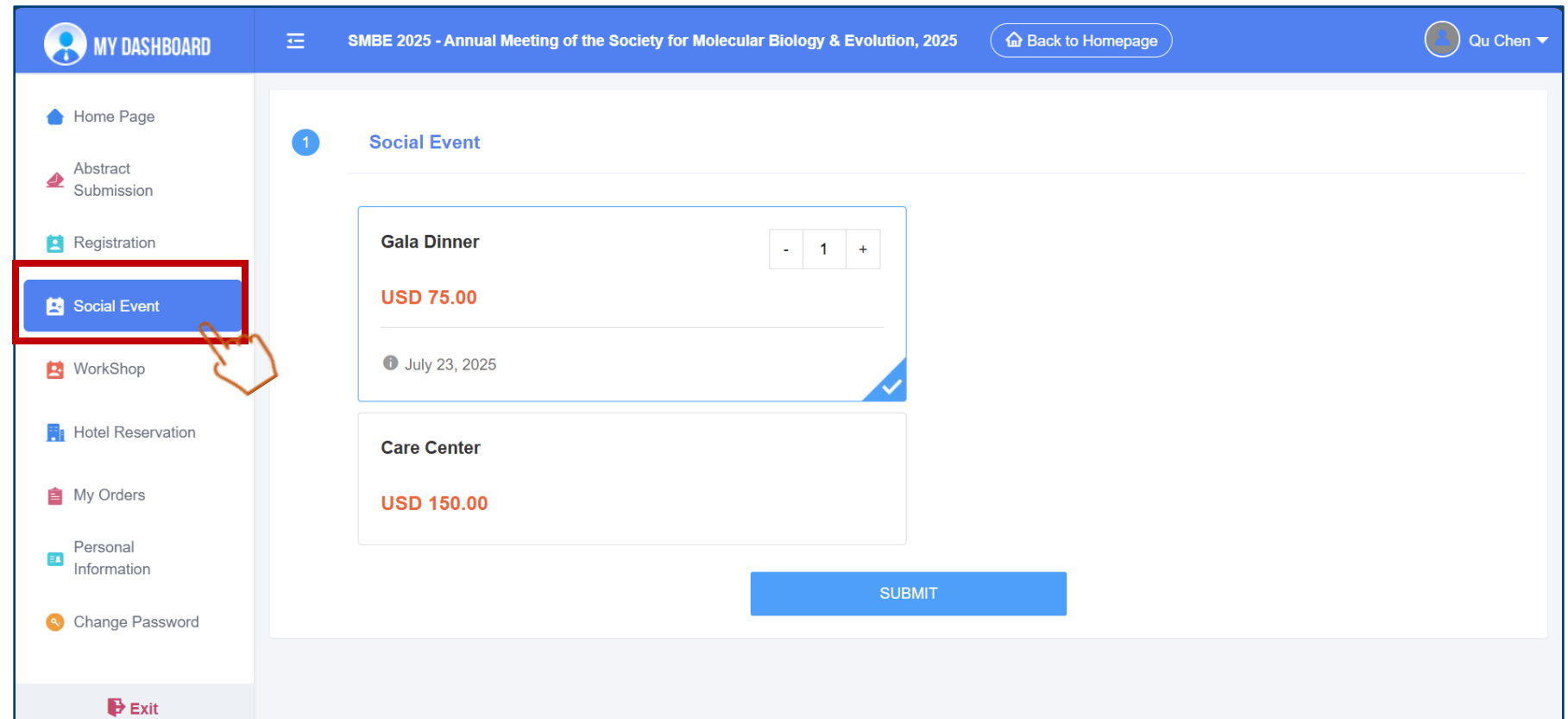


SMBE 2025
BEIJING-CHINA

SOCIAL EVENT

- 1. Gala dinner**
- 2. Care Center**

- Click **'Social Event'** in your **'Personal Center'** book the event and make the payment accordingly (The same procedure applied to the conference registration payment).



The screenshot shows a web application interface for booking social events. The top navigation bar is blue and contains the text "MY DASHBOARD", "SMBE 2025 - Annual Meeting of the Society for Molecular Biology & Evolution, 2025", a "Back to Homepage" button, and a user profile for "Qu Chen". The left sidebar menu includes options like "Home Page", "Abstract Submission", "Registration", "Social Event", "WorkShop", "Hotel Reservation", "My Orders", "Personal Information", and "Change Password". The "Social Event" option is highlighted with a red box and a hand cursor. The main content area displays a "Social Event" section with a list of items: "Gala Dinner" (USD 75.00) and "Care Center" (USD 150.00). The "Gala Dinner" item has a quantity selector set to 1. A "SUBMIT" button is located at the bottom right of the event list.

Event Name	Price	Quantity
Gala Dinner	USD 75.00	1
Care Center	USD 150.00	



ANNUAL MEETING OF THE SOCIETY FOR MOLECULAR BIOLOGY & EVOLUTION, 2025

Organized by Chinese Academy of Sciences

We are looking forward to meeting you in Beijing!

Should you have any questions, please feel free to let us know.

Ms. Audrey Jingcao LIU

E-mail: smbe2025@ioz.ac.cn