2025 SMBE

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 P2

SUBMISSION P17

WORKSHOP P23

HOTEL RESERVATION P25

SOCIAL EVENT (Gala Dinner, Care Center) P27

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

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REGISTRATION GUIDANCE – Create an account

STEP 1

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

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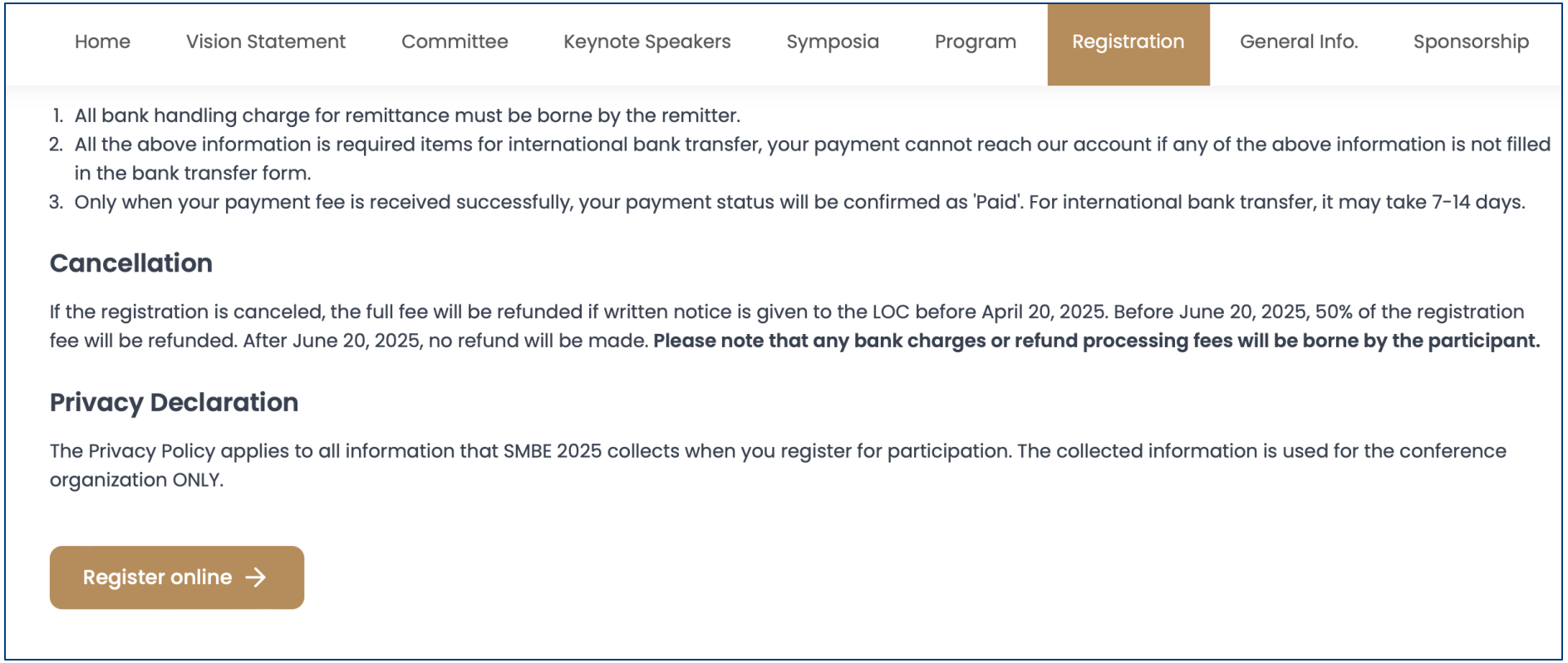
REGISTRATION GUIDANCE – Create an account

STEP 2

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



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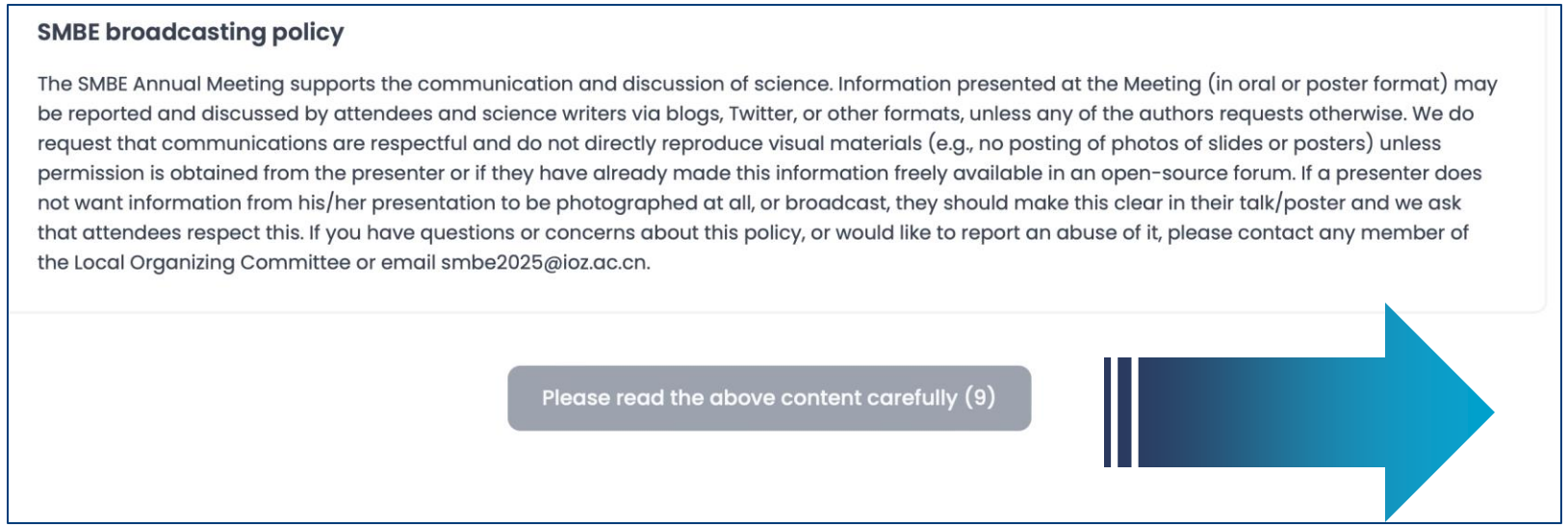
REGISTRATION GUIDANCE – Create an account

STEP 2

- 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.



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

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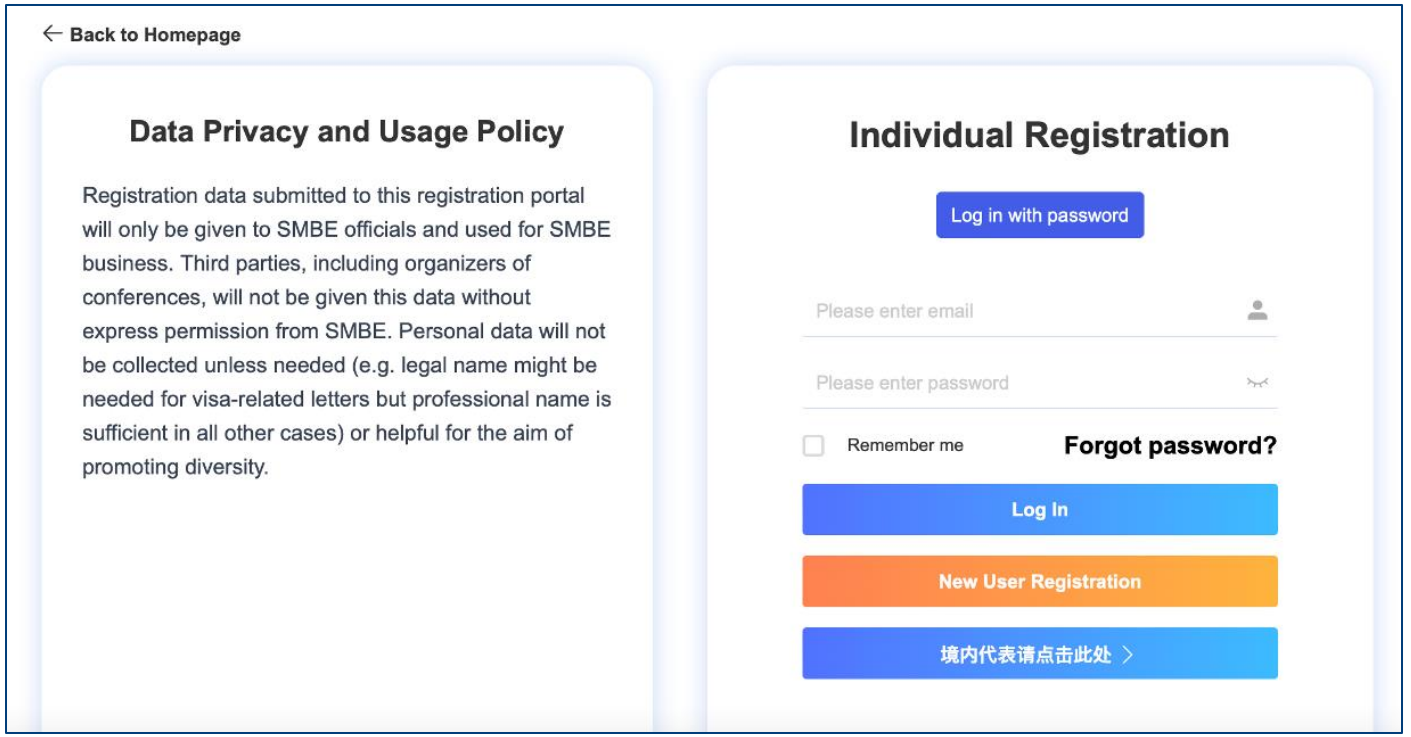
REGISTRATION GUIDANCE – Create an account

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]



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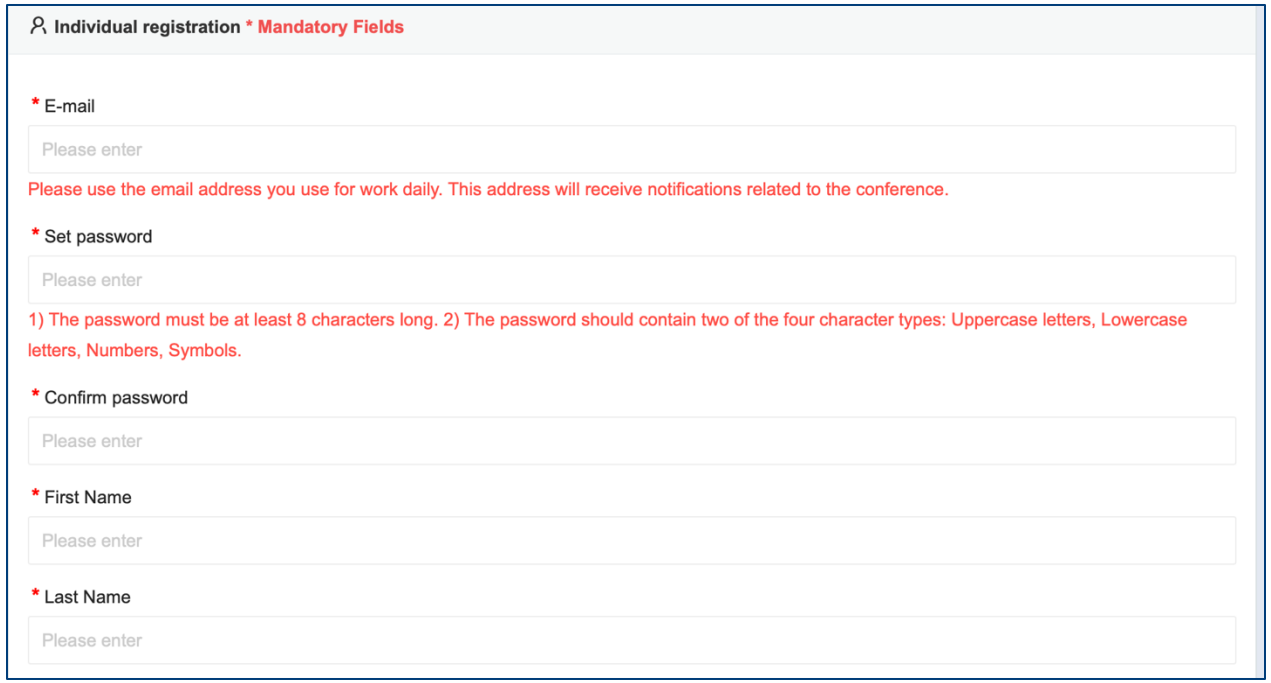
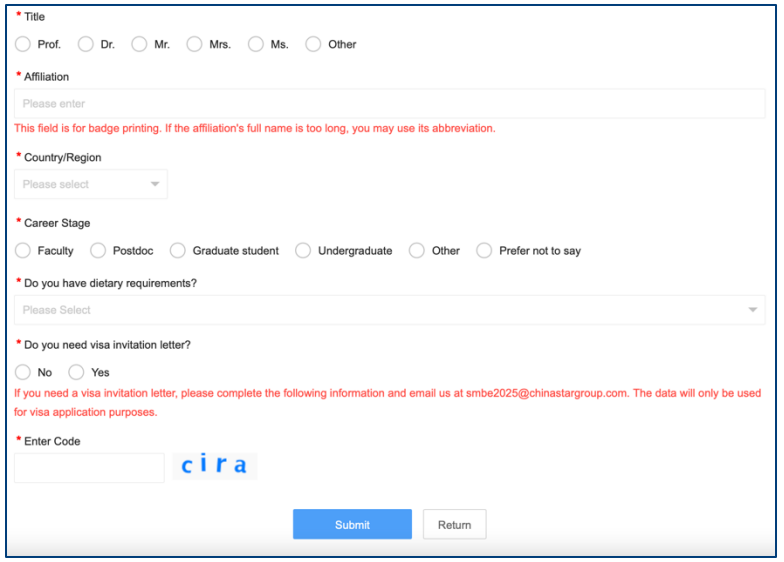
REGISTRATION GUIDANCE – Create an account

STEP 3

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





- 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.

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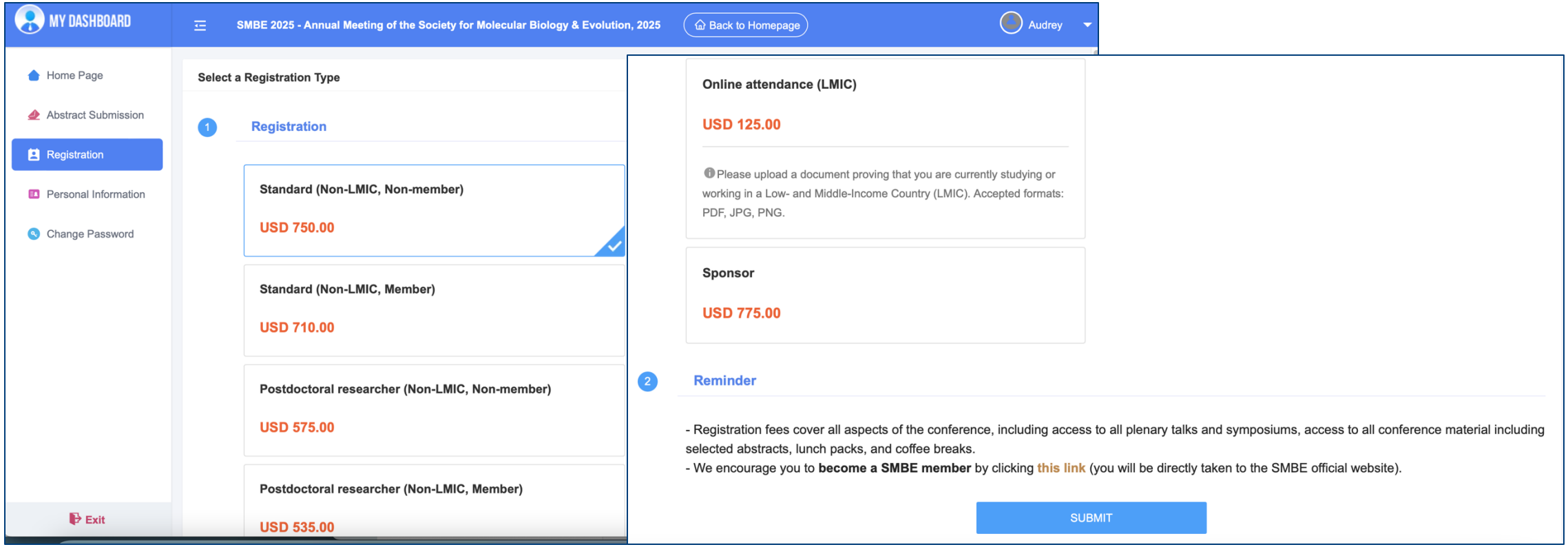
REGISTRATION GUIDANCE – Register for the Conference

STEP 4

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



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

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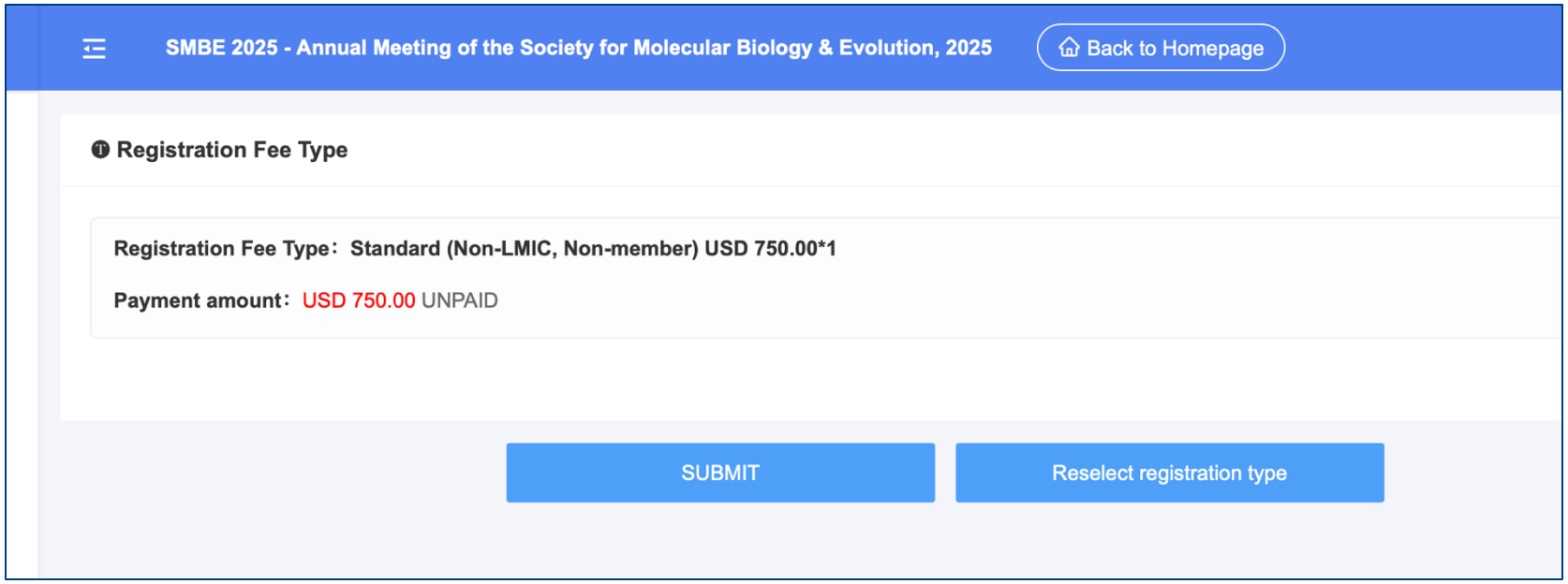
REGISTRATION GUIDANCE – Payment

STEP 5

- 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.



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REGISTRATION GUIDANCE – Payment

STEP 6

- **Select your payment method.**

➢ **Online Payment**

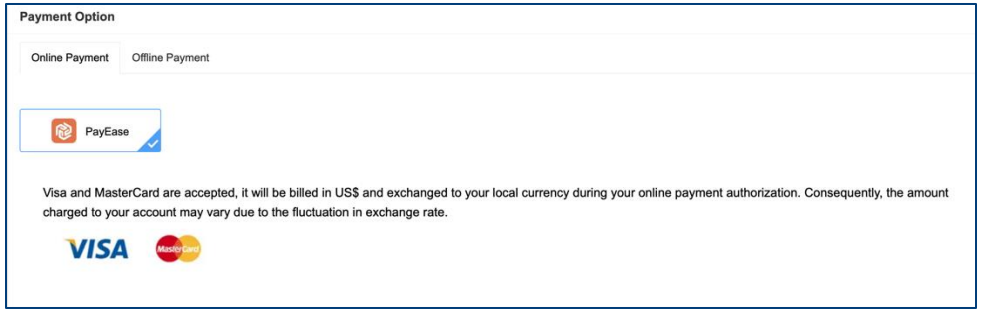
International Delegates: PayEase (Visa, MasterCard)

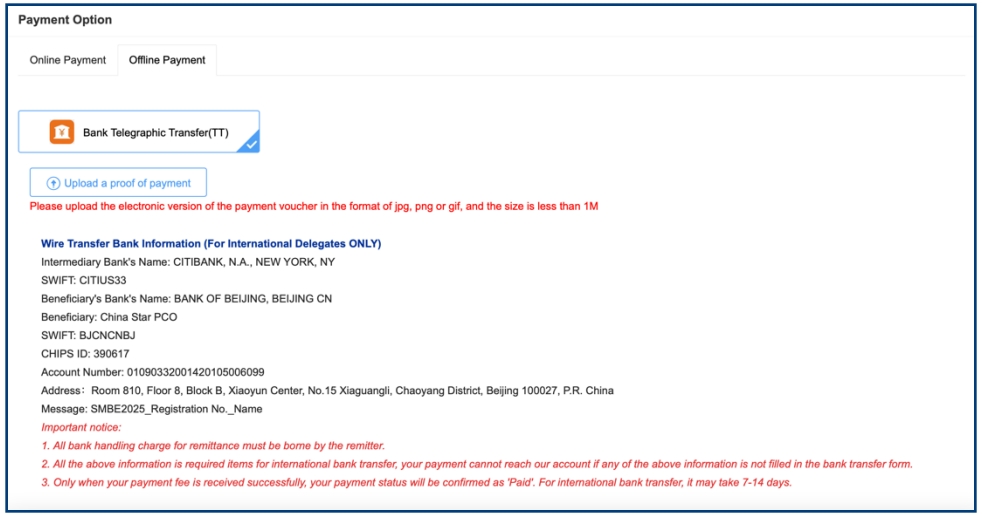
(Turn to STEP 7.1)

Domestic Delegates: PayEase (ChinaUMS, Wechat, Alipay)

➢ **Offline Payment (Turn to STEP 7.2)**

Bank Transfer





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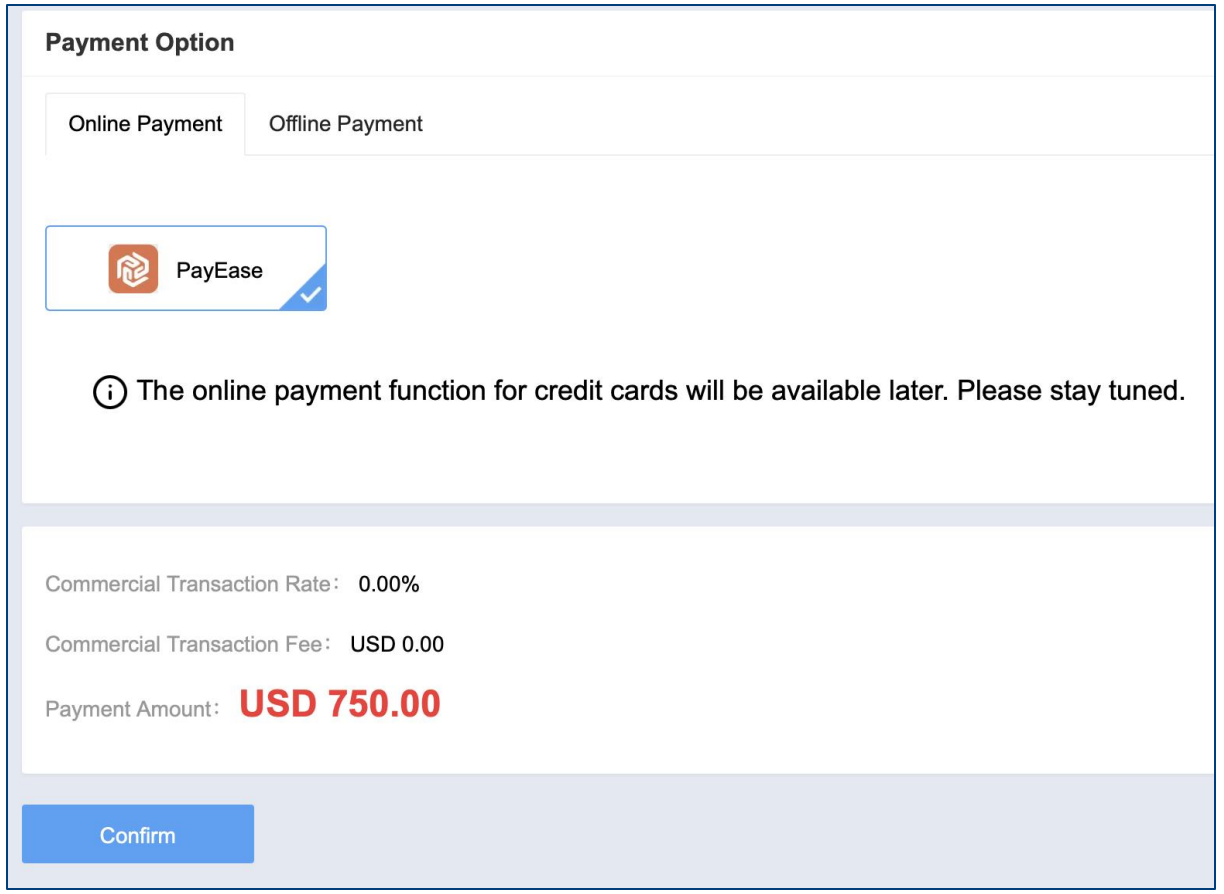
REGISTRATION GUIDANCE – Payment

STEP 7.1

- **Online Payment**

➢ Select **‘PayEase’**

➢ Click on **‘Confirm’** and follow the instructions on the next page.



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REGISTRATION GUIDANCE – Payment

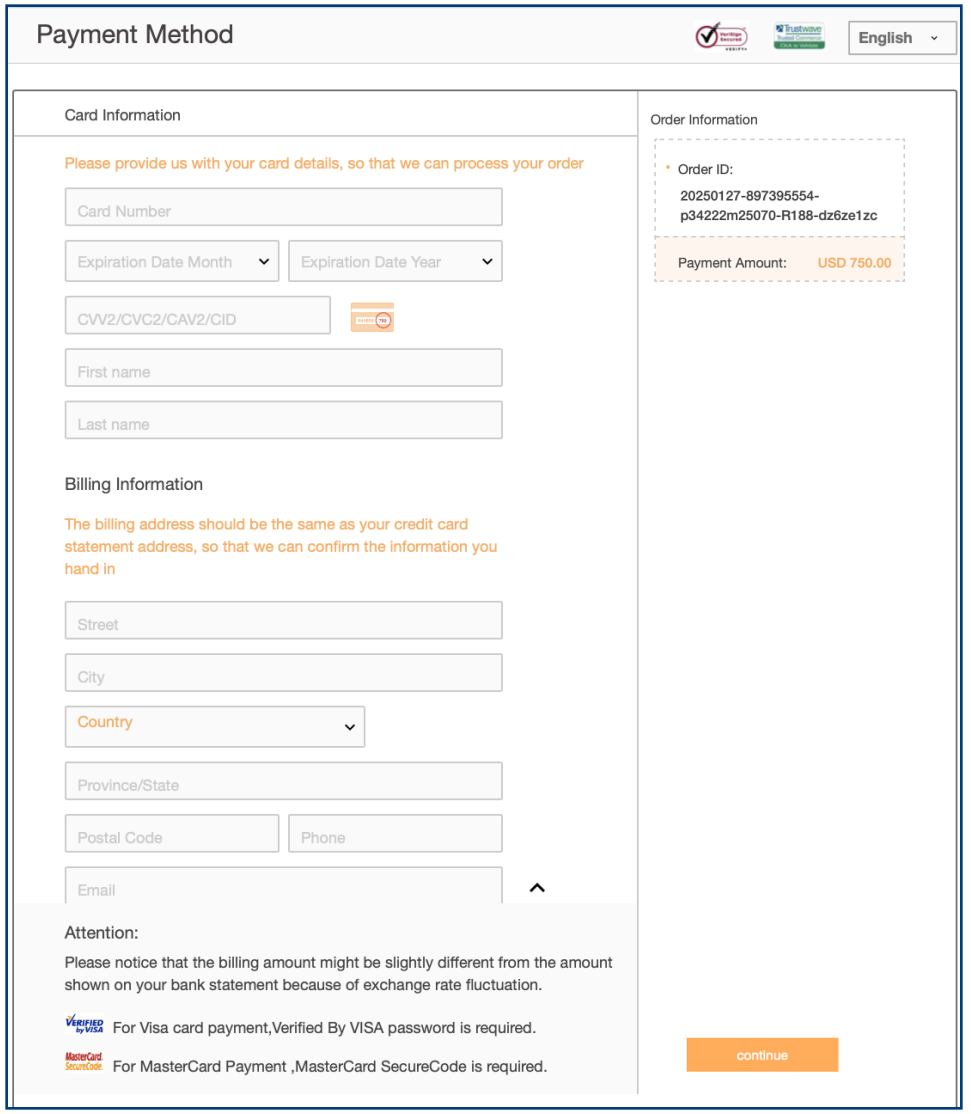
STEP 7.1

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.**



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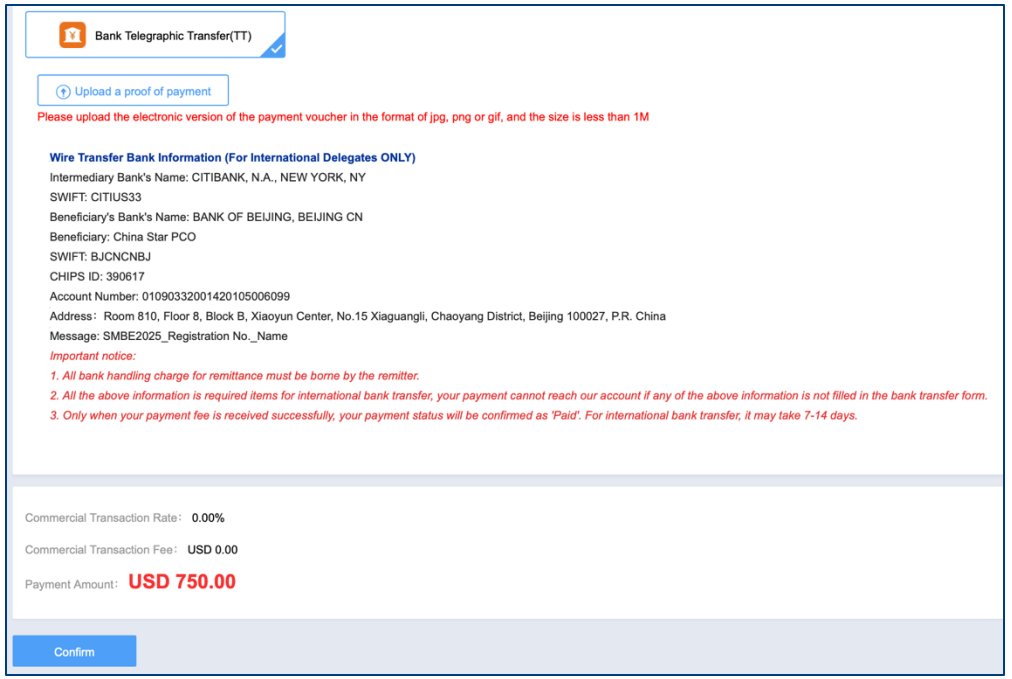
REGISTRATION GUIDANCE – Payment

STEP 7.2

Bank Transfer

- **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.

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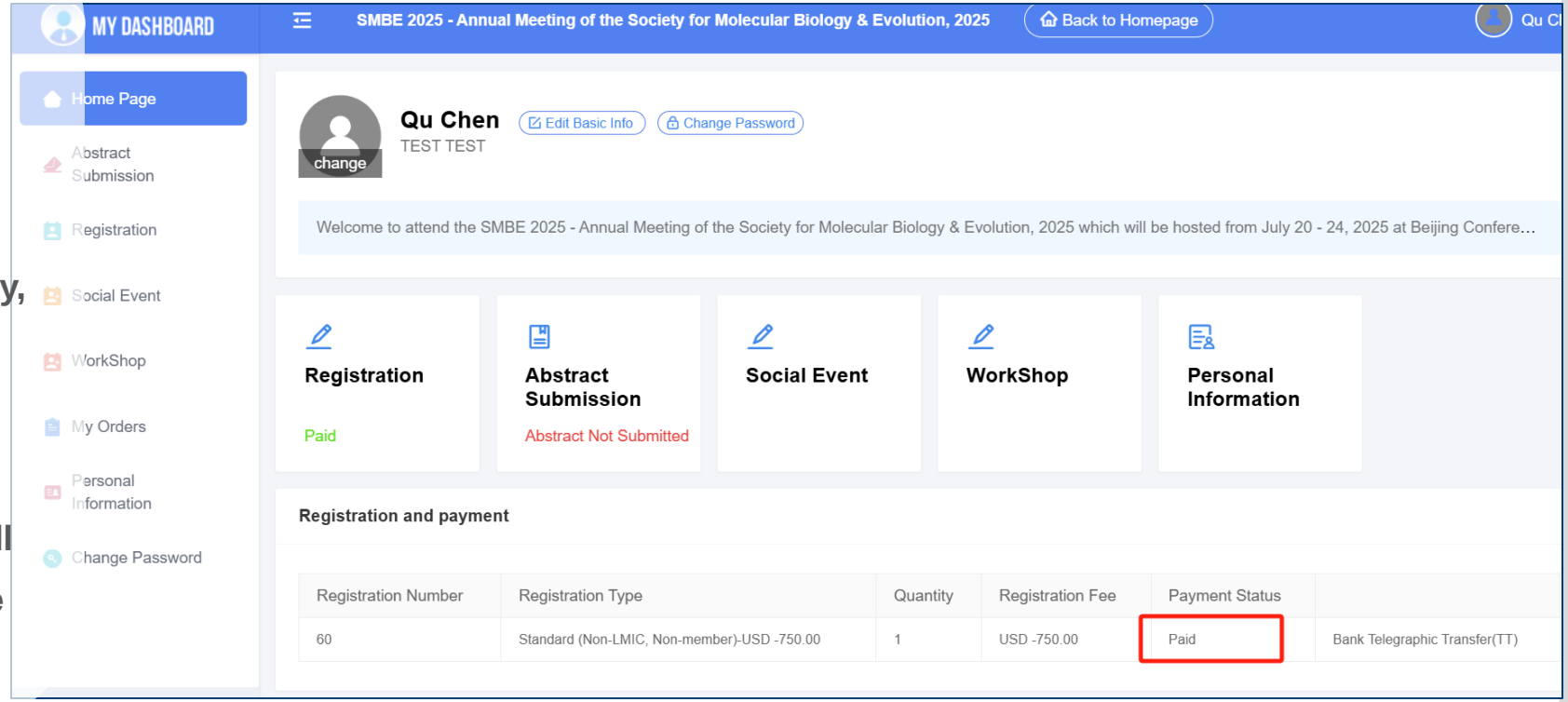
REGISTRATION GUIDANCE – Payment

STEP 8

- **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.



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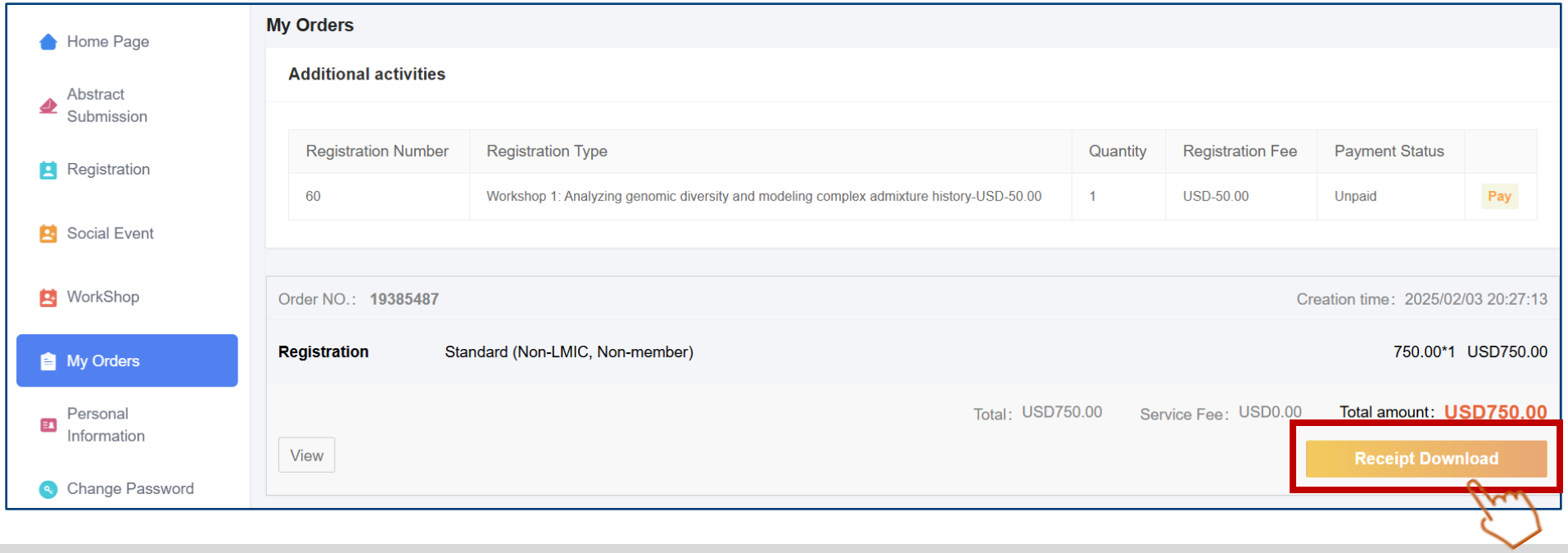
REGISTRATION GUIDANCE

RECEIPT/INVOICE

- **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.



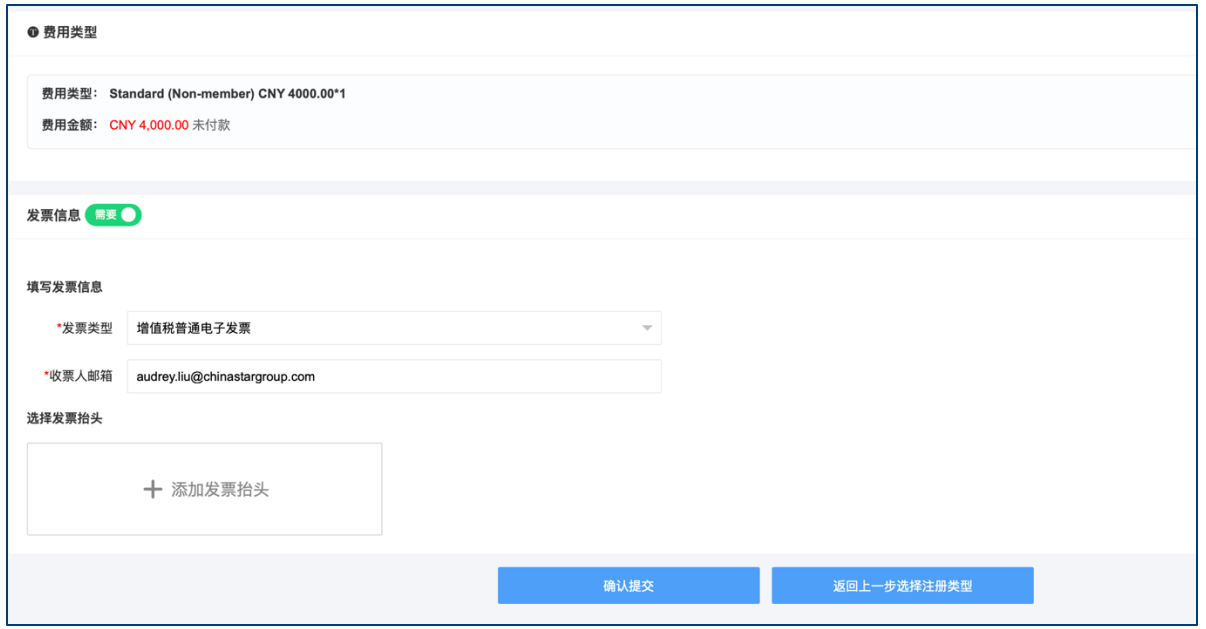
REGISTRATION GUIDANCE

FAPIAO 中宾发票

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。



ABSTRACT SUBMISSION GUIDANCE

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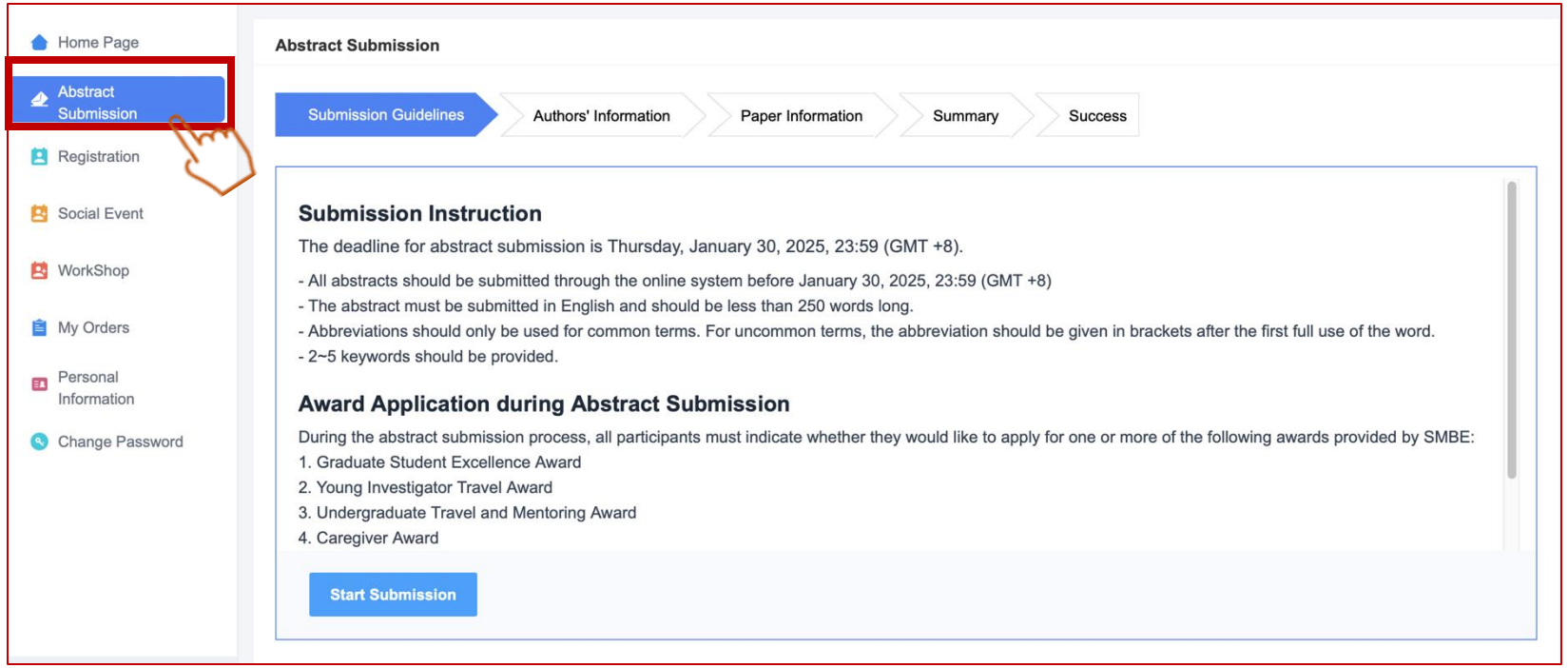
ABSTRACT SUBMISSION GUIDANCE

STEP 1

- **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.



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ABSTRACT SUBMISSION GUIDANCE

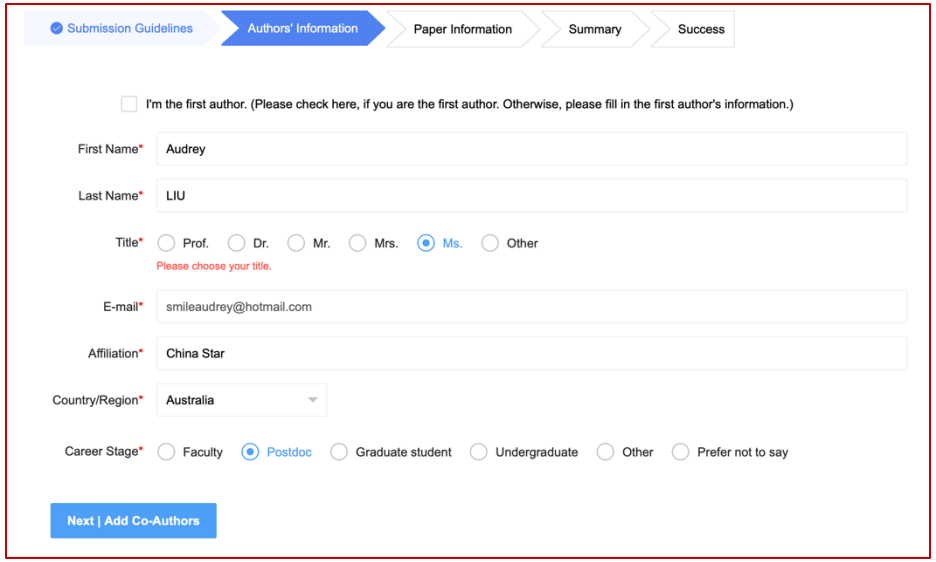
STEP 2

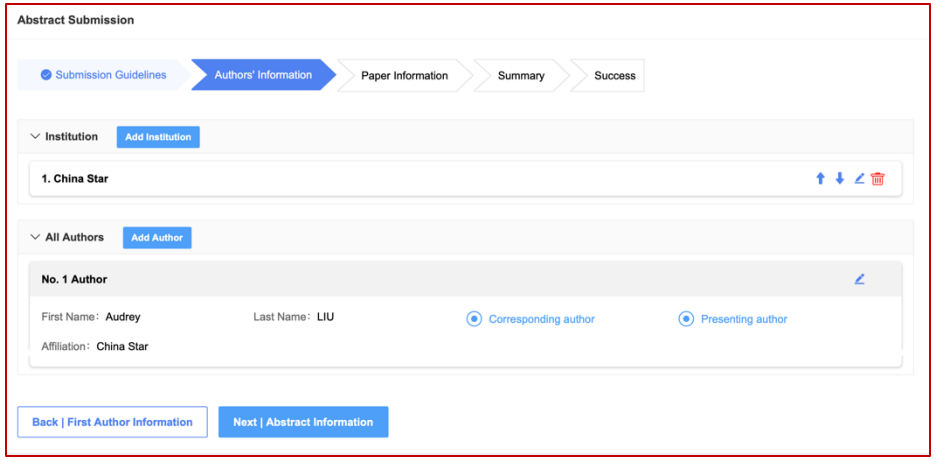
- **Fill in the authors' information as requested step by step.**

➢ 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.





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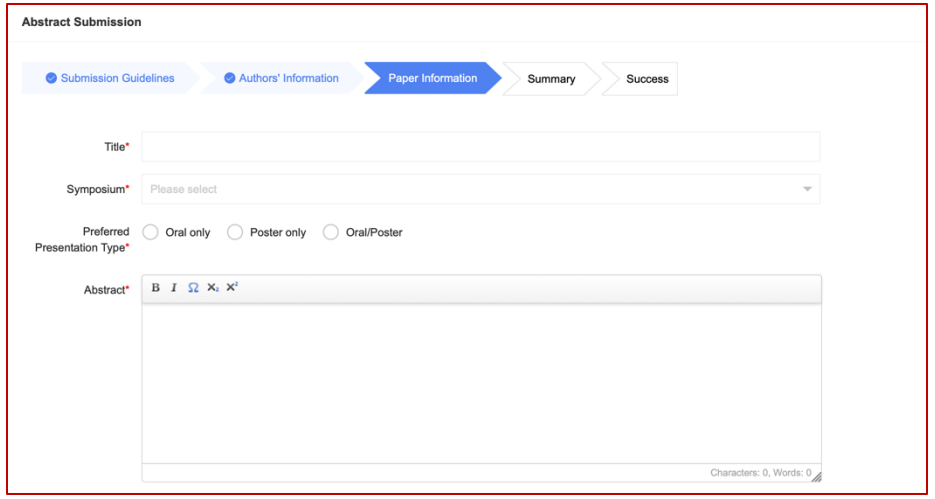
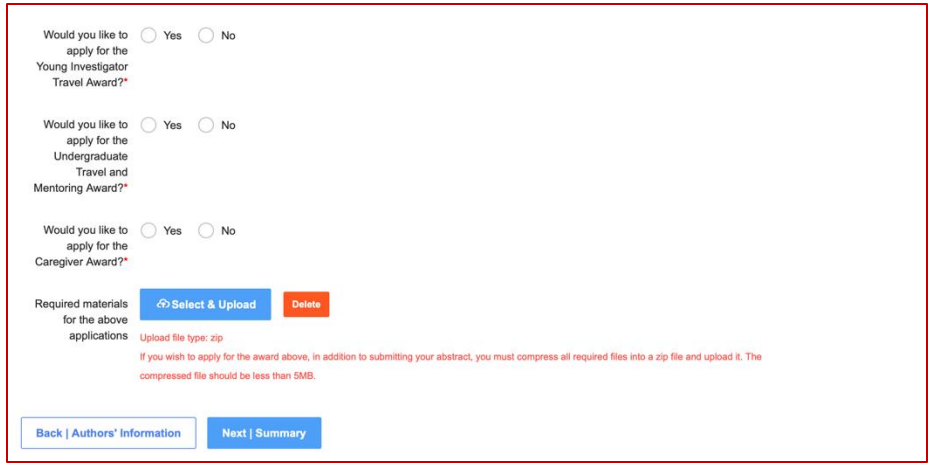
ABSTRACT SUBMISSION GUIDANCE

STEP 3

- 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.





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ABSTRACT SUBMISSION GUIDANCE

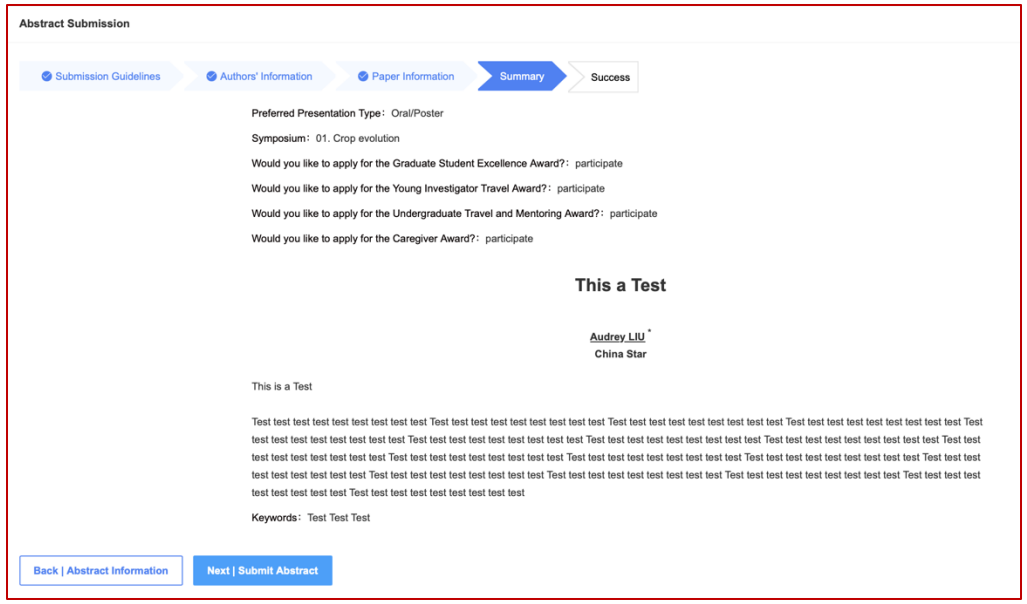
STEP 4

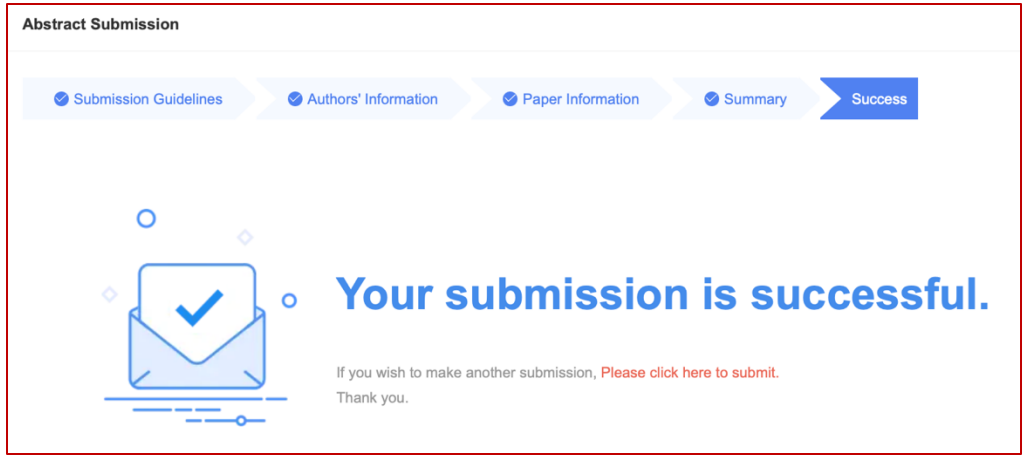
- Check the information about your abstract. If you want to modify it, you could click **'Back'** to return to the previous step.

- Click **'Next'** to save your abstract in the submission system.

You have completed your abstract submission.

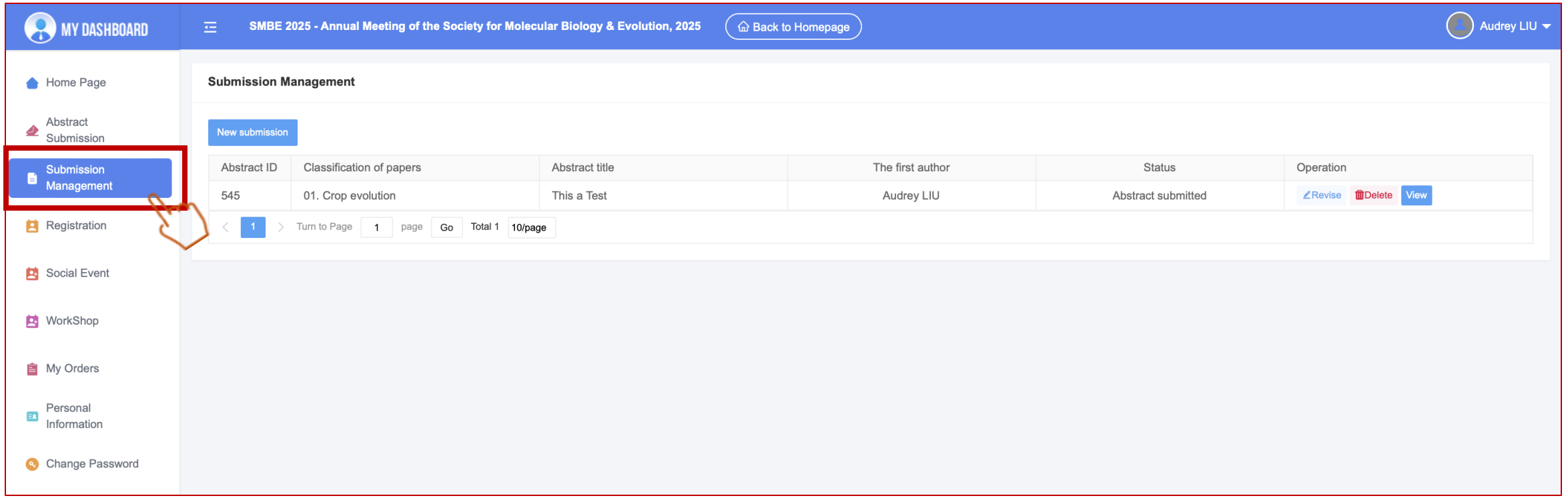
Thank you for your contribution to SMBE 2025!





SUBMISSION MANAGEMENT

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



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WORKSHOP

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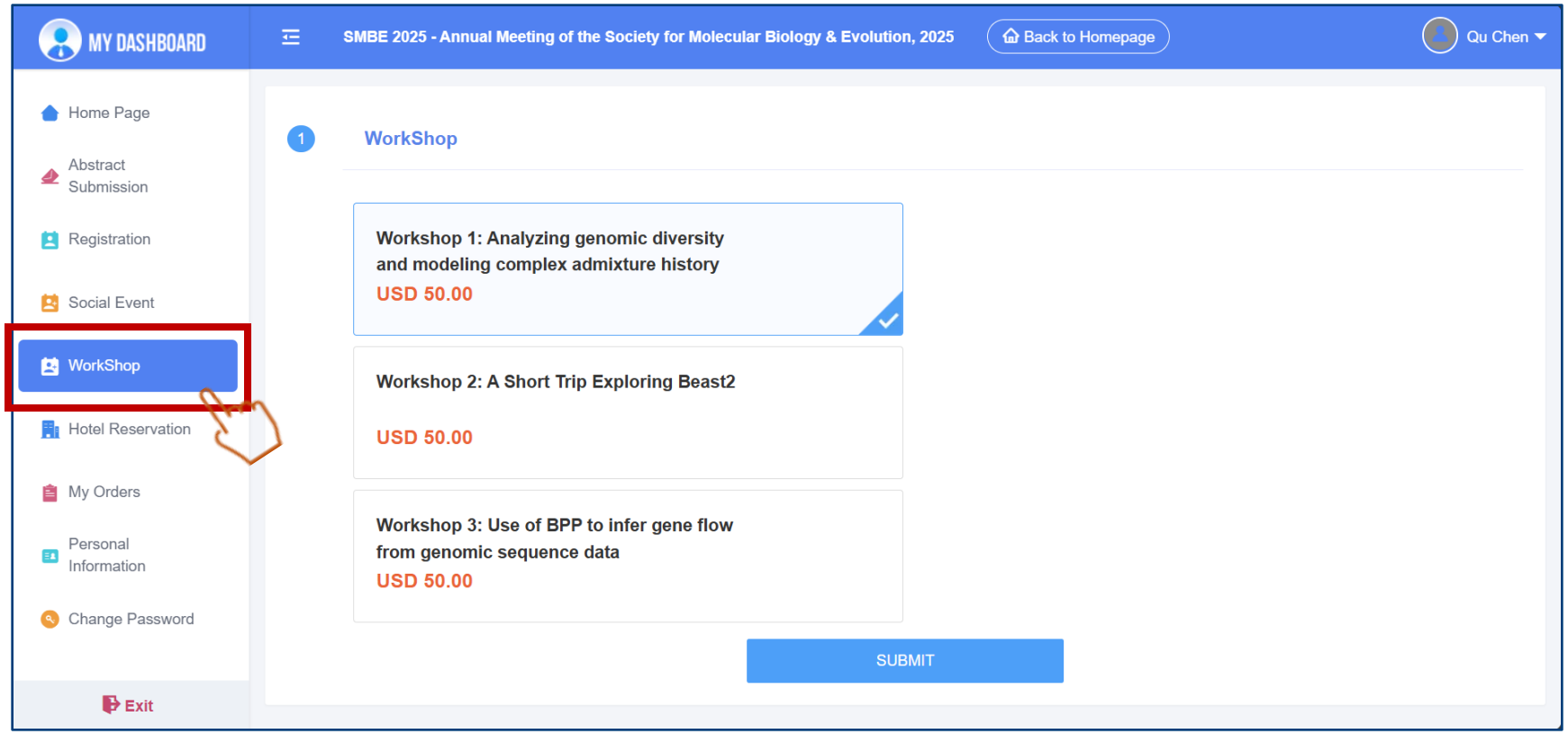
WORKSHOP ORDER GUIDANCE

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).



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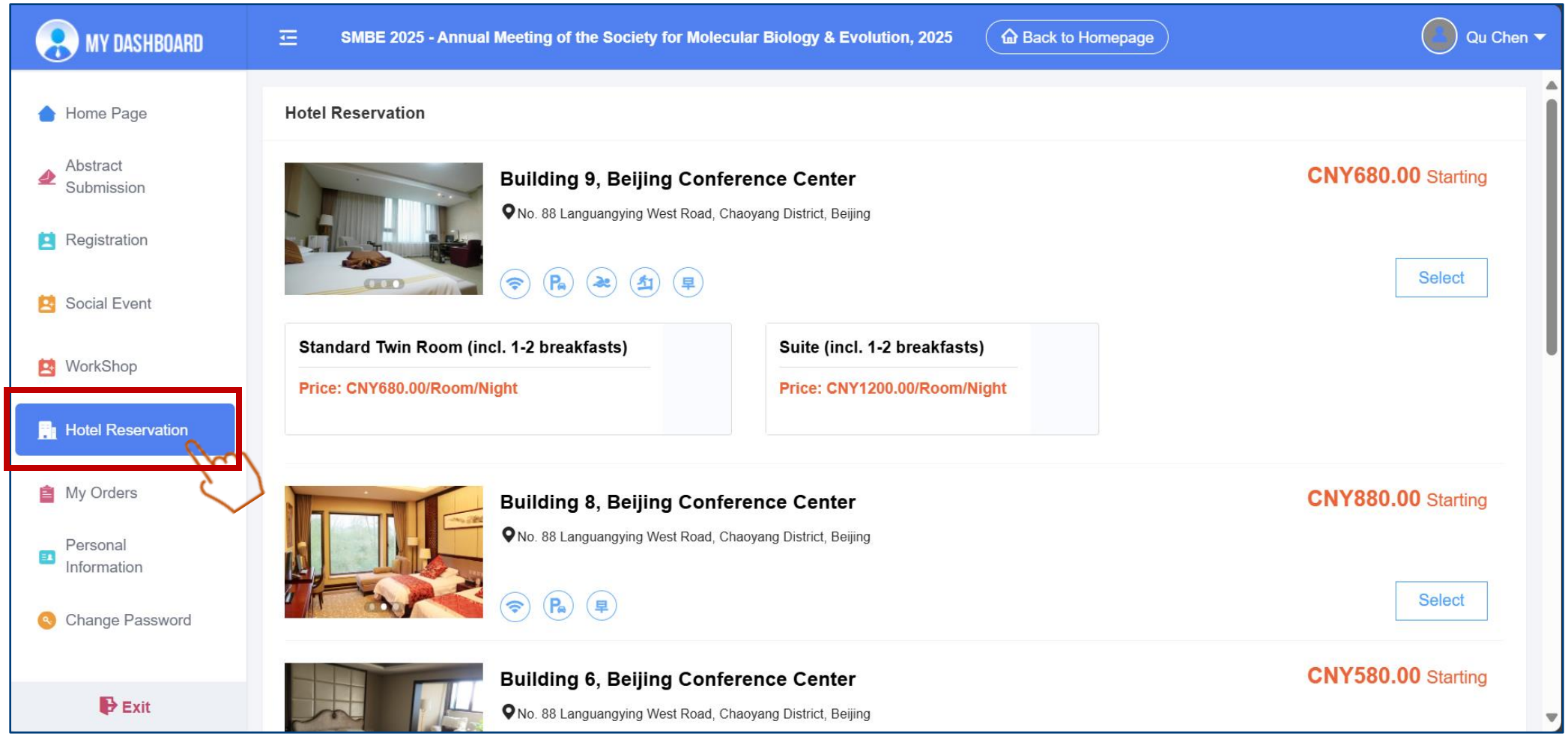
HOTEL RESERVATION

HOTEL RESERVATION

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



SOCIAL EVENT

1. Gala dinner
2. Care Center

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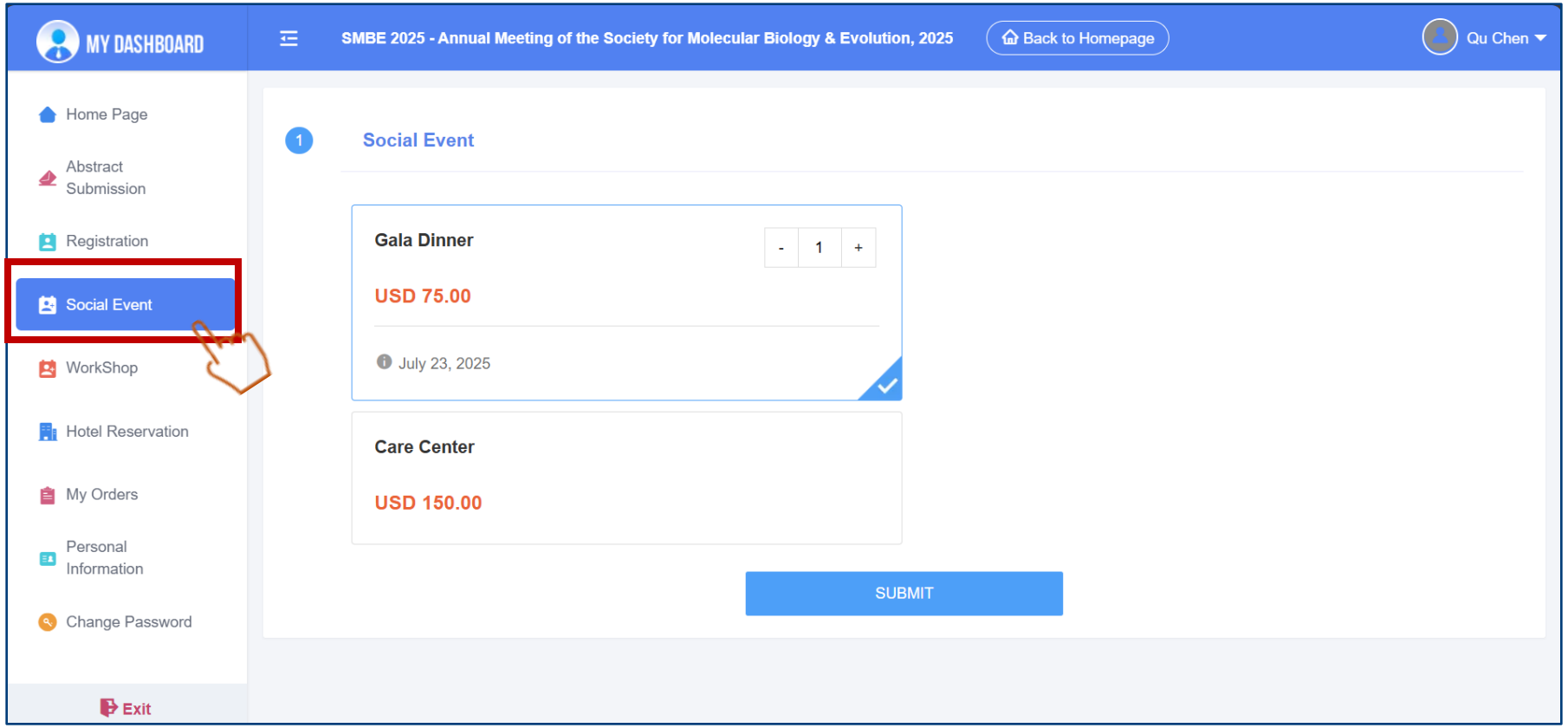
SOCIAL EVENT ORDER GUIDANCE

SOCIAL EVENT

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



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