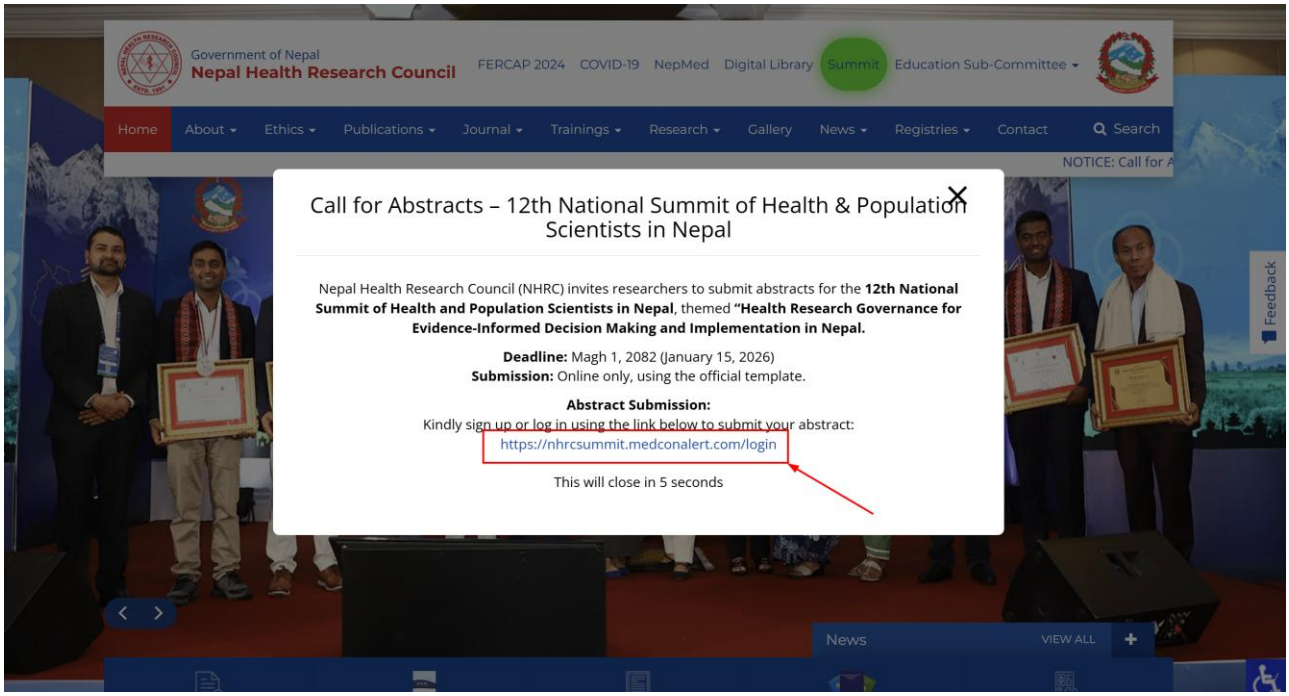
12th National Summit of Health & Population Scientists in Nepal

Registration and Abstract Submission Guidelines

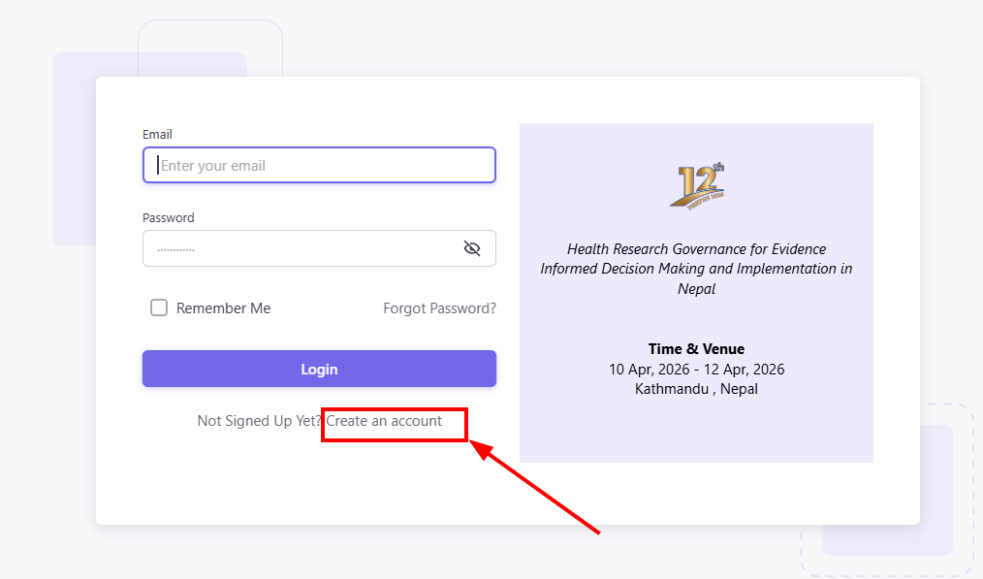
Registration Process

1. Click the link provided in the pop-up to sign up for the conference.

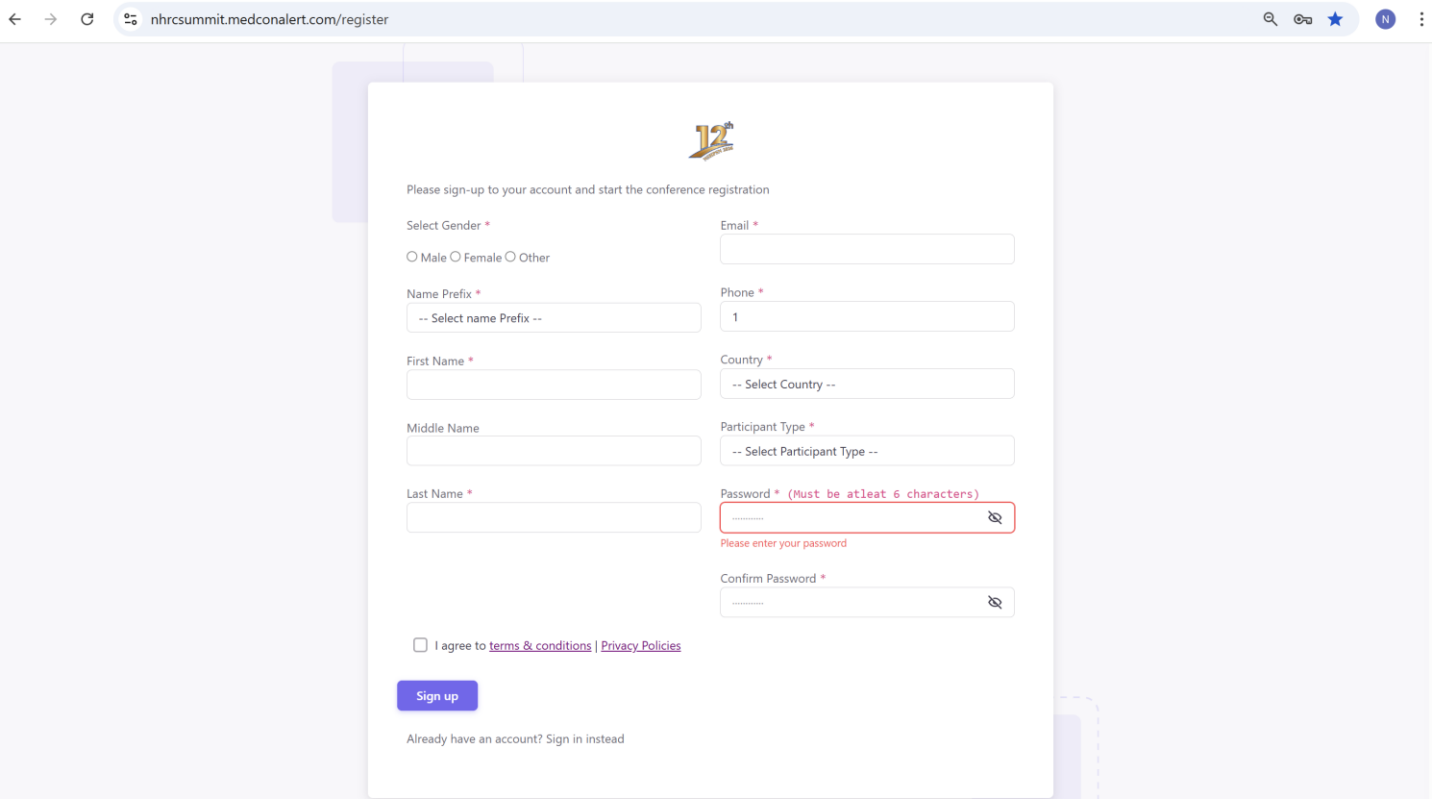


2. Click **Create an account** to sign up.

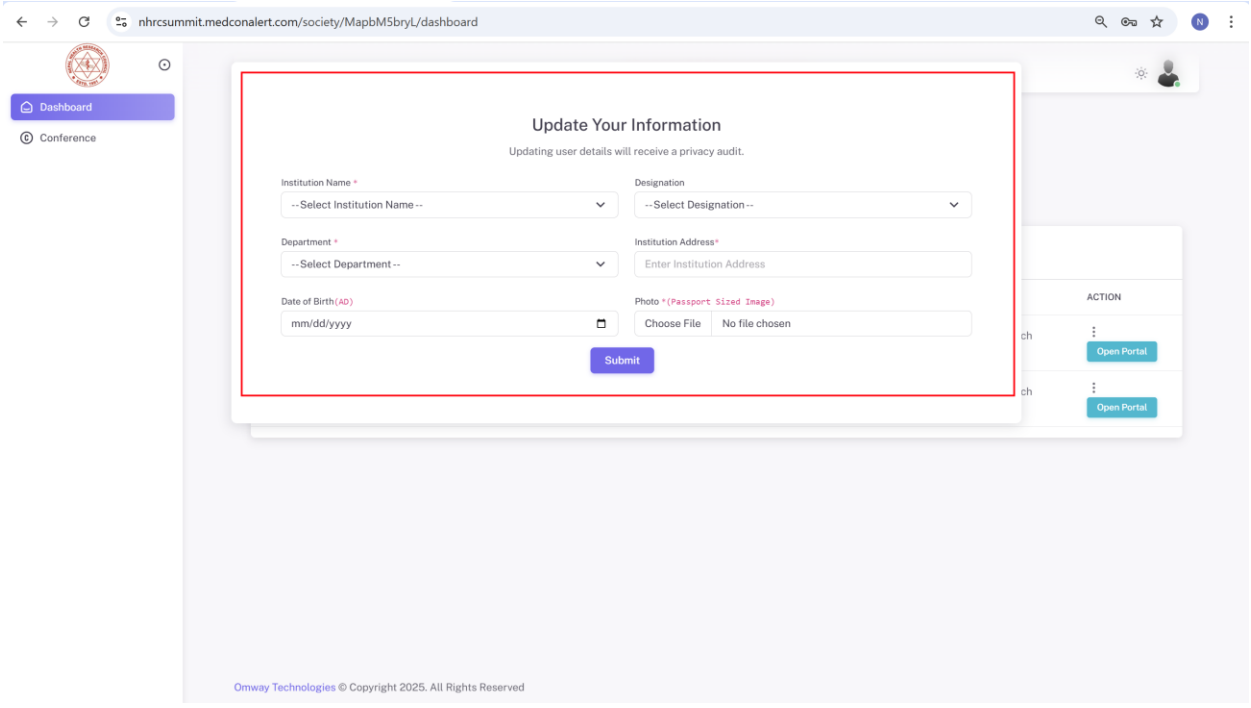
- If you have already signed up, enter your **email** and **password**, then click **Login**.
- If you forgot your password, click **Forgot Password** to recover it.



3. Fill in all required details on the Sign-Up page and click Sign Up

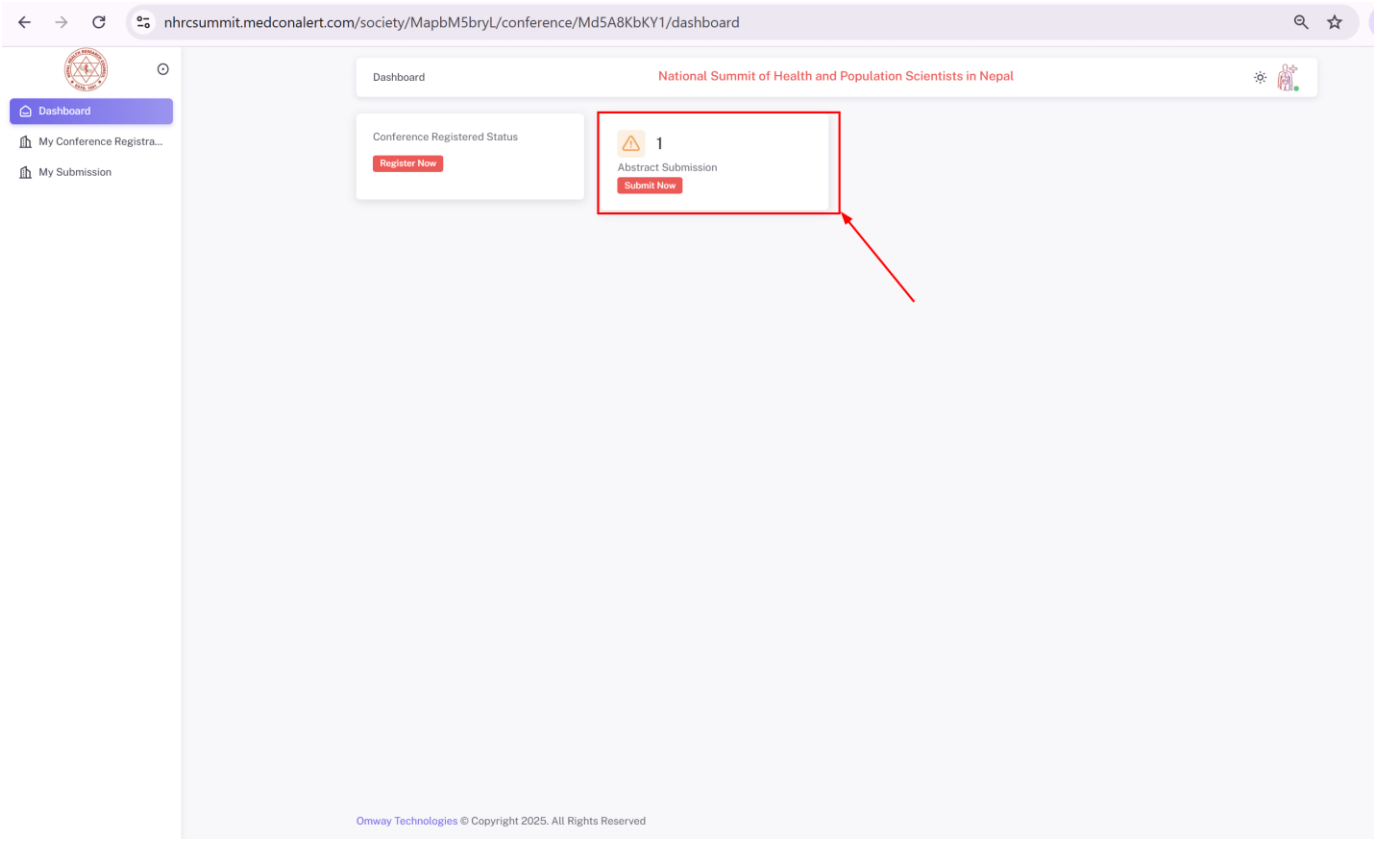


1. A pop-up window will appear requesting additional information. Please fillup the details and submit

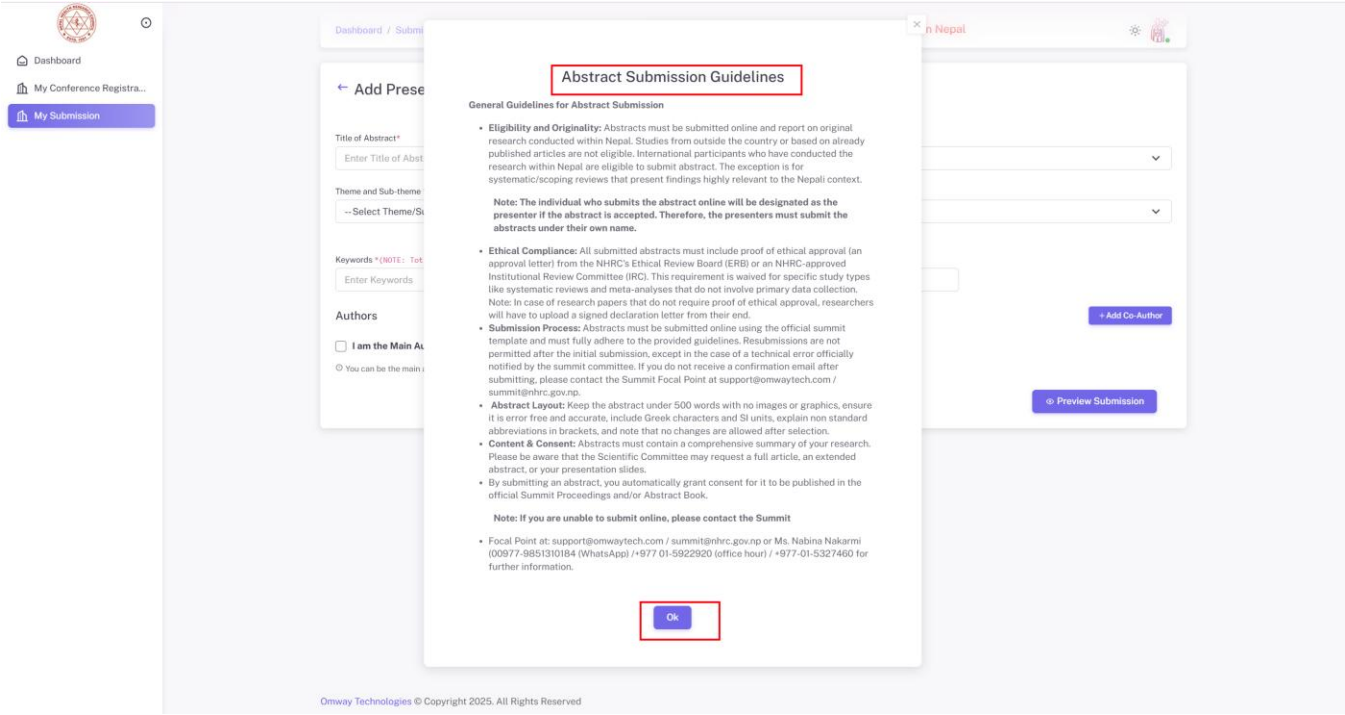


Abstract Submission

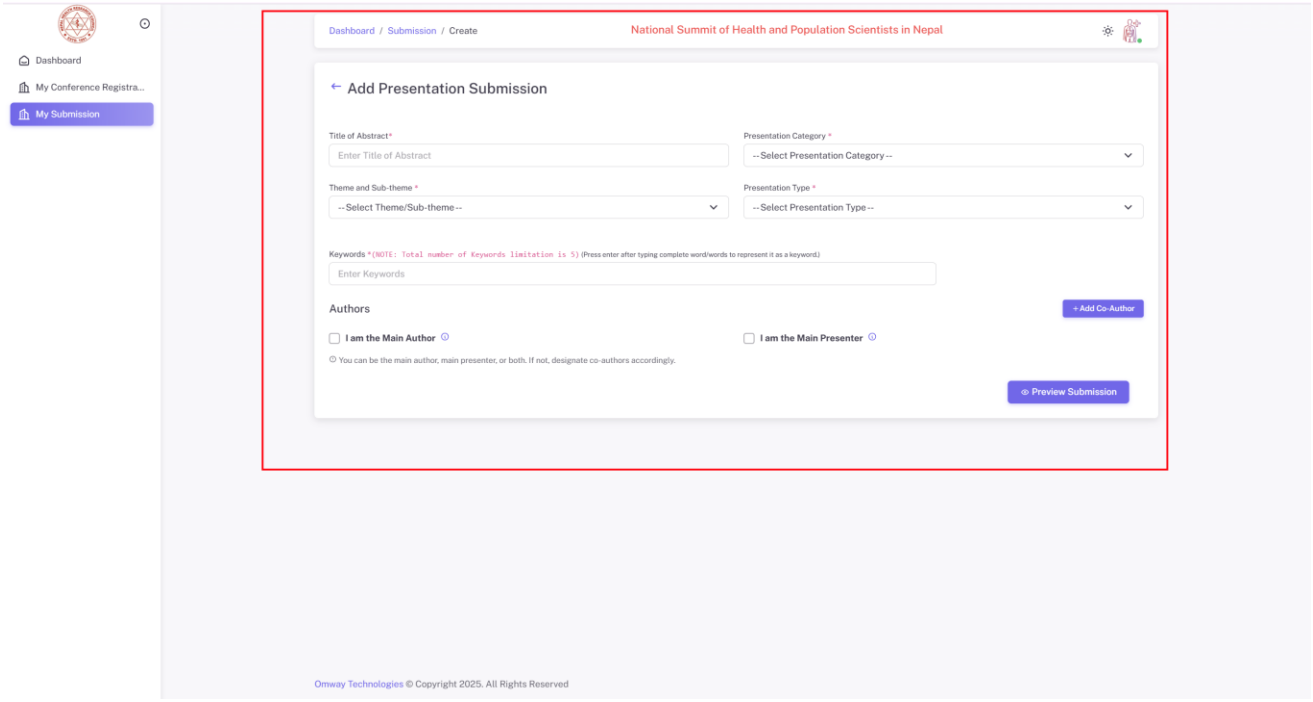
1. After logging in, go to the Dashboard➡Click on Abstract Submission and then select Submit Now



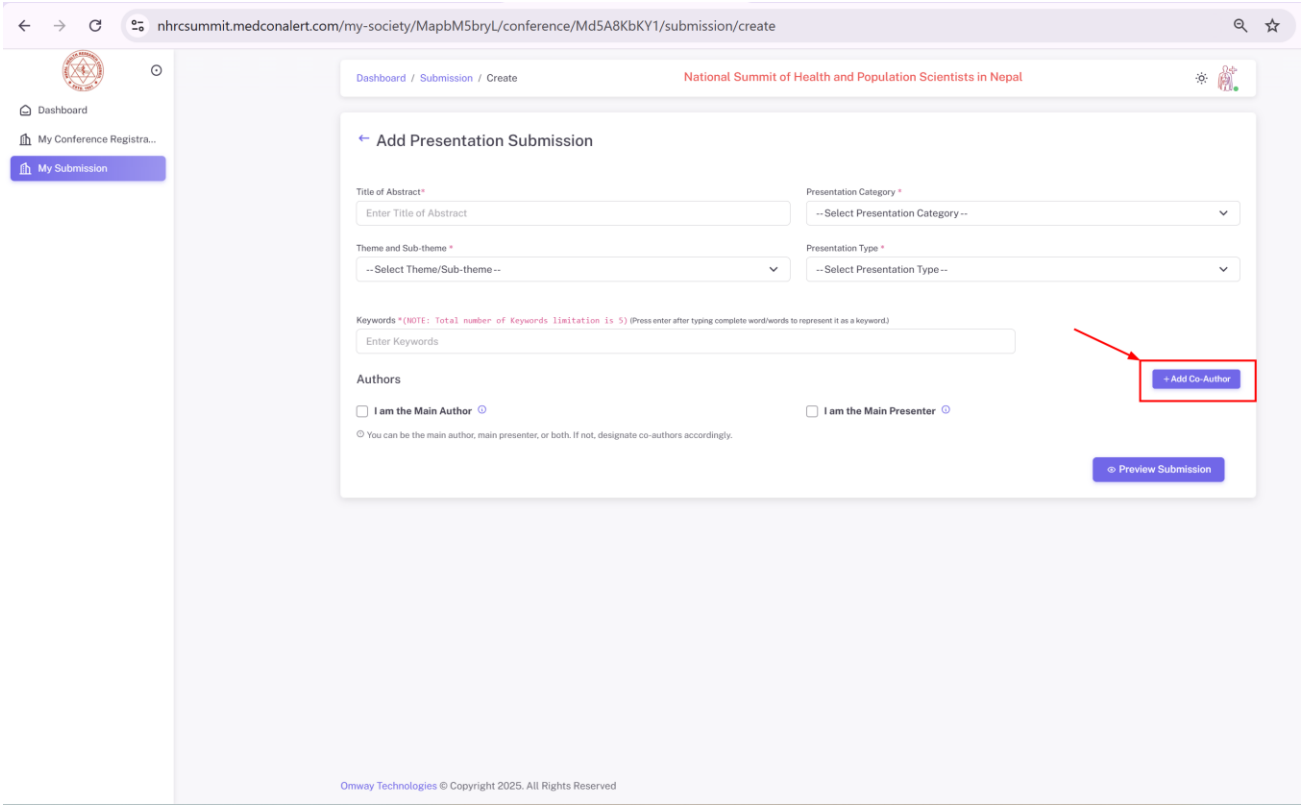
2. Abstract submission guidelines will appear in a pop-up window. Please read them carefully and click OK



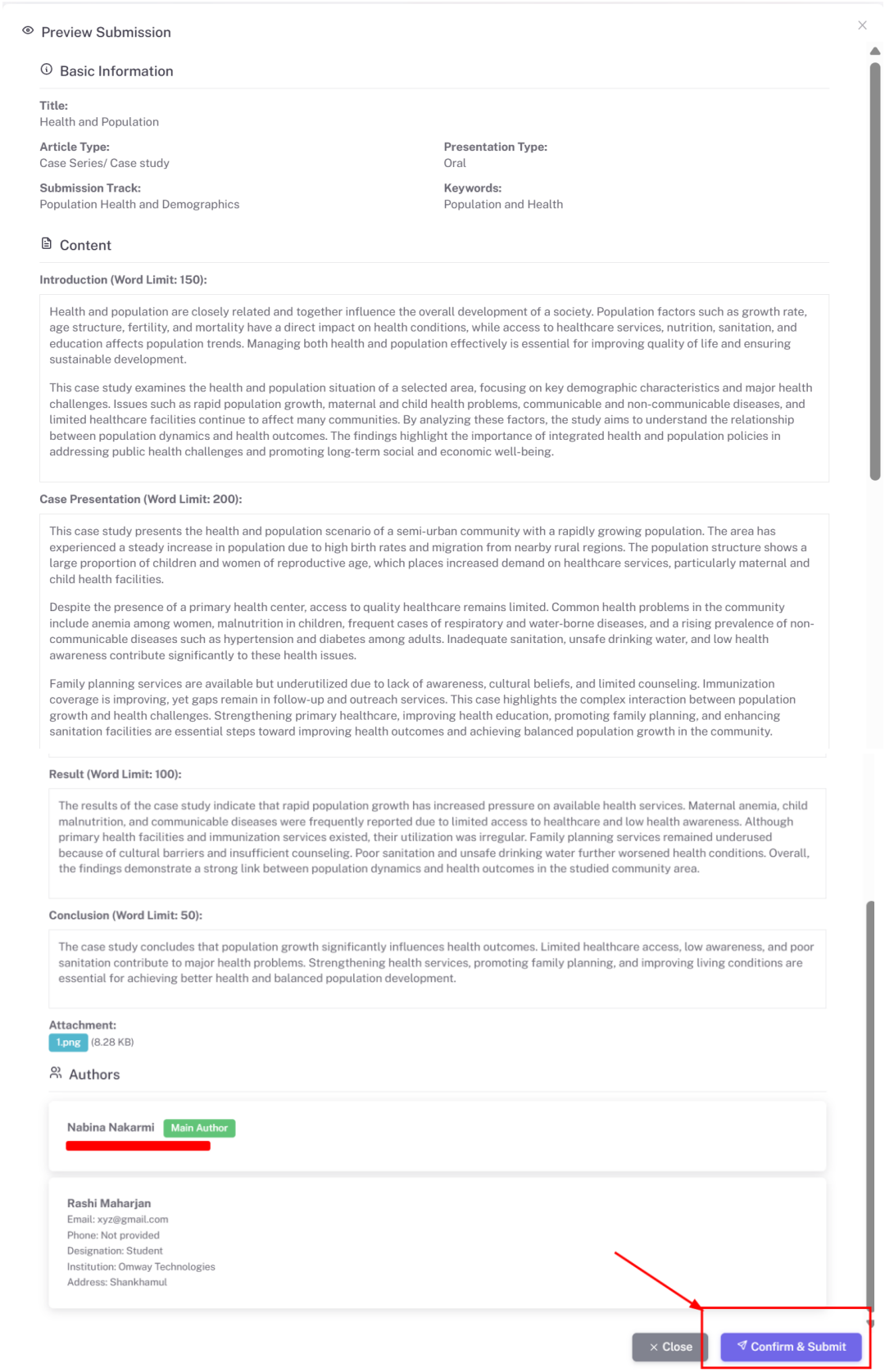
3. Fill in all required abstract details as instructed



4. To add a co-author, click on the Add Co-Author button and enter the details



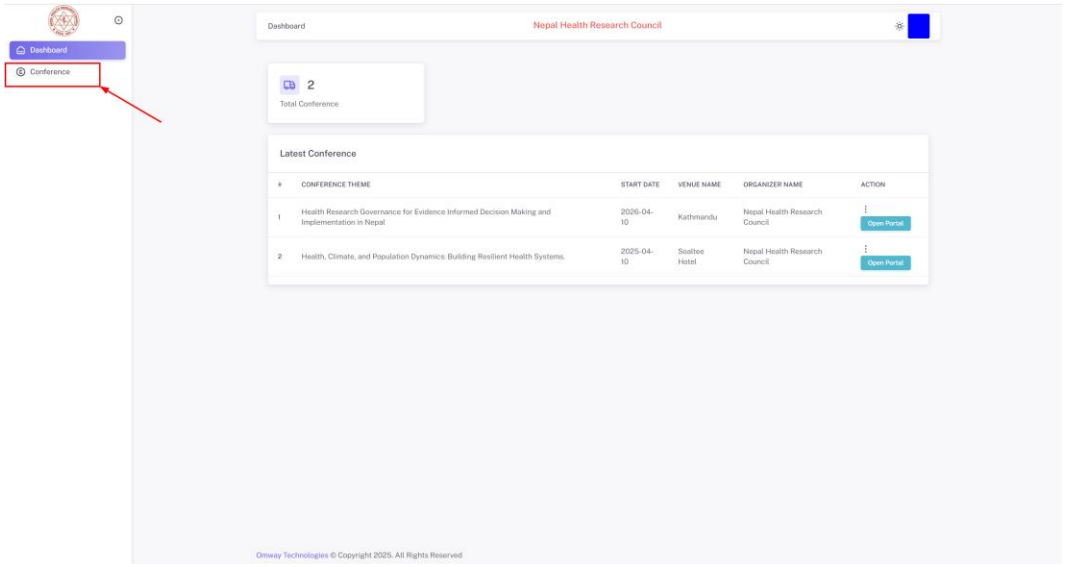
5. Review your abstract using the Preview option



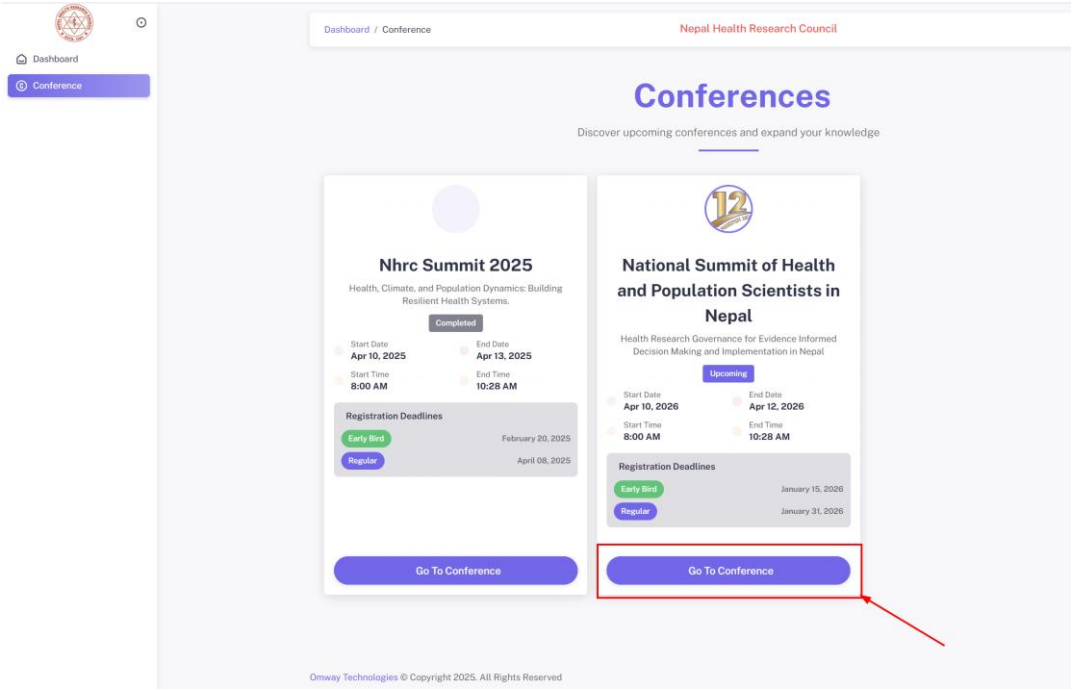
6. Once confirmed, click Submit to complete the abstract submission

Conference Registration

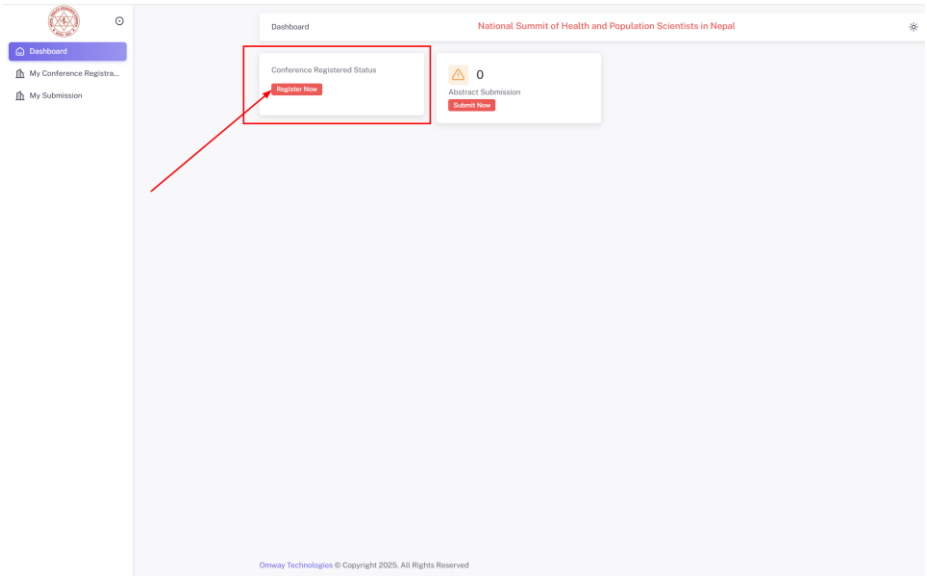
Click on the **Conference** option on the left side of the dashboard.



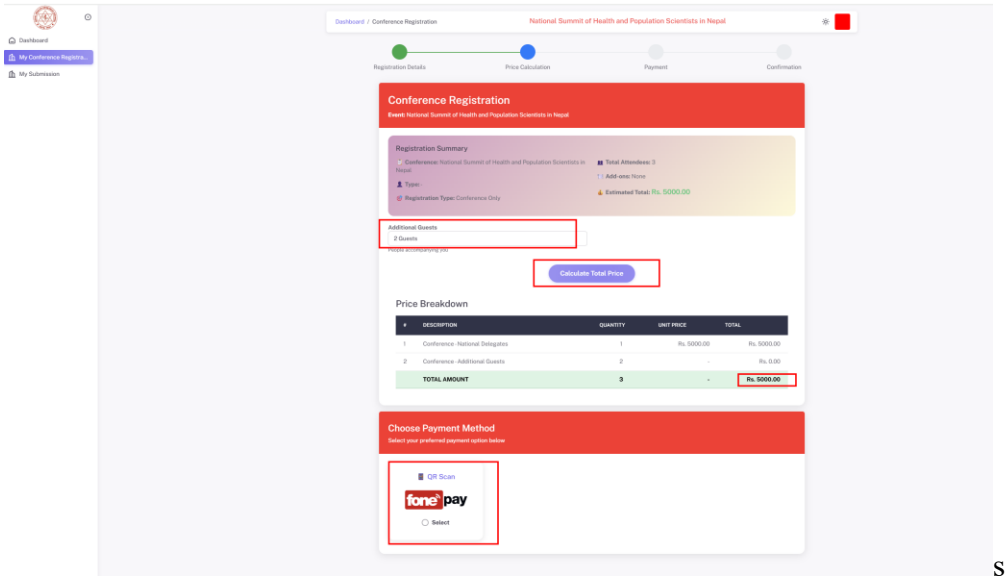
1) Two options will appear; please select the second option, "National Summit of Health and Population Scientists in Nepal" ➟ Go to Conference



2) The Conference Registration Status will be displayed on the dashboard ➟ Click on Register Now to proceed with the payment.



3) Now, you will be able to review the Registration Summary to verify your conference details and total attendees.
    - If required, enter the number of Additional Guests and click Calculate Total Price.
    - Check the Price Breakdown and confirm the total amount displayed.
    - Scroll down to Choose Payment Method and select your preferred payment option (QR / Fonepay).
    - Proceed with the payment and wait until the payment is successfully completed.
    - Add meal (Veg/Non-Veg) status and submit.
    - Once the payment is successful, the registration status will be updated automatically.



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