

Guidelines for registering an Indico account and submitting a summary for the conference report

(A) If you haven't an Indico account, you can register one here.
(<https://login.ihep.ac.cn/regist.jsp>).

The screenshot shows the 'Registration' page of the IHEP unified authentication system. The page has a dark header with 'IHEP unified authentication', 'Home', 'Forgot password', and 'Help' on the left, and 'Chinese', 'Login', and 'Reg' on the right. The main content area is titled 'Registration' and contains several form fields:

- * Email: Email Account
- * Name: First Name or F, lastName
- * Gender: Male (selected), Female
- * Identity: IHEP Users Yes (selected), No
- * Password: Account Password, with a strength indicator (Weak, Good, Strong) and a note 'New password is required'.
- * Confirm Password
- Country or Region: Asia:China
- * Home Institute
- * Security Control: Collaboration (highlighted with a red box and an arrow pointing to it with the text 'Click it'), Contact Person
- Collaboration (optional): Which collaboration do you belong to? (dropdown menu), Status: More (button) with a note 'choose default, i.e. don't choose'.
- * Image Text: 7gb3, Refresh

A blue 'Register' button is at the bottom. A red box highlights the 'Chinese' language switch button in the top right corner, with a note: 'If there is any unreadable characters on this page, please click the language switch button at the top right corner.'

Tips:

(1) For the Security Control field ("是否添加合作组"), please click the "Collaboration" ("是") button. If your collaboration relationship is on the list, please select the corresponding option. If it is not, there is no need to select anything, i.e., please choose the default option "Which collaboration do you belong to?"("你属于哪一个合作组?")!

(2) After completing the registration of your Indico account, you will receive a registration confirmation email in your mailbox. Click on the relevant link in the email to complete the registration of your Indico account. After that, you can **use your registered email for Indico as your username** to log in and register for this conference (<https://indico.ihep.ac.cn/event/18269/registrations/1489/>).

(3) If you have any other questions regarding registration, please contact win2023@mail.sysu.edu.cn in a timely manner.

(B) Registration and submit an abstract

Please register for the conference before submitting an abstract.

The screenshot shows the registration page for the 29th International Workshop on Weak Interactions and Neutrinos (WIV2023) at Sun Yat-sen University Zhuhai Campus. The page is in Chinese and English. The navigation menu on the left includes: Overview, Call for Abstracts (highlighted with a red box), Registration (highlighted with a red box), Participant List, Conference Webpage, Accommodation, Visa, How to register an Indico account?, and Questions & Answers. The main content area is titled 'Registration' and includes a contact email 'win2023@mail.sysu.edu.cn'. Below this, there is a section for 'Registration Fees' which covers the reception, coffee breaks, lunches, and the banquet. The fees are listed as follows:

- 1. Early registration fee (May 1 - May 31, 2023).
 - a). Regular Participants: CNY 3000 (~ US\$ 440) b). Students and Post-doctors: CNY 2000 (~ US\$ 293)
- 2. Late registration fee (June 1 - June 30, 2023).
 - a). Regular Participants: CNY 3500 (~ US\$ 513) b). Students and Post-doctors: CNY 2500 (~ US\$ 367)

Notice: when you submitting your abstract...

Please **click the "speaker" button** next to at least one author's name so that it is highlighted. Whether to add co-authors depends on your specific situation.

The screenshot shows the author selection interface. It features a list of authors under the heading 'Authors *'. The first author listed is 'Wang, Jun', with a 'Speaker' button next to their name. Below the authors list is a 'Co-authors' section, which currently displays 'There are no co-authors'. At the bottom of the interface, there are several buttons: a sort button (A-Z), an 'Add myself' button, a 'Search' button, and an 'Enter manually' button.