**Conference fee self-help guide**

1. Register your account at the following website [*https://pay.shu.edu.cn/SPPMain*](https://pay.shu.edu.cn/SPPMain)

Or you could go to the website of the Finance Department of Shanghai University and choose the "online payment platform" in the upper left corner.



1. Re-login *https://pay.shu.edu.cn/SPPMain* after registration, select



1. Check the appropriate fee and the number of persons, and then click "Pay" after confirming the number of people.





**Note**:

Early-fee, before 9.30: students(学生)-1000RMB; regular participants（非学生）-1800RMB; accompanying persons(随行人员)-500RMB

Regular fee, after 9.30: students(学生)-1300RMB; regular participants（非学生）-1800RMB; accompanying persons(随行人员)-500RMB

On site: students（学生）-1500RMB; regular participants（非学生）-2500RMB; accompanying persons（随行人员）-500RMB

1. Fill in the corresponding information (Note: Check "Electronic Invoice" for the type of invoice, do not choose "individual" for reimbursement, and the electronic invoice will be sent to the mailbox filled in).

