



# 17<sup>th</sup> Congress of the Asia-Pacific Vitreo-Retina Society

22 - 24 November 2024  
Suntec Singapore Convention and Exhibition Centre

TRANSFORMING RETINAL  
DISEASE MANAGEMENT  
WITH TECHNOLOGY

HOSTS:



## Guidelines for Individual Registration for APVRS 2024 Singapore

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## 1. Individual Registration

Step 1: Go to <https://congress.apvrs.org/> to register.

Please login at <http://archive.apvrs.org> for matters related to 17th APVRS Congress.

### 17<sup>th</sup> APVRS Congress

**Not Registered?**

This platform is best viewed with Google Chrome or FireFox. Technical failure may occur when using Windows Internet Explorer.  
If you have any questions, please contact [secretariat@apvrs.org](mailto:secretariat@apvrs.org)  
Version: 1.1.0



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Step 2: Fill out your personal particulars before you click "Submit" to proceed.



**APVRS 2024 Congress – Personal Particulars**  
Please check and update your profile.  
\*: Mandatory

**Profile Picture**

**Email \***

**Title \***

**First Name \***

**Middle Name**

**Last Name \***

**Gender**

**Phone**

**Date of Birth**

**Address:**  
**Street Address**

**Address:**

**Street Address**

**City**

**State**

**Zip**

**Country \***

**Institution:**

**Institution Name**

**Institution Department**

**Institution Position**

**Biography:**  
  
250 word(s) left



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**Step 3:** Select your badge category and click “Add to Cart”.

Ms. Example EXAMPLE

Registration ▼

Abstract ▼

Invitation ▼

Logout ▼

All prices are quoted in USD

Badges & Tickets

**Badge**

Name	Price	Remarks
<input type="checkbox"/> Ophthalmologists (Early Bird)	500.00	
<input type="checkbox"/> Trainees (Early Bird)	225.00	
<input type="checkbox"/> Healthcare Professionals/Administrators (Early Bird)	225.00	

**Guest Badge**

Name	Price	Remarks
<input type="checkbox"/> 1st Accompanying Person (Early Bird)	90.00	
<input type="checkbox"/> 2nd Accompanying Person (Early Bird)	120.00	

[Add to Cart](#)

\* After selecting a badge in the shopping cart, you will receive an email “Registration Acknowledgement”. Please note that the badge is not yet purchased at this stage without payment completed.



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**Step 4:** Review your item(s) in the cart. Click “Check Out” to confirm the order.


Ms. Example EXAMPLE

Registration

Abstract

Invitation

Logout



Badges & Tickets

You have 1 outstanding item(s). [Review](#) [Cancel](#)

Name	Price	Quantity	Discount	Sub-Total	Remarks
Ophthalmologists	500.00	- 1 +	0.00	500.00	
				<b>Total 500.00</b>	

[Check Out](#)

*All prices are quoted in USD*



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**Step 6:** Settle registration fee via Stripe. Please email [registration@apvrs.org](mailto:registration@apvrs.org) for any registration problems.

## Badges & Tickets

You have 1 outstanding invoice(s). [Review](#) [Cancel](#)

All prices are quoted in USD

Name	Price	Quantity	Discount	Sub-Total	Remarks
Ophthalmologists	500.00	1	0.00	500.00	
				<b>Total 500.00</b>	

[Pay with Stripe](#)

Secure, 1-click checkout with Link

Card number

1234 1234 1234 1234



Expiration

MM / YY

CVC

CVC



Country

Hong Kong SAR China

[Submit](#)



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**Step 7:** Once payment is completed, you will receive a confirmation email with your login username and password. Registration Completed!

## Payment Completed

AC APVRS 2024 Congress <congress@apvrs.org>  
To APVRS Secretariat



Dear Example EXAMPLE,

Thank you very much for registering for the 17th APVRS Congress. We are pleased to inform you that your order has been completed successfully. Please find below your order details:

### Your order information:

Invoice ID: 100017.1

Order Date: 3/28/2024, 5:39:13 PM

Order item(s)	Quantity
Ophthalmologists	1
Sub-Total: USD 500.00	



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**Step 8:** You may review your purchased items under 'My Wallet'.

Ms. Example EXAMPLE

- Registration ▾
- Registration Summary
- Personal Particulars
- Badges & Tickets
- Orders
- My Wallet**
- Invitation Letter DIY
- VISA Letter
- Change Password
- Abstract ▾
- Invitation ▾
- Logout



My Wallet

Date	Item	Code	Quantity
2024-03-28 17:40	Ophthalmologists	AQ4VGF0WWPEQJS	1





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**Step 9:** You may check your transaction record and download receipt(s) under 'My Orders'.

- Ms. Example EXAMPLE
- Registration
- Registration Summary
- Personal Particulars
- Badges & Tickets
- Orders
- My Wallet
- Invitation Letter DIY
- VISA Letter
- Change Password



My Orders					
Date	Receipt No.	Items	Amount	Status	Actions
2024-03-28 17:39	100017	Ophthalmologists x 1	USD 500.00	completed	Download



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## 2. Trainee Registration

**Step 1:** Click “completed trainee declaration form” to download the form. Fill out the Trainee Declaration Form. Then, select the Trainees badge and click “Add to Cart”. If you have other supporting document, you could upload it to the system and further verification may be required.

Ms. Example EXAMPLE

- Registration ▾
- Abstract ▾
- Invitation ▾
- Logout

Badges & Tickets All prices are quoted in USD

Badge

Name	Price	Remarks
<input type="checkbox"/> Ophthalmologists (Early Bird)	500.00	
<input checked="" type="checkbox"/> Trainees (Early Bird)	225.00	
<input type="checkbox"/> Healthcare Professionals / Administrators (Early Bird)	225.00	

Guest Badge

Name	Price	Remarks
<input type="checkbox"/> 1st Accompanying Person (Early Bird)	90.00	
<input type="checkbox"/> 2nd Accompanying Person (Early Bird)	120.00	

[Add to Cart](#)

**Individual Registration**

For the APVRS 2024, registration payments will be accepted through our congress system starting on **April 2, 2024**. To avoid system traffic congestion, delegates are strongly encouraged to register as soon as possible. You may view the guidelines for registration here.

Registration in the trainee category will require a [completed trainee declaration form](#) upon registration. If you failed to submit the declaration form before the congress period, you will need to pay the full amount of registration fee. A partial refund can be granted AFTER the 2024 Congress has ended, upon submission of the completed trainee declaration form to [declaration@apvrs.org](mailto:declaration@apvrs.org).



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**Step 2:** Select your completed Trainee Declaration Form by clicking “Select file” and then upload the selected form in PDF file only to the system by clicking “Upload”.



Ms. Example EXAMPLE

Registration ▾

Abstract ▾

Invitation ▾

Logout



Badges & Tickets

You have 1 outstanding item(s). [Review](#) [Cancel](#)

Name	Price	Quantity	Discount	Sub-Total	Remarks
Trainees	225.00	- 1 +	0.00	225.00	
				<b>Total 225.00</b>	

[Check Out](#)

**Trainee Declaration Form**

[+ Select file...](#) [Upload](#)

*All prices are quoted in USD*



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**Step 3:** After uploading your trainee declaration form, please wait patiently for system admin's approval, which takes around 24-48 hours. After admin's approval, you will receive an email notification. Then, you could proceed to payment on the congress system.

APVRS 2024 Congress - Your category "Trainees" has been approved

AC APVRS 2024 Congress <congress@apvrs.org>  
To APVRS Secretariat

Dear Example EXAMPLE,

Your registration as a "Trainees" has been approved. Please settle your registration fee at your earliest convenience.

Sincerely yours,  
APVRS Congress Secretariat  
<https://2024.apvrs.org/>



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### 3. Purchasing Accompanying Person Badge(s)

**Step 1:** Select Accompanying Person Badge. Please note that you must settle your own badge before purchasing the Accompanying Person Badge.

**Step 2:** Check out and settle the payment.

\* Each delegate can purchase a maximum of 2 Accompanying Person Badges in total (1 x 1<sup>st</sup> Accompanying Person Badge + 1 x 2<sup>nd</sup> Accompanying Person Badge).

\* Please note that Accompanying Person Badge only has access to the exhibition hall.

Ms. Example EXAMPLE

Registration

Abstract

Invitation

Logout

All prices are quoted in USD

**Badges & Tickets**

Badge

Name	Price	Remarks
<input type="checkbox"/> Ophthalmologists (Early Bird)	500.00	
<input type="checkbox"/> Trainees (Early Bird)	225.00	
<input type="checkbox"/> Healthcare Professionals/Administrators (Early Bird)	225.00	
<b>Guest Badge</b>		
Name	Price	Remarks
<input type="checkbox"/> 1st Accompanying Person (Early Bird)	90.00	
<input type="checkbox"/> 2nd Accompanying Person (Early Bird)	120.00	

[Add to Cart](#)



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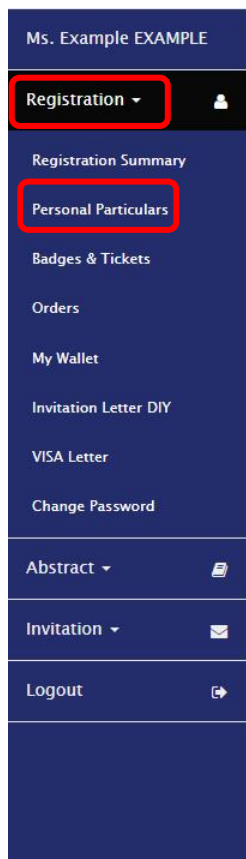
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#### 4. Updating Your Personal Profile (Profile Picture + Biography)

Step 1: Select “Registration” >> “Personal Particulars” on the menu.



### APVRS 2024 Congress – Personal Particulars

Please check and update your profile.  
\*: Mandatory

Profile Picture

Email \*

Title \*

First Name \*

Middle Name

Last Name \*

Gender



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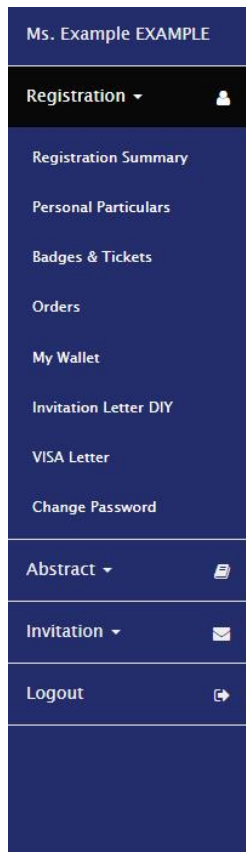
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HOSTS:



**Step 2:** To upload your profile picture, click “Upload” and choose an image file from your computer.



### APVRS 2024 Congress – Personal Particulars

Please check and update your profile.  
\*: Mandatory

Profile Picture

**Upload**

Email \*

Title \*

First Name \*

Middle Name

Last Name \*

Gender



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**Step 3:** Please fill in the required personal information of your profile (columns marked with a red asterisk).

APVRS 2024 Congress – Personal Particulars

Please check and update your profile.

\*: Mandatory

Profile Picture

Upload

Email \*

Title \*  ▼

First Name \*

Middle Name

Last Name \*

Gender

Phone

Date of Birth

Address:

Street Address

City

State

Zip

Country \*  ▼





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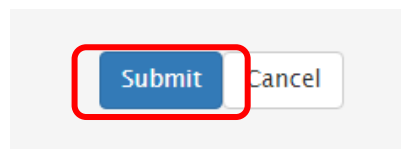
**Step 4:** As the invited speaker’s biography will be shown on the congress website, it is strongly recommended for you to update your biography as well. You can do so by typing plain text directly into the “Biography” column at the bottom of the page.

**Biography:**

Biography

250 word(s) left

**Step 5:** Please remember to click the “Submit” button to save all your personal particulars.



Once submitted, your personal profile will be automatically updated. If you wish to make any changes, you may repeat the above steps and click “Submit” to save the latest version of your information.