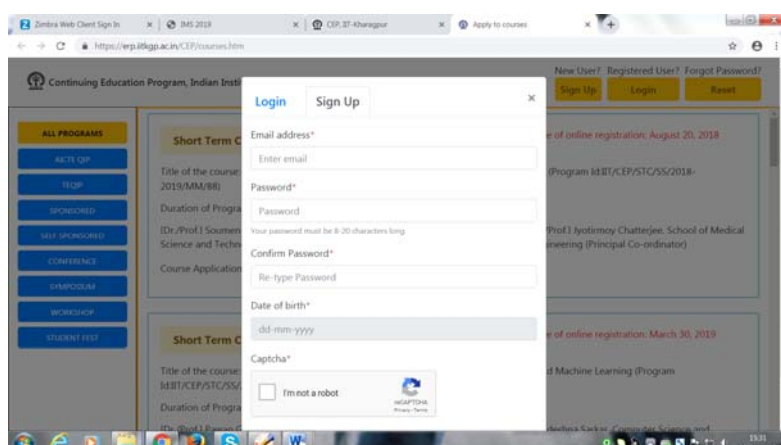


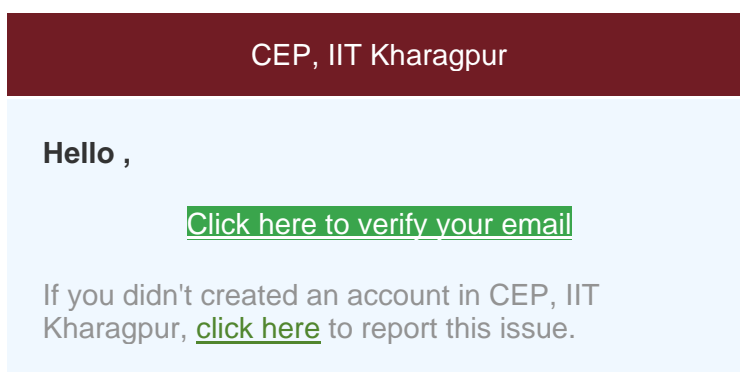
# IMS2019 Registration Process flow

**Step 1:** Visit <https://erp.iitkgp.ac.in/CEP/courses.htm> and Sign Up.

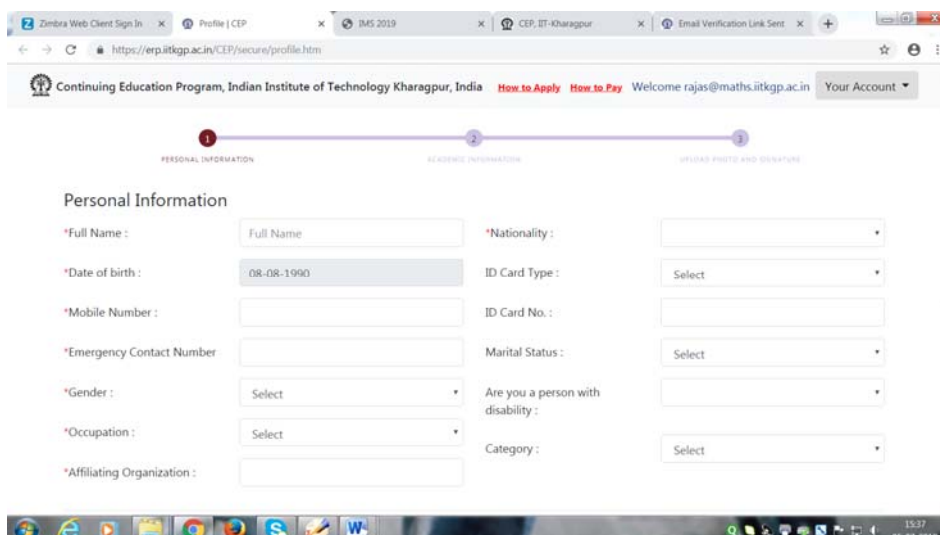
A screenshot of a web browser displaying the registration page for IMS2019. The page title is "Continuing Education Program, Indian Institute of Technology Kharagpur". A "Sign Up" modal window is open, showing fields for "Email address\*", "Password\*", "Confirm Password\*", "Date of birth\*", and a "Captcha\*" checkbox. The background shows a list of courses under "Short Term Courses".

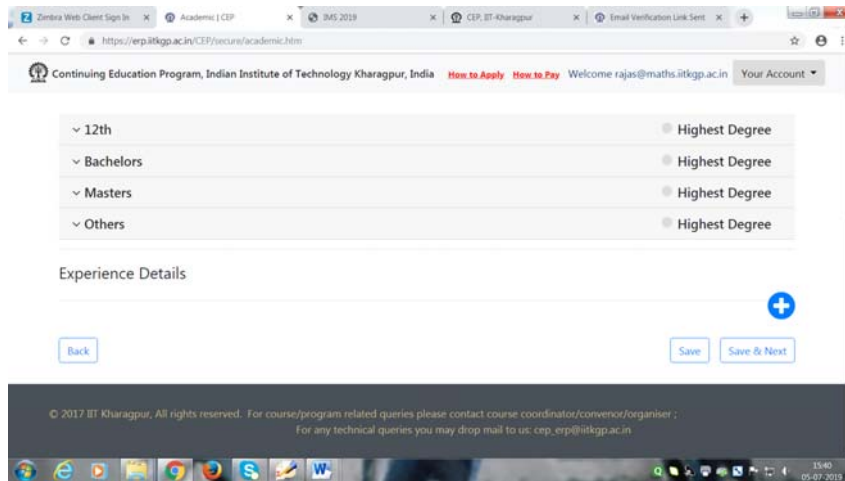
You need a valid e-mail id for this. Once you sign up, you would receive a validation link on the e-mail indicated. Some times this may take time. Please have patience.

**Step 2:** Open your email to see the following

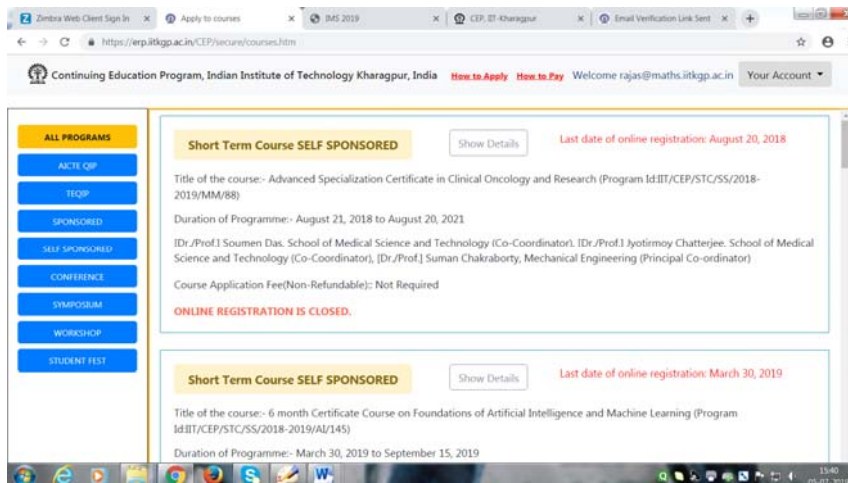


**Step 3:** Once the link that is sent via e-mail is validated by you, you would be taken to the following Personal Information screen

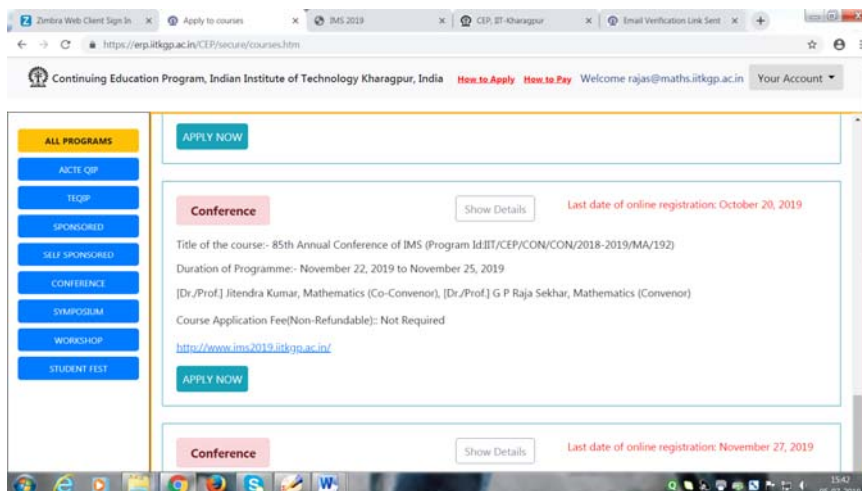
A screenshot of the "Personal Information" screen in the IMS2019 registration process. The page shows a progress bar with three steps: "PERSONAL INFORMATION", "ACADEMIC INFORMATION", and "UPLOAD PHOTO AND SIGNATURE". The "PERSONAL INFORMATION" step is active. The form includes fields for "Full Name", "Date of birth", "Mobile Number", "Emergency Contact Number", "Gender", "Occupation", "Affiliating Organization", "Nationality", "ID Card Type", "ID Card No.", "Marital Status", "Are you a person with disability", and "Category".



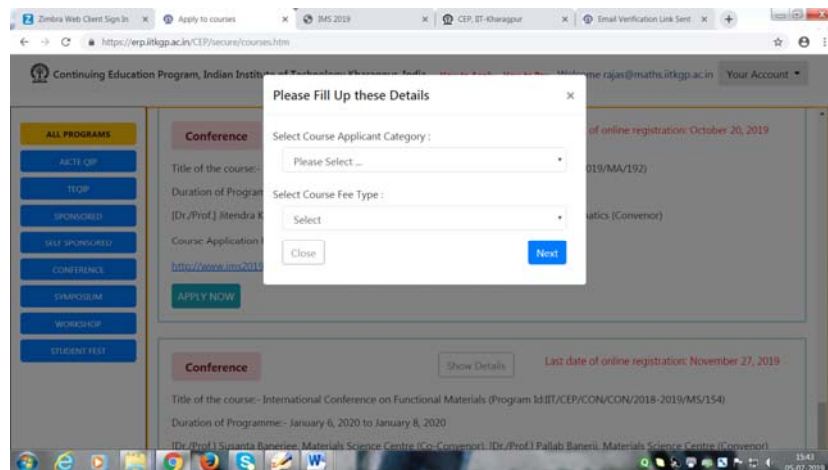
Fill all mandatory fields (marked with \*) and “Save & Next”. It is your choice to fill the non-mandatory field; however, we encourage you to fill the photo. Finally when you finish Save & Next on the last Information page, you will be taken to the following CEP portal where your account is shown



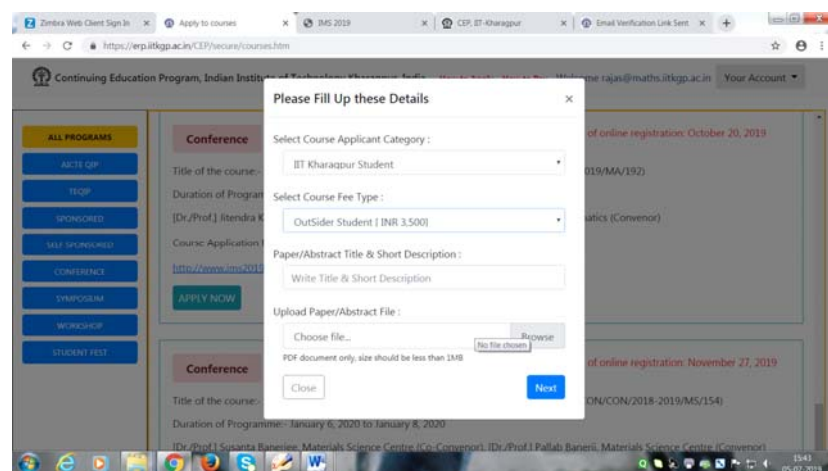
**Step 4:** Click CONFERENCE on the left menu panel and scroll down to see the 85<sup>th</sup> Annual Conference of IMS



**Step 5:** Click APPLY NOW and fill the necessary information that is prompted

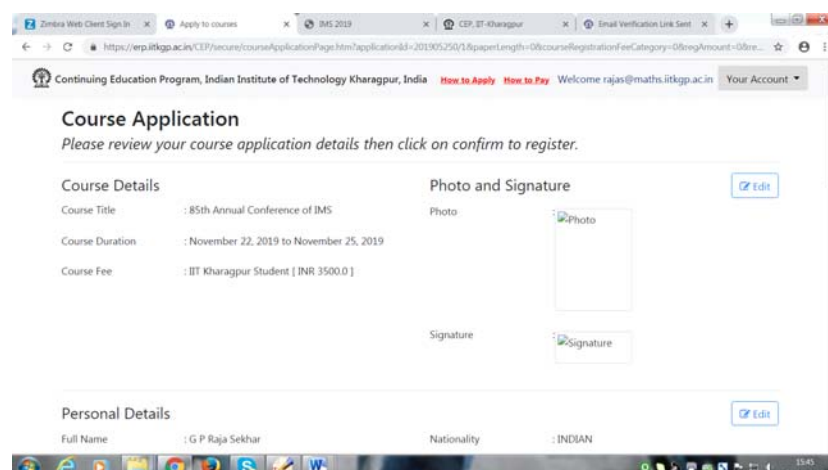


On choosing Applicant Category and Course Fee type you would see

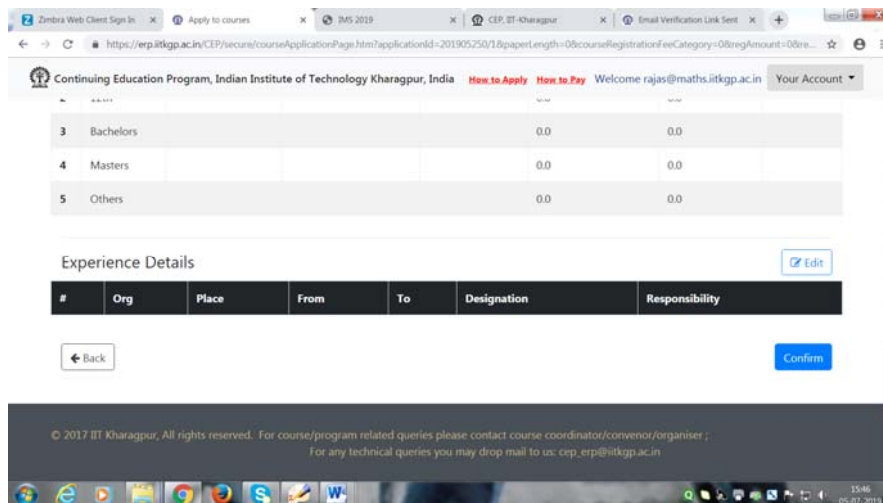


Since the abstract and paper submission is done with the Academic Secretary, you need not submit any abstract or paper file here. Please note that the conference registration entitles you to only attend the conference and not to present the paper/poster. Acceptance of paper presentation will be confirmed from the academic secretary. Hence, uploading the abstract here without sending the same to the Academic Secretary is not acceptable.

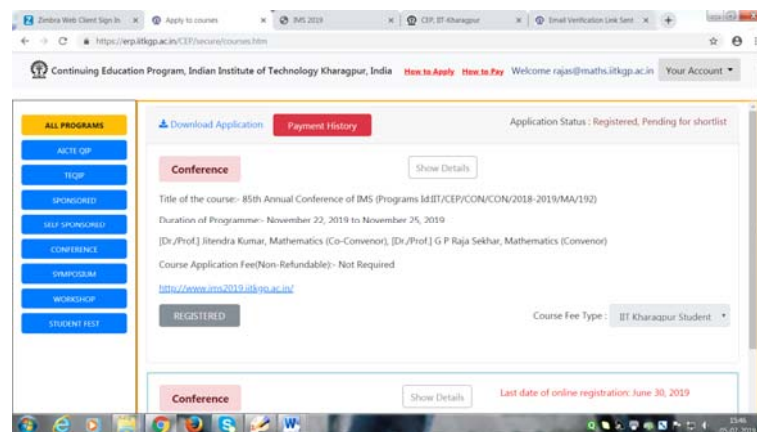
**Step 6:** Please click “Next” to see the following screen



Scroll down and click confirm



Then you are shown as registered



You may download application and save for reference. At this stage you have to wait until the conference committee shortlists your application. Please note that this may take some time and have patience. Once the committee shortlists your application for registration (not for paper acceptance), you would receive an email confirmation

## CEP, IIT Kharagpur

**Dear Name,**

You have been shortlisted for the program **85th Annual Conference of IMS** commencing from **November 22, 2019**.

Please login to the CEP portal and make payment (**if applicable**) for the same at the earliest. Your registration will be finalized only after successful payment (**if applicable**). You may get details of the program in the CEP website/IIT kharagpur website. Please visit the page regularly for updates.

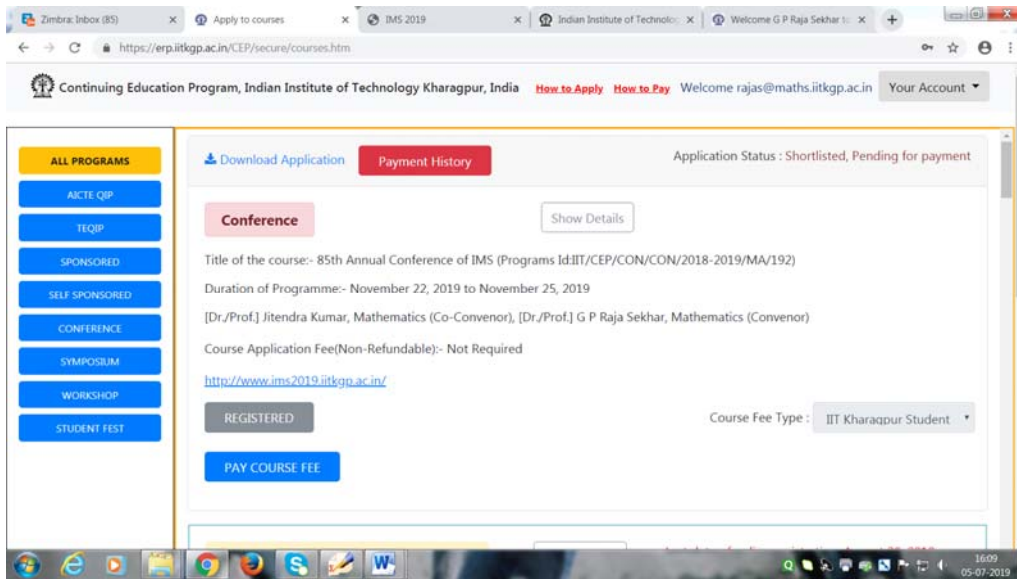
Use the CEP portal for login: <https://erp.iitkgp.ac.in/CEP/courses.htm>

For any clarification you may drop mail to [cep\\_erp@iitkgp.ac.in](mailto:cep_erp@iitkgp.ac.in)

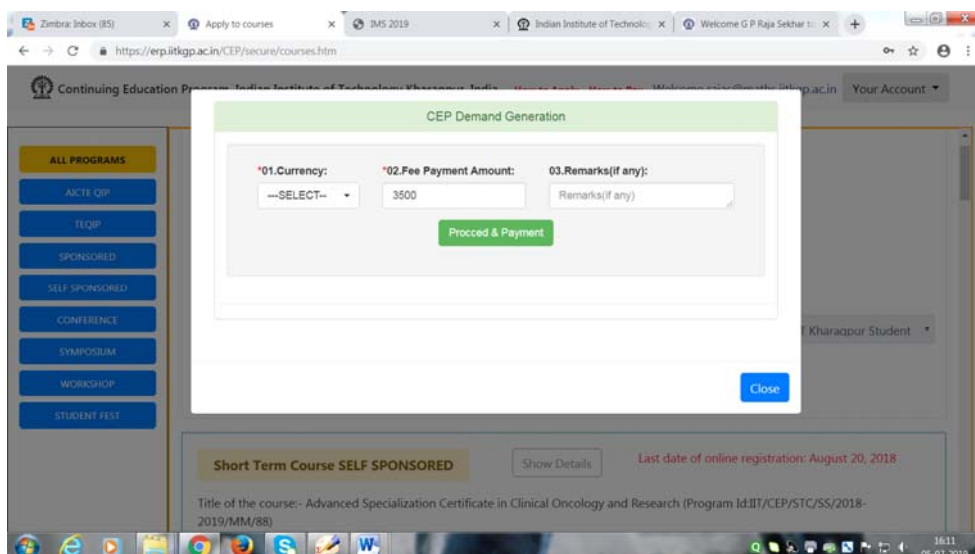
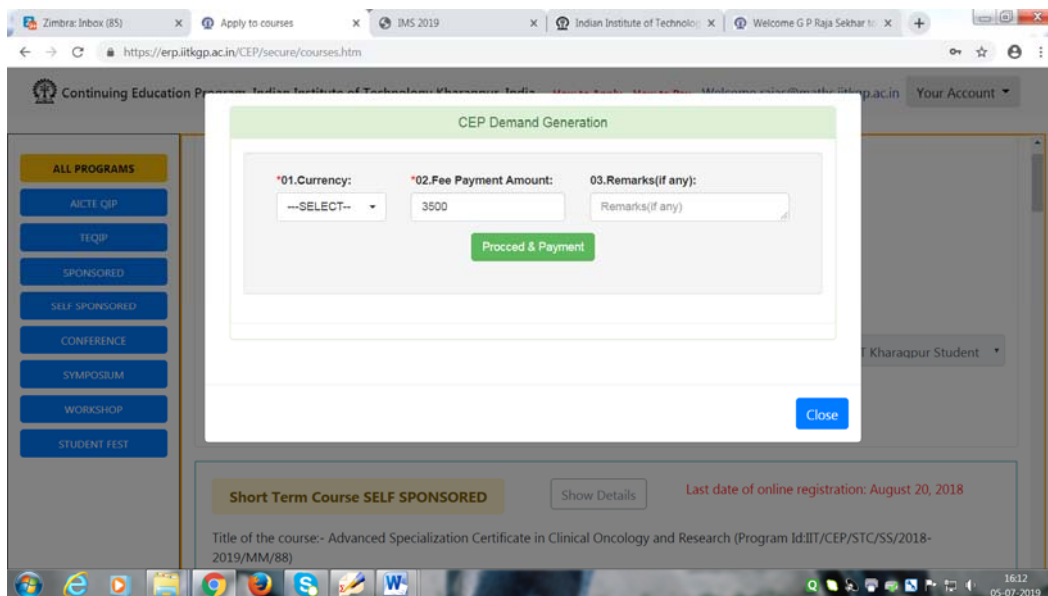
With Regards,

Program Organiser, IIT Kharagpur, West Bengal, India

Now you are eligible to pay the fee. When you login now, your status would be updated as

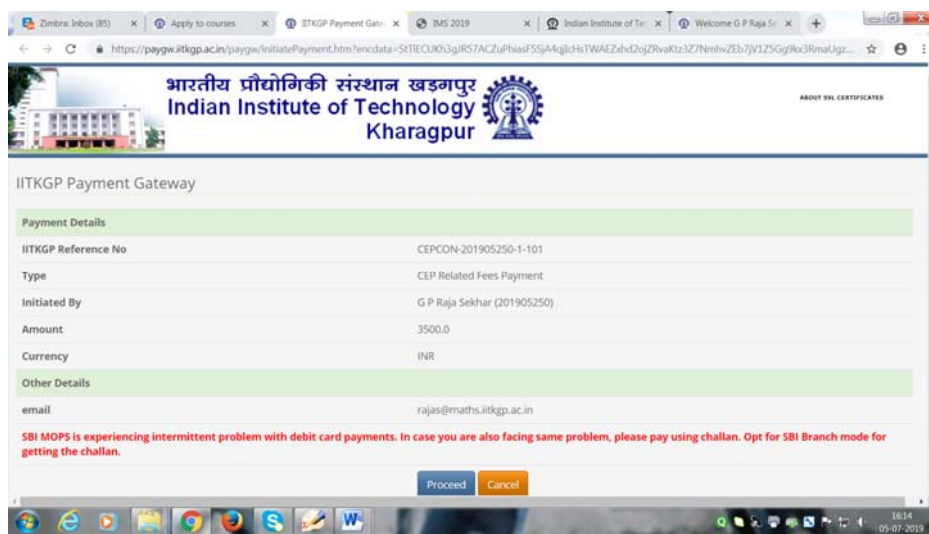
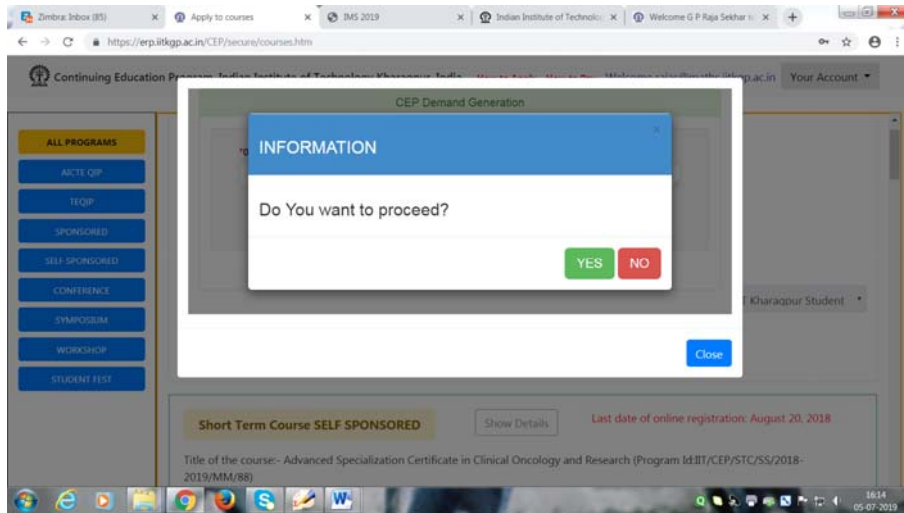


Please click PAY COURSE FEE and you will be shown

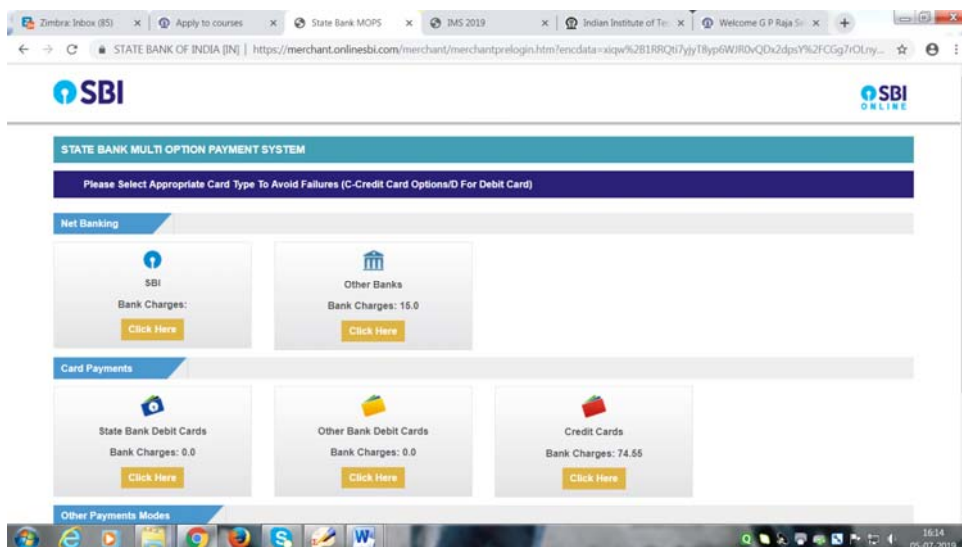


Make choice of your currency as applicable and then click Proceed & Payment





Following the instructions and proceeding, you would be prompted to the payment portal and make your choice of payment method and complete the online payment.



Finally, on successful payment, you would receive a mail of confirmation.