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## OPERATION GUIDE FOR INVITATION LETTER REPORT

**Before export your invitation letter from your online submission system, the following two conditions should be met:**

1. Your registration payment status should be set to "Paid (confirmed)".
2. You have received the confirmation letter of your final paper accepted from the conference email [geoshanghai@tongji.edu.cn](mailto:geoshanghai@tongji.edu.cn).

**The detailed steps for paper deposit payment are listed as follows:**

1. Login to the website: <http://www.geo-shanghai.org/UserCentral/Index/Login>

The screenshot shows the login page for the GeoShanghai International Conference 2024. The page has a dark blue header with the conference name. Below the header, there are navigation links and conference details. On the left, there are 'Important Dates' and 'Secretariat' information. On the right, there is a 'Login to your account' section with input fields for email and password, a 'Login' button, and links for 'Forgot your password?' and 'Create an account'. At the bottom right, there is a note about browser requirements and icons for Google Chrome, Apple Safari, and Mozilla Firefox.

GeoShanghai International Conference 2024

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**Conference Dates:** 26-29 May, 2024

**Conference Venue:** WH Ming Hotel Shanghai

**Important Dates:**

- Abstract due: August 31 2023
- Full paper due: November 15 2023
- Acceptance of full paper: December 15 2023
- Final full paper due: January 15 2024
- Paper Reviews: January 15, 2024
- Paper Revisions: February 5, 2024
- Final Decisions: February 15, 2024

**Secretariat:**

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Login to your account

Login ↻

Forgot your password ?  
no worries, click [here](#) to find your password.

Don't have an account yet ? [Create an account](#)

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This system requires use of a web browser that supports JavaScript and HTML. In order to achieve the best experience. Links are provided below to download the most recent versions of Google Chrome, Apple Safari and Mozilla Firefox.


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
2. Click “Invitation Letter Report”, you can see the list of paper deposit payment. Please fill in your personal information before you generate the invitation letter. Then click the "Generate Report" button to generate an invitation letter.

## Invitation Letter Report

Home > Invitation Letter Report

Invitation Letter Report

First Name(*):	<input type="text" value="Administrator"/>
Middle Name:	<input type="text"/>
Last Name(*):	<input type="text" value="Master"/>
Title(*):	<input type="text" value="Mr."/>
Passport No.:	<input type="text"/>
Date of Birthday:	<input type="text"/> 
Institution(*):	<input type="text"/>
Address(*):	<input type="text" value="204 room of No. 180, Yangpu District, Shanghai"/>
Paper Title(*):	<input type="text"/>

Generate Report 

3. Then you can download the invitation letter

