The 11ᵗʰ Beijing Xiangshan Forum
Registration Users' Guide

July 2024

Contents

⬇ Login：

Registration Portal : https://bxf2024reg.bravolinkstech.com/en/login

(Google Chrome or 360 browser is recommended to access this system,

and 360 browser should be used in Extreme Mode.)

⬇ Contact

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✦ **Guidelines for Official Delegations**

Attention

➢ Creating the login account: Please remember the email address and password (email address must be valid, so as to retrieve the password if forgotten). This email address and password will be used for follow-up login to submit the delegation information. One official delegation should register under one account and there is no need to create multiple accounts for every individual delegate.

➢ A user's registration process will be automatically stopped after 30 minutes of inactivity and information entered will be lost upon timeout. Registration is complete after a user clicks the "Submit" button and passes the validation (Figure 6). Upon successful registration, users will be redirected to the "Delegation Information" page (Figure 7) where detailed information or updates could be added later.

Step 1: Access the registration portal

Go to https://bxf2024reg.bravolinkstech.com/en/login   (Figure1)
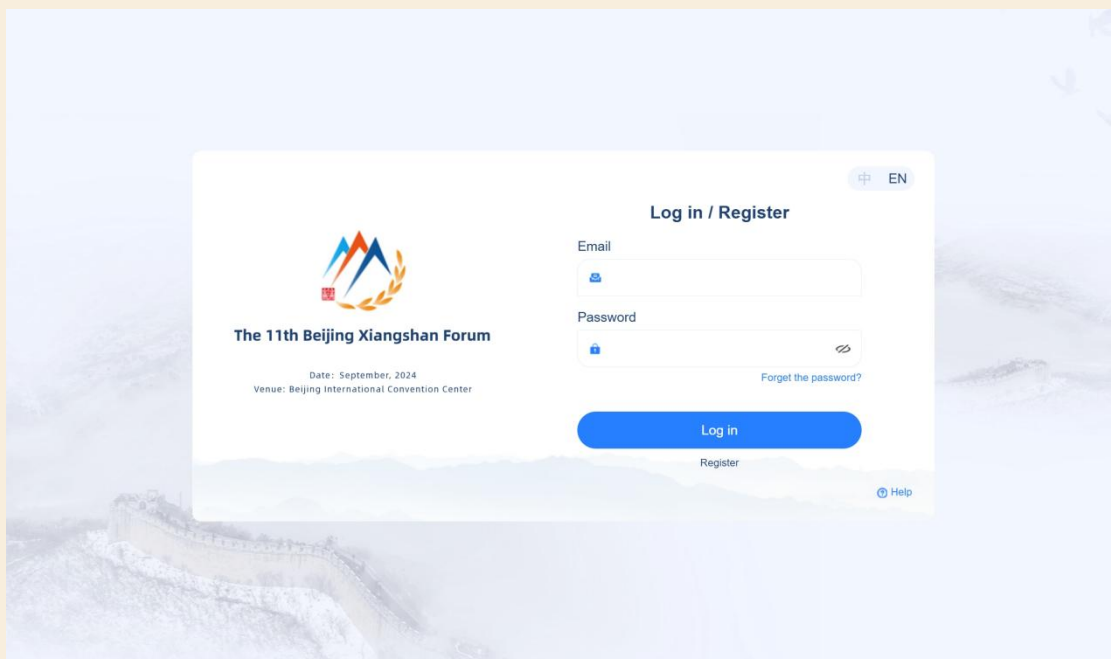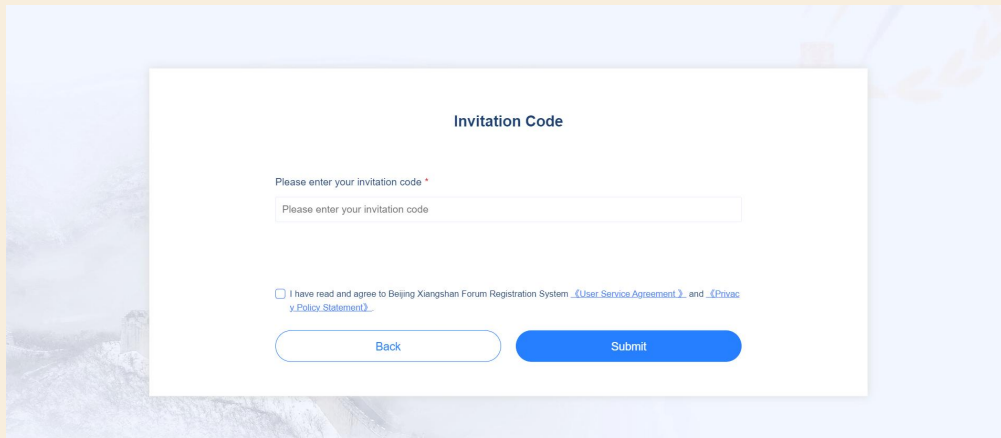

Registration Portal homepage (Figure 1)
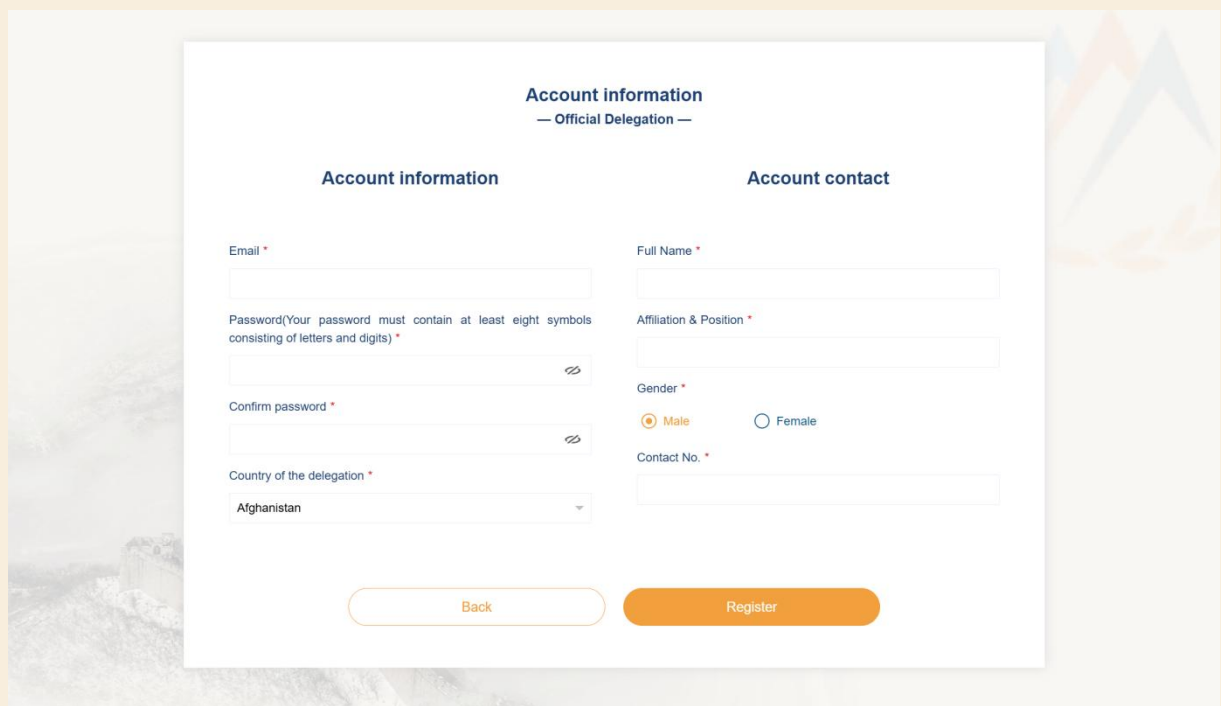
Step 2: Create an account

Click the "Register" button and fill in the invitation code (Figure 2) (invitation code will be provided by the Forum Secretariat via Chinese defenses attache offices or representatives). Click the "Submit" button.

invitation code verification page (Figure 2)

➢ Fill in the information (Password should consist of at least 8 characters, including both letters and numbers). Click the "Register" button (Figure 3). Clicking this button will redirect the user to the "Account information" page. (Figure 3)
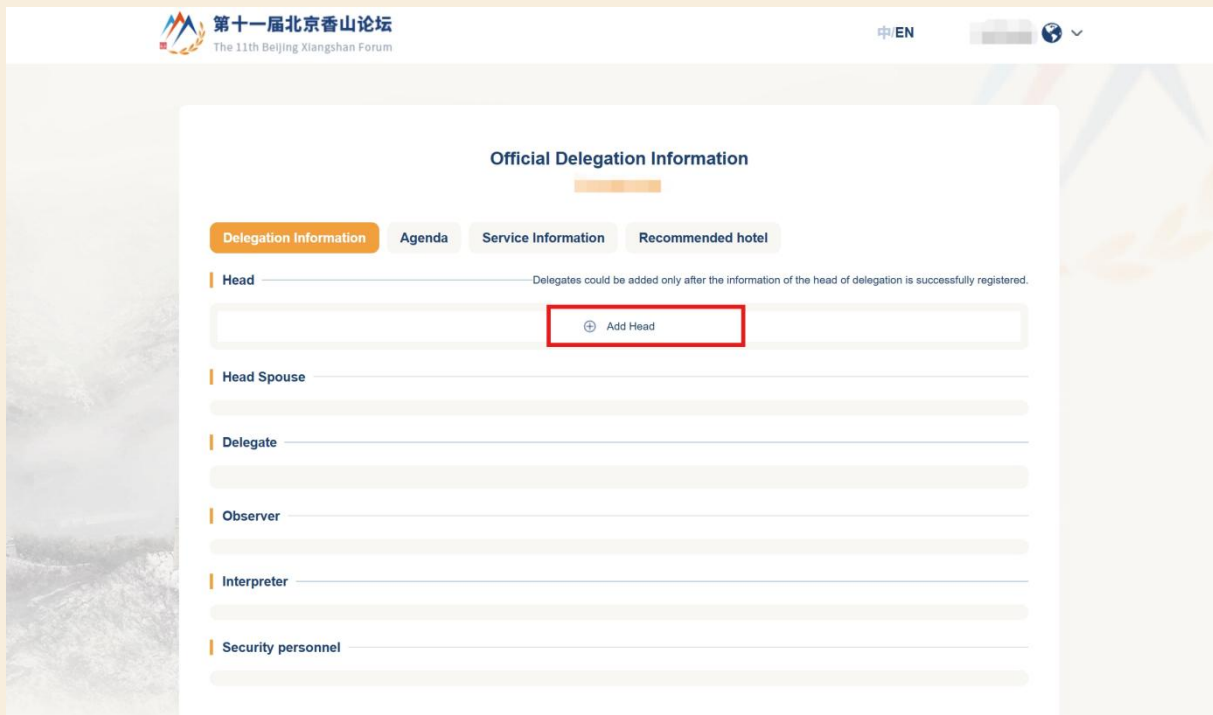

Delegation registration page (Figure 3)

Step 3: Fill in the delegation information

➢ Click the "Add Head" / "Add Head Spouse" / "Add Delegate" / "Add Observer"/ "Add Interpreter" / "Add Security personnel" button to enter the delegation information (Figure 4).

*Delegates could be added only after the information of the head of delegation is successfully registered.

Official Delegation information page (Figure 4)

Step 4: Fill in the registration information

➢ Users must enter all the required information (marked by an asterisk [*]). The user will not be able to proceed to the next screen until all required fields have been completed without errors.

➢ The photos and names will be used for the preparation of the ID badges. Please fill in the accurate information.

➢ Photo requirements for your recent front color photo, bareheaded and full - faced, head accounted for more than half of the photo area, photo size 390 pixels (width) × 567 pixels (height), resolution of 300 pixels / inch, the file between 100KB-3MB, Jpg, Jpeg, Png format.

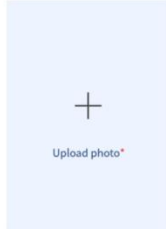## Mandatory Data

Essential Information

Upload photo*

+

Photo requirements:
1. Size: 100 KB to 3MB
2. Format: Jpg，Jpeg，Png
3. Photo resolution of 300 pixels per inch, 390 pixels wide, 567 pixels high
4. Recent color photo, Full-face without hat, white background, the head accounting for more than half of the photo area.

Full Name*

ⓘ Please enter your full name as it appears on your passport, with your surname in uppercase letters (eg. John MAX, or LAN Min)*

Gender*

○ Male   ○ Female

Date of birth*

Affiliation & Position*

ⓘ Please state your affiliation and position (eg. Assistant Researcher at the Secretariat Office of Beijing Xiangshan Forum)

Title*

choose ▾

Services & Military Rank

Dietary Preference*

◉ No dietary restrictions   ○ Vegetarianism   ○ Halal Diet

○
Other（Please specify if you have any dietary restrictions: eg. Allergic to peanut or gluten)

ID.*

◉ Head

Type of ID.*

choose ▾

ID. No.*

Validity*

Whether accompanied by the spouse*

○ Yes   ◉ No

Language*

With interpreter or not*

ⓘ During the conference, simultaneous interpretation in Chinese, English, French, Russian and Spanish will be provided at the plenary session, and simultaneous interpretation in Chinese, English and Russian at the simultaneous special sessions.
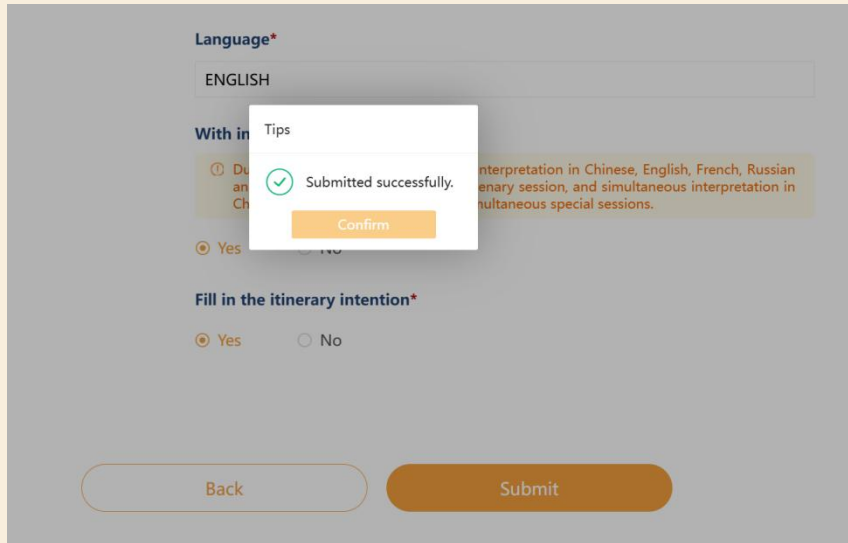
○ Yes   ○ No

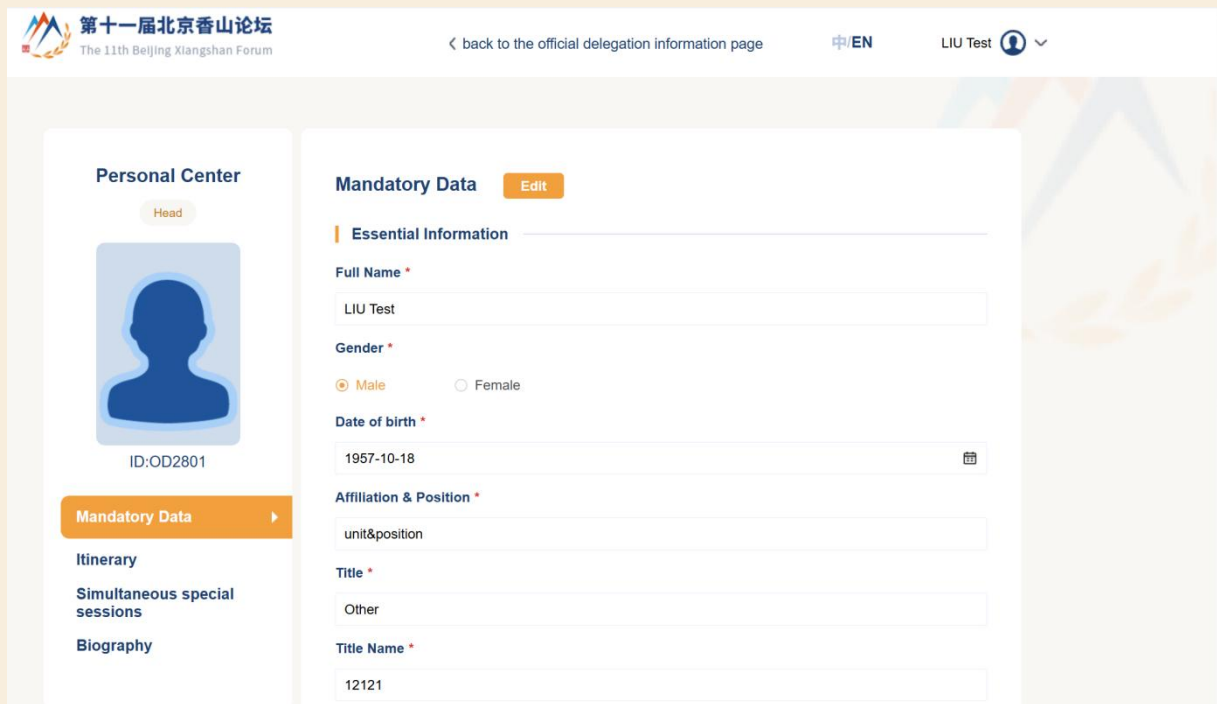**Fill in the itinerary intention***

◉ Yes   ○ No

Back   Submit
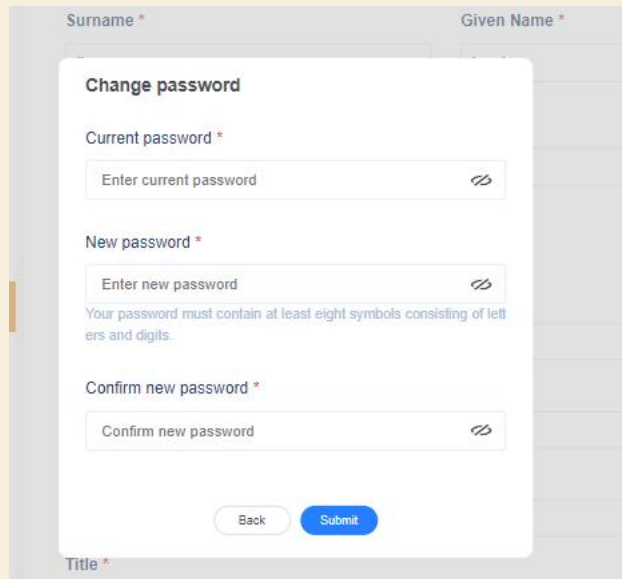
Essential information page (Figure 5)

Successful Information Submission Page (Figure 6)

Personal Information Page (Figure 7)

- Users can edit the data by clicking the "edit" button. "Itinerary", "Biography", "Simultaneous special sessions".
- After completion, by clicking the "back to the official delegation information page" button, users will be redirected to the Official Delegation information page (Figure 4) where they can enter the information of other members in the delegation.
- If users hover over the account name, the "Change Password" button will appear. Clicking this button will redirect users to the "Change Password" page (Figure 8) where users can
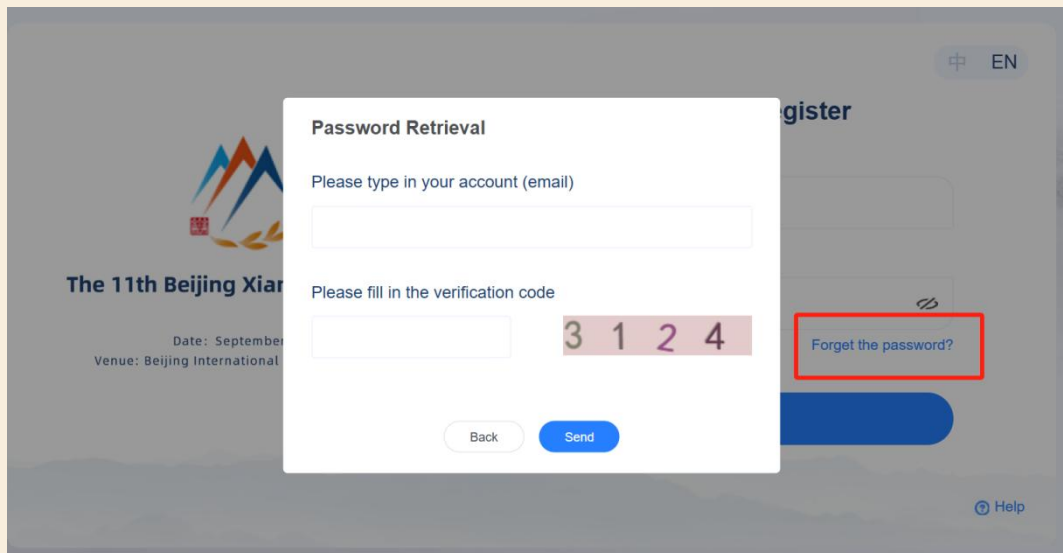
change their login password.

Change the login password page (Figure 8)

Forget Password

If the password is forgotten, users can reset their password by clicking the 'Forgot Password?' button on the registration portal homepage (Figure 9). A password reset verification email will be sent to the email address submitted when registering the account. After successful verification, the password can be reset.


"Forgot Password" page (Figure 9)

🏔 Guidelines for Academic Delegates

Attention

➢ The account for logging into the system: please remember the email and password used when registering for the account (the email must be real and effective, so that you can retrieve the password with this email when you forget it). You can log into the system with this email and password to submit participant information.

➢ Please be aware, if registration information to fill in the page stays for more than half an hour without saving, the login status will be invalidated, and the information that is not saved in time will be lost.

Step 1: Access to the registration system

Visit:　https://bxf2024reg.bravolinkstech.com/en/login　(Figure1)
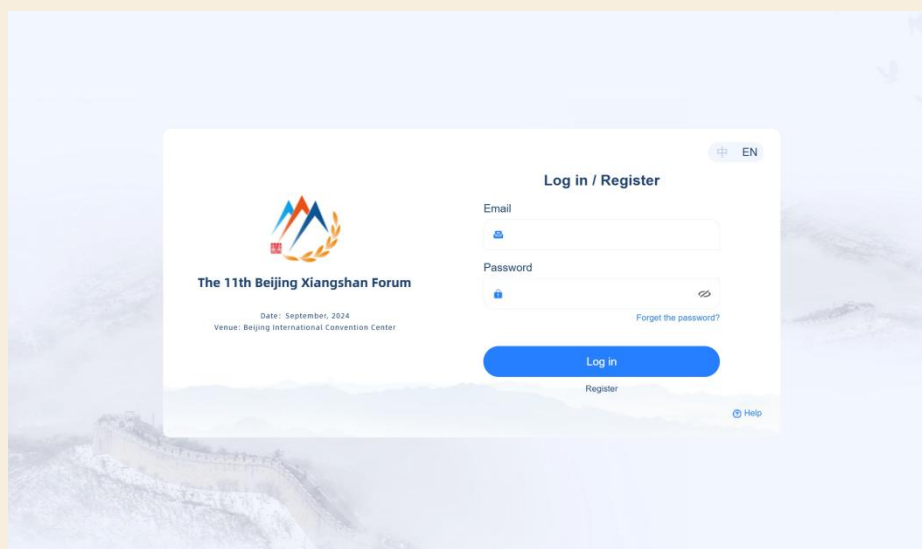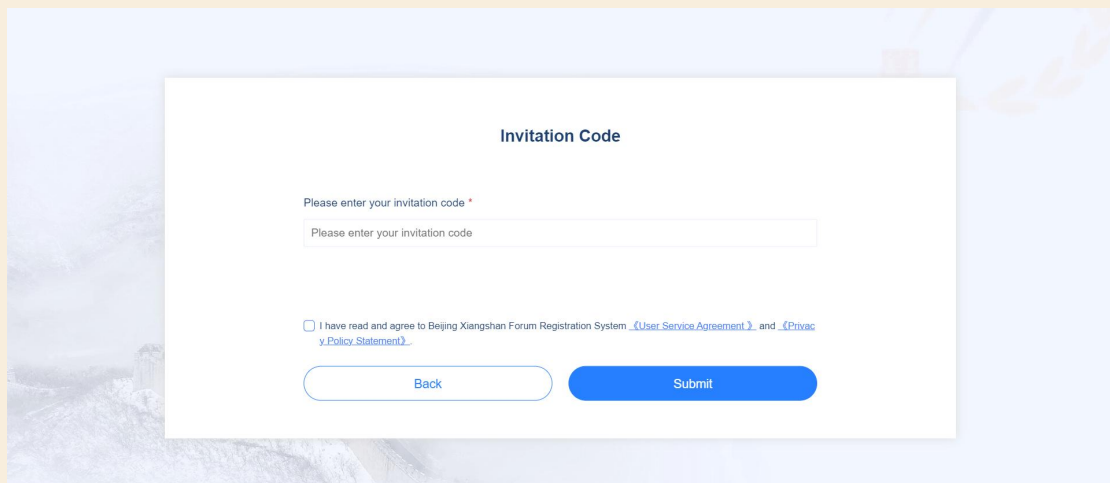
Registration Portal homepage (Figure 1)

Step 2: Create an account
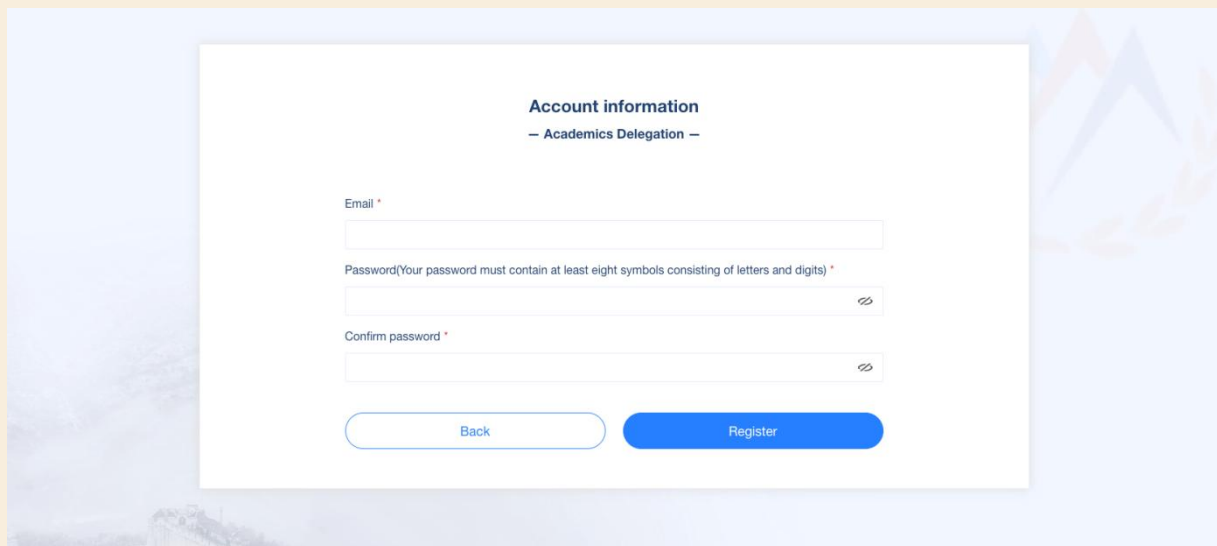
Click the "Register" button and Fill in the invitation code (Figure 2)　（invitation code is

provided by the Forum）. Click the "Submit" button.

Invitation Code Verification page (Figure 2)

➢ Enter the Account Information page followed by (Figure 3). Fill in the required information (password at least eight, a combination of letters and digits), click on the bottom of the "Register" button to complete the account registration. After completing the account registration, the system automatically enters the Personal Center page (Figure 4).


Account Registration (Figure 3)

Participant information page (Figure 4)
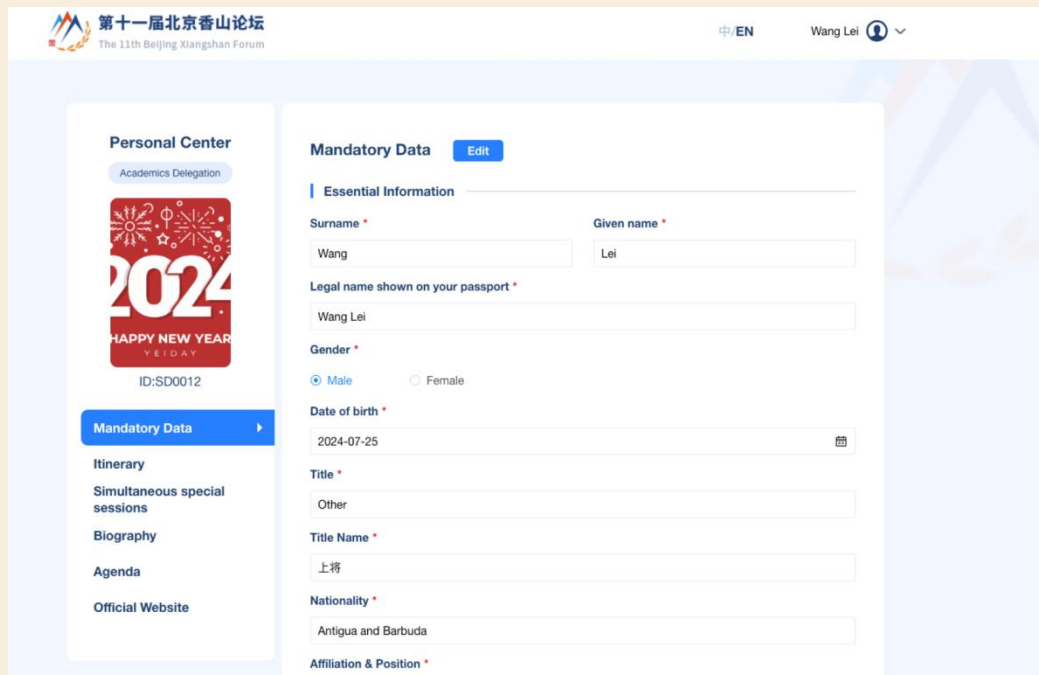
Step 3: Fill in the personal information

➢ Items marked with "*" are required and cannot be submitted if not filled in.

➢ The participant's photo and name will be used for printing your conference ID, so please fill in the accurate information.

➢ Photo requirements for your recent front color photo, bareheaded and full - faced, head accounted for more than half of the photo area, photo size 390 pixels (width) × 567 pixels (height), resolution of 300 pixels / inch, the file between 100KB-3MB, Jpg, Jpeg, Png format.

➢ After all information is filled in, click the "Submit" button at the bottom of the page to submit the registration information (Figure 5). After successful registration, you will enter the page of personal information maintenance to check whether the information is

incorrect (Figure 6). If the information is incorrect, click on the edit button to modify the information.

➢ Below the photo, you can provide the travel itinerary preferences, which contains your intentions for arriving and departing time from Beijing, and indicate your interest in the forum section. You can tailor this part based on your personal needs (Figure 6). The Beijing Xiangshan Forum Secretariat will check the detailed information.
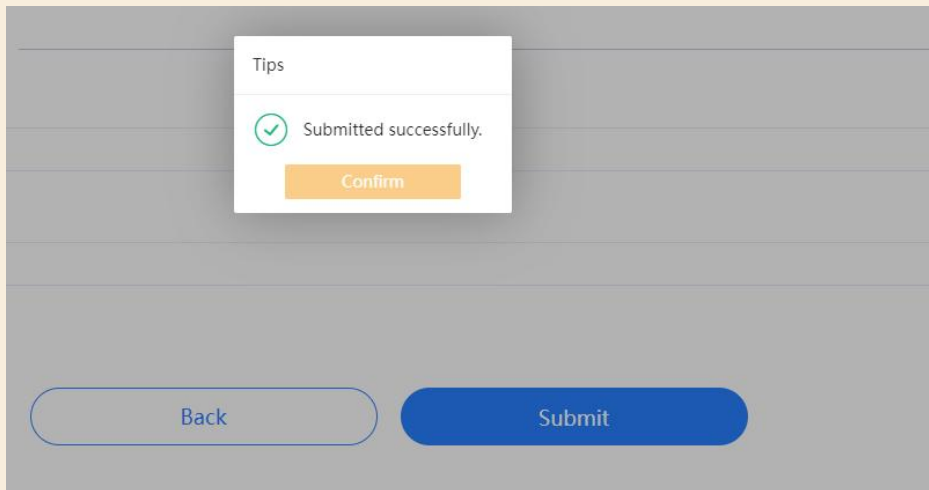
Information Submission Success Page(Figure 5)

Personal Information Maintenance Page(Figure 6)

➢ On the account name position, there is a "Change Password" button. Open the change password page, you can change the login password (Figure 7).

Change the login password in the page (Figure 7)

Forget Password

If you forget the password for logging into the system, you can retrieve it through the "Forgot Password" function on the login/registration page (Figure 8).
The system will send a password reset verification e-mail to your registered email address, which was provided during account registration, and the password can be reset after successful verification.

Forgot Password page (Figure 8)

⬥ Guidelines for Media

Attention

➢   Creating the login account: Please remember the email address and password (email address must be valid, so as to retrieve the password if forgotten). This email address and password will be used for follow-up login to submit the delegation information. One official delegation should register under one account and there is no need to create multiple accounts for every individual delegate.

➢   A user's registration process will be automatically stopped after 30 minutes of inactivity and information entered will be lost upon timeout. Registration is complete after a user clicks the "Submit" button and passes the validation (Figure 6). Upon successful registration, users will be redirected to the "Media Information" page (Figure 7) where detailed information or updates could be added later.

Step 1: Access the registration portal

Go to https://bxf2024reg.bravolinkstech.com/en/login   (Figure1)

Registration Portal homepage (Figure 1)

Step 2: Create an account

Click the "Register" button and fill in the invitation code (Figure 2) (invitation code will be provided with invitation letter to the Media members by the Forum). Click the "Submit" button.
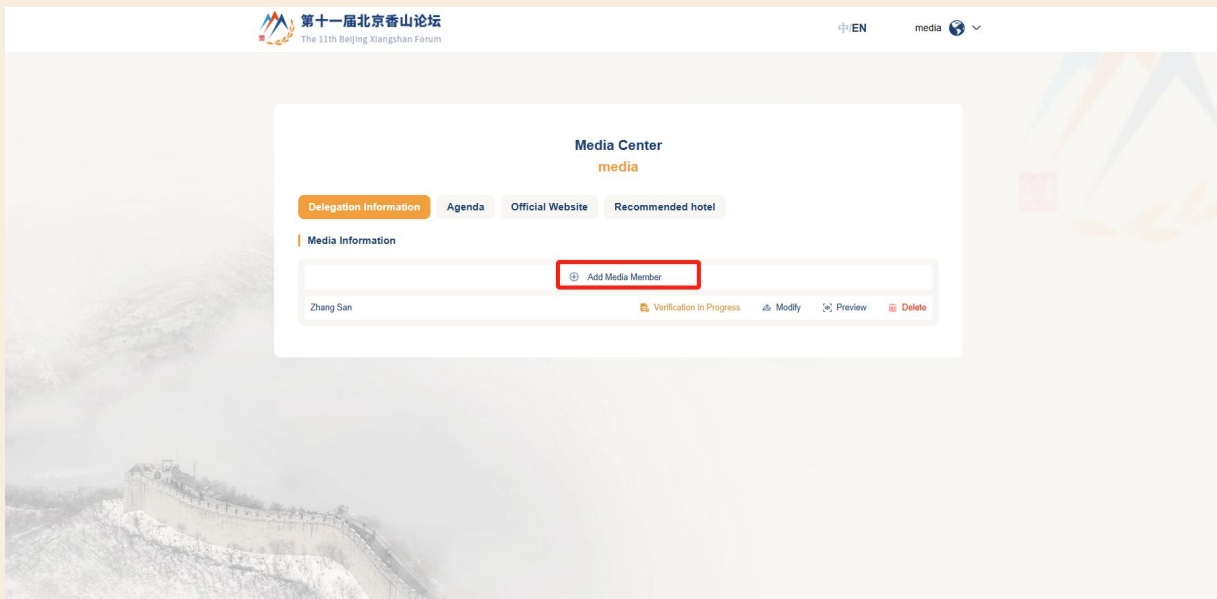

invitation code verification page (Figure 2)

➤ Fill in the information (Password should consist of at least 8 characters, including both letters and numbers). Click the "Register" button (Figure 3). Clicking this button will redirect the user to the "Media member's information" page. (Figure 3)

Media Account's registration page (Figure 3)

Step 3: Fill in the delegation information

Click the "Add Media Member" button to enter the Media member's information (Figure 4).

Media member's information page (Figure 4)

Step 4: Fill in the registration information

➢ Users must enter all the required information (marked by an asterisk [*]). The user will not be able to proceed to the next screen until all required fields have been completed without errors.

➢ The photos and names will be used for the preparation of the ID badges. Please fill in the accurate information.

➢ Photo requirements for your recent front color photo, bareheaded and full - faced, head accounted for more than half of the photo area, photo size 390 pixels (width) × 567 pixels (height), resolution of 300 pixels / inch, the file between 100KB-3MB, Jpg, Jpeg, Png format.

Essential information page (Figure 5)

Successful Information Submission Page (Figure 6)
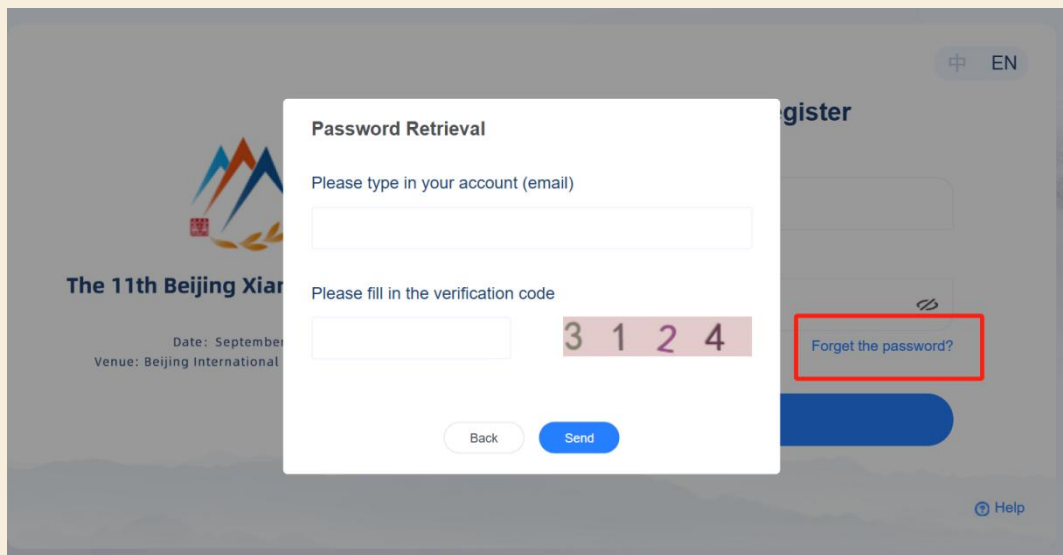
Personal Information Page (Figure 7)

➢ Users can edit the data by clicking the "edit" button. "Simultaneous special sessions", "Biography".

➢ After completion, by clicking the "back to the Media Center" button, users will be redirected to the Media information page (Figure 4) where they can enter the information of other members in the delegation.

➢ If users hover over the account name, the "Change Password" button will appear. Clicking this button will redirect users to the "Change Password" page (Figure 8) where users can change their login password.

Change the login password page (Figure 8)

Forget Password

If the password is forgotten, users can reset their password by clicking the 'Forgot Password?' button on the registration portal homepage (Figure 9). A password reset verification email will be sent to the email address submitted when registering the account. After successful verification, the password can be reset.

"Forgot Password" page (Figure 9)