

## **Instructions for payment of NTREM registration fee**

The registration fee is 50 EUR for Junior and 100 EUR for senior authors and participants if paid before January 31<sup>st</sup>. After this date it will be 200 EUR irrespective of the seniority.

The reason is to minimize the number of registered abstracts not followed by full text (paper registration) and also to minimize number of registered participants that not arriving to the event (participant registration).

### **Important:**

**Everyone participating in NTREM is expected to pay only once – either as main author of a paper or as a participant.**

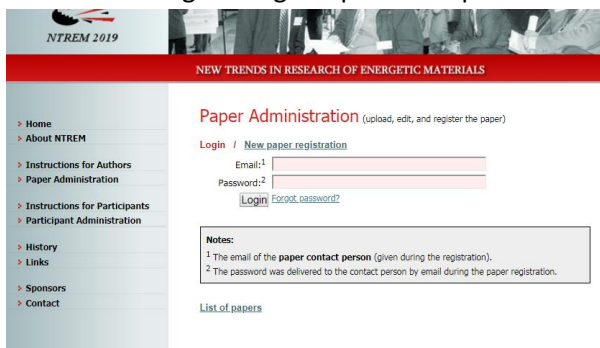
Examples:

- You are a main author of paper and will arrive to Pardubice – pay the paper registration do not pay again as participant
- You are a co-author and will arrive to Pardubice – pay as participant
- You are main author but will not come to Pardubice, however your co-author will – pay for the paper and let us know by-email (we will use the paper fee for the co-author)
- You are author of a paper and none will come to Pardubice – pay for the paper
- You are co-author of more than one paper and will arrive to Pardubice – pay only once as participant
- You are co-author and will not come to Pardubice – do not pay anything
- You are a sponsor – do not pay anything

Authors are expected to submit the full text and have the fee paid before January 31<sup>st</sup> to ensure the paper inclusion in the program.

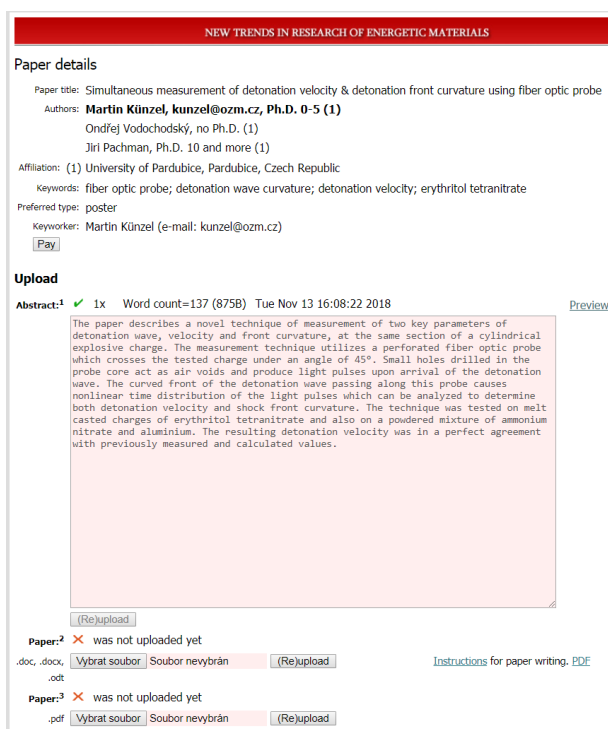
## Payment for the paper – done by main author, preferably the one presenting the work in Pardubice

1. Go to paper administration and login using the password provided during registration



The screenshot shows the 'Paper Administration' page for NTREM 2019. The page has a red header with the text 'NEW TRENDS IN RESEARCH OF ENERGETIC MATERIALS'. On the left is a navigation menu with links like Home, About NTREM, Instructions for Authors, Paper Administration, Instructions for Participants, Participant Administration, History, Links, Sponsors, and Contact. The main content area is titled 'Paper Administration (upload, edit, and register the paper)'. It includes a 'Login / New paper registration' section with input fields for 'Email:1' and 'Password:2', and a 'Login' button. Below the login fields is a 'Notes' box with two points: '1 The email of the paper contact person (given during the registration). 2 The password was delivered to the contact person by email during the paper registration.' At the bottom of the main content area is a link for 'List of papers'.

2. You will see a pay button (visible only after acceptance of your abstract)

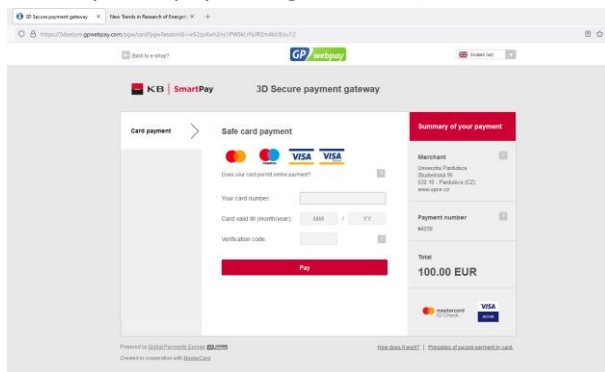


The screenshot shows the 'Paper details' page for NTREM 2019. The page has a red header with the text 'NEW TRENDS IN RESEARCH OF ENERGETIC MATERIALS'. The main content area is titled 'Paper details' and contains the following information: 'Paper title: Simultaneous measurement of detonation velocity & detonation front curvature using fiber optic probe', 'Authors: Martin Künzel, kunzel@ozm.cz, Ph.D. 0-5 (1)', 'Ondřej Vodochodský, no Ph.D. (1)', 'Jiri Pachman, Ph.D. 10 and more (1)', 'Affiliation: (1) University of Pardubice, Pardubice, Czech Republic', 'Keywords: fiber optic probe; detonation wave curvature; detonation velocity; erythritol tetranitrate', 'Preferred type: poster', and 'Keyworker: Martin Künzel (e-mail: kunzel@ozm.cz)'. There is a 'Pay' button. Below this is the 'Upload' section, which shows 'Abstract:1' with a green checkmark, '1x', 'Word count=137 (875B)', and 'Tue Nov 13 16:08:22 2018'. There is a 'Preview' link. The abstract text is displayed in a large text area. Below the abstract text is a '(Re)upload' button. At the bottom, there are two 'Paper:' entries, each with a red 'X' and the text 'was not uploaded yet'. Each entry has a 'Wybrat soubor' button, a 'Soubor nevybrán' button, and a '(Re)upload' button. There is also a link for 'Instructions for paper writing. PDF'.

3. Pressing this button takes you to University Marketplace, where we have prepared registration as an item. Based on the seniority you should be automatically linked and see the price being paid (junior 50 EUR, senior 100 EUR, after deadline 200 EUR).



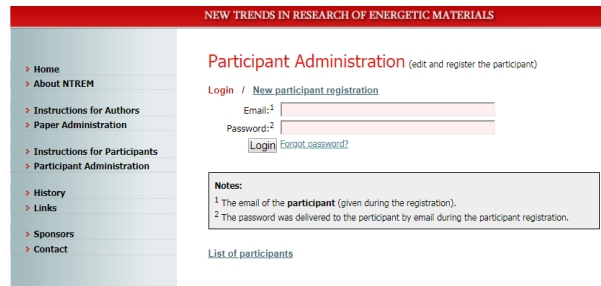
4. Pressing the pay button takes you to payment gate of KB (Komerčni banka):



5. Fill in the card details and press pay. Based on the policy of your bank you may have to do some further confirmation. If having troubles, check with your bank. The KB details are on the web: <https://www.kb.cz/en/>

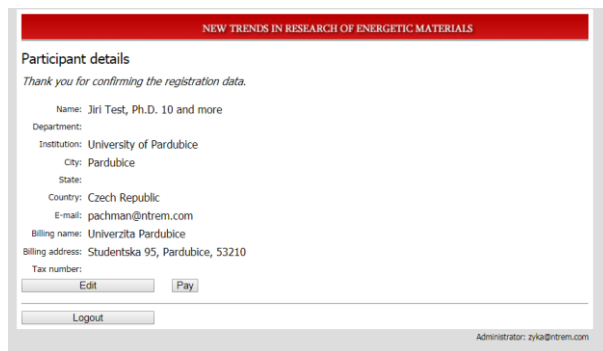
## Payment - participant intending to attend NTREM

1. Go to participant administration and login using the password provided during registration



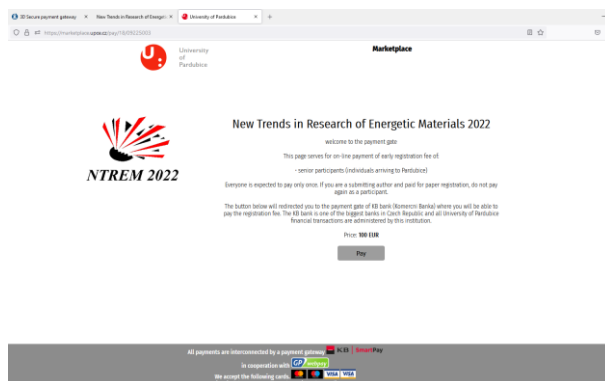
The screenshot shows the 'Participant Administration' page. At the top, there is a red header with the text 'NEW TRENDS IN RESEARCH OF ENERGETIC MATERIALS'. On the left, there is a navigation menu with options: Home, About NTREM, Instructions for Authors, Paper Administration, Instructions for Participants, Participant Administration, History, Links, Sponsors, and Contact. The main content area is titled 'Participant Administration (edit and register the participant)'. It includes a 'Login / New participant registration' link, an 'Email:1' input field, a 'Password:2' input field, and a 'Login' button with a 'Forgot password?' link. Below this is a 'Notes' section with two numbered notes: '1 The email of the participant (given during the registration).', '2 The password was delivered to the participant by email during the participant registration.' At the bottom, there is a 'List of participants' link.

2. You will see a pay button (this button is not visible for main authors as they are expected to pay for the paper)



The screenshot shows the 'Participant details' page. At the top, there is a red header with the text 'NEW TRENDS IN RESEARCH OF ENERGETIC MATERIALS'. The page title is 'Participant details' and it says 'Thank you for confirming the registration data.' The details listed are: Name: Jiri Test, Ph.D. 10 and more; Department: ; Institution: University of Pardubice; City: Pardubice; State: ; Country: Czech Republic; E-mail: pachman@ntrem.com; Billing name: Univerzita Pardubice; Billing address: Studentska 95, Pardubice, 53210; Tax number: . At the bottom, there are three buttons: 'Edit', 'Pay', and 'Logout'. The 'Pay' button is highlighted. At the bottom right, it says 'Administrator: zyka@ntrem.com'.

3. Pressing this button takes you to University Marketplace, where we have prepared registration as an item. Based on the seniority you should be automatically linked and see the price being paid (junior 50 EUR, senior 100 EUR, after deadline 200 EUR).



The screenshot shows the 'Marketplace' page for 'New Trends in Research of Energetic Materials 2022'. The page is titled 'Marketplace' and 'New Trends in Research of Energetic Materials 2022'. It says 'welcome to the payment gate' and 'This page serves for on-line payment of early registration fee of senior participants (individuals among to Pardubice)'. It also says 'Everyone is expected to pay only once. If you are a submitting author and paid for paper registration, do not pay again as a participant.' Below this, it says 'The button below will redirect you to the payment gate of KB bank (Komerční banka) where you will be able to pay the registration fee. The KB bank is one of the biggest banks in Czech Republic and all University of Pardubice financial transactions are administered by this institution.' At the bottom, it says 'Price: 100 EUR' and there is a 'Pay' button. At the bottom of the page, there is a footer with logos for 'All payments are interconnected by a payment gateway: PISA | Stripe | PayPal' and 'in cooperation with: CP | PISA | Stripe | PayPal'.

- Pressing the pay button takes you to payment gate of KB (Komerčni banka):

The screenshot shows a web browser window displaying the KB SmartPay 3D Secure payment gateway. The page is titled "Safe card payment" and features a "Pay" button. The interface includes a "Summary of your payment" section on the right, which displays the merchant name "Inovativna Parkoviště", the payment amount "100.00 EUR", and the payment number "44291". The main form area contains fields for "Your card number", "Card valid to (month/year)", and "Verification code". The page also displays logos for Mastercard, Visa, and Visa Electron.

- Fill in the card details and press pay. Based on the policy of your bank you may have to do some further confirmation. If having troubles, check with your bank. The KB details are on the web: <https://www.kb.cz/en/>