



**Savitribai Phule Pune University**

सावित्रीबाई फुले पुणे विद्यापीठ

**Conference Portal**

**User Manual**

**Information Technology Cell,**

Savitribai Phule Pune University, Pune 411 007

- Enter following URL to your browser: <https://events.unipune.ac.in/Apps/Applicant/Registration.aspx>
- Fill following details for Registration
  - **Title/Salutation:** Select salutation like Dr., Prof., Mr., Ms., and Miss.
  - **First Name:** First name of the participant. Only Alphabets and space are allowed.
  - **Last Name:** Last name of the participant. Only Alphabets and space are allowed.
  - **Gender:** Select gender Male, Female or Transgender.
  - **Date of Birth:** Birth date of participant should be in DD/MM/YYYY Format.
  - **Mobile Number:** Enter 10 digit mobile number which is used to communicate further.
  - **University / Institute / Company /Organization Name:** Participant should enter name of the organization / institute / company / organization where he is working or studying.
  - **Designation:** Participant should enter designation on which he is working.
  - **Address for correspondence:** Participant should enter current address.
  - **Country:** Select country form given list.
  - **State:** If you are Indian you have to select state.
  - **Residence Type:** Select residence type as Indian residents / non-Indian residents.
  - **Category:** select category as Undergraduate, Post graduate, Ph. D, Post Doc, Early Career Researcher, Faculty, Scientist, Research Scholar and Research Student.
  - **Email:** Participant should enter valid email id which used as communication medium. Email id is your username. You will get all the updates on this email id.
  - **Password:** Participant should create strong password for account. Password should be within 8 to 10 characters. ! @ # \$ % Special characters are allowed.
  - **Confirm Password:** Participant should enter confirm password which similar to Password for the confirmation.
  - **CAPTCHA:** CAPTCHA is used to secure registration of user. It is verified that you are Human being doing registration. Enter CAPTCHA code as shown on image.

After filling all the details correctly, click on submit. You will be registered for on SPPU Conference portal.

Registration for conference

\* Title/Salutation  
Dr.

\* First Name

\* Last Name

\* Gender  
 Male  Female  Transgender

\* Date of Birth  
DD/MM/YYYY

\* Mobile Number

\* University / Institute / Company / Organization Name

\* Designation

\* Address for correspondence

\* Country  
--Select--

\* Residence Type  
--Select--

\* Category  
--Select--

\* Email

\* Password  
Note: Password must be within 8 to 30 characters.

\* Confirm Password

\* Enter CAPTCHA Code  
934A95

Submit Reset

Screen shot – 1 Registration

- Enter following URL to your browser: <https://events.unipune.ac.in/Apps/Applicant/Login.aspx>
- Enter valid credentials (Username, Password) and Click on **Login** to Login in SPPU Conference Portal

Login

\* Login as  
Participant

\* Username (Email ID)

\* Password

Login

Don't remember password? [Forgot Password](#)

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

On Going Conference/Workshop Registrations

Pune Public Health Conference, 13th and 10th March 2019, Interdisciplinary School of Health Sciences

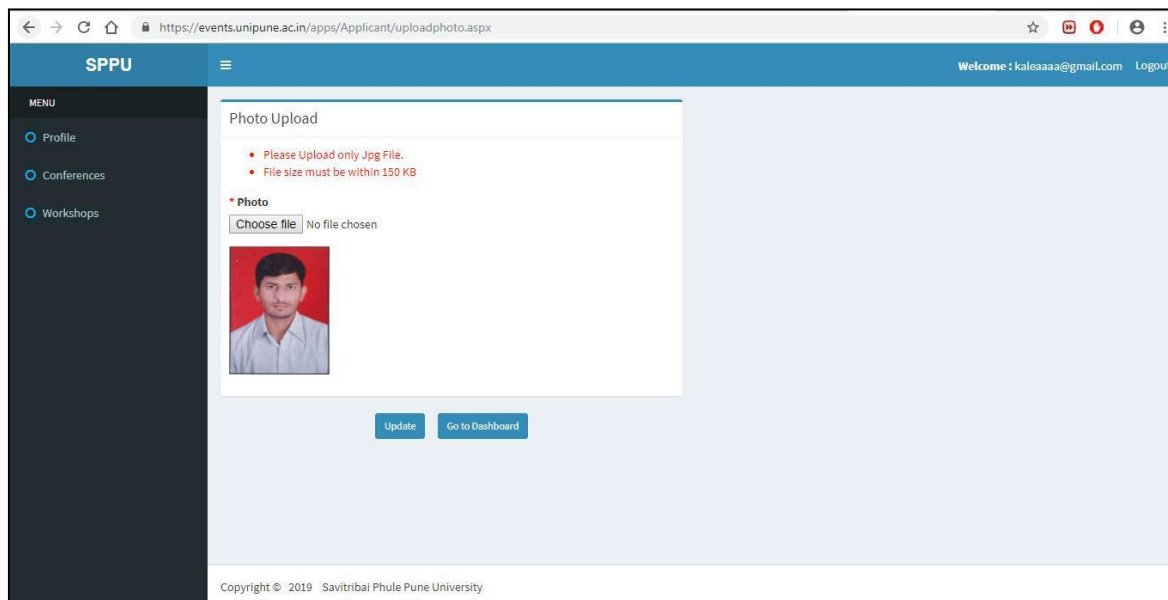
National level faculty development workshop on "Teaching and Learning Biology: Problem Solving Approach", 19-23 March 2019, Department of Microbiology

Analytical Techniques for AYUSH researchers, 26th - 28th March 2019, Interdisciplinary School of Health Sciences

Copyright © 2019 Savitribai Phule Pune University

Screen shot – 2 Login

- If you are logging in for first time, in SPPU Conference portal then you have to upload your photo (Screen shot – 3). Photo size should be within 150KB. File type should be JPG/JPEG.



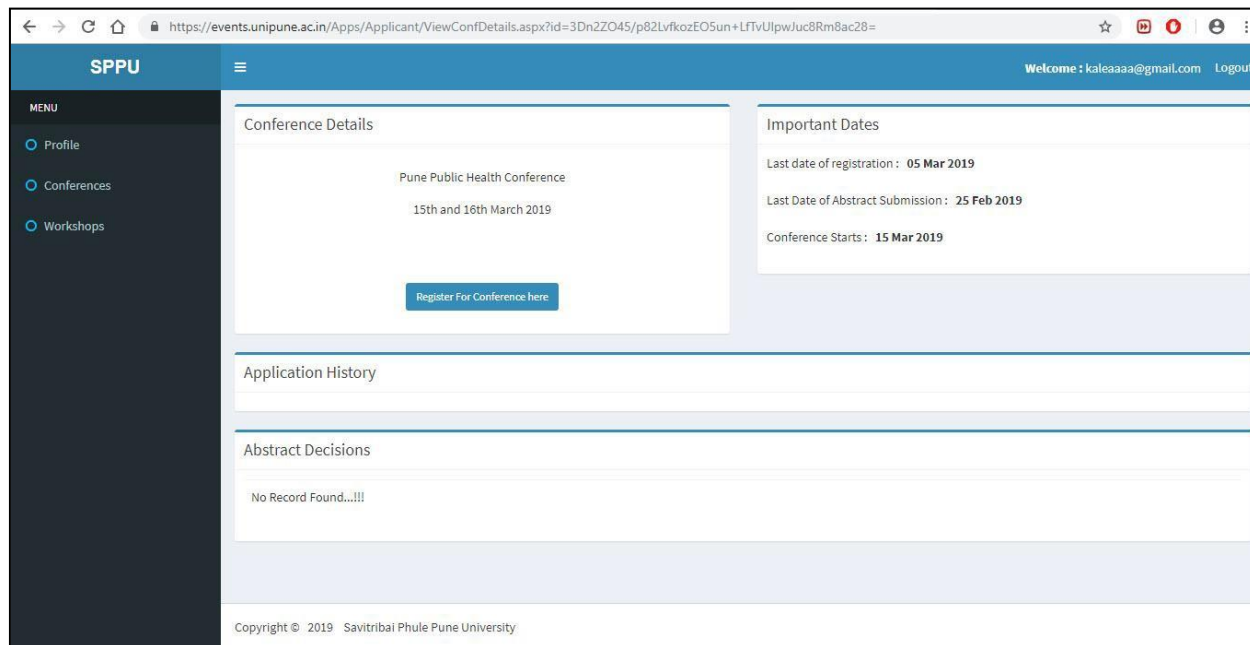
Screen shot – 3 Upload Photo

- After uploading photo you will be redirected to **Dashboard** (Screen shot – 4).
  1. **Conferences:** If you want to register for conference, click on Conferences in Main Menu you will get list of conferences those registrations are ongoing. Click on conference
  2. **Workshops:** If you want to register for workshop, click on workshops in Main Menu you will get list of workshops those registrations are ongoing.



Screen shot – 4 Dashboard

- Please click on conference or workshop which you want to register. You will get conference / workshop details like conference short description, important dates, application history, abstract decisions, etc. on next page. (Screen shot – 5). Click on **Register for Conference** button for conference registration.



Screen shot – 5 Conference Details

- After clicking on Register for conference, you will be redirected to Conference registration page. (Screen shot – 6)
- Here you have fill details as follows
  1. **Participate as:** Participant has to select participate as like Attendee, poster presenter, Abstract submission, etc. If participant is only attending conference then he/she has to select **Attendee**.
  2. **Delegate Type:** Participant has to select delegate type like Research Scholar / Student, Industry personnel, Teachers, Other Delegates, etc. Fees should be varied according to delegate type.
  3. **Whether Accommodation Required:** If host of the conference providing accommodation, you have to select whether accommodation required or not.
  4. **Accommodation Required for No. of Days:** If you select accommodation required then you have to enter no. of days for accommodation.
  5. **Whether Travel Assistance Required:** If host of the conference providing travel assistance, you have to select whether travel assistance required or not.
  6. **Accompanying Person/s:** If you are coming with accompanying persons you have to select accompanying person/s and mention how many Persons with you.
  7. **Whether Accommodation Required for Accompanying Person(s):** If you are with accompanying person/s, you have to fill no. of day's accommodation required for accompanying person/s.

8. **Select Preferred Dates for Accommodation:** If Host of the conference want to get the preferred dates of accommodation from the participants, then you have to select the preferred dates for accommodation.
  9. **Qualification:** If conference is based on qualification then participant has to select appropriate qualification.
- After filling all required information, click on **Submit**.
  - If you are attendee you will be redirected to payment details.
  - If you are author/paper presenter then you will be redirected to abstract submission page.

The screenshot shows a web browser window with the URL <https://events.unipune.ac.in/Apps/Applicant/RegConference.aspx?id=3Dn2ZO45/p82LvfkOzEO5un%20LftvUlpwJuc8Rm8ac28=>. The page is titled "SPPU" and has a navigation menu on the left with options for Profile, Conferences, and Workshops. The main content area is divided into two sections:

**YOUR DETAILS WITH US**

Name : Dr. Ashok Kale	Designation : Professor
BirthDate : 10/12/1990	Age : 28
Gender : Male	Mobile No. : 7709191343
Email ID : kaleaaaa@gmail.com	
State :	Country : India
Category : Undergraduate	AttendeeType : Indian Residents
Organization : University of Pune	
Address : Pune	

**CONFERENCE Details**

\* Participate as:

\* Delegate Type:

Copyright © 2019 Savitribai Phule Pune University

Screen shot – 6 Register for Conference

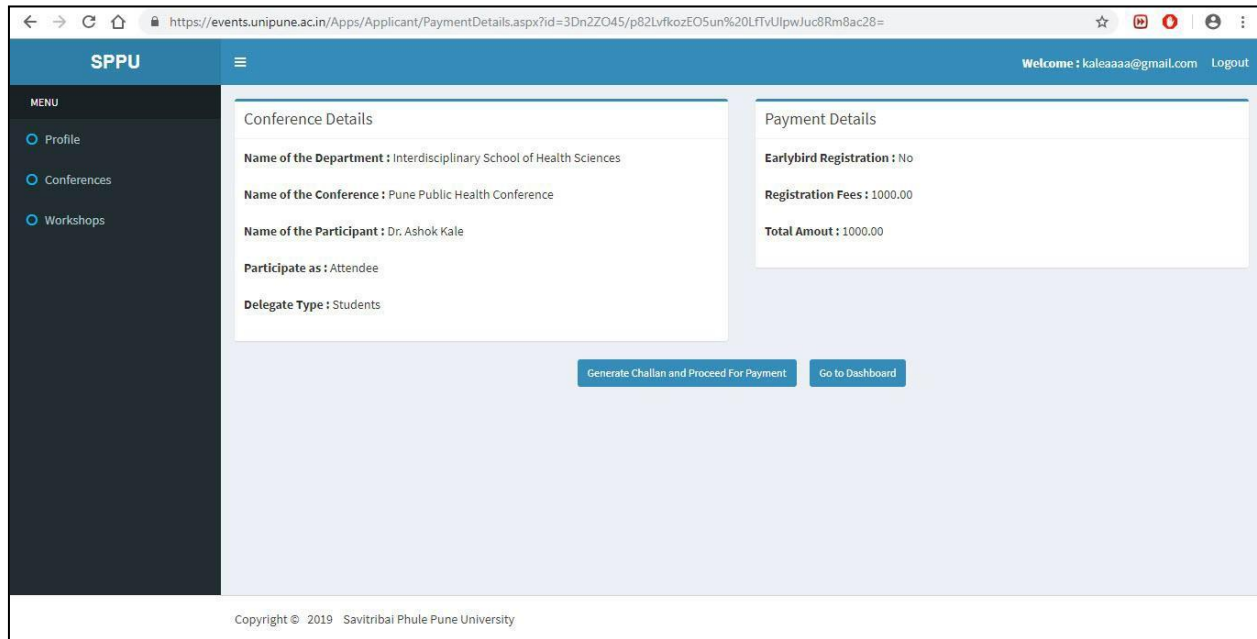
- **Abstract Submission:** Participant should fill abstract details as follows (Screen shot –7)
  1. **Title of paper:** The title summarizes the main idea or ideas of your study. A good title contains the fewest possible words that adequately describe the contents and/or purpose of your research paper. Participant should fill title of paper.
  2. **Author(s):** Participant should fill details of author(s) as follows
    - a. **Name of the Author**
    - b. **Affiliation**
    - c. **Address**
    - d. **Email id**
  3. **Presenting Author:** Select presenting author, should be listed in authors.
  4. **Mode of Presentation:** Select mode of presentation. Mode should be oral, poster or both.
  5. **Topic / Theme / Parallel Session:** A theme is a major and sometimes recurring idea, subject or topic that appears in a written work. A dominant theme usually reveals what the work is really about and can be helpful in forming insights and analysis. Participant should select theme from available list.

6. **Sub Topic/Sub Theme:** Sub-themes are just like any other theme, with one difference: They inherit the parent theme's resources. There are no limits on the chaining capabilities connecting sub-themes for their parents. Participant should select sub theme from available list.
  7. **Abstract:** Participant should write his / her abstract here. Abstract should be in given limited no. of words. Limit of no. of words should be defined by organizers of conference. Here participant should submit more than one abstracts, if allowed by organizers of conference. Here only abstract should be entered.
- After filling all details of abstract, click on **Submit** button. Click on **Next**. You will be redirected to payment details.

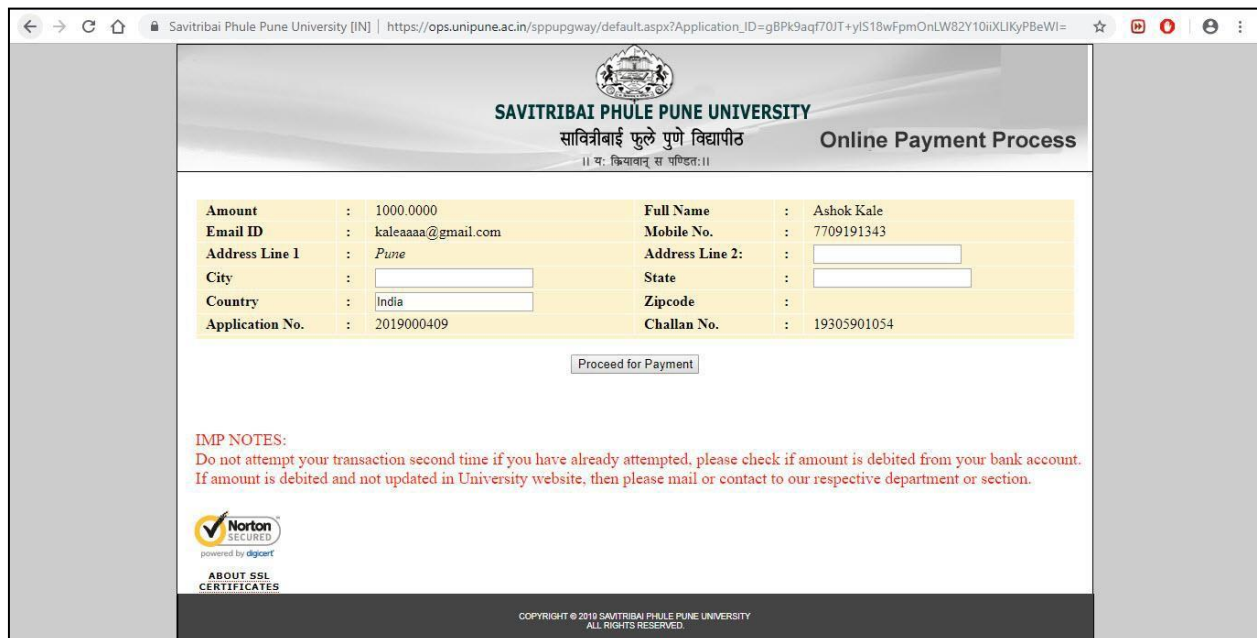
Screen shot – 7 Abstract Submission

- Participant details like Name of the Participant, name of the conference, name of the department, participate as, delegate type, early bird registration, registration fees, accommodation fees, accompanying person/s registration fees and any other events fees should be shown on payment details page. ( Screen shot – 8)
- By Clicking on **Generate challan and Proceed for Payment** button, challan will be generated and you are redirected to Online Payment System for Payment. (Screen shot – 9).
- Online payment system shows your challan information like Challan number, Application number, Name of the participant, email, mobile, address, etc.

- By clicking **Proceed for Payment**, participant should be redirected to payment gateway, here participant should have choice of payment methods like Net banking, credit card and debit card.



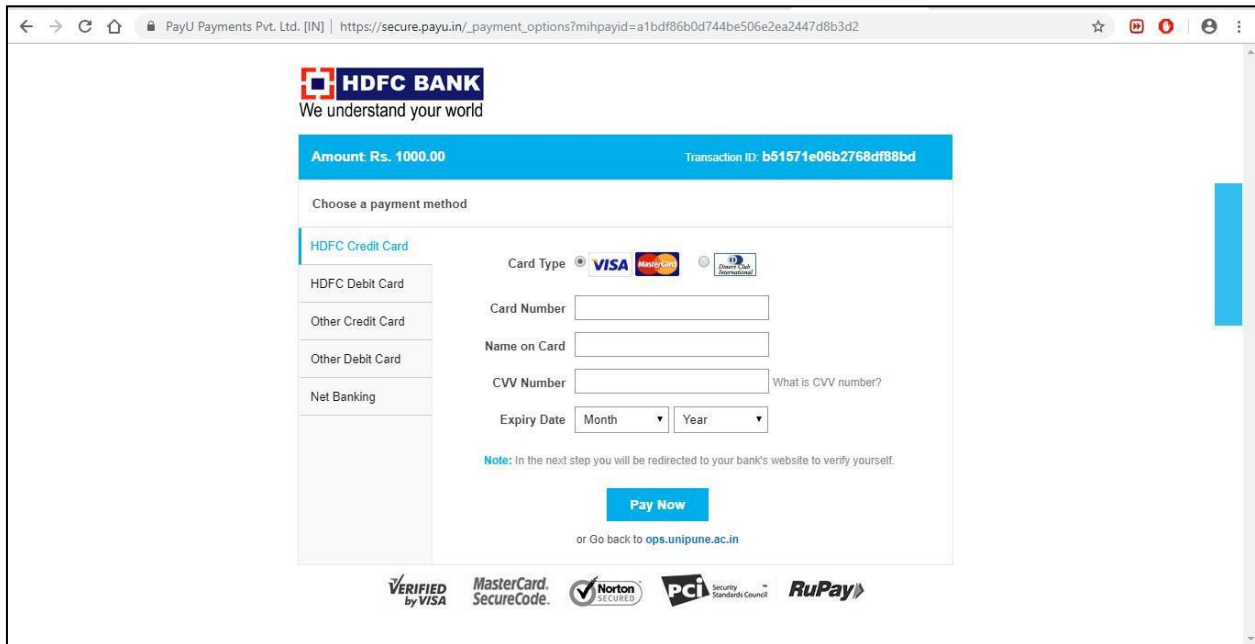
Screen shot – 8 Payment Details



Screen shot – 9 Online Payment System

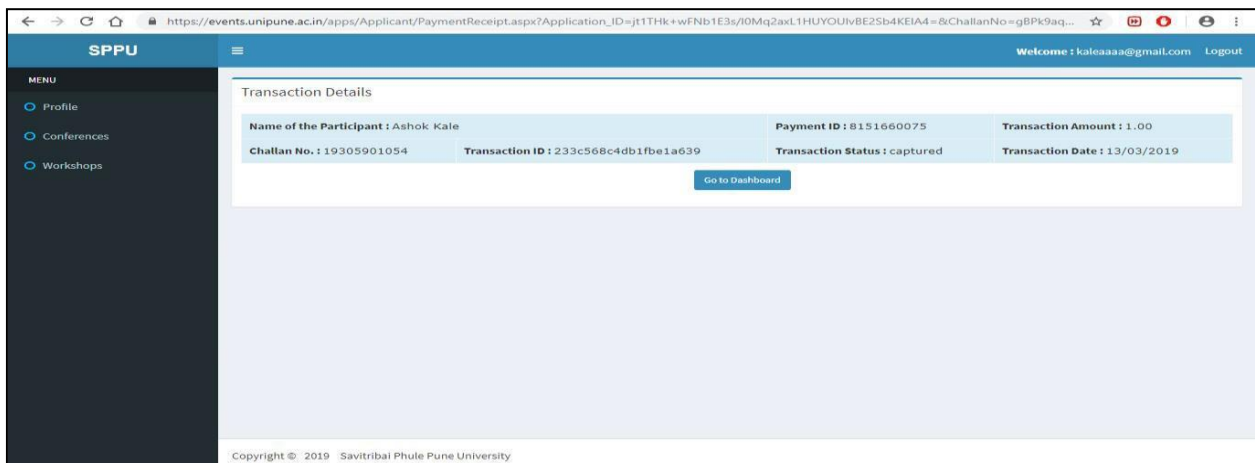


- Choosing payment method and entering required valid details, click on **Pay Now** button.
- If you have selected Net Banking then you have to select your bank from the list.
- If you have selected Credit card or debit card, you have to enter valid card number, expiry month and year of card, CVV, name on card.
- After that as per bank procedure, you have to fill required details like OTP or Pin number.



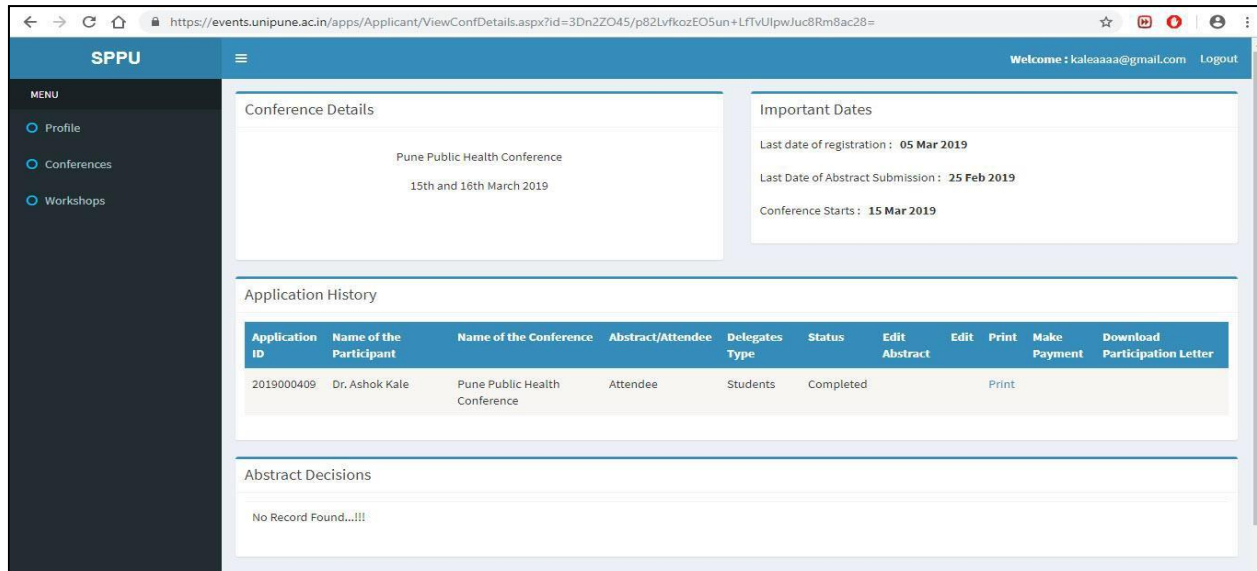
Screen shot – 10 Payment Gateway

- When transaction is completed you will be redirected to transaction details page, where you will get all transaction details like transaction id, payment id, amount, transaction status, etc.



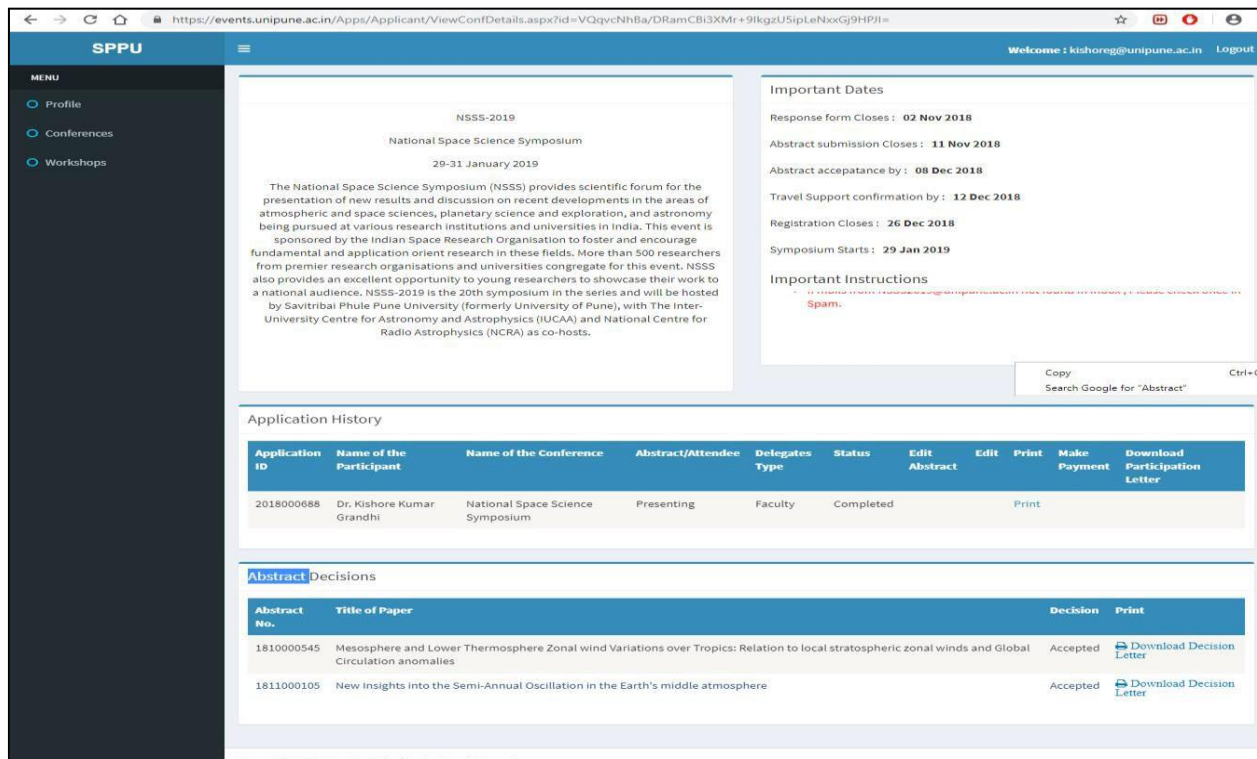
Screen shot – 11 Transaction Details

- After successful payment, print will be available to participant. (Screen shot – 12)



Screen shot – 12 Conference Details with completed application

- Abstract acceptance letter should be available after recommendations by committee.(Screen shot – 12)
- Participation letters should be available after conference (If provided by organizers).

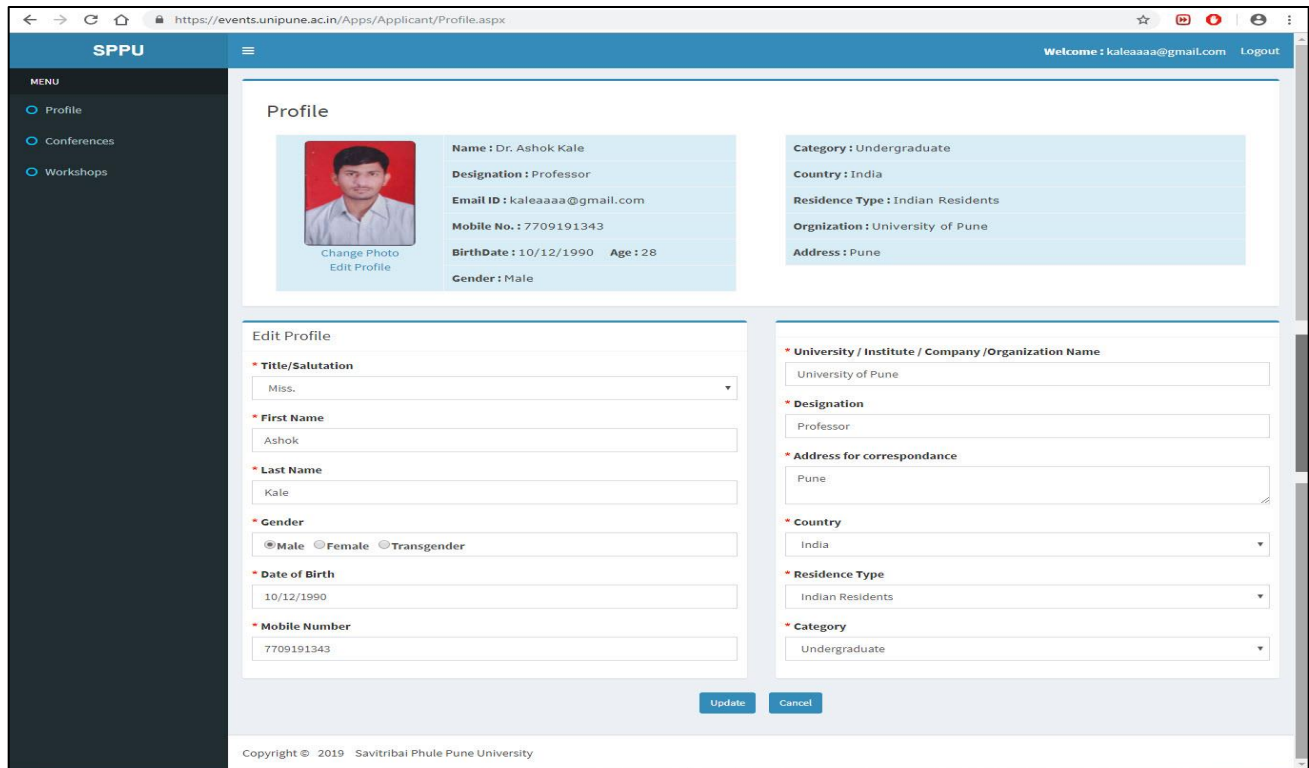


Screen shot – 13 Conference Details with abstract decisions

- If any participant want to change personal information, then he/she go to **Profile** from main menu.
- Click on **Edit Profile** link, after clicking on Edit Profile you will get all information in editable form. (Screen shot – 14 & Screen shot – 15)

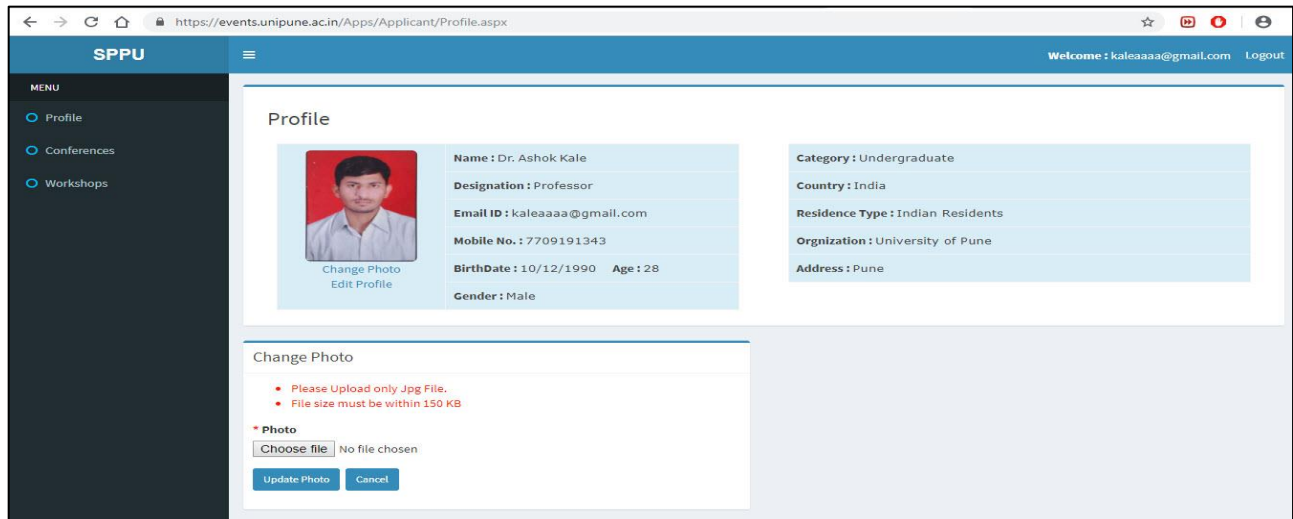


Screen shot – 14 Profile



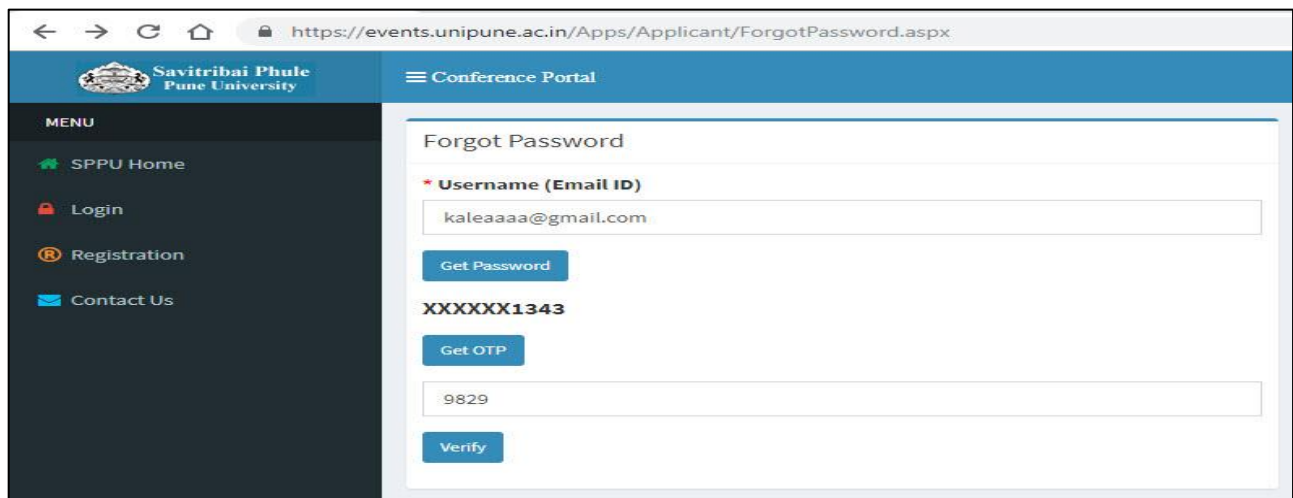
Screen shot – 15 Edit Profile

- You will be able to change photo after clicking on **Change Photo** link. (Screen shot – 16)
- Photo size should be within 150KB. File type should be JPG/JPEG.

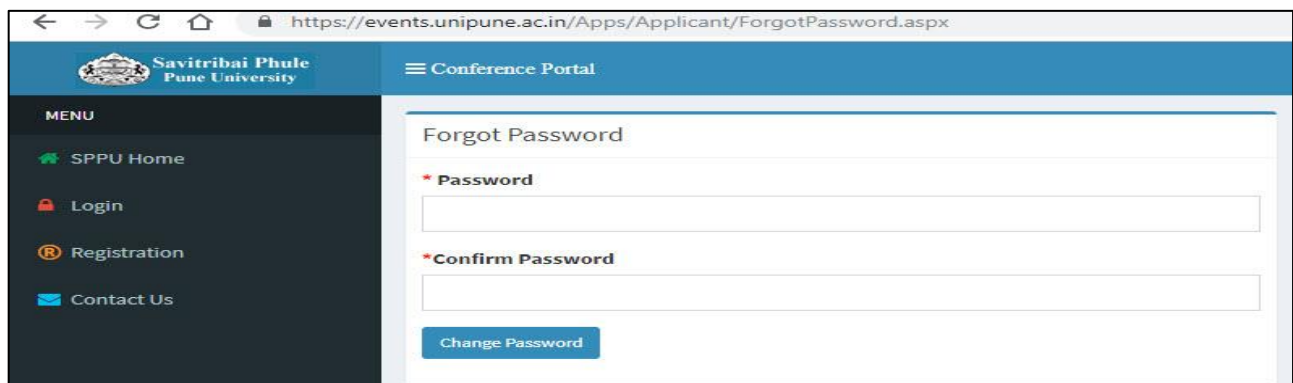


Screen shot – 16 Change Photo

- If participant don't remember password, then he/she can follow process of forgot password.
- On Login Page click on **don't remember password? Forgot Password**. Enter your username (email id) click on **Get Password** button, last four digit of your mobile numbers shown to you. If mobile number is correct the click on **Get OTP** button. You will get OTP by SMS on your mobile, enter OTP and click on **Verify** button. After OTP verification change password screen should be shown to you. You can change you're your own password. Password should be within 8 to 10 characters. ! @ # \$ % Special characters are allowed. (Screen shot – 17 & Screen shot – 18)



Screen shot – 17 Forgot Password



Screen shot – 18 Forgot Password