



**Philippine  
Space  
Agency**



## **GENERAL GUIDELINES**

Greetings, participants!

We would like to inform you that this document serves as a general guideline for all interested participants attending the upcoming ISPRS TC V Midterm Symposium. It aims to address most of your questions regarding the navigation of our registration system, confirmation letters, payments, submission guidelines, and recommended hotel accommodations.

Please refer to this table of contents for your reference:

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## I. Register as participant

1. If you have decided to attend the conference, kindly register yourself as a participant then answer the required details. The registration is divided into four (4) parts:
  - a. Participant Status: Select which group you belong to. You might need to upload a proof of senior/student status.
  - b. Event and Item Selection: Select the ISPRS TC V Symposium box and leave a remark should you need/want to.
  - c. Payment details: Enter invoice/receipt recipient, select mode of payment, and leave a remark should you need/want to.
  - d. Confirm Registration: Verify the details and check the box if you have read and understood the above terms of registration and payment and declare acceptance.

### Welcome, Test Reviewer

You are logged in as user **testrev**.

You are **not yet registered as participant**. You can register below.

You can select from the following options:

▷ **The Submission Phase is Over**

The last deadline for the submission of new contributions was 24th Apr 2024, 11:59:59pm PST.

**Register as Participant**

Here you can register for conference participation.

**Show User Account Details**

Here you can access the personal data of your user account.

**Edit User Account Details**

Here you can update your personal user data.

[Overview](#) > [Participant Data](#)



### Registration for Participation - Step 1 of 4: Participant Status

Here you can register for conference participation. Please select your status.

After completing the registration process, you will receive a confirmation e-mail. You will also be able to print out your registration confirmation and invoice from the overview page.

1. Participant Status

2. Event and Item Selection

3. Payment Details

4. Confirm Registration

#### Participant Status Information

**Time Discount** Early Bird

\* Participant Status / Group

- Regular
- Student / Senior
- Locals
- Local Student
- Local Senior

[Proceed to Step 2: Event and Item Selection](#)



2. If you have already registered, no worries as you can still edit/change your participant details. Note that **you may not be able to edit your participant/status group**, hence, kindly answer the [form](#) for the admin to change it for you.

NOTE: If you see any problem/issue that needs to be changed regarding your participant details, kindly answer this [form](#) and make a brief explanation of the issue.

## II. Visa/Confirmation Letter

You may download your confirmation letter or visa letter in the conftool system. Please note that you must be signed in first before having access to this.

-  **Invitation and Confirmation for Presenting Authors**   
You may now download and print out your invitation and confirmation as presenting author (PDF file).
-  **Visa Invitation Letter**   
You may now download and print out your visa invitation letter (PDF file).
-  **Show User Account Details**  
Here you can access the personal data of your user account.
-  **Edit User Account Details**  
Here you can update your personal user data.
-  **Logout**  
Please sign out when you are finished to prevent unauthorized access to your account.
-  **Logout and Return to the Main Website**  
Sign out and return to the website "ISPRS Technical Commission V Symposium 2024".



### III. Payment

1. We have two active mode of payments:
  - a. Via Bank Transfer/Wire Transfer
  - b. Cash upon arrival at registration desk
  - c. *Via Credit Card (to be activated soon, please bear with us)*

Note: All bank account details are indicated in the Conftool system. You may edit your mode of payment should you wish to change your initial mode of payment.

2. We also have three time discounts:
  - a. Early Bird Registration
    - Deadline: 05 June 2024
  - b. Standard
    - Deadline: 05 August 2024
  - c. On-site
    - August 6, 2024

**Important Reminder:** For participants residing in the Philippines, kindly disregard the amount indicated in the system and please follow the posted rates on our website.

Kindly upload proof of payment here:

As participant you have the following options: ?

**Access Your Participant Registration Details**

Here you can access all details of your registration for participation.

**Upload Confirmation File**

Please upload your confirmation to the server.

**Invoice and Registration Confirmation**

You may now download and print out your invoice and registration confirmation.

**Payment Receipt**

Your payment has been received. You may now print out your receipt using the browser's print function.

**Show Completed Payments**

Here you can access your payment details already recorded in the system.

Upon request, the official receipt will be given at the event venue. Once verified by the admin, the receipt generated by the system serves as your temporary receipt for any purposes you may have. Please see the attached figure below.



As participant you have the following options:



 **Access Your Participant Registration Details**

Here you can access all details of your registration for participation.

 **Upload Confirmation File**

Please upload your confirmation to the server.

 **Invoice and Registration Confirmation** 

You may now download and print out your invoice and registration confirmation.

 **Payment Receipt** 

Your payment has been received. You may now print out your receipt using the browser's print function.

 **Show Completed Payments**

Here you can access your payment details already recorded in the system.



## IV. Final Submissions (For accepted papers)

1. **For accepted papers for Annals**, kindly upload the 2nd version of your contributions based on reviewers' comments/suggestions.

Important deadlines:

- May 24, 2024 - Deadline for second (2nd) versions
  - Please keep the submission still **anonymous**.
- June 20, 2024 - Camera-ready manuscript
  - For camera-ready papers, kindly follow the ISPRS format: [ISPRS Paper](#). Papers not adhering to the provided format will automatically be rejected for publication.

2. **For accepted papers for ISPRS Archives**, please submit the camera-ready version of your paper based on reviewers' comments/suggestions.

Important deadlines:

- June 20, 2024 - Camera-ready manuscript
  - For camera-ready papers, kindly follow the ISPRS format: [ISPRS Paper](#). Papers not adhering to the provided format will automatically be rejected for publication.

Note to all authors: For simplicity, you may upload your final paper/second version to the same submission bin where you uploaded the first version of your contribution. Click “Final Upload” as shown here.

<b>191</b>	<i>Submission Type / Conference Track: Abstract Submissions for ISPRS Archives</i>		<ul style="list-style-type: none"> <li>▶ Show Abstract</li> <li>▶ Contribution Details</li> <li>▶ Review Results</li> <li>▶ <b>Final Upload</b></li> </ul>
	<b>Test</b>		
	Test, Reviewer		
	Organization(s): Test		
	1st file  Test document for paper acceptance notification.pdf (3rd May 2024, 08:41:59am PST)		
	<b>Submitted File(s) for Final Version:</b>		
1st file <b>No upload yet.</b>			
2nd file <b>No upload yet.</b>			
<b>This contribution has been accepted.</b>			
Deadline for Final Uploads: 20th June 2024, 11:59:59pm PST (Time left: 45 days 8 hours)			

3. **For papers who are assigned for poster presentation**, more information will be sent soon.



## V. Hotel Accommodation

### Discounted hotels for ISPRS TC V Midterm Symposium

#### 1. The Manila Hotel

Website: [The Manila Hotel](#)

*How to book with discounted rates?*

- Answer this form: [The Manila Hotel Form](#)
- Email us [isprstcv2024@philsa.gov.ph](mailto:isprstcv2024@philsa.gov.ph) if you have any questions/concerns.

#### 2. Century Park Hotel

Website: [Century Park Hotel Manila](#)

*How to book with discounted rates?*

- Email/book directly to [rrey@diamondhotel.com](mailto:rrey@diamondhotel.com). Kindly mention that you are participating in the ISPRS TC V Midterm Symposium.

### Other recommended hotels (no discounted rates yet)

#### 1. Admiral Hotel Manila - MGallery

Address:

- 2138 Roxas Blvd, Malate, Manila, 1004 Metro Manila

Contact:

- +632 5318-9000 / +63917-8636614
- [H9338@accor.com](mailto:H9338@accor.com)

Website/Book here:

- <https://www.admiralhotelmanila.com/>

#### 2. Diamond Hotels Philippines

Address:

- Roxas Boulevard, corner Dr. J. Quintos Street, Manila, Philippines 1000

Contact:

- (632) 8-528-3000
- [contactus@diamondhotel.com](mailto:contactus@diamondhotel.com)

Website/Book here:

- <https://diamondhotel.com/>

#### 3. Conrad Manila

Address:

- Seaside Boulevard, Coral Way, Pasay, 1300 Metro Manila

Contact:

- +1-800-CONRADS



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Website/Book here:

- [Conrad Manila \(hilton.com\)](https://www.hilton.com)

#### **4. Microtel by Wyndham Mall of Asia**

Address:

- Coralway Avenue corner Seaside Boulevard Mall of Asia Complex, Pasay, 1308 Metro Manila

Contact:

- +63 2 8403 3333
- +63 917 590 5914
- mallofasia@microtel.ph

Website/Book here:

- [Microtel by Wyndham - Mall of Asia, Manila in Pasay City, Philippines \(microtel-manila.com\)](https://www.microtel-manila.com)

#### **5. Lime Hotel and Resorts**

Address:

- Seascape Village, CCP Complex, Atang Dela Rama, Pasay, 1300 Metro Manila

Contact:

- (63) 970 111 1119
- (63) 970 111 1117
- manila@lime.ph

Website/Book here:

- [https://lime.ph/?gad\\_source=1&qclid=Cj0KCQjw/ZixBhCoARIsAIC745ByqhWosxq90M7KHJbQhDy67z4clcSVeqyWni57T6aWx7y\\_FaHPZPMaAhyHEALw\\_wcB](https://lime.ph/?gad_source=1&qclid=Cj0KCQjw/ZixBhCoARIsAIC745ByqhWosxq90M7KHJbQhDy67z4clcSVeqyWni57T6aWx7y_FaHPZPMaAhyHEALw_wcB)

#### **6. Orchid Garden Suites**

Address:

- Sr. Street, 620 P.Ocampo St., Malate, Manila, 1004 Metro Manila

Contact:

- No information yet.

Website/Book here:

- [ORCHID GARDEN SUITES MANILA | 3-STAR ACCOMMODATION PASAY \(hotels-manila.com\)](https://hotels-manila.com)

#### **7. Selah Pods Hotel Manila**

Address:

- 2004-224 David Corner FB Harrison Sts. Brgy. 23

Contact:

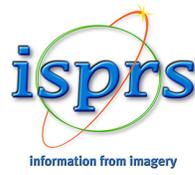
- +63-2-8532-0000

Website/Book here:

- <https://www.selahpods.com/>



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*Note: Some of the mentioned hotels can also be booked by third-party applications with promos, discounts, and deals. You may also check them here:*

[Booking.com | Official site | The best hotels, flights, car rentals & accommodations](#)  
[Agoda Official Site | Free Cancellation & Booking Deals | Over 2 Million Hotels](#)  
[Trip.com Official Site | Travel Deals and Promotions](#)

Should you have any questions, please do not hesitate to contact us through [isprstcv2024@philsa.gov.ph](mailto:isprstcv2024@philsa.gov.ph).

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