

## 2025 International Conference of Sport, Leisure and Hospitality Management

### Registration Guide for Presenters

1. Visit the official website of the Graduate Institute of Sport, Leisure, and Hospitality Management. Click on “**Registration**” to access the registration and payment system.



2. Check the terms and conditions for personal information collection and usage, agree, then click “Sign up”.

#### Important Dates

Dates	Content
January 15, 2025	Open calls for papers starting
March 3, 2025	Early Registration Deadline
March 31, 2025	Abstract Submission Deadline
April 25, 2025	Notification of paper acceptance
May 9, 2025	Participant Deadline
May 17-18, 2025	Conference

#### Personal Information Collection and Usage Statement

We are committed to safeguarding your rights and interests, and it is important for us to ensure you are fully informed about how your personal information is collected and used by the Conference. To facilitate a clear understanding, we kindly ask you to read this notice thoroughly.

During your interaction with the Conference, particularly concerning registration procedures, we will collect certain personal details. These include your name, contact information (such as telephone number and email address), and your occupation. Please be assured that this information is gathered solely for the purpose of managing registration-related matters.

In compliance with privacy regulations, your personal data will be retained and utilized for a duration of one year. This will occur within Taiwan and will be handled by the responsible person, relevant third parties, or authorities, strictly for the aforementioned purposes.

In accordance with Article 3 of the Personal Data Protection Act, you are entitled to several rights regarding your personal data. These rights include the ability to request access to, review, copy, supplement, or amend your personal information. Additionally, you have the right to request the cessation of its collection, processing, and use, or to ask for its deletion.

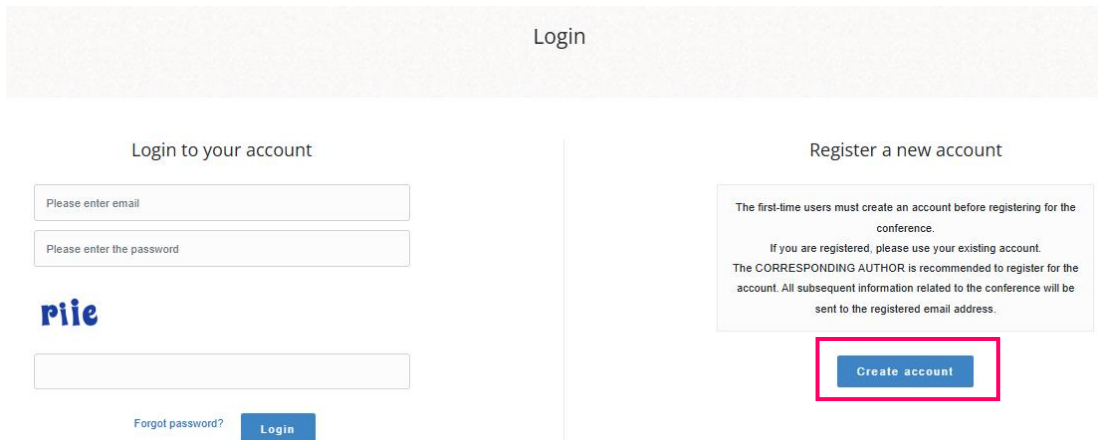
Should you decide to exercise any of these rights, or if you have any inquiries regarding your personal data, please feel free to contact us at +886-2-77495400.

☒ By checking this box, I agree to the terms and conditions above.

Sign up

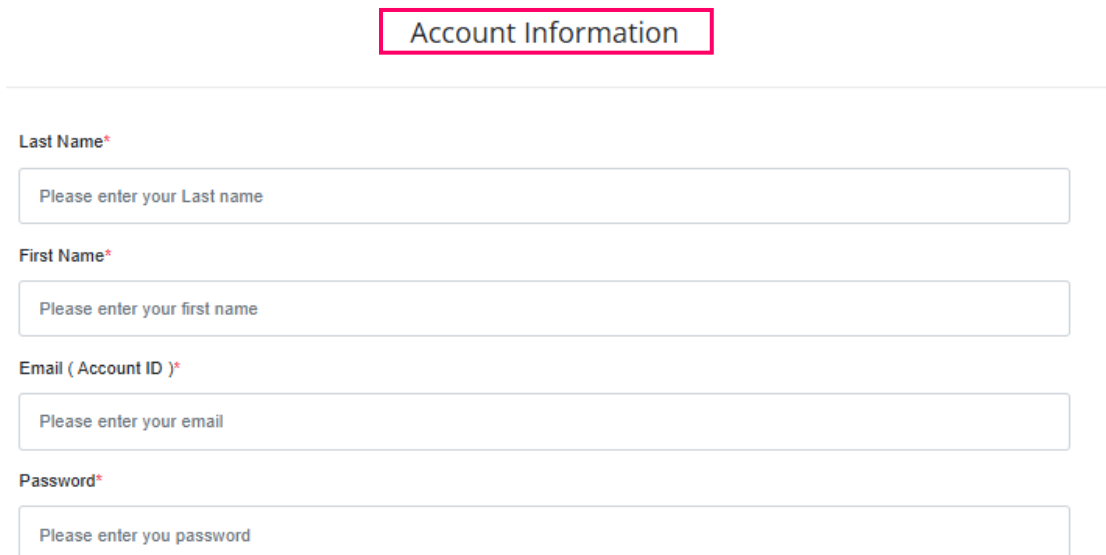
3. For first-time registrants, start with “Create account”.

\*Participants are strongly advised to register their own accounts to ensure our updates are sent directly to their registered email addresses.



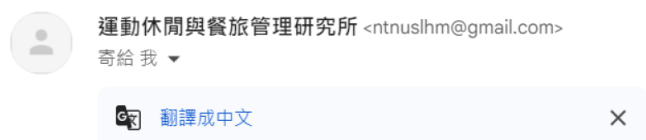
The image shows a web interface for account management. On the left, under the heading "Login", there is a section "Login to your account" with two input fields: "Please enter email" and "Please enter the password". Below these is a blue "rile" logo and a "Forgot password?" link. A blue "Login" button is at the bottom. On the right, under the heading "Register a new account", there is a text box explaining that first-time users must create an account and that existing users should use their existing account. Below this is a blue "Create account" button, which is highlighted with a red rectangle.

4. Fill in required information to create an account.



The image shows a form titled "Account Information" with a red border. It contains four input fields: "Last Name\*" with placeholder "Please enter your Last name", "First Name\*" with placeholder "Please enter your first name", "Email ( Account ID )\*" with placeholder "Please enter your email", and "Password\*" with placeholder "Please enter you password".

5. A confirmation email will be sent to the provided email address. Please click the link attached in the email to verify.



Dear ,

You are welcome to register as a member of the 運動休閒與餐旅管理研究所

You also need to verify your Email, please click the following link to verify.

<https://www.slhm.ntnu.edu.tw/en/user/confirm?hash=e5e11c621fe6ca7ae0ecb459064145fe>

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6. Once verified, the system will redirect you to the registration page.


### Register Confirm

Member account complete verification


[Login](#)

7. To begin the conference registration, specify the number of registrants under “Early Bird/ Regular Submissions”. Carefully review the refund policy and important notes before proceeding by clicking “Next Step”.


Your Registration Step:



Please select



Complete Presentation/  
Attendance Information



Confirm Registration Details / Select Payment

Registration Type	Deadline	Registration Fee	Number of Registrants	Total
Early Bird Submissions (Before3/3)	2025-03-03 23:59:59	NT. 500	<div style="border: 1px solid #f00; padding: 2px;"> <input type="text" value="1"/> Article         </div>	NT. 500
Participants Registration	2025-05-09 23:59:59	NT. 300	<input type="text" value="0"/> per person	NT. 0

PS: Registration fees include admission to all keynote speeches, workshops, forums, sessions and Manual

**Refund Policies and Notes**

**Note 1: Refunds for Dissertation Reviews:** The Conference does not accept transfers of submission eligibility. If a submission was not assigned for review, the author may call or email us to withdraw the submission and request a refund. The refund shall be completed within two weeks after the Conference, at a NT\$200 fee. The review assignment shall be based on the Registration Confirmation for the NTNU International Conference on Sport, Leisure and Hospitality Management letter.

**Note 2: Refunds for Attendance:** Please email or call us at +886-2-7749-5400 five days before the Conference to cancel your registration. The refund shall be completed within two weeks after the Conference, at a NT\$100 fee. No refunds shall be made for those who cancelled their registration within the five days before the Conference.

**Note 3:** Those who wish to administer academic questionnaires or surveys during the Conference shall submit an application before April 1 and pay a fee of \$1,000 per survey. Once approved, the assessor shall separately register to participate in the Conference and execute their survey.

**Note 4:** Survey fees are non-refundable.

[Next Step >](#)

8. Please confirm your registration and provide relevant information.

**You have registered for the following events**

2025 International Conference of Sport, Leisure and Hospitality Management

Registration Type	Early Bird Submissions (Before3/3)
Deadline	2025-03-03 23:59:59
Registration Fee	NT. 500
Number of Registrants	1人
Total	NT. 500

Registration Fee

NT. 500

9. Provide the corresponding author's details, as they will act as the team's main contact and complete the registration.

| Corresponding Author

Last Name\*

First Name\*

Phone Number\*

E-mail (Account ID)\*

10. Provide detailed information of the presenter, who will be speaking at the conference, as required.

\*If attending for only one day, please indicate dietary preference for that specific day of attendance, and **mark the other day as “opt out of meal”**.

| Presenter/Participant Details

Name\*

E-mail\*

Phone number \*

Sample: LIOU, Siao-Wei

Institution / Affiliation\*

Position\*

Dietary Preference\*  
 the first day ☐ Meat ☐ Vegetarian ☐ Opt out of meal  
 the second day ☐ Meat ☐ Vegetarian ☐ Opt out of meal

11. Provide details of submitted dissertation. Please follow certain submission guidelines:

**\*This conference adopts a double-blind peer review. Authors are required to upload two files of the abstract manuscript in PDF format:**

- a. Original File:** This file should include all author information, such as name(s), affiliation(s), and title(s). Please name the file using the format: “[Corresponding Author's Name] – [Paper Title]”.
- b. Anonymous File:** Ensure that this file contains **no** author names or any information that could reveal the authors' identities. Please name the file using the format: “[Paper Title]”.

## 2025 International Conference of Sport, Leisure and Hospitality Management Registration Guide for Presenters

Details of Submitted Dissertation

Paper Topic\*

Co-Authors Names( Please list all authors; e.g. Wang, Da-Ming; Chen, Da-Ming; Lee, Xiao-Ming Please make sure to use a "half-width semicolon followed by a space" as a separator)\*

Presentation \*

-- Please Select --

Original File: This file should include all author information, such as name(s), affiliation(s), and title(s). Please name the file using the format: "[Corresponding Author's Name] – [Paper Title]"

No file selected

Browse

Anonymous File: This file should EXCLUDE all author names or any information that could reveal the authors' identities. Please name the file using the format: "[Paper Title]"

No file selected

Browse

Language of Presentation\*

☐ Chinese ☐ English ☐ Japanese

Save Profile

12. Please review your registration details and the terms and conditions carefully.

Please confirm the following information

Registration Type	Early Bird Submissions (Before 3/3)
Deadline	2025-03-03 23:59:59
Registration Fee	NT. 500
Number of Registrants	1人
Total	NT. 500


Registration Fee
NT. 500

Please read the following terms and conditions carefully

Terms and Conditions on Payment	<ol style="list-style-type: none"> <li>Please complete the Title on receipt if the title on your invoice is a university or company.</li> <li>We welcome credit card payments as this expedites the reconciliation process.</li> <li>Once you have made your payment, please make a screenshot of the payment completion, or photograph the receipt and upload it onto the system as a proof of payment.</li> <li>We do not recommend payments using Debit Card as this may result in recurring charges.</li> <li>If you encounter a frozen or unresponsive screen when paying through credit card, please close the browser and login again to check whether the payment was successful. Please do not refresh the screen as this may result in recurring charges.</li> </ol>
Terms and Conditions on Refunds	<ol style="list-style-type: none"> <li>Refunds for Dissertation Reviews: The Conference does not accept transfers of submission eligibility. If a submission was not assigned for review, the author may call or email us to withdraw the submission and request a refund. The refund shall be completed within two weeks after the Conference, at a NT\$200 fee. The review assignment shall be based on the Registration Confirmation for the NTNU 2024 International Conference on Sport, Leisure and Hospitality Management letter.</li> <li>Refunds for Attendance: Please email or call us at +886-2-7749-5400 five days before the Conference to cancel your registration. The refund shall be completed within two weeks after the Conference, at a NT\$100 fee. No refunds shall be made for those who cancelled their registration within the five days before the Conference.</li> </ol>

2. Select your payment method and, if needed, provide the title for the receipt. Click “Confirm and Submit” to proceed to the payment page.

## 2025 International Conference of Sport, Leisure and Hospitality Management Registration Guide for Presenters

Payment method*	 Credit Card
Title on receipt	<div></div>

☒ I have read the terms and conditions.


[< Back](#) [Confirm and submit](#)

3. Completing the payment process will finalize your registration. Ensure you receive a confirmation email within 3 business days.

步驟  
Steps

選擇繳款方式  
Payment Options

線上付款  
Checkout Online

繳費說明Payment Information	
繳費單位 Payment Receiver	運動休閒與餐旅管理研究所Graduate Institute of Sport, Leisure and Hospitality Management
繳費名稱 Payment Detail	2025 International Conference of Sport, Leisure and Hospitality Management報名費用
繳費金額 Payment Amount	800 元 NT Dollars
選擇繳費方式 Payment Options	<input type="radio"/> 信用卡 Credit Card 

[確定繳費 Proceed to Checkout](#)