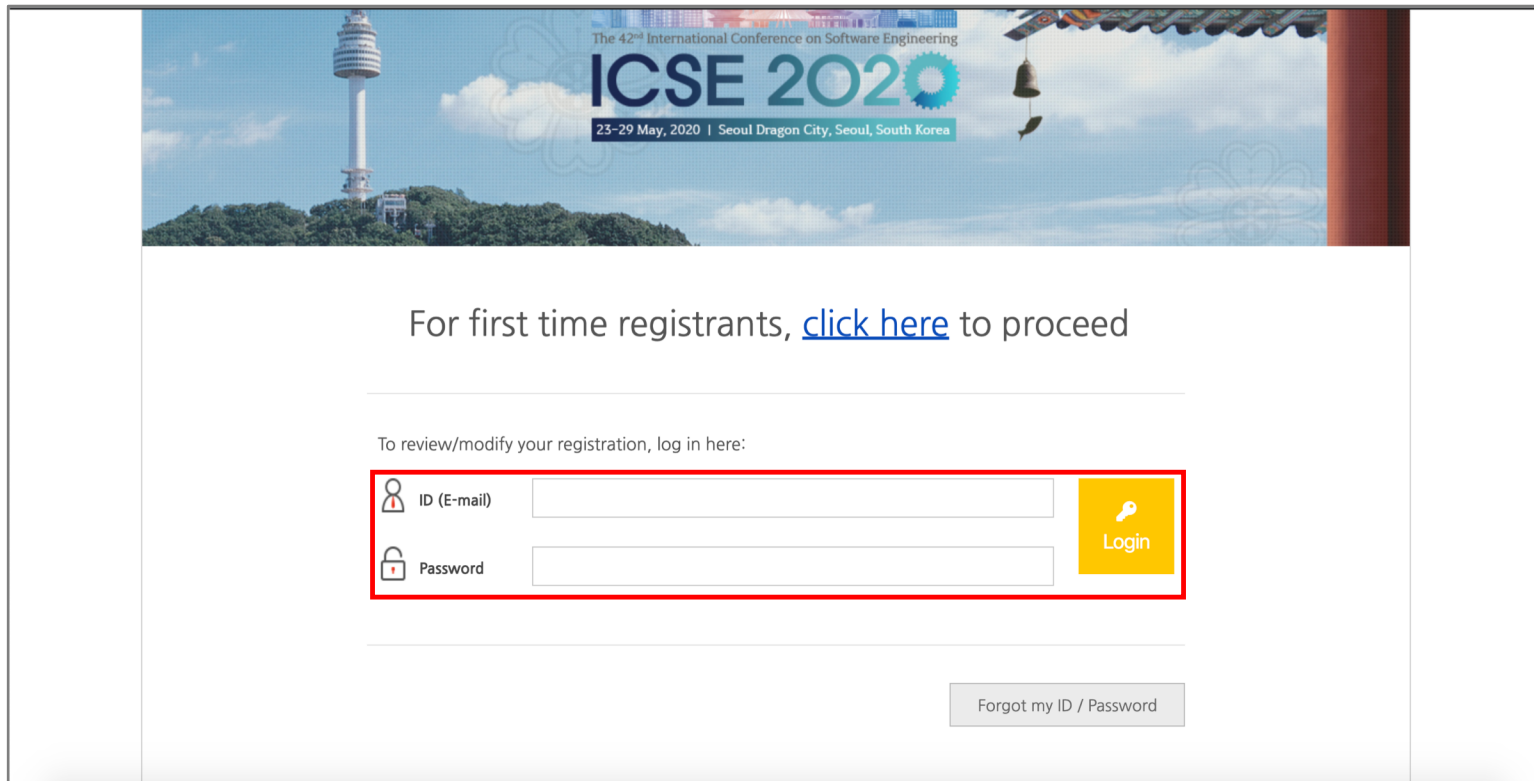


# [ICSE 2020] Registration Guideline (v.030720)

Steps to cancel your paid registration

1. Go to ICSE 2020 registration (<https://www.cymice.org/icse2020/default.php>) and log in with your registration info.



The screenshot shows the login page for the ICSE 2020 registration. At the top, there is a banner with the text "The 42<sup>nd</sup> International Conference on Software Engineering" and "ICSE 2020" in large blue letters. Below this, it says "23-29 May, 2020 | Seoul Dragon City, Seoul, South Korea". The banner also features a photograph of a tower on a hill and a traditional Korean bell.

Below the banner, the text reads: "For first time registrants, [click here](#) to proceed".

Underneath, it says: "To review/modify your registration, log in here:".

The login form consists of two input fields: "ID (E-mail)" and "Password". Both fields are highlighted with a red border. To the right of these fields is a yellow "Login" button with a key icon. Below the "Password" field is a "Forgot my ID / Password" link.

2. When you log in, you will reach the status page which looks like this, but with your own personal information and registration details listed. Scroll down to the bottom of the page.

**ICSE 2020** 42nd International Conference on Software Engineering  
23-29 May 2020 (main conference 27-29), Seoul, South Korea

[Conference Homepage](#) [Logout](#)

[Change Password](#) [Registration Submission/Status](#)

**Registration Form**

Thank you for registering ICSE 2020!

Your Registration Number is: REG.

The confirmation letter will be sent to your email soon once your payment is confirmed. If you have any questions, please feel free to contact us at [reg@icse2020.org](mailto:reg@icse2020.org).

**Personal Information**

Country *	<input type="text"/>
First(Given) Name *	<input type="text"/>
Last(Family) Name *	<input type="text"/>
Organization *	<input type="text"/>
Address	<input type="text"/>
Phone Number *	<input type="text"/>

3. At the bottom of the page, you will see two blue buttons. Click “Cancel Payment”

The screenshot displays the registration interface for ICSE 2020. At the top, there are three green buttons: 'Invoice', 'Receipt', and 'Confirmation Letter'. Below these, the payment method is set to 'By Credit Card', with a note that Visa, Master, and JCB cards are acceptable, while AMEX is not. A red heading 'Cancellation and Refund Policy' is followed by two bullet points: 'Requests to change conference registration and cancellations must be made in writing and emailed to the ICSE 2020 secretariat. (reg@icse2020.org)' and 'Please note that refunds will be made after the conference and the registration fees are refundable as specified below.' A table below details the refund policy based on the cancellation date relative to May 1, 2020.

Before May 1, 2020	From May 1, 2020
Refundable (50,000 KRW penalty will be charged)	No Refund

At the bottom of the page, there are two blue buttons: 'Modify' and 'Cancel Payment'. The 'Cancel Payment' button is highlighted with a red rectangular border. Below the buttons, the contact information for the ICSE 2020 Secretariat is provided, including the organizing institution (The Korean Institute of Information Scientists and Engineers (KIISE)), business registration number, representative name (Jong Won Choe), address, and telephone number.

ICSE 2020 Secretariat

Organized by  
The Korean Institute of Information Scientists and Engineers(KIISE)  
Business Registration Number: 114-82-03170  
Name of Representative: Jong Won Choe  
#401, Meorijae Bldg., 76, Bangbae-ro, Seocho-gu Seoul  
Tel: +82-42-472-7460

4. Once you get this pop-up, click change of plans and click on “submit”.

The screenshot shows a web browser window with the URL `cy-mice.org/icse2020/reg/cancel.php?dx=633`. The main page is titled "Online Payment Refund Request" and contains a form with the following fields:

- Name: [text input]
- Reg. No: [text input]
- Total Amount: KRW (Extra 50,000 KRW will be charged from here)
- Reason for Cancellation:
  - Change of plans
  - Medical issues
  - Paper withdrawal
  - Other
- [text input]

At the bottom of the form are "submit" and "cancel" buttons. A "Modify" button and a "Cancel Payment" button are also visible below the form.

The background page shows a table with the following content:

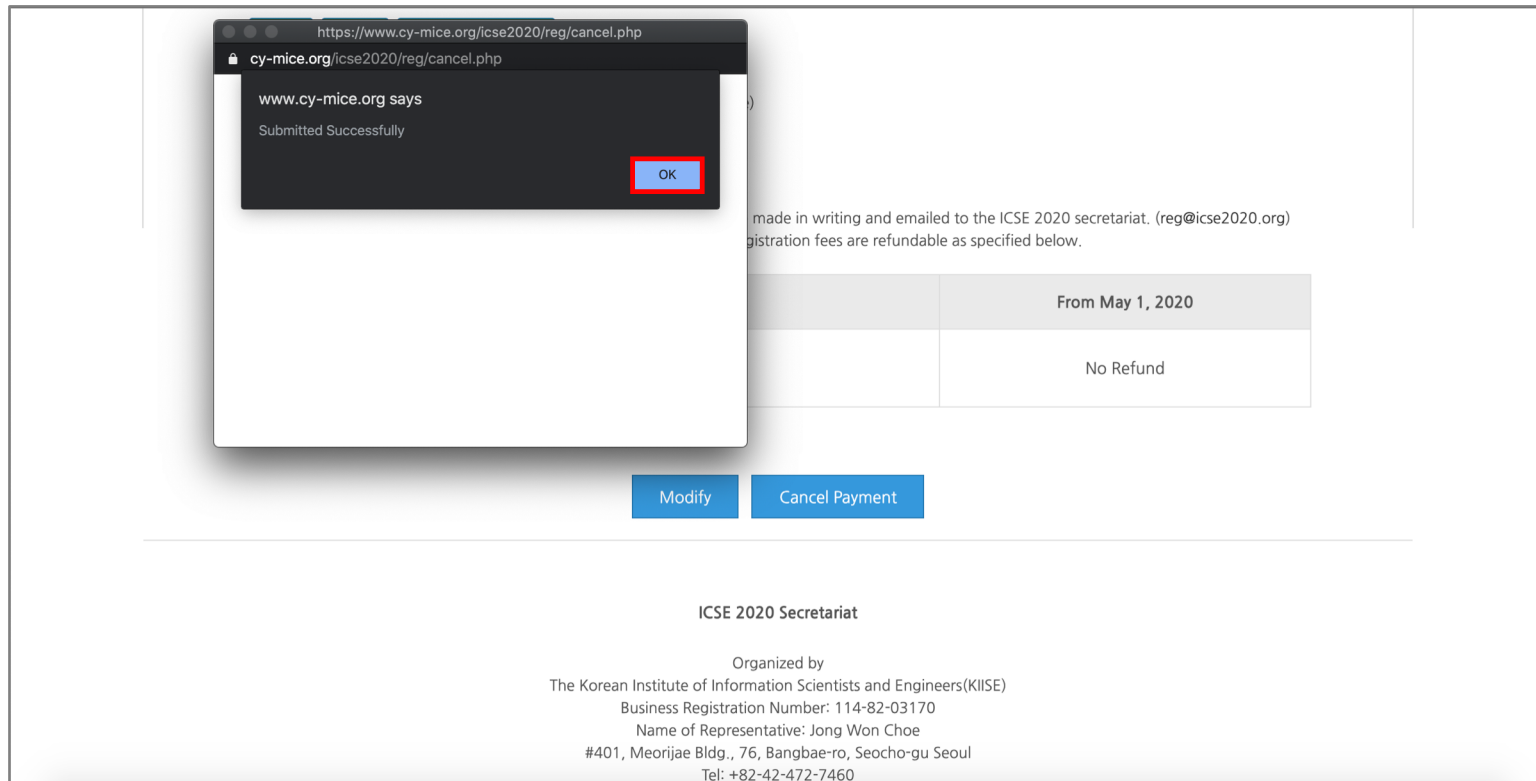
	From May 1, 2020
	No Refund

Below the table, the text reads: "made in writing and emailed to the ICSE 2020 secretariat. (reg@icse2020.org) registration fees are refundable as specified below."

At the bottom of the page, the contact information for the ICSE 2020 Secretariat is provided:

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Tel: +82-42-472-7460

5. Click on “OK” when you get this message



The screenshot shows a web browser window with the URL `https://www.cy-mice.org/icse2020/reg/cancel.php`. A modal dialog box is displayed in the foreground, containing the text "www.cy-mice.org says Submitted Successfully" and an "OK" button highlighted with a red border. In the background, a table specifies refund policies, and two buttons labeled "Modify" and "Cancel Payment" are visible.

	From May 1, 2020
	No Refund

ICSE 2020 Secretariat

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Tel: +82-42-472-7460

6. Following these steps, you will see the message below in the blue box. This indicates that your cancellation request has been successfully submitted to our database. Our registration staff will take care of the rest to process your refund. Please contact us at [reg@icse2020.org](mailto:reg@icse2020.org) if there are any problems.

[Invoice](#) [Receipt](#) [Confirmation Letter](#)

By Credit Card

- Visa, Master and JCB cards are acceptable (AMEX is not acceptable)

**Cancellation and Refund Policy**

- Requests to change conference registration and cancellations must be made in writing and emailed to the ICSE 2020 secretariat. ([reg@icse2020.org](mailto:reg@icse2020.org))
- Please note that refunds will be made after the conference and the registration fees are refundable as specified below.

Before May 1, 2020	From May 1, 2020
Refundable (50,000 KRW penalty will be charged)	No Refund

**Pending to process your previous request (within 1-2 business days)**

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