

NATCON73 – Registration Steps

Step 1: Accessing the Portal

1. Navigate to the official website homepage.
2. Click on the **Registration** button or tab in the upper menu bar (or the central **Register Now** button) to open the form.

Step 2: ASI Verification

1. Enter your **ASI Number** in the input field.
2. Click **Verify**.
3. Review the verified membership details that appear (Name, Year, Official Address, and Residential Address).
4. Click **Next** to proceed.

Step 3: Filling in Basic Details

Provide your personal and academic information:

1. **Name on Certificate:** Select your prefix (e.g., Dr.) and verify your full name.
2. **Name of the Institution:** Type in your current institution.
3. **Designation Type & Specific Designation:** Choose your designation category (e.g., Faculty) and your exact title (e.g., Professor).
4. **Department:** Enter your specific department (e.g., Anatomy).
5. **Contact Info:** Provide your valid Email Address and Mobile Number.
6. **Gender & Food Preferences:** Choose your gender and dietary preference (e.g., Veg/Non-Veg).
7. **Date of Birth (DOB):** Select or type your birthday.
8. **Age Proof:** Click **Choose File** to upload a document verifying your age (Supported formats: PDF, PNG, JPG, JPEG).
9. Click **Next**.

Step 4: Adding Professional & Participation Details

Select your operational preferences for the conference:

1. **TNMC Credit Points:** Mark "Yes" or "No". If yes, select your **Medical Council Registration** board (e.g., Tamil Nadu Medical Council) and enter your **Registration Number**.
2. **Participation Type:** Choose **Delegate**.
3. **Participation Sub-types:** Choose from additional options:

- **Paper / Poster:** If selected, choose a paper category, enter the Title, and upload your *Abstract* (DOC/DOCX) or *PPT* (PPT/PPTX).
 - **Workshop:** Check this option to reveal a dropdown menu and choose a preferred workshop topic from the list.
4. **Associate Delegates:** Choose whether you are bringing an associate. If "Yes", fill in their Name, Age, and Relation (e.g., Spouse).
 5. **Chairing a Session:** Select "Yes" or "No" if you plan to chair a session and choose your preferred date.
 6. Click **Next**.

Step 5: Payment Processing

1. View the **Payable Amount** calculated automatically based on your options.
2. Under **Select Payment Mode**, choose your preference (e.g., NEFT, UPI, or Card).
3. Click the **Razorpay Payment Link (Make a Payment)** button. This opens a new window/tab.
4. In the Razorpay window, type in the calculated **Registration Fee**, your **Email**, **Phone**, **Name**, and choose who the fee is paid for.
5. Click **Pay** to process the digital transaction.
6. Once completed, note down your **Transaction ID** and input it back on the registration page.
7. Click **Choose File** under **Payment Proof** to upload a copy/screenshot of your receipt.
8. Click **Register Now** at the bottom right corner to submit your complete application.