28th ASPA
Annual Conference 2025

Manual for
Participant Registration

28th ASPA Annual Conference 2025

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Prepared By: Thailand Science Park

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Note: Click any section title to go directly to that section.

How to Register for 28th ASPA Annual Conference 2025

Stage 1: Accessing the Registration Page

To begin the registration process for the 28th ASPA Annual Conference 2025, please either:
- Click the **"Register"** button on the official conference website www.aspa2025.com
- **Scan the QR code** provided on the conference poster.

Participant will be redirected to a secondary platform, **NSTDA SSO**, which is the official system used to complete the registration.


Stage 2: Redirect to Registration Platform (NSTDA SSO)

After clicking the **"Register"** button on the 28th ASPA Annual Conference website, participant will be redirected to a registration platform: **NSTDA Single Sign-On (SSO).**

At this stage for general participant to begin signing up:
- Select **"Customer"** under the user type options.
- Proceed to the login page and choose the preferred login method.

Recommended: We highly encourage participants to log in using **Google account** for a faster and smoother registration experience.
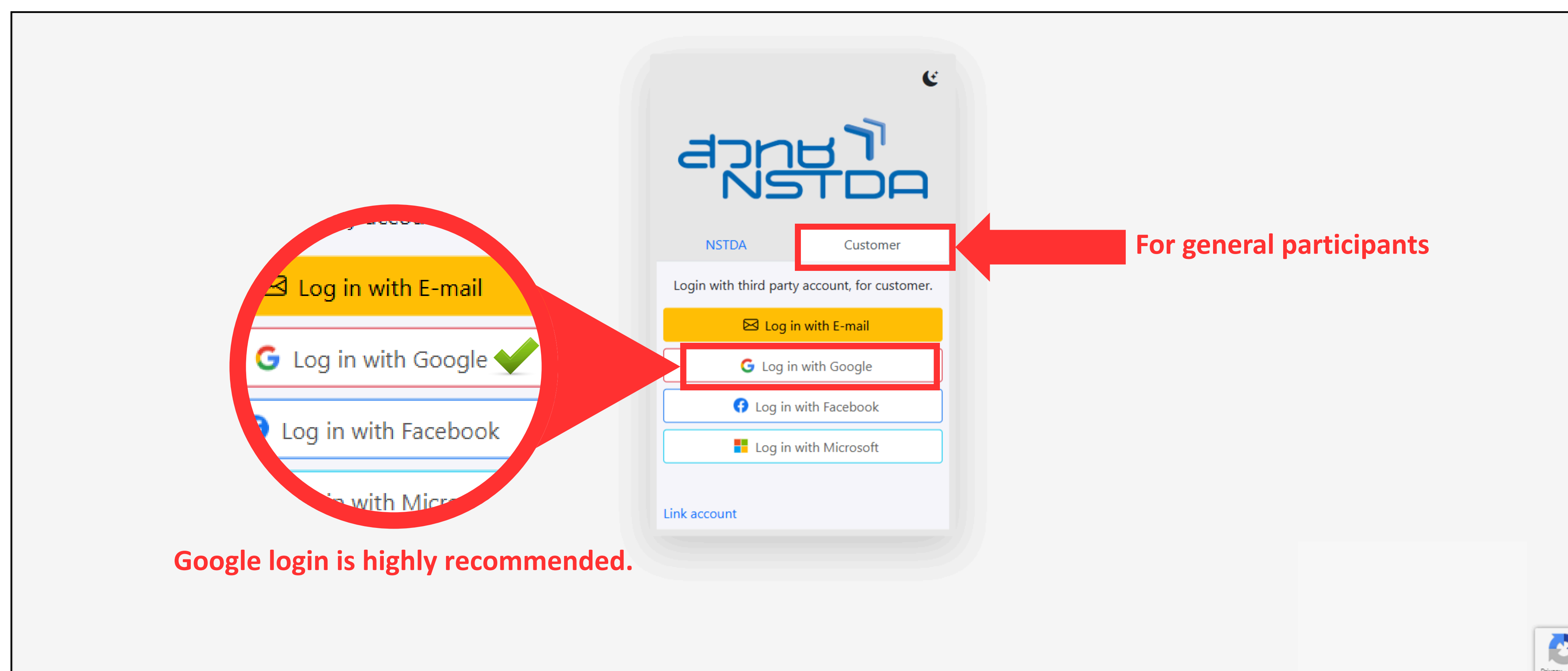
**Note for Thailand Science Park Members:**

If you are Thailand Science Park members (NSTDA employees), please log in using your current credentials. There is no need to create a new account.

Special Case*

For Thailand Science Park members

Employee ID & Password
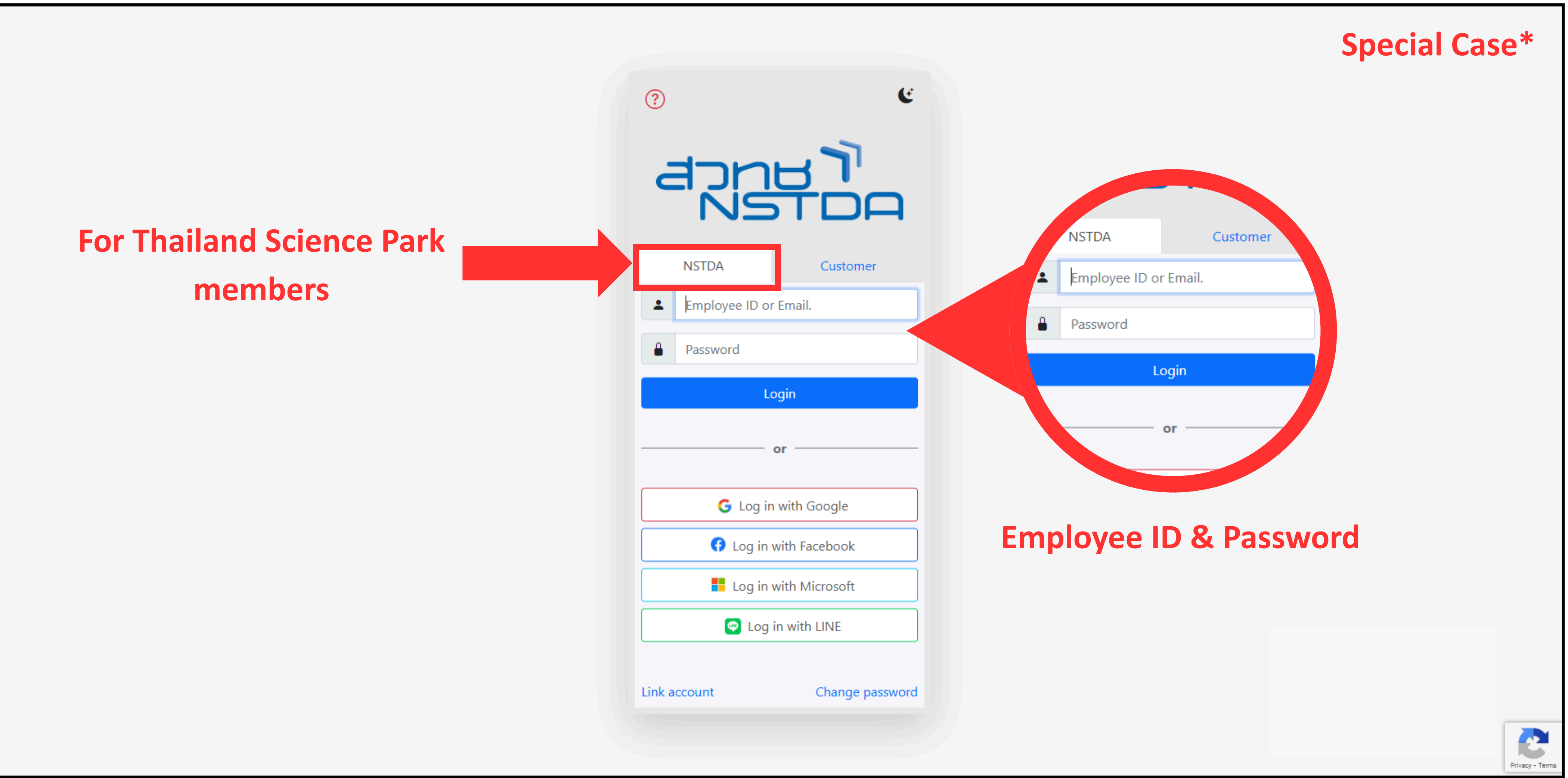
Stage 3: Choosing the Correct Conference List (If the link did not directly go to the "Consent and Privacy Notice")

After completing the login process, participant will be redirected to the overall conference list page which displays all conferences within the current time frame.
- Locate the row labeled **"28th ASPA Annual Conference 2025"** from the list displayed.
- Once you have confirmed the correct conference, click the **"Register"** button to proceed with the registration.
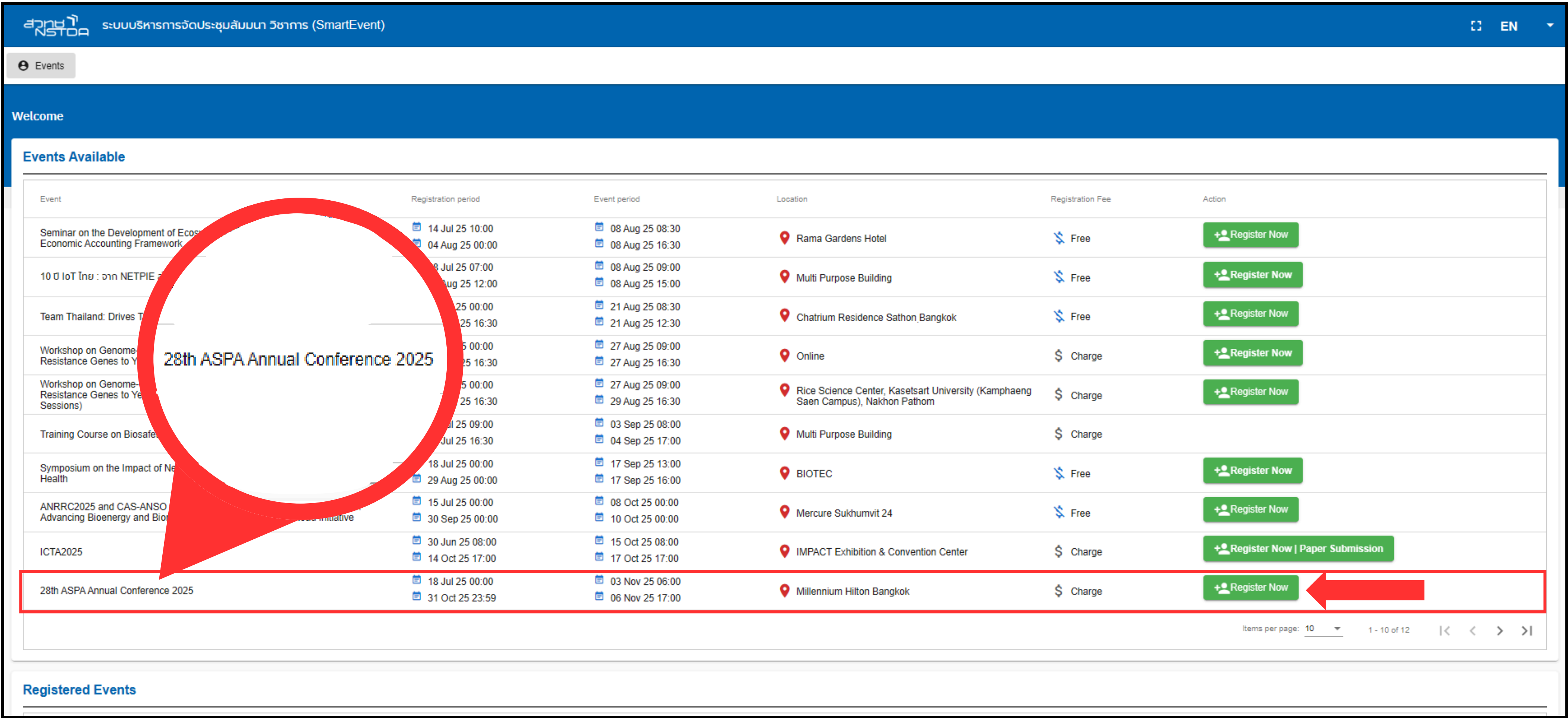
Stage 4: Consent and Privacy Notice

Upon selecting the correct conference name, participant will be prompted to review the **Consent and Privacy Notice** at this stage.

- Please check the **heading of the form** to verify that you are in the correct system.
- Participants are required to respond to each question based on the personal preferences **except Question 4**.
- **Question 4** is mandatory and **must be accepted** in order to proceed to the next following stage.
- For the remaining four questions, you may choose your responses freely.

Once all required responses are completed, click **"Next"** to continue to the next stage of the registration process.

Stage 5: Registration Information

In this stage, participant is required to complete the general information form as part of the registration process.

- Please ensure all required fields are accurately filled out.
- Once completed, click **"Next"** to proceed to the next stage.

Stage 6: Confirm Registration Details

In this stage, all the filled out information from the previous section will be displayed for reviewing.
- Please carefully double-check all details to ensure accuracy.
- Once ready to proceed, click **"Register Now"** to confirm and move on to the next stage.

Stage 7: Registration Successful

After confirming your details and clicking **"Register Now",** a completion of registration message will appear on the screen.
- At the same time, a confirmation email from ASPA secretariat will be sent to the participant's e-mail address provided in early section.
- This pop-up confirms that participant registration has been completed successfully.
- Click "**OK**" to be redirected to the main registration page of NSTDA.

Stage 8: Registration Information Overview

After completing the registration process and clicking **"OK"** through the confirmation page, participants will be directed to a summary screen containing key conference information.

On this page:

- The **Conference ID / Participant ID** will be displayed below the Identity Verification QR code.
- **Importantly,** in case the participant wants to proceed with the payment through the payment button, **please ensure that the immediate email** sent from the system **has been reviewed first.**
- In addition to action button below QR code. Clicking **"Leave"** to redirect to the Conference List page for the further checking.
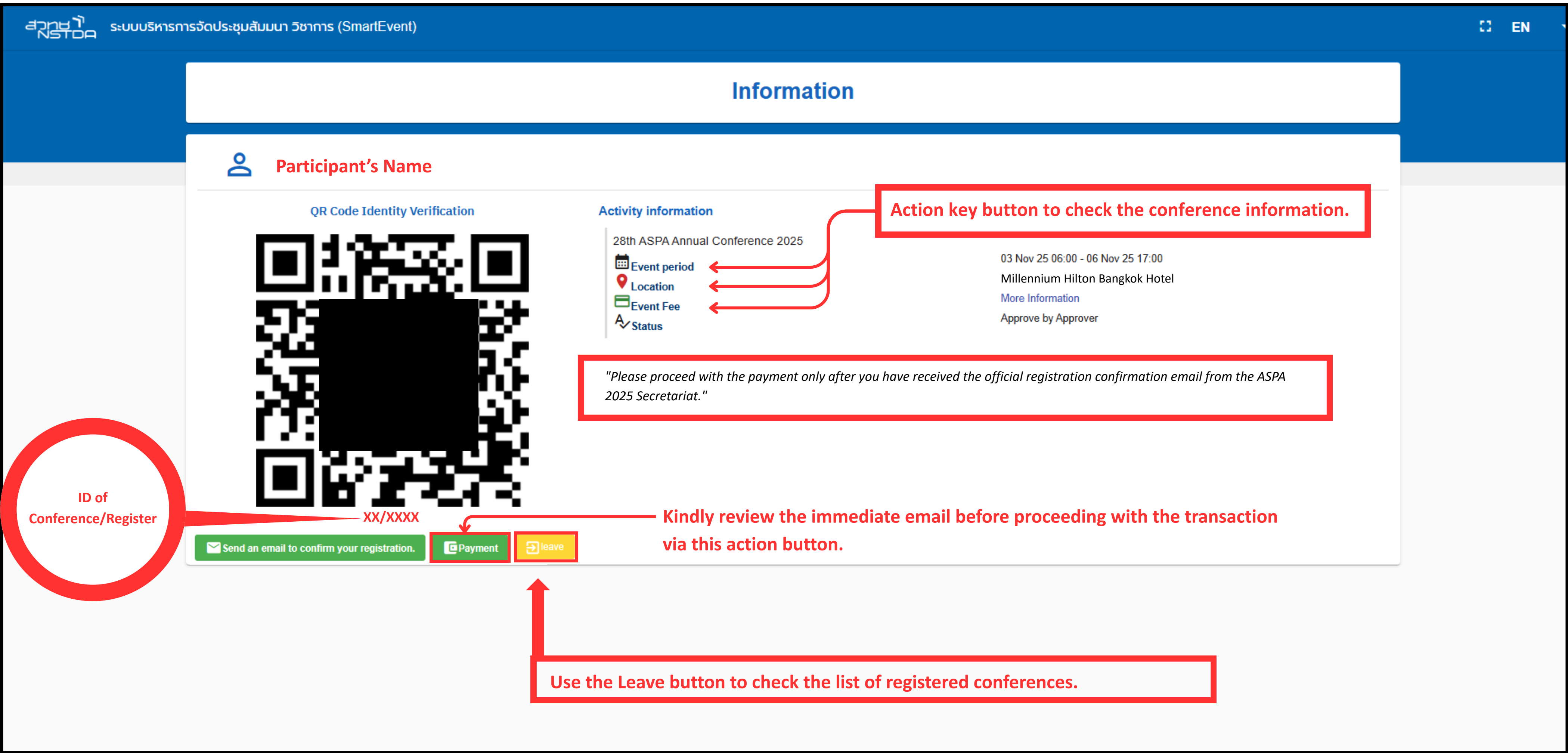
Confirmation Email of Registration

Once the registration is completed, participant will immediately receive a confirmation email from the ASPA Secretariat via the NSTDA mail system, with the subject:

"28th ASPA Annual Conference 2025 – Registration Confirmation & Unique Payment URL."

This email will contain a **unique payment link** for the next stage of the registration process.

Important Notes:

- Non-member participants **may proceed with the payment** immediately using the provided link.
- ASPA members are kindly asked **not to proceed with payment at this stage.** Please wait for a verification confirmation email from the ASPA Secretariat along with the payment URL, which will be sent within **10 business days.**
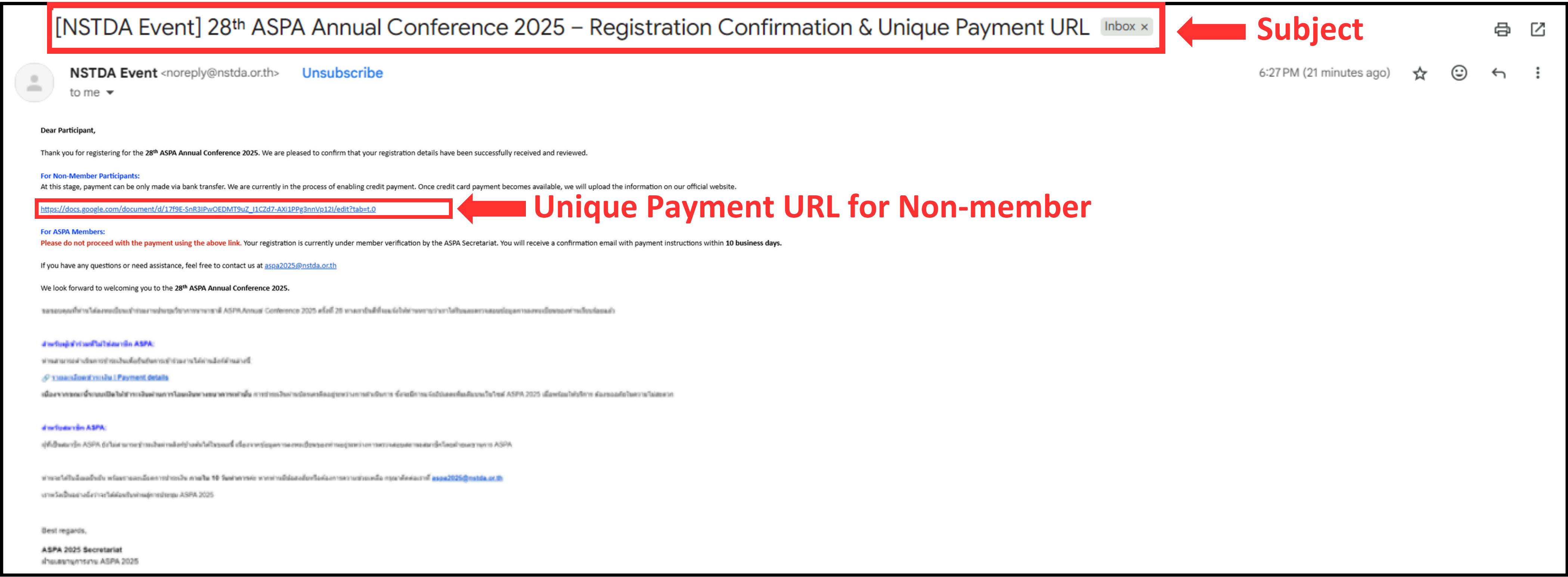
Conference List Page

Once the participant clicks the **"Leave"** button from the information overiew page, the next page will display as the conference list, which shows all of the up-coming conferences within that time frame.

To check the registered conference:

- Locate the conference details in the table below called **"Registered Event".**
- Verify the following information: **Conference Name: 28th ASPA Annual Conference 2025 /Date of Conference: 3–6 November 2025 / Registration Date & Registration Status**

This ensures the registration has been successfully recorded within the system.

Stage 9: How to Access Payment Portal

After completing the registration, participant will receive **a confirmation email** from the ASPA Secretariat with the subject:

"28th ASPA Annual Conference 2025 – Registration Confirmation & Unique Payment URL."

This email includes a unique payment link for the next stage of the registration process.

Important Notes:

For Non-member participant may proceed with payment immediately using the provided link.

For ASPA members are kindly asked not to proceed with payment at this stage. Please wait for a verification confirmation **email from the ASPA Secretariat**, which will be sent within **10 business days.**

Stage 10: How to Payment & Chose Payment Methods

Available Payment Method

1. Bank Transfer
2. Credit Card

How to pay via Bank transfer

Upon arriving at the bank transaction web page for the 28th ASPA Annual Conference, participant will see three main sections:

Section 1: Tax Information

Participant may enter their tax address and any relevant tax details for issuing a tax invoice.

Section 2: Payment Amount and Preferred Currency

This section displays the **total amount due** for payment, along with the option for participant to choose the **preferred currency before proceeding** with transaction.

Section 3: Payment Channel

This section provides complete banking details, including the bank name, SWIFT code, account number, and bank address.

After carefully reviewing and completing the form, participant **may proceed with the bank transfer** using the **information provided**. **Once the transfer is completed, please retain the transaction receipt for future reference.** Once the transaction is complete, kindly click the **"Pay"** button below to finalize your payment submission and returning to the conference list.

Important Note: Please ensure that the transaction is made only through the unique payment link provided. **Avoid using any external links to ensure you receive the correct rate.**

Navigate to Slip Attachment Web Page

To access the slip attachment portal, participant may start from the original event web page by clicking the "**View**" button in the registered events table.

After Clicking **"View"** participant may re-access the payment web page by clicking the "**Payment**" button on the information page.

Upon clicking on **"Payment"**, participant will be directed to the payment history list, which contains pending transactions awaiting the upload of payment slip.
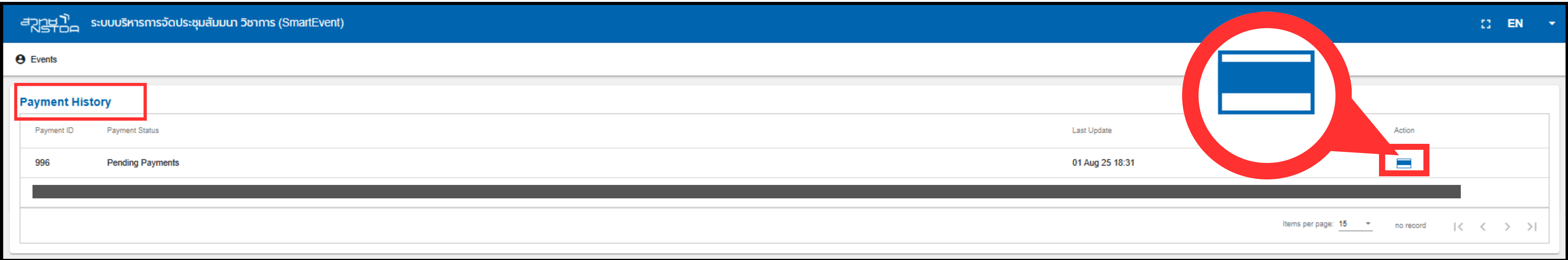
At this stage, participant must click on the **open icon** shown above to proceed to the slip attachment web page.

Slip Attachment Uploading

Upon clicking the open icon from the Payment History table, participant will be directed to the slip upload page. At this stage, participant may review the previously submitted information and proceed to the section labeled **'Attach Payment Slip.'** In this section, participant can upload the bank transfer slip from the recent transaction for verification by the ASPA Secretariat.
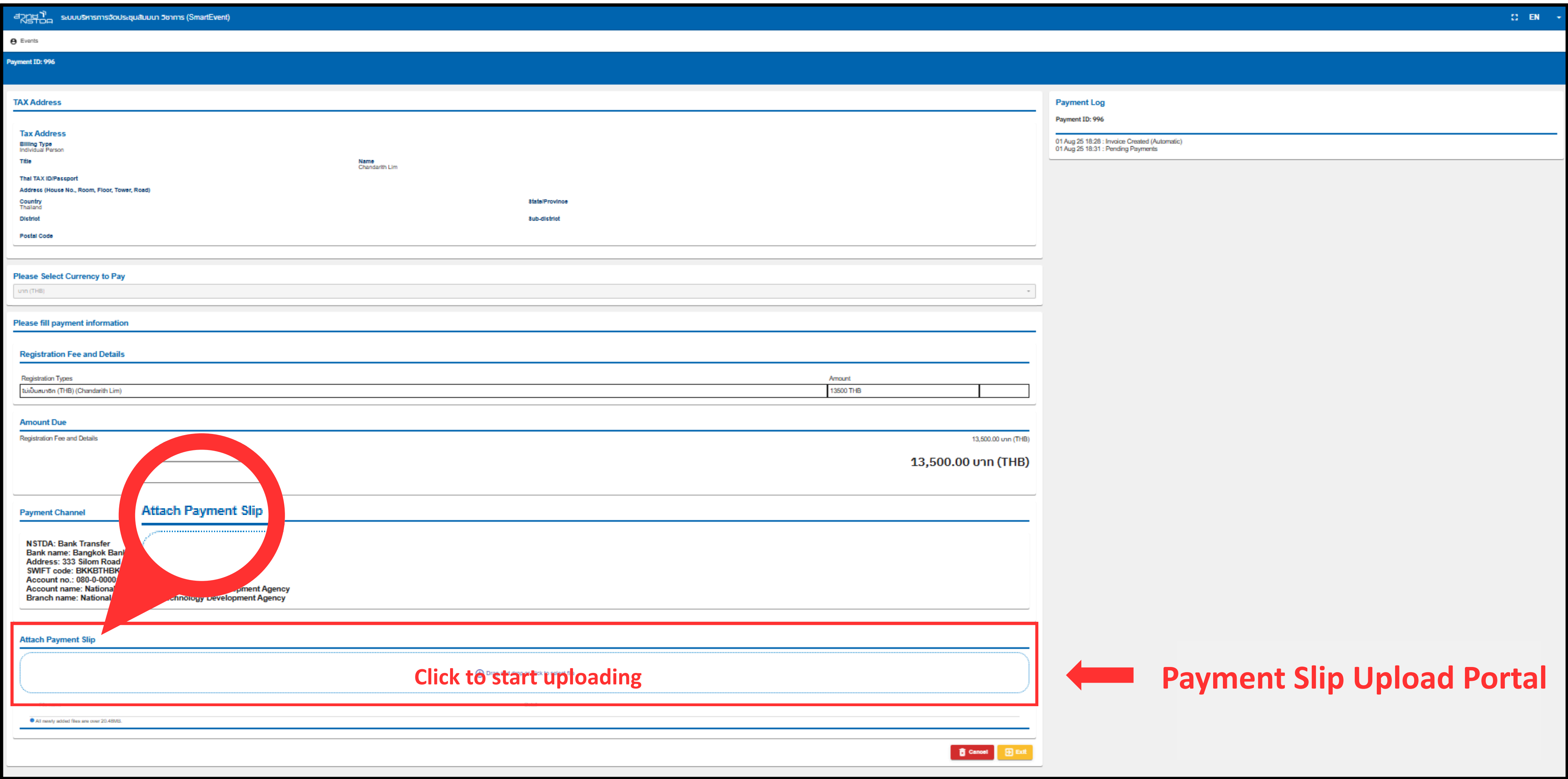
After completing the upload, an action button labeled **"Attach Payment"** will appear. Participant should review all the information on the page to ensure its accuracy, then click the **"Attach Payment"** button to submit the slip for further verification. This action will also automatically save the data and exit the page.

Important Notes:

All participants who make payment via bank transfer is required to upload their payment slip to confirm and complete the payment process.
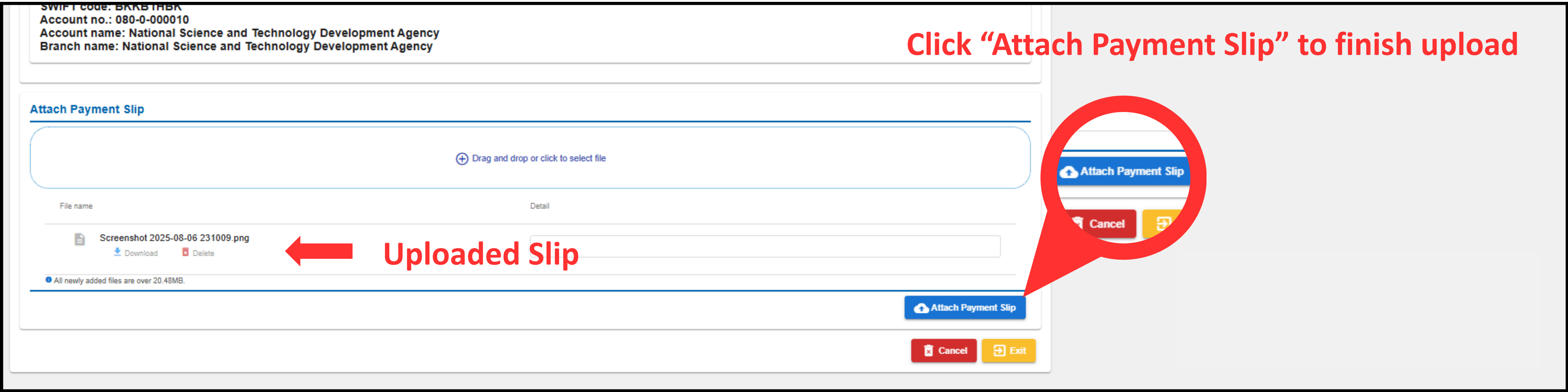
Payment Slip Upload Notification

Once participant clicks on **"Attach Payment Slip"**, the system will display a confirmation notification. If all the information is correct, the participant should click **"OK"** to save and complete the process.
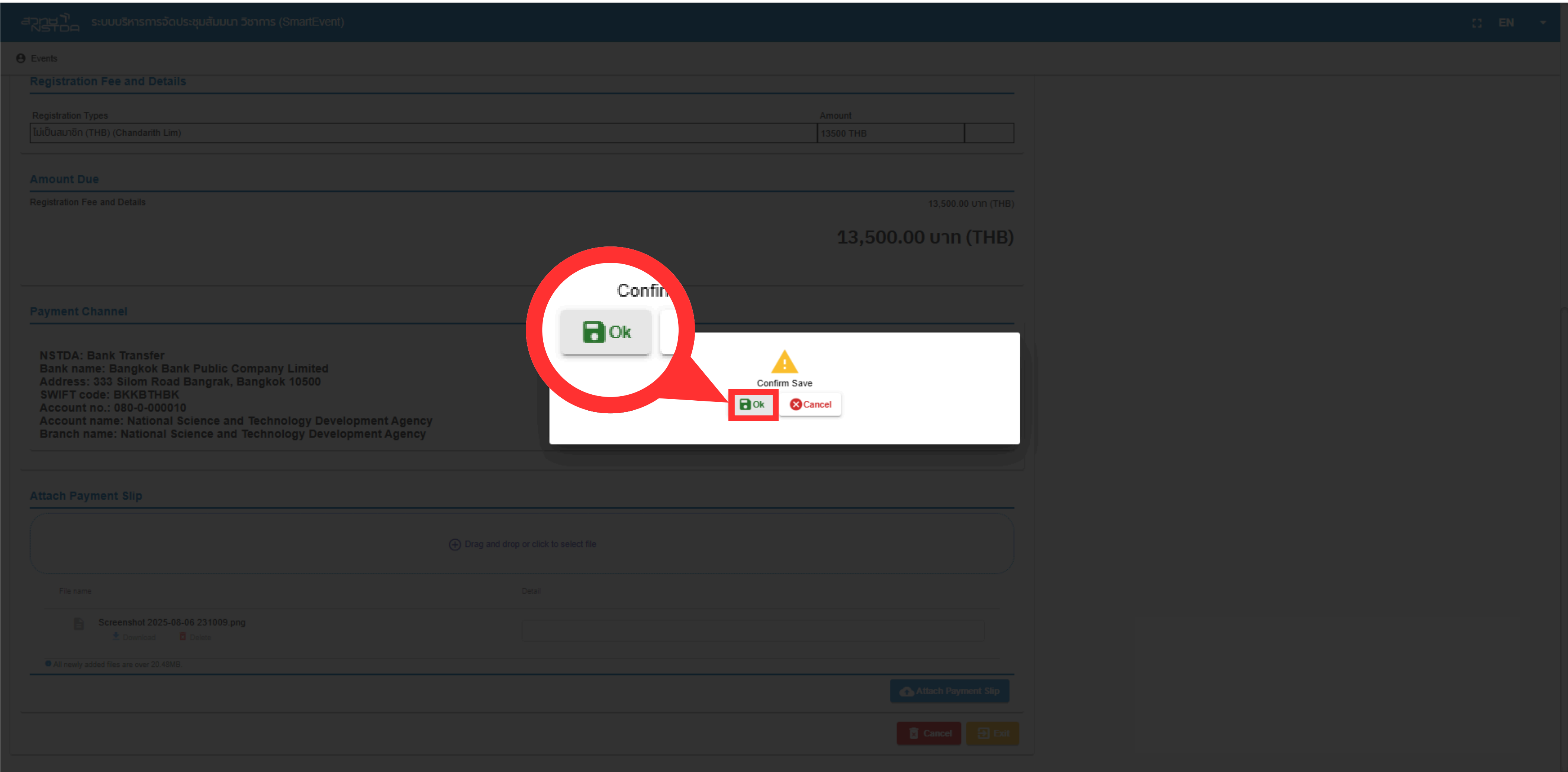
Payment Slip Uploaded Successful

Upon clicking **"OK"** a notification confirming the successful upload of the payment slip will appear, indicating that the process has been saved. At this point, the participant may click **"OK"** to exit the page.

Additionally, once the slip is successfully uploaded, a confirmation email will be automatically sent to the participant's registered email address.
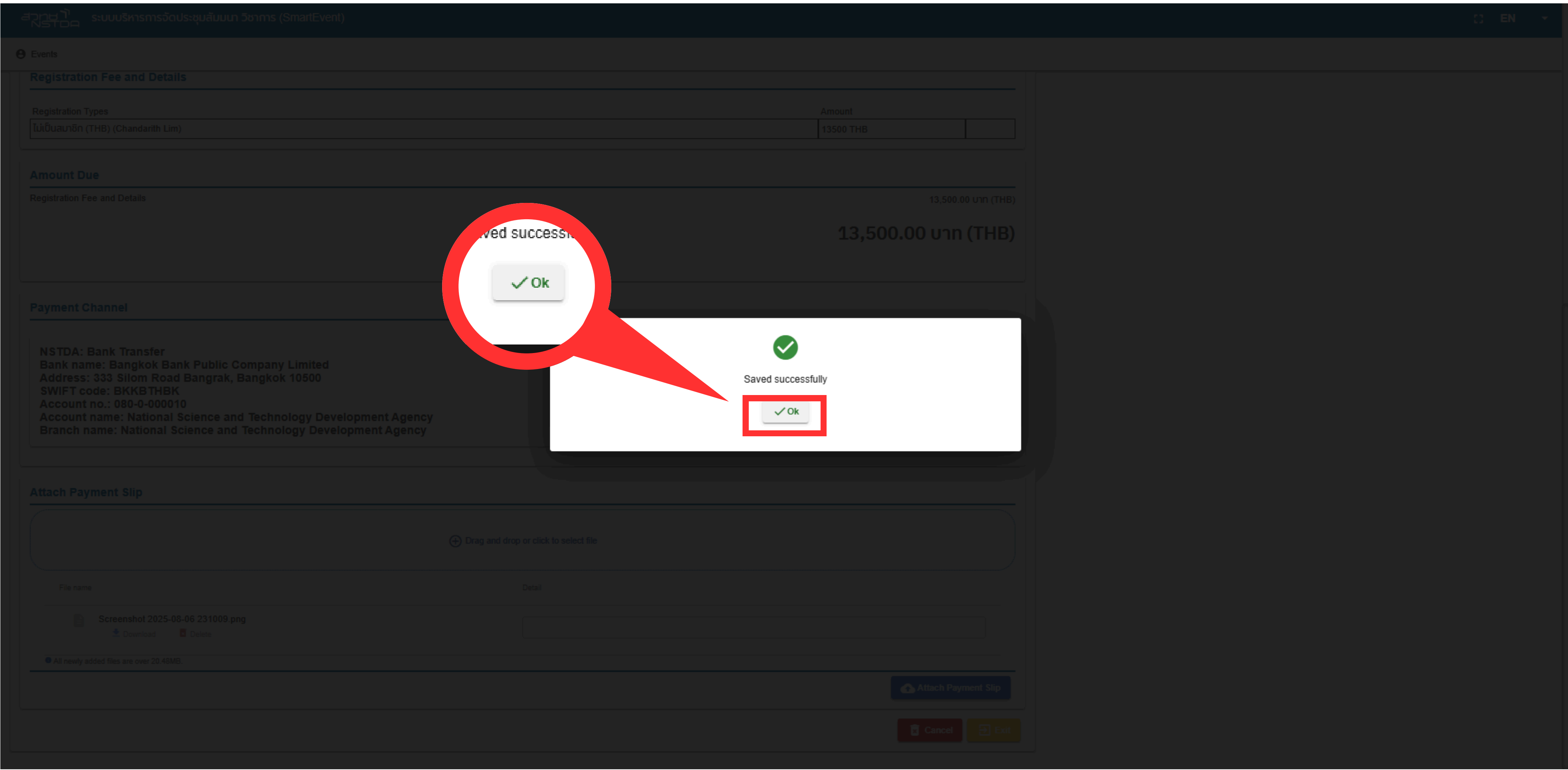
Verifying with System for Bank Transfer Participant

Along with the email, participant can preview the status of the attached slip on the slip attachment web page. In this regard, a "Success" status in the table indicates that the slip has been successfully verified.
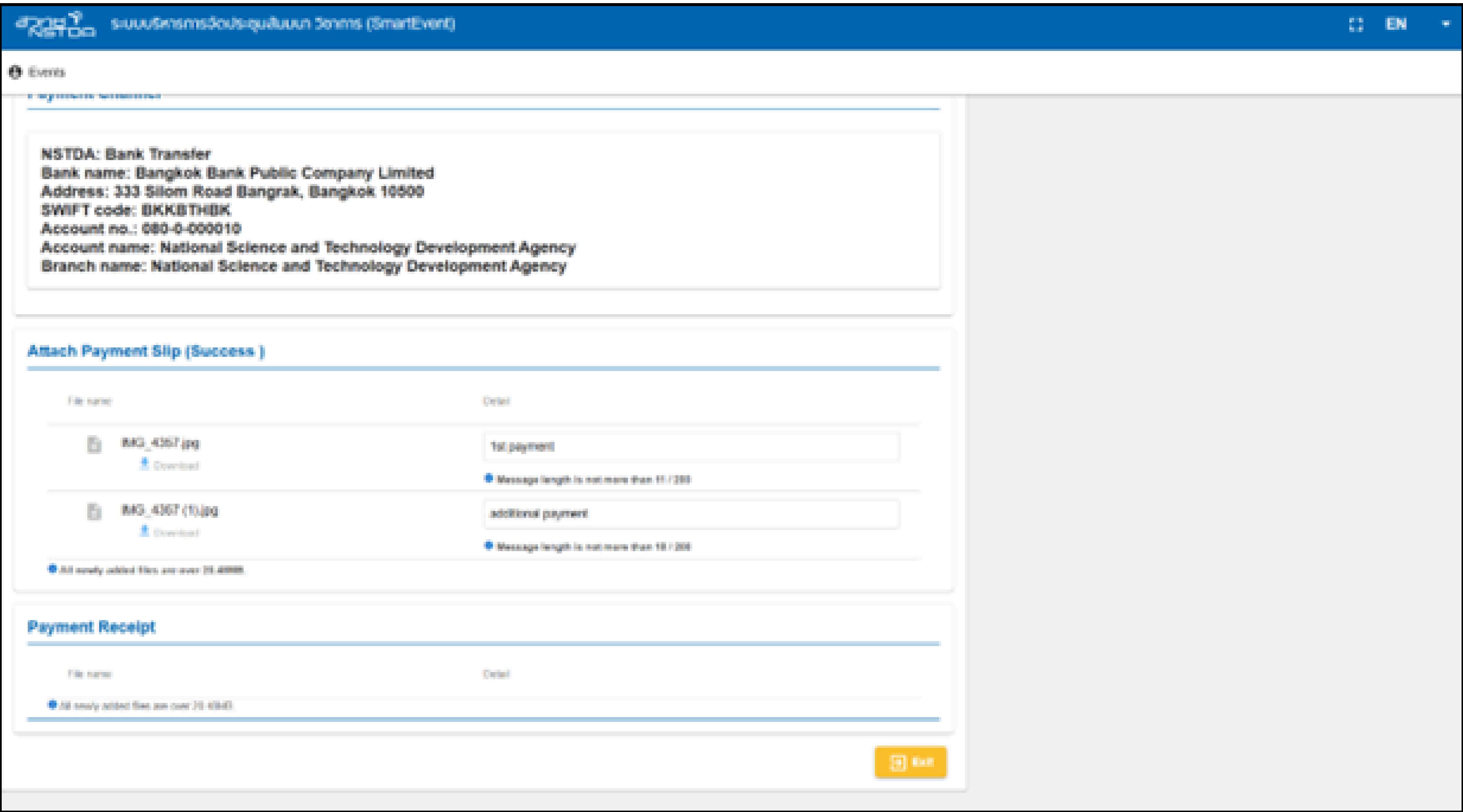
Stage 10(A): NOTICE for Unsuccessful Verification of Attached Payment Slip Only

In case the **payment is unsuccessful or the attachment is incorrect**, the ASPA Secretariat will contact the participant directly. If the participant needs to re-upload the slip, please kindly refer to **Stage 10** for the upload process. Additionally, participants may be required to upload further evidence as proof if the verification of the slip is unsuccessful.

Note: The 28th ASPA Annual Conference 2025 - Payment Confirmation Received, email is only sent the first time a slip is submitted. If participants are asked to re-upload or submit additional documents, no further confirmation email will be sent at that step. Instead, the ASPA Secretariat will be notified once the payment is successfully verified with the subject: **"28th ASPA Annual Conference 2025 – Payment Successfully Received."**

Stage 11: How to Pay using Credit Card

Credit card payment
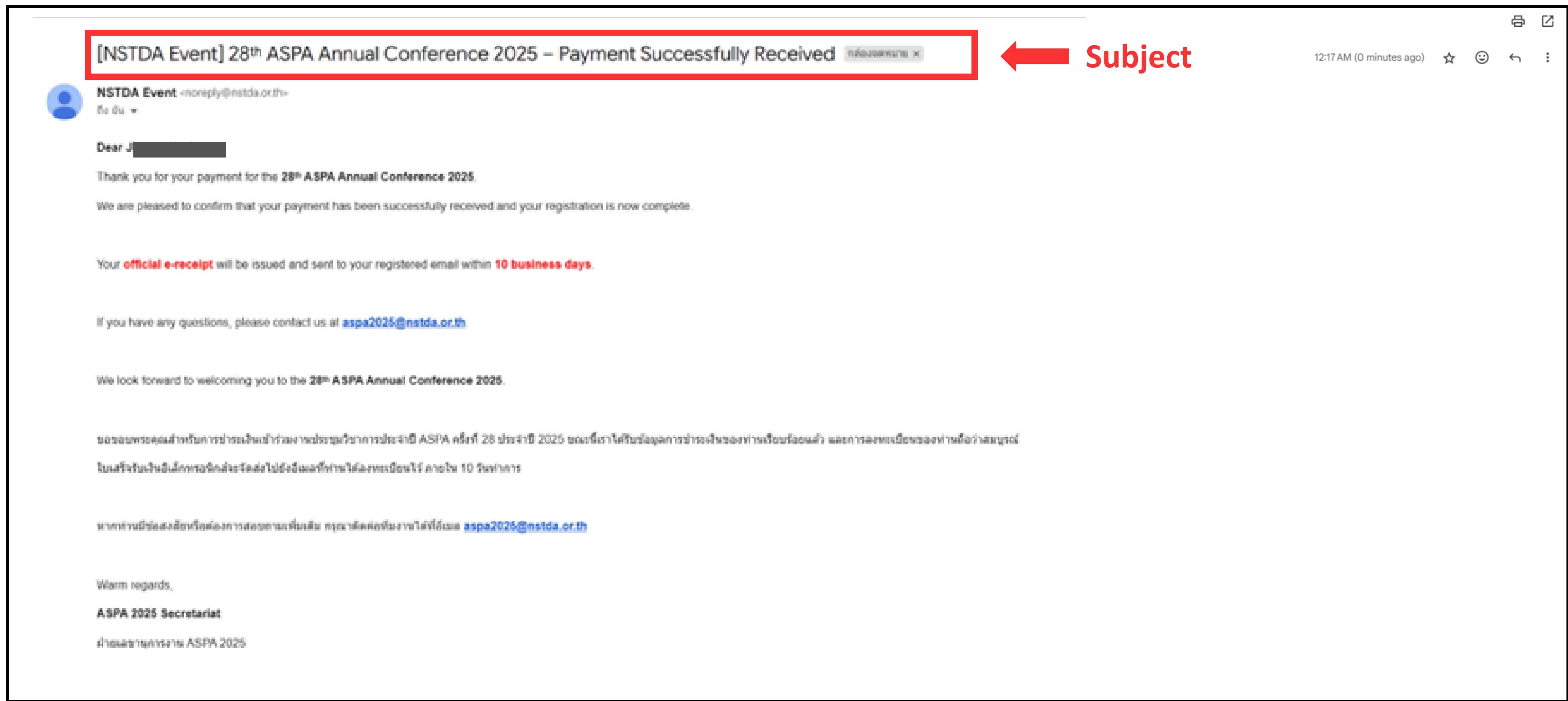
Upon arriving at the transaction web page for the 28th ASPA Annual Conference, participant will see three main sections:

Section 1: Tax Information

Participant may enter their tax address and any relevant tax details for issuing a tax invoice.

Section 2: Payment Amount and Preferred Currency

This section displays the **total amount due** for payment, along with the option for participant to choose the **preferred currency before proceeding** with transaction.

Section 3: Payment Channel

Participant may select the prefered currency aligned with the credit card as follow

- If you pay in **THB,** select **"Credit Card NSTDA (THB)."**
- If you pay in **USD,** select **"Credit Card NSTDA (USD)."**
- If you pay in **EUR,** select **"Credit Card NSTDA (EUR)."**

Once participant has selected preferred credit card with right currency, kindly click the "Pay" button below to refer to the next following stages

Confirming Notification

Once participant clicks on "Pay", the system will display a confirmation notification. If all the information is correct, the participant should click "OK" to save and complete the process.
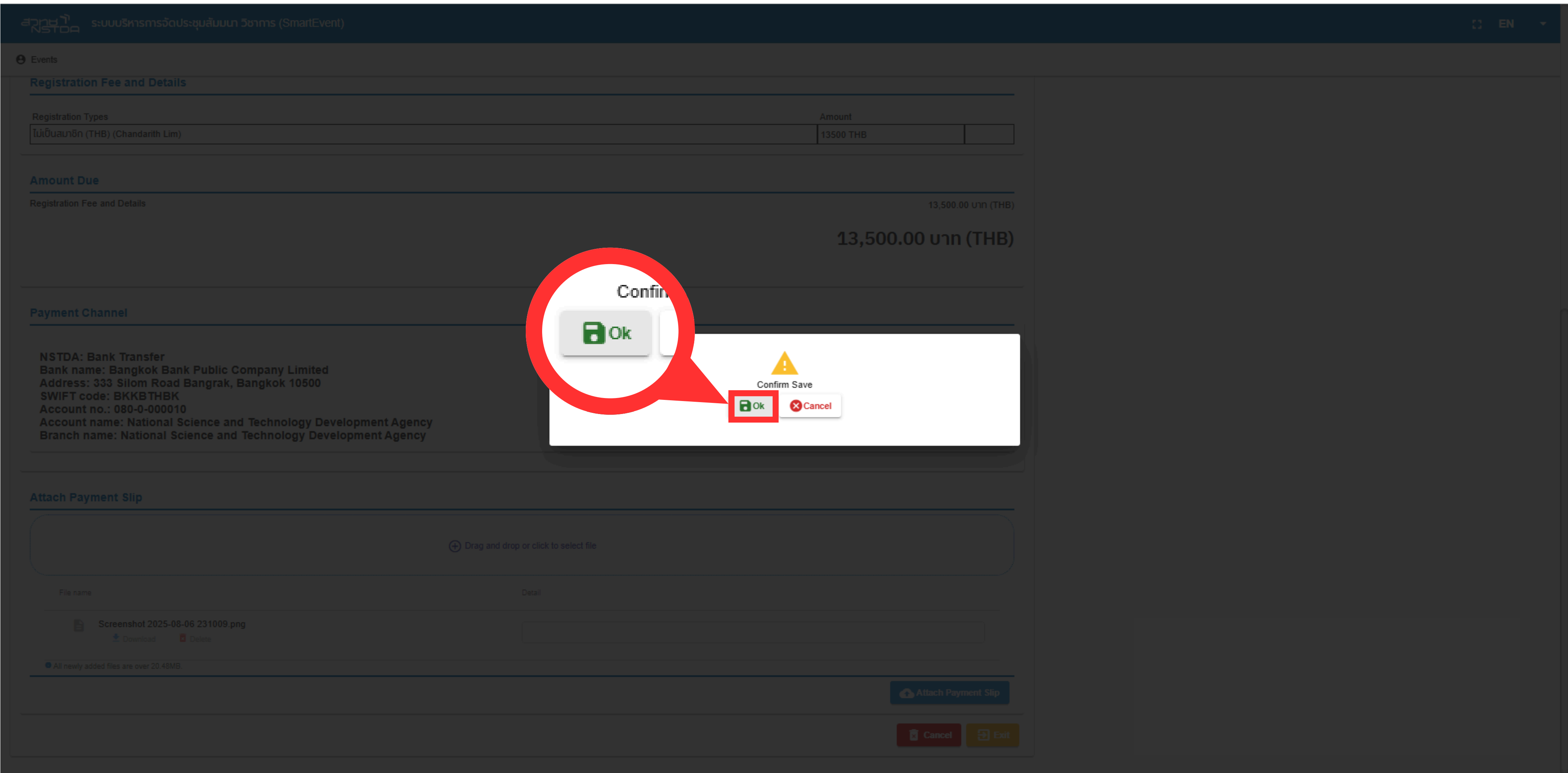
Upon clicking "OK" a notification confirming the successful upload of the payment slip will appear, indicating that the process has been saved. At this point, the participant may click "OK" to procced to payment gateway.
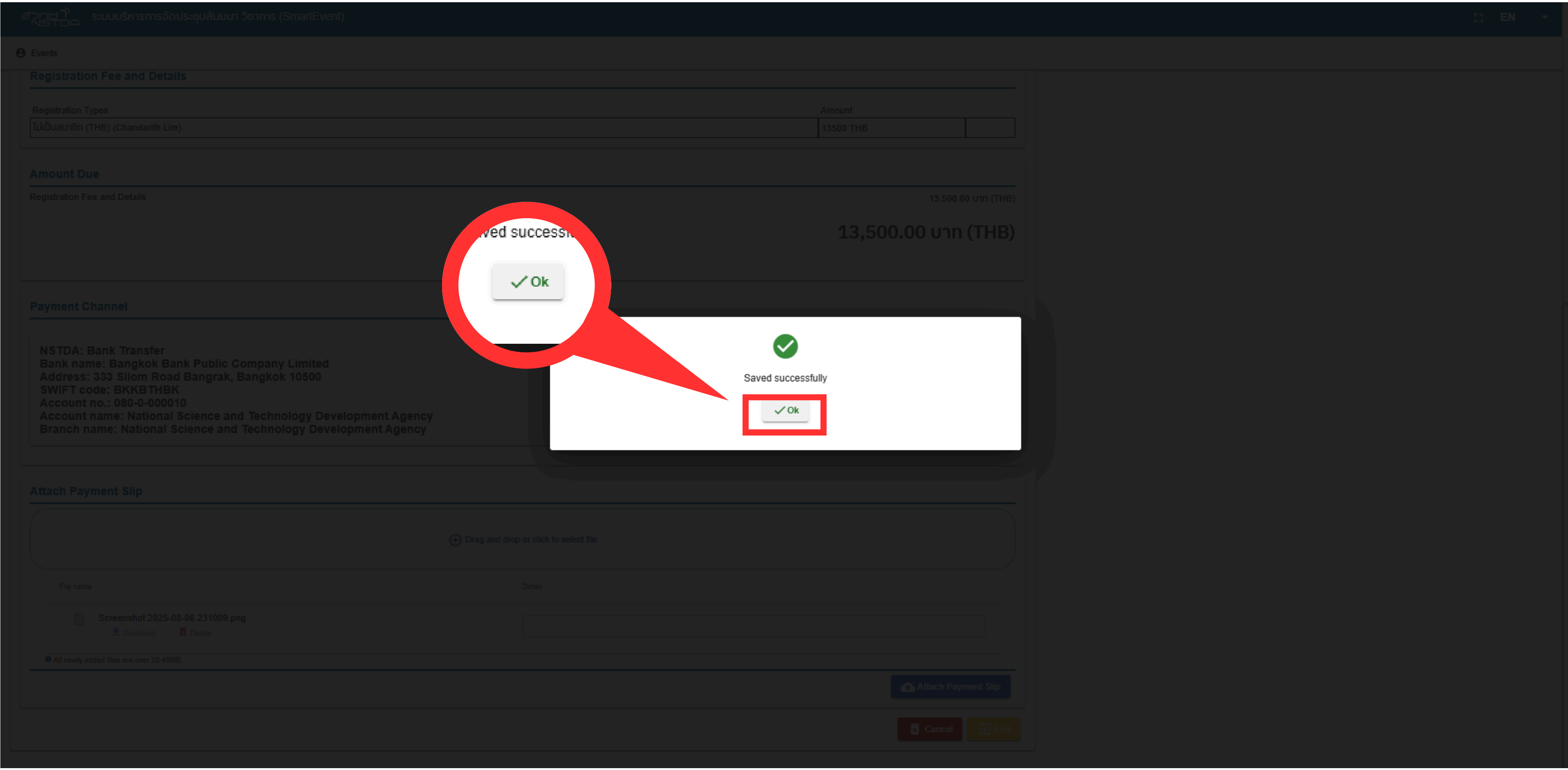

The system will then display the Payment Gateway page, allowing payment via credit card. The registrant can click on the icon bar to select the type of credit card they wish to use for payment.

Payment Gate Way (Credit Card Payment)

The system will then display the **Payment Gateway page,** allowing payment via credit card. The registrant can click on the icon bar to proceed payment.

Payment Information (Credit Card)

Once the participant has clicked on the button above, the system will display a page for entering credit card information to complete the payment. The required details include:

- **Card Number:** Enter your credit card number.
- **Expiry Date (MM/YYYY):** Enter the expiration date of your credit card.
- **Name as Shown on Card:** Enter the name exactly as it appears on your credit card.
- **Issuer Bank Country:** Select the country of the issuing bank.
- **Issuer Bank Name:** Select the name of the bank that issued your credit card.
- **CVV2/CVC2:** Enter the 3-digits card verification code found on the back of your credit card.

Once all information has been filled in, the participant may click **"Submit"** to proceed to the next page.

Please ensure that all input information is correct before submitting to avoid any errors.

Credit Card Payment Confirmation

Upon clicking Submit, the system will display a window to confirm your credit card information. Click "OK" to verify and confirm the details.
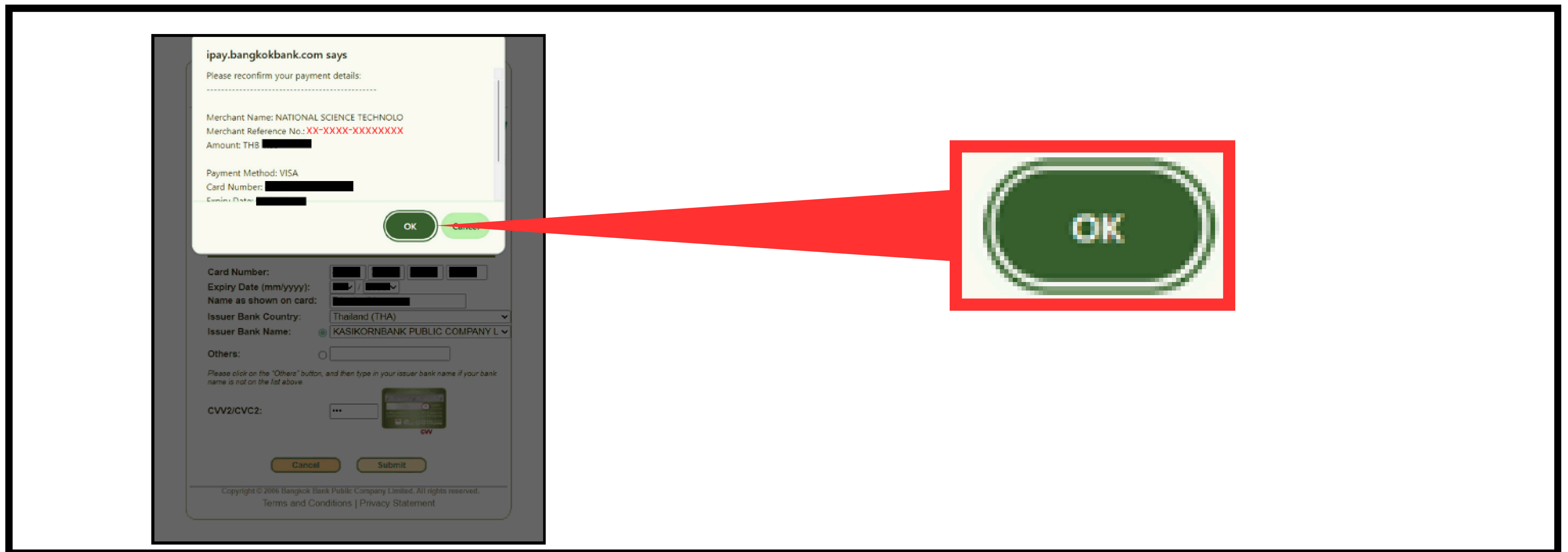
OTP fil up for credit card payment

Once the credit card information has been successfully confirmed, the system will send an OTP to the cardholder's phone number. Enter the OTP in the **"Enter OTP"** field, then click "Proceed" to continue.

If the participant does not receive an **OTP** from the system, please use the **"Resend OTP"** option to request a new one.
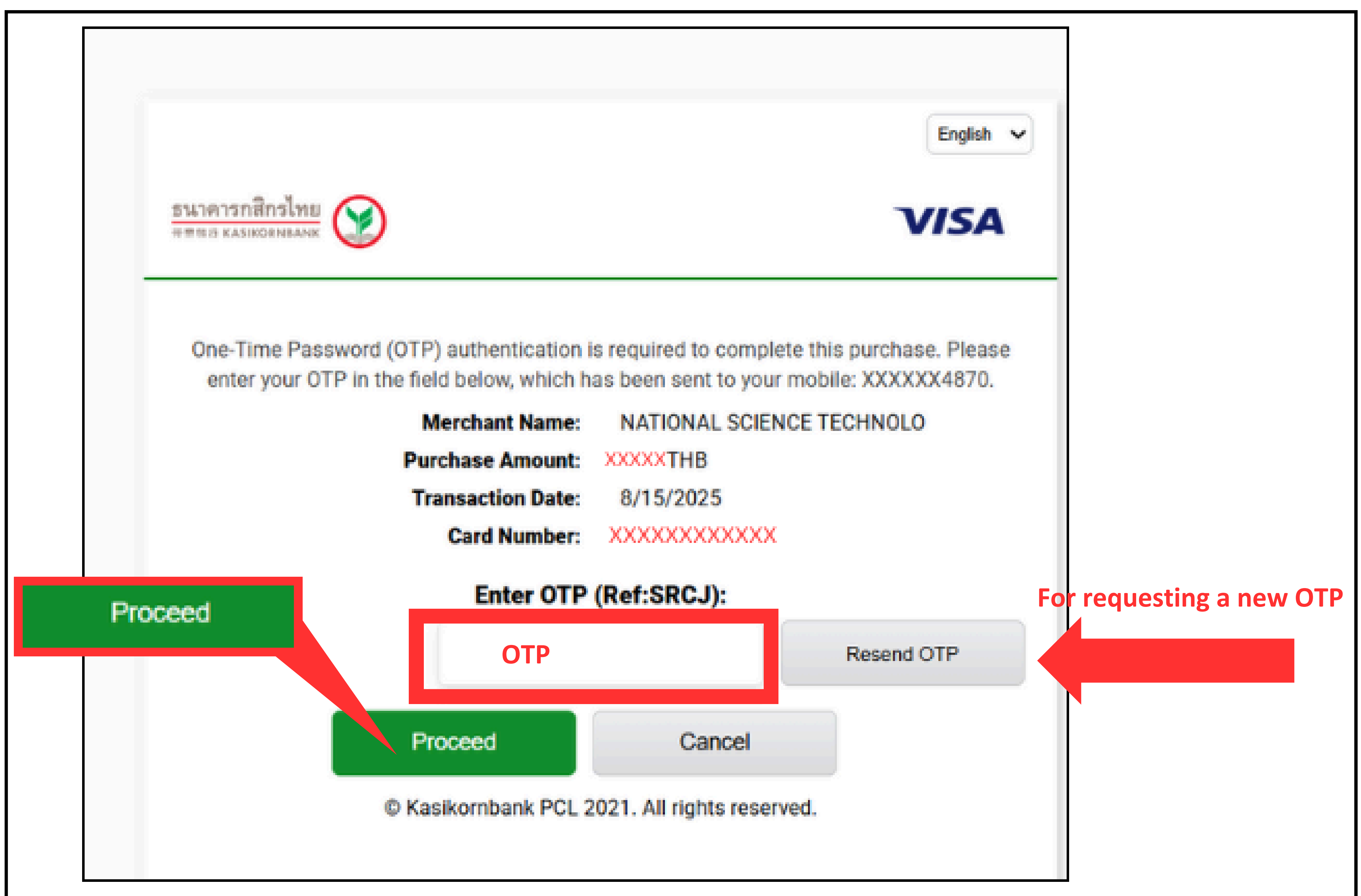
Credit Card payment summary

After the **payment is successfully completed**, the system will display a payment summary page confirming the successful credit card transaction. The system will then redirect you back to the payment page of the registration system.

Click **"Proceed"** to continue to the next stage.
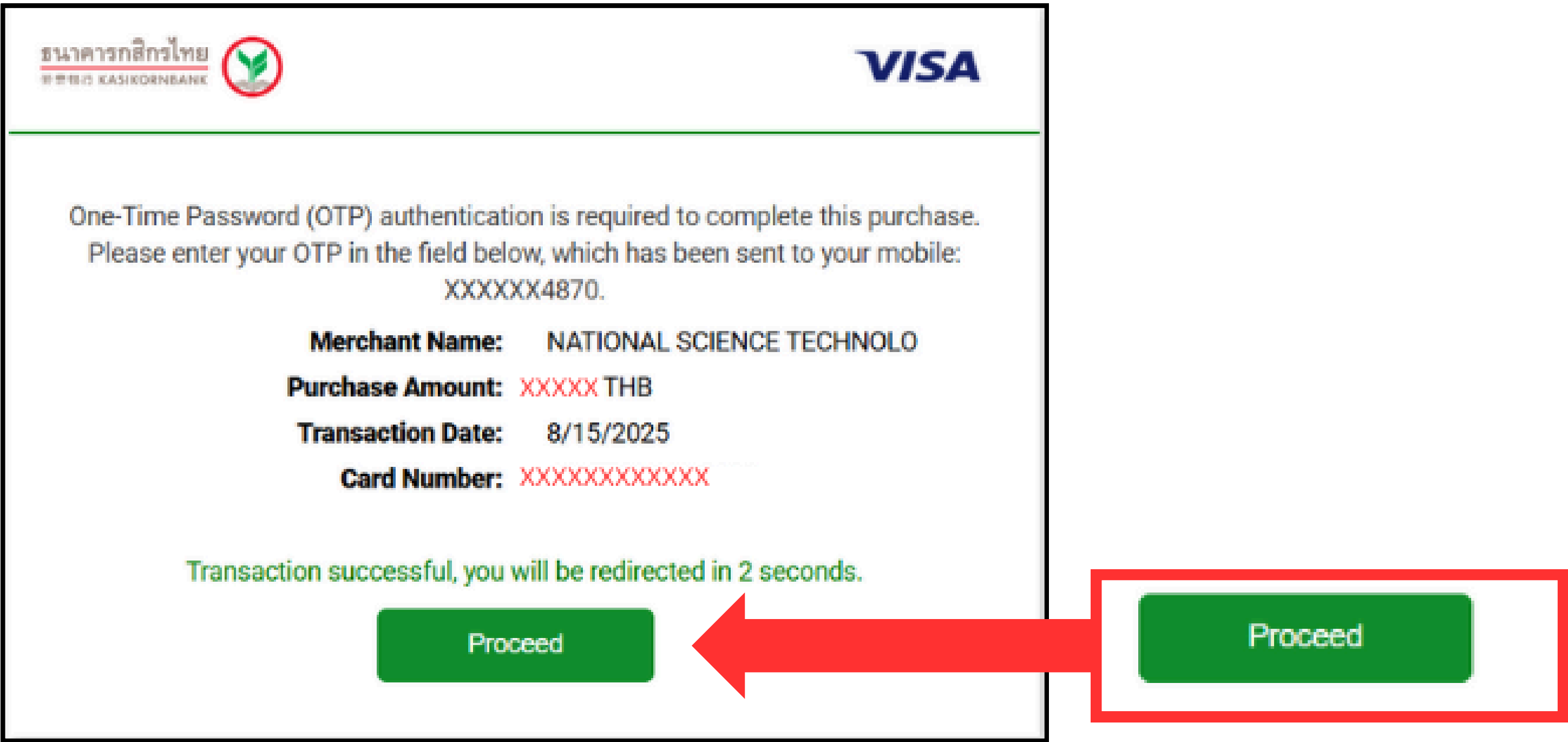
Upon completion, the participant will be redirected to the ASPA Conference payment page.
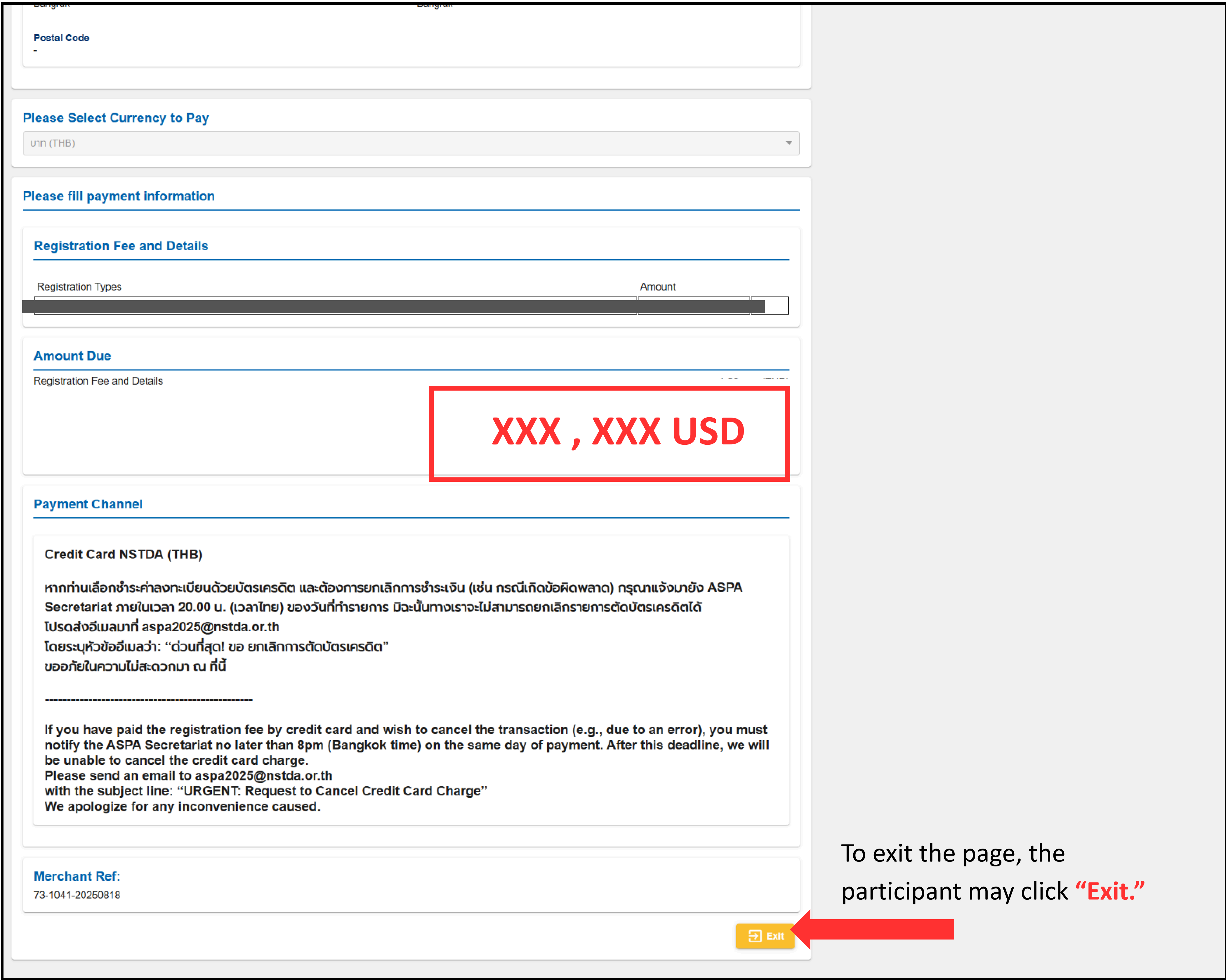
To exit the page, the participant may click **"Exit."**

Stage 12: Notification E-mail for Successful in Verifying Payment

Upon successfully uploading the payment slip or finished the payment via credit card, participants will receive an immediate confirmation email from the system with subject **28th ASPA Annual Conference 2025 - Payment Confirmation Received**, notifying them that the ASPA Secretariat has received the slip and will begin the verification process.

Important Note:

Participant will receive a notification regarding the transaction verification within **10 business days.**
If no notification is received within this period, please kindly contact the ASPA Secretariat for further assistance.
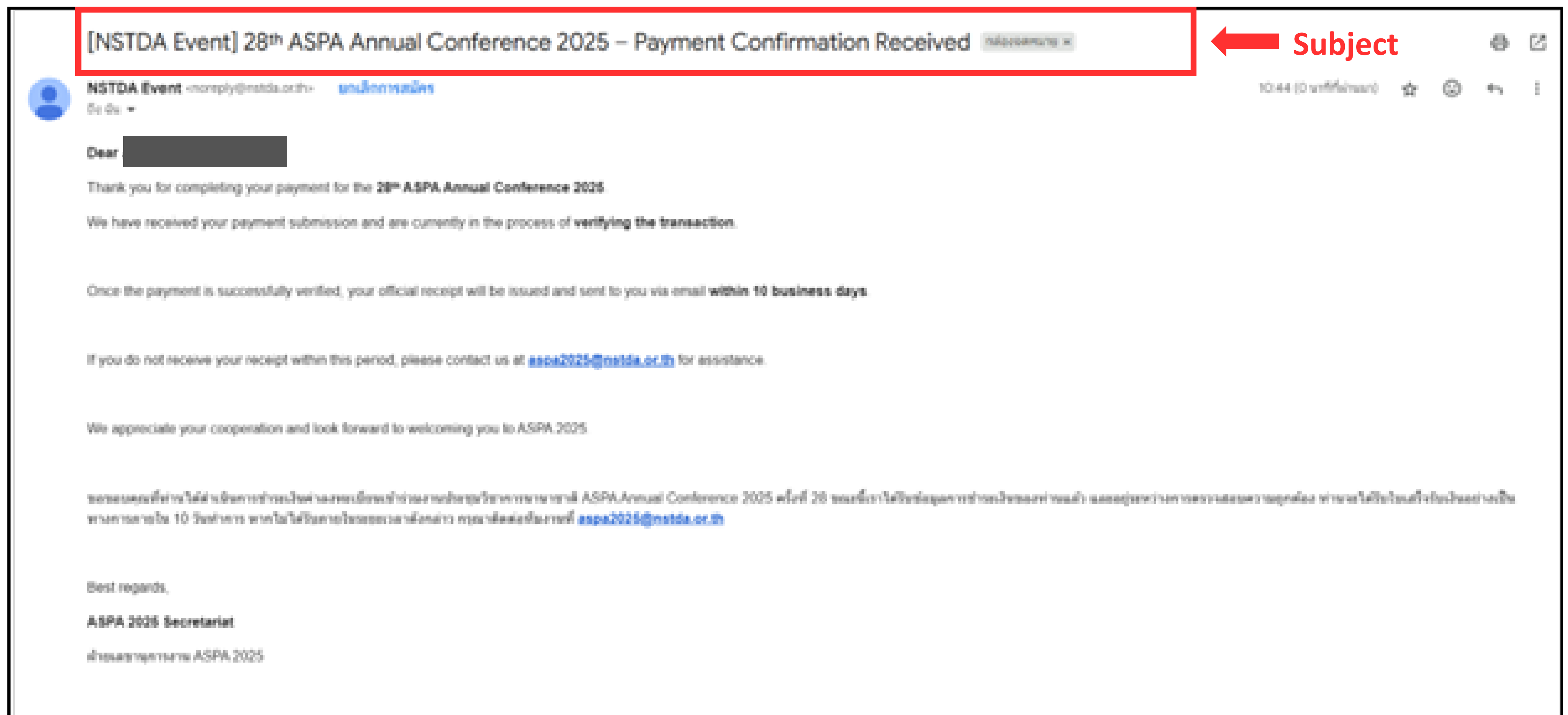
Stage 13: Payment Successfully Verified

Within the verification time frame, once the payment has been successfully verified, the participant will receive a notification message from the ASPA Secretariat with the subject:
"28th ASPA Annual Conference 2025 – Payment Successfully Received."
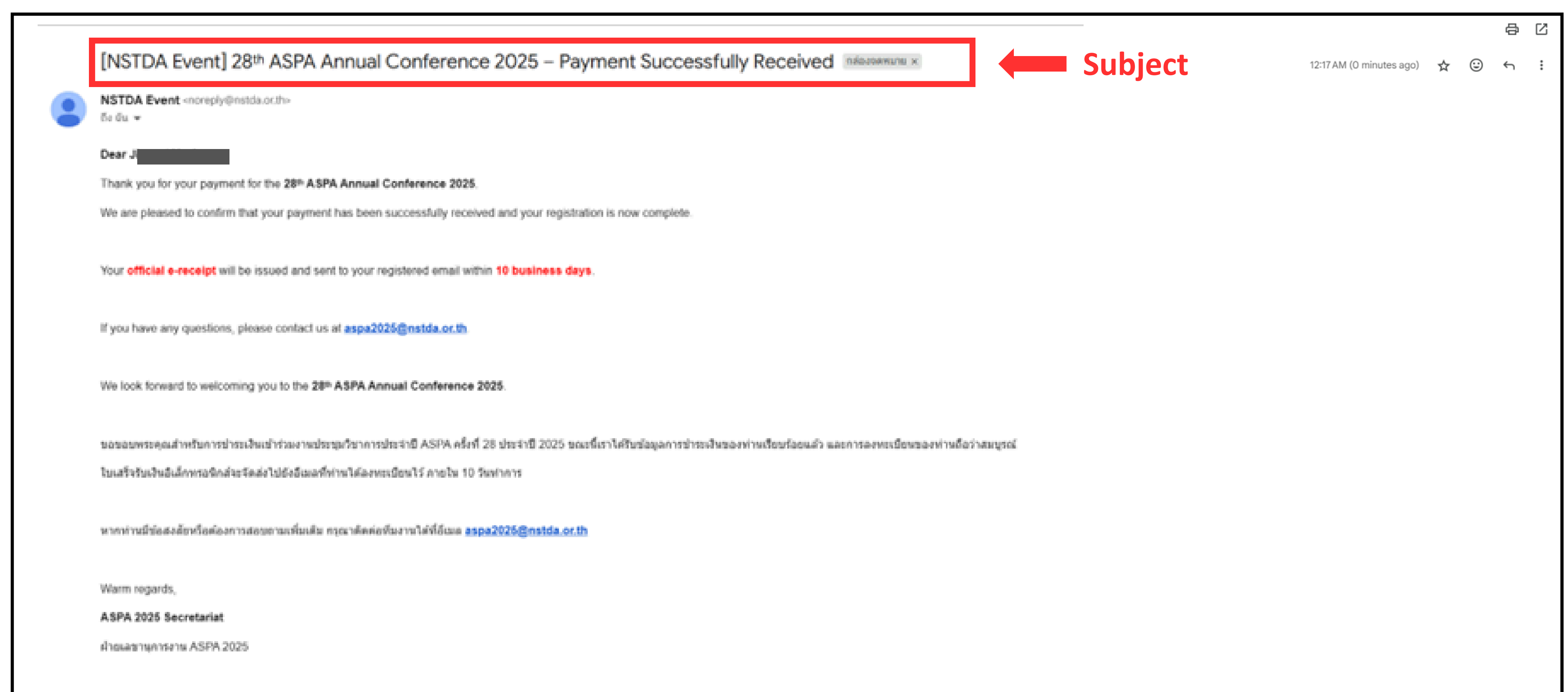
Stage 14: Successful Issuance of E-Receipt (Final Stage)

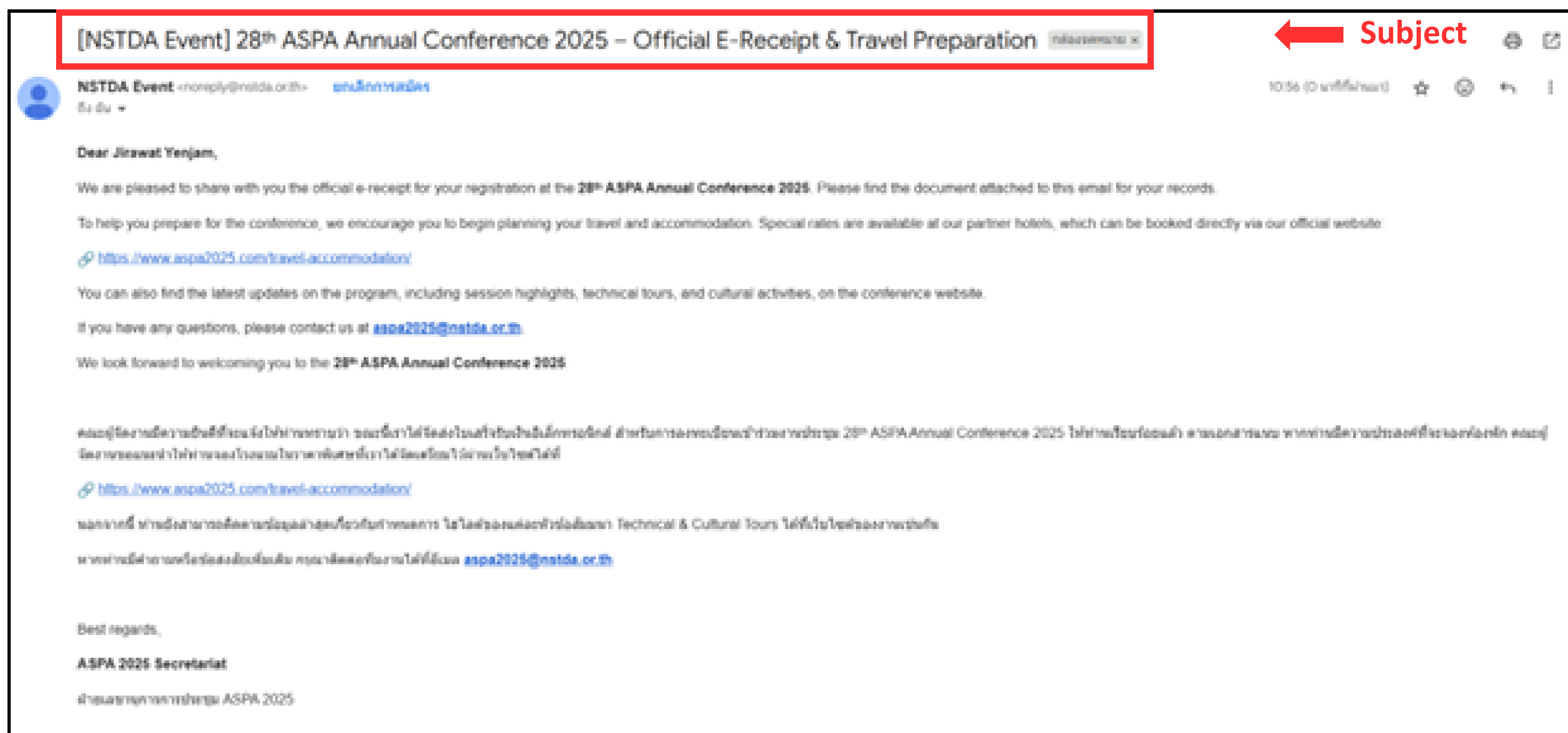Once the e-receipt has been **successfully issued,** the participant will receive an email from the ASPA Secretariat with the subject **"[NSTDA Event] 28th ASPA Annual Conference 2025 – Official E-Receipt & Travel Preparation,"** notifying them of the successful issuance of the e-receipt along with important related information.

Further Inquires

In case of any issues related to the 28th ASPA Conference, participants may visit the official ASPA website at

https://www.aspa2025.com

Please scroll down to the footer of the page, click on the chat icon, and sign up with your name and contact details. Then, select your preferred inquiry topic. The ASPA Secretariat team will be available 24/7 to provide support and respond to your questions.
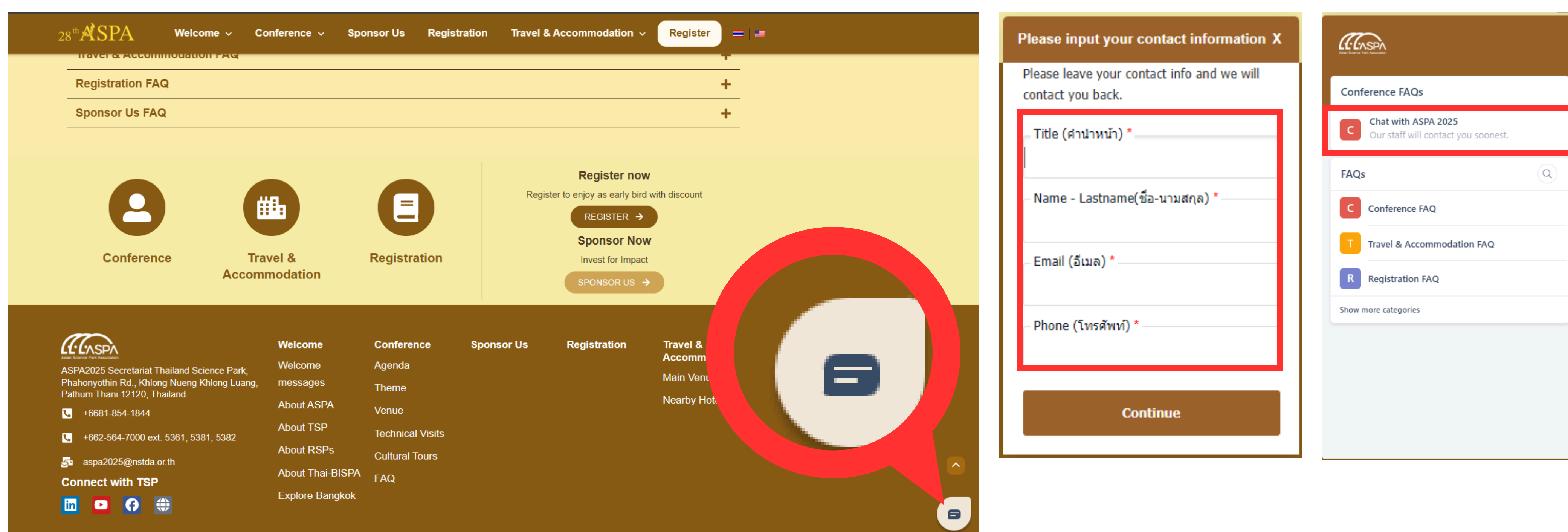
Important Note

If participants wish to register **as a group or encounter any issues** during registration, please contact the ASPA Secretariat for assistance:

ASPA 2025 Secretariat:

📞 *Tel: + (66) 81 854 1844 / + (66) 2564 7000 ext. 5361, 5381, 5382*

✉ *Email: aspa2025@nstda.or.th*

🌐 *Website: www.aspa2025.com*