



**第十届北京香山论坛**  
The 10th Beijing Xiangshan Forum

**Equality · Openness · Inclusiveness · Mutual Learning**

**BEIJING · CHINA** 2023.10.29-31

**ORGANIZERS** | China Association for Military Sciences China Institute for International Strategic Studies



# Beijing Xiangshan Forum Registration User Guide

August 2023

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## **Tips:**

The Registration Portal can be accessed at

<https://bxf2023reg.bravolinkstech.com/en/login>.

## **contact:**

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**Media Members:** [media@bxforum.cn](mailto:media@bxforum.cn)

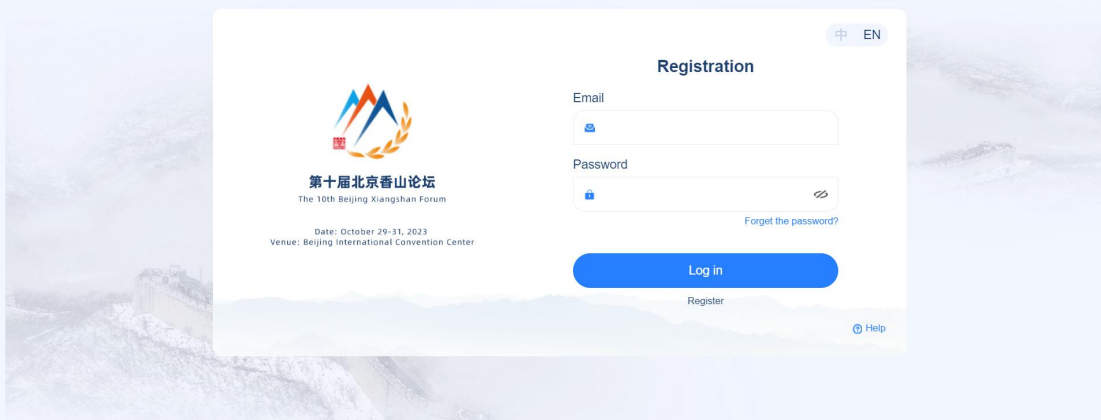
## Registration Guide for Official Delegations

### Tips:

- Creating the login account: Please remember the email address and password (email address must be valid, so as to retrieve the password if forgotten). This email address and password will be used for follow-up login to submit the delegation information. One official delegation should register under one account and there is no need to create multiple accounts for every individual delegate.
- A user's registration process will be automatically stopped after 30 minutes of inactivity and information entered will be lost upon timeout. Registration is complete after a user clicks the "Submit" button and passes the validation (Figure 6). Upon successful registration, users will be redirected to the "Delegation Information" page (Figure 7) where detailed information or updates could be added later.

### Step 1: Access the registration portal

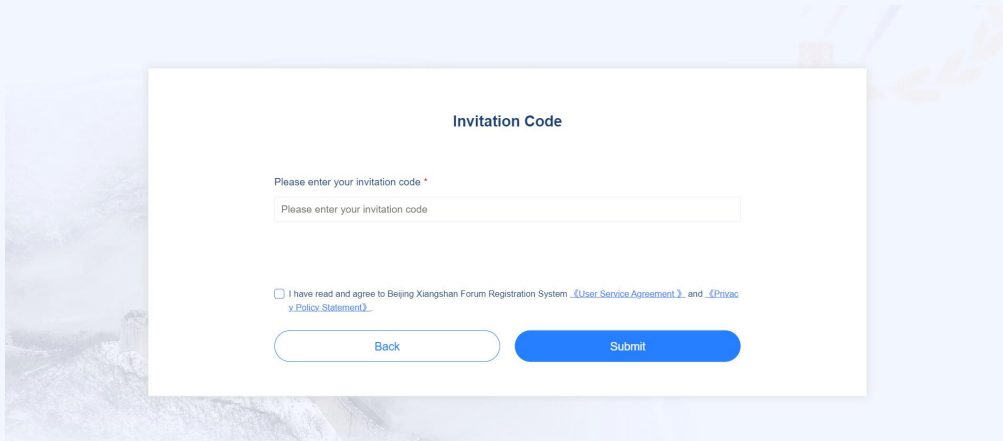
Go to <https://bxf2023reg.bravolinkstech.com/en/login> (Figure1).



Registration Portal homepage (Figure 1)

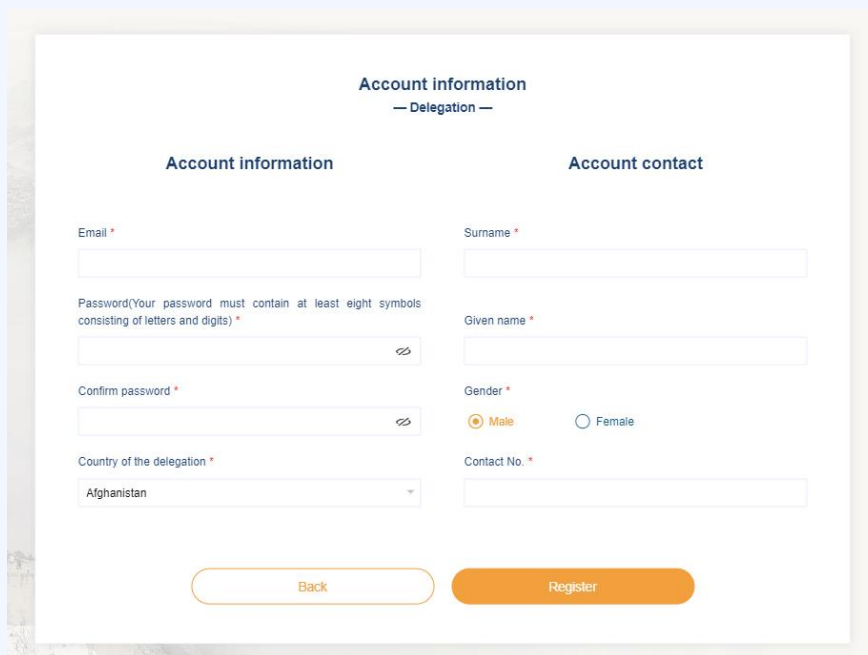
### Step 2: Create an account

Click the "Register" button and fill in the invitation code (Figure 2) (invitation code will be provided by the Forum Secretariat via Chinese defenses attache offices or representatives). Click the “submit” button.



invitation code verification page (Figure 2)

- Fill in the information (Password should consist of at least 8 characters, including both letters and numbers). Click the "Register" button (Figure 3). Clicking this button will redirect the user to the "Account information” page. (Figure 4)



Delegation registration page (Figure 3)



Official Delegation information page (Figure 4)

### Step 3: Fill in the delegation information

- Click the "Add Head" /"Add Delegate" /"Add Observer" button to enter the delegation information (Figure 5).

### Step 4: Fill in the registration information

- Users must enter all the required information (marked by an asterisk [\*]). The user will not be able to proceed to the next screen until all required fields have been completed without errors.
- The photos and names will be used for the preparation of the ID badges. Please fill in the accurate information.
- Photo requirements: passport photo size, acceptable dimensions 390 pixels (width)×567 pixels (height), file size between 100KB to 3MB, in Jpg, Jpeg or Png format.

Essential information page (Figure 5)

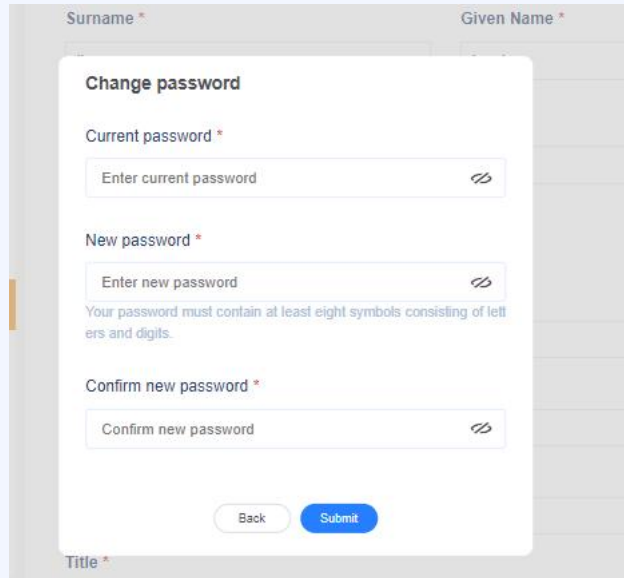
Successful Information Submission Page (Figure 6)

The screenshot displays a user profile page with the following elements:

- Personal Center:** Includes a "Delegate" button, a profile picture, and the ID "ID:OD0402".
- Mandatory Data:** A section with an "Edit" button containing the following fields:
  - Essential Information:**
    - Surname \*:** LIU
    - Given Name \*:** JUNYI
    - Legal name shown on your passport \*:** JUNYI LIU (with a note: "Please confirm this name will be shown on your conference ID.")
    - Gender \*:** Radio buttons for Male and Female (Female is selected).
    - Date of birth \*:** 2023-08-18 (with a calendar icon)
    - Organization \*:** cyts
    - Position \*:** manager
- Navigation Menu:**
  - Mandatory Data (highlighted in orange)
  - Biography
  - Itinerary
  - Accommodation
  - Simultaneous special sessions

Personal Information Page (Figure 7)

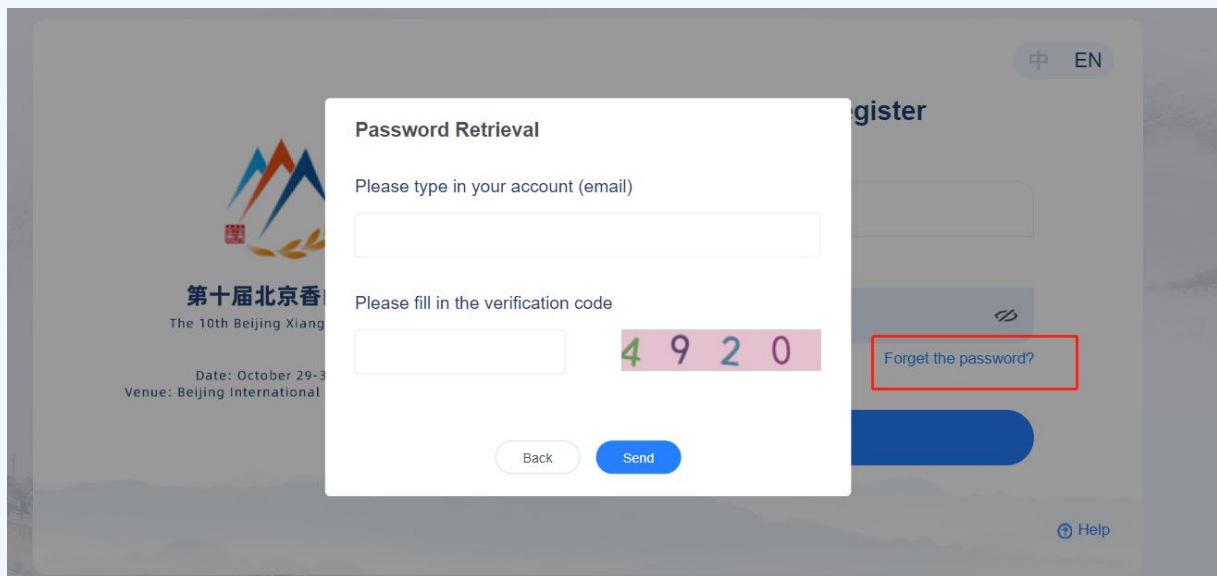
- Users can edit the data by clicking the “edit” button. “Biography”, “itinerary”, “Accommodation”, and “Simultaneous special sessions”.
- After completion, by clicking the “back to the official delegation information page” button, users will be redirected to the Official Delegation information page (Figure 4) where they can enter the information of other members in the delegation.
- If users hover over the account name, the "Change Password" button will appear. Clicking this button will redirect users to the “Change Password” page (Figure 8) where users can change their login password.



Change the login password page (Figure 8)

## Forget Password

If the password is forgotten, users can reset their password by clicking the 'Forgot Password?' button on the registration portal homepage (Figure 9). A password reset verification email will be sent to the email address submitted when registering the account. After successful verification, the password can be reset.



"Forgot Password" page (Figure 9)

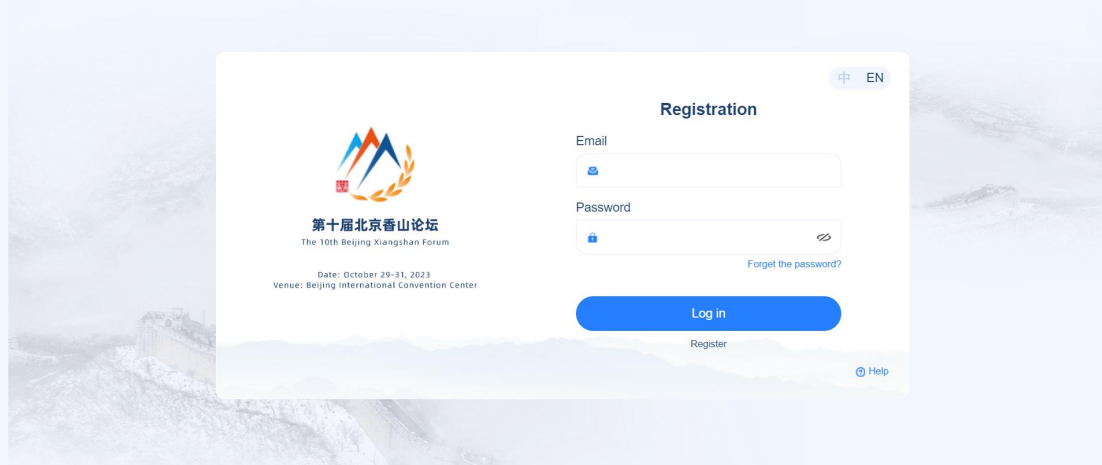


# Registration Guide for Individual Participants

## Step 1: Access to the registration system

Go to: <https://bxf2023reg.bravolinkstech.com/en/login>,

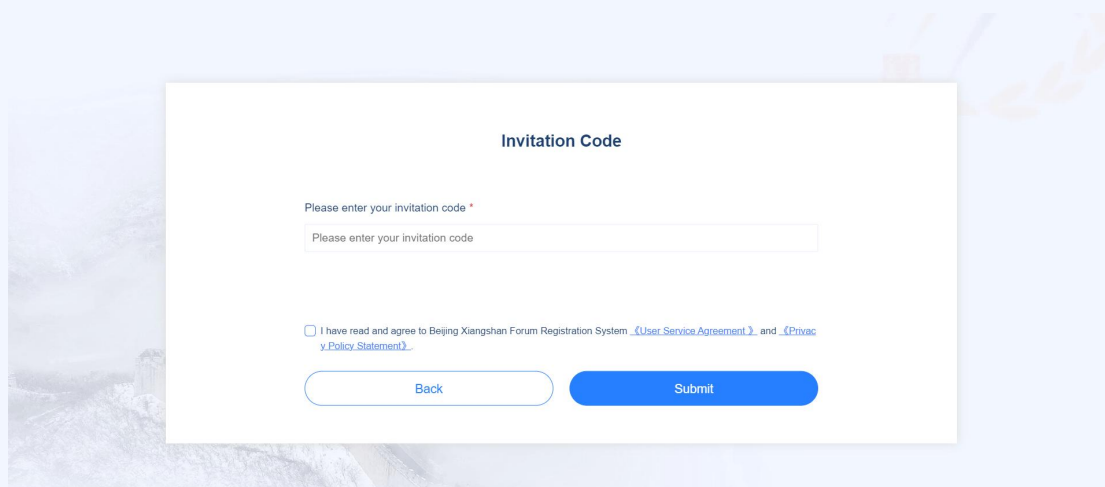
(Figure1)



Registration Portal homepage (Figure 1)

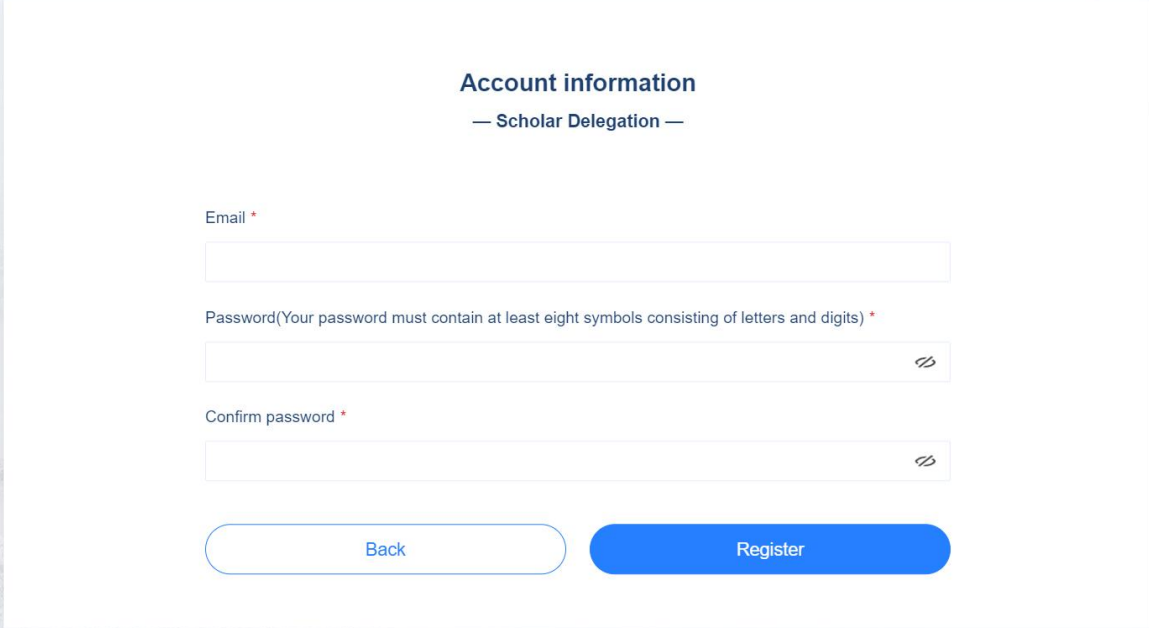
## Step 2: Create an account

click the "Register" button and Fill in the invitation code (Figure 2) (invitation code is sent to the primary contact of the delegation by the Forum) . Click the “submit” button.



invitation code verification page (Figure 2)

- Fill in the invitation code, enter the account registration page (Figure 3) according to the field requirements to fill in the information (password at least eight, a combination of letters and numbers), click on the bottom of the "Register" button to complete the account registration (Figure 3).After completing the account registration, the system automatically enters the participant information page (Figure 4).



**Account information**  
— Scholar Delegation —

Email \*

Password (Your password must contain at least eight symbols consisting of letters and digits) \*

Confirm password \*

[Back](#) [Register](#)

Account registration (Figure 3)

### **Step 3: Fill in the personnel information**

- Items marked with "\*" are required and cannot be submitted if not filled in.
- The participant's photo and name shown on the ID will be used for the production of your badge , so please fill in the accurate information.
- Photo requirements for my recent front color photo, head free, head accounted for more than half of the photo area, photo size 390 pixels (width) × 567 pixels (height), resolution of 300 pixels / inch, the file between 100KB-3MB, Jpg, Jpeg, Png format.

### Mandatory Data

**Essential Information**

Upload photo\*

Photo requirements:  
1. Size: 100 KB to 3MB  
2. Format: Jpg, jpeg, Png  
3. Photo resolution of 300 pixels per inch, 350 pixels wide, 567 pixels high  
4. Recent color photo, Full-face without hat, white background, the head accounting for more than half of the photo area.

Surname\*  Given name\*

Prefer name show on your ID card\*  
Please confirm if this name is used for display on your badge?

Surname + Given name  Given name + Surname  Other

Gender\*  
 Male  Female

Date of birth\*

Title\*  
Mr

Nationality\*  
Afghanistan

Organization\*

Position\*

Work address\*

Cellphone\*

Type of ID.\*  
ID card

ID No.\*

Validity\*

Diet taboos\*  
 None  Vegetarian  Muslim

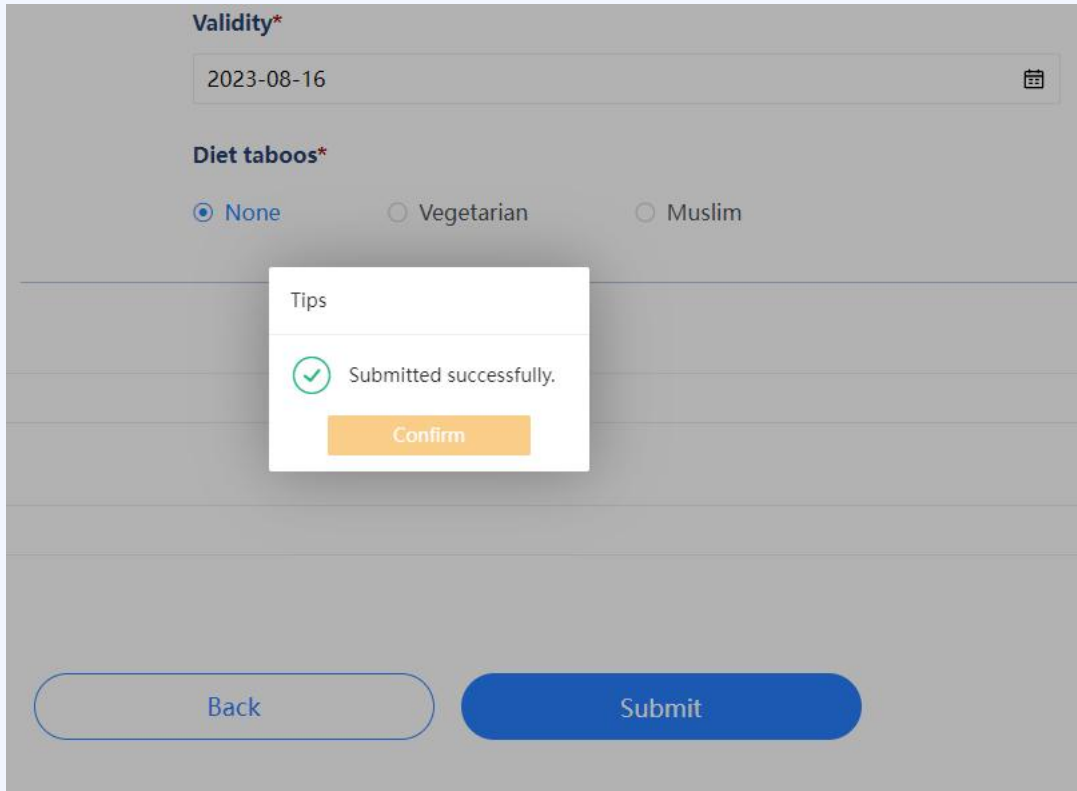
**Contact Information**

Contact Name\*  Contact Tel.\*

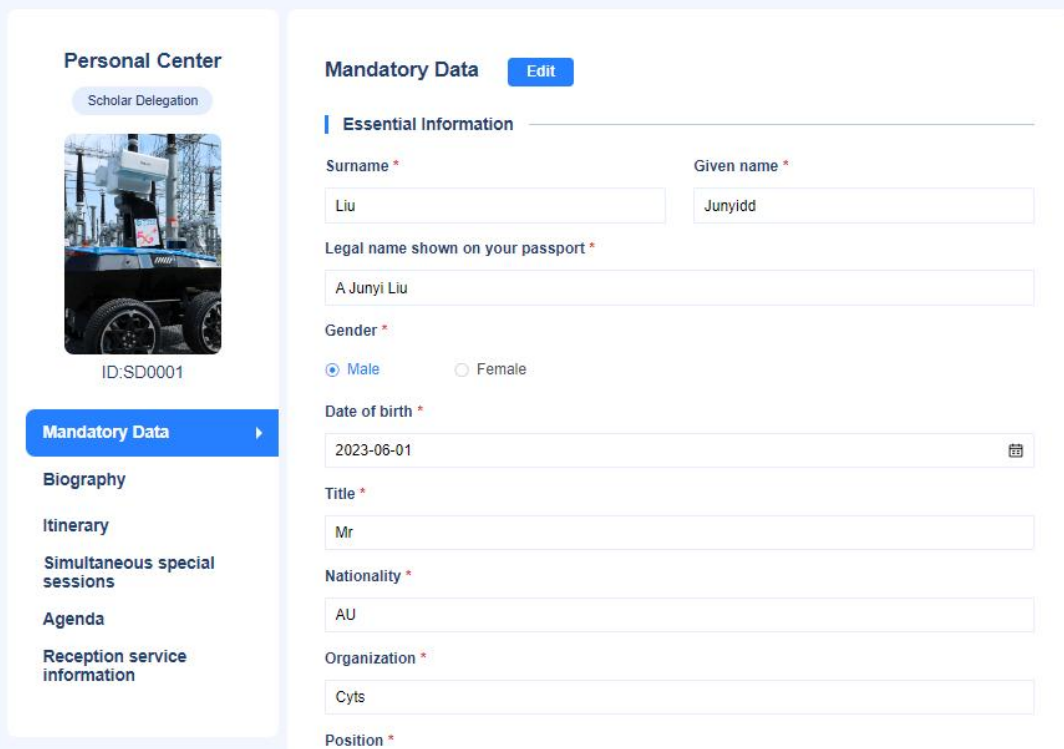
Contact Email\*

[Back](#) [Submit](#)

Participant information page (Figure 4)



Information Submission Success Page(Figure 5)

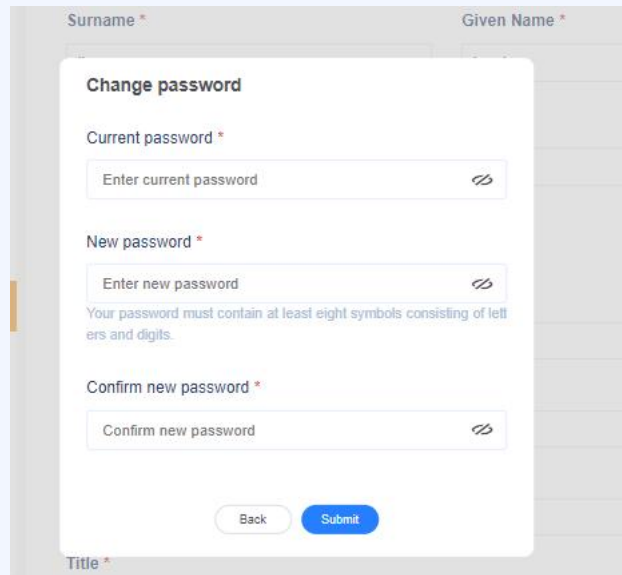


Personal Information Maintenance Page(Figure 6)

- If the information on the personal information page is incorrect, click on the edit button to modify the information, under the photo, you can make a resume; the intention to arrive

and leave Beijing information; hotel accommodation; the intention to participate in the meeting to fill in, you can apply according to your personal needs, and the forum schedule can check the details of the forum's time of holding.

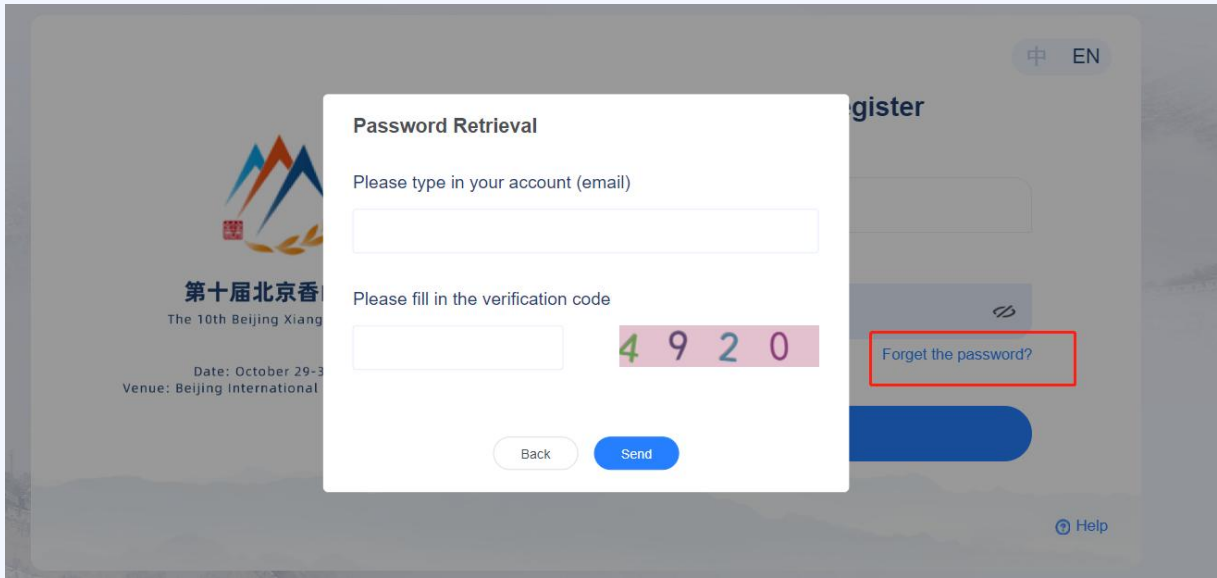
- Mouse hover account name position, there will be "change password" button, open the change password page, participants can change the login password in the page, (Figure 8).



Change the login password in the page (Figure 8)

## Forget Password

If a participant forgets his or her password for logging into the system, he or she can retrieve it through the "Forgot Password" function on the login/registration page (Figure 11). The system will send a password reset verification e-mail to the e-mail address that the participant filled in when registering for the account, and the password can be reset after successful verification.



"Forgot Password" page (Figure 11)

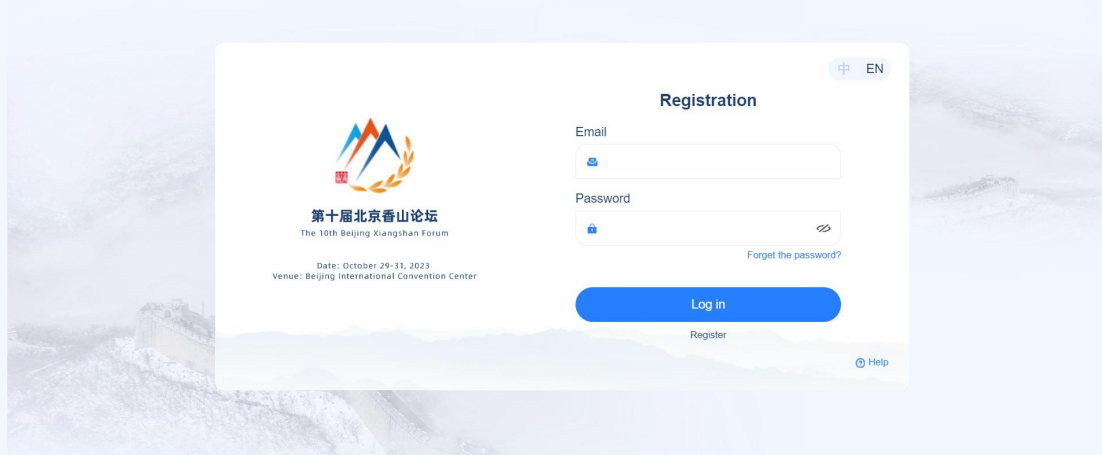
## Registration Guide for the Media

### Tips:

- Creating the login account: Please fill in the Media name correctly and remember the email address and password (email address must be valid, so as to retrieve the password if forgotten). This email address and password will be used for follow-up login to submit the Media member's information. One delegate should register under one account and there is no need to create multiple accounts for every individual delegate.
- A user's registration process will be automatically stopped after 30 minutes of inactivity and information entered will be lost upon timeout. Registration is complete after a user clicks the "Submit" button and passes the validation (Figure 6). Upon successful registration, users will be redirected to the "Media member's Information" page (Figure 7) where detailed information or updates could be added later.

### Step 1: Access the registration portal

Go to <https://bxf2023reg.bravolinkstech.com/en/login> (Figure1).

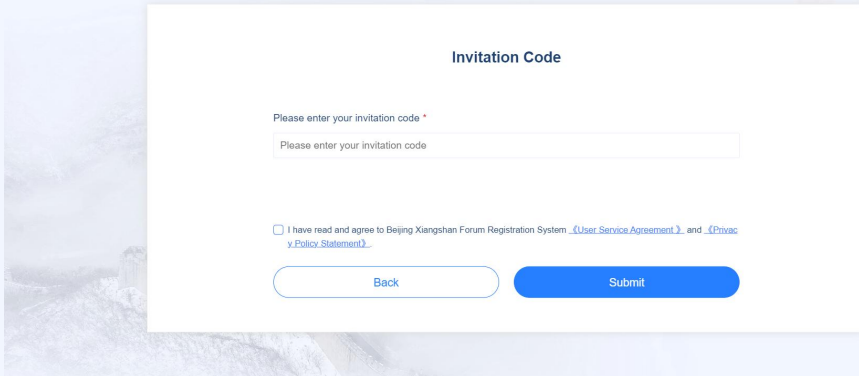


Registration Portal homepage (Figure 1)

### Step 2: Create an account

Click the "Register" button and fill in the invitation code (Figure 2) ((invitation code will be provided with invitation letter to the Media members by the Forum). Click the "submit"

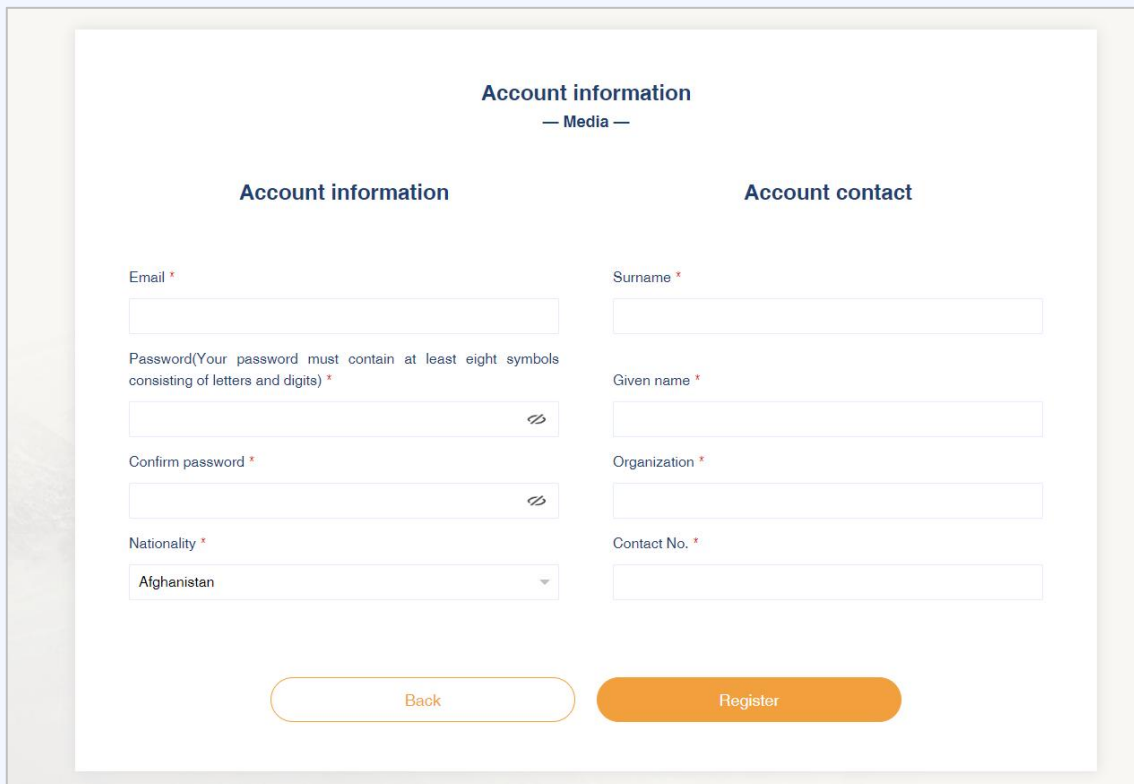
button.



The screenshot shows a web form titled "Invitation Code". It contains a text input field with the placeholder text "Please enter your invitation code". Below the input field is a checkbox with the text "I have read and agree to Beijing Xiangshan Forum Registration System (User Service Agreement) and (Privacy Policy Statement)". At the bottom of the form are two buttons: "Back" and "Submit".

invitation code verification page (Figure 2)

- Fill in the information (Password should consist of at least 8 characters, including both letters and numbers). Click the "Register" button (Figure 3). Clicking this button will redirect the user to the "Media member's information" page. (Figure 4)



The screenshot shows a registration form titled "Account information" with a subtitle "— Media —". The form is divided into two columns: "Account information" and "Account contact".

**Account information**

- Email \*
- Password (Your password must contain at least eight symbols consisting of letters and digits) \*
- Confirm password \*
- Nationality \* (Dropdown menu showing "Afghanistan")

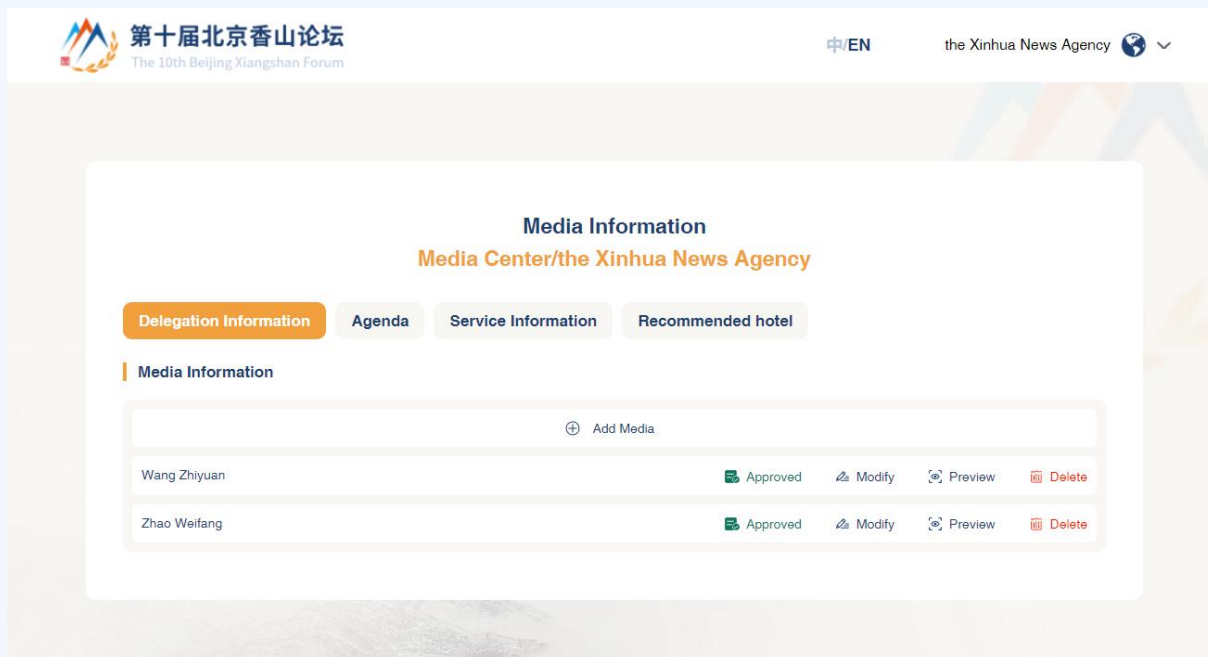
**Account contact**

- Surname \*
- Given name \*
- Organization \*
- Contact No. \*

At the bottom of the form are two buttons: "Back" and "Register".

Media Account's registration page (Figure 3)





Media member's information page (Figure 4)

### Step 3: Fill in the delegation information

- Click the "Add Media member" button to enter the Media member's information (Figure 5).

### Step 4: Fill in the registration information

- Users must enter all the required information (marked by an asterisk [\*]). The user will not be able to proceed to the next screen until all required fields have been completed without errors.
- The photos and names will be used for the preparation of the ID badges. Please fill in the accurate information.
- Photo requirements: passport photo size, acceptable dimensions 390 pixels (width)×567 pixels (height), file size between 100KB to 3MB, in Jpg, Jpeg or Png format.

## Mandatory Data

### Essential Information

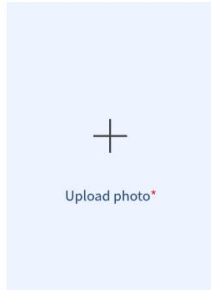


Photo requirements:  
1. Size: 100 KB to 3MB  
2. Format: Jpg, Jpeg, Png  
3. Photo resolution of 300 pixels per inch, 390 pixels wide, 567 pixels high  
4. Recent color photo, Full-face without hat, white background, the head accounting for more than half of the photo area.

Surname\*

Given name\*

Legal name shown on your passport\*

🔔 Please confirm this name will be shown on your conference ID.

Surname+Given name

Given name+Surname

Other

Gender\*

Male

Female

Date of birth\*

Title\*

Nationality\*

Organization\*

Position\*

Work address\*

Cellphone\*

Type of ID.\*

ID. No.\*

Validity\*

Dietary Preference\*

No dietary restrictions

Vegetarianism

Halal Diet

Back

Submit

Essential information page (Figure 5)

The image shows a web form with several fields and a confirmation dialog box. The form fields are:

- Cellphone\***: Input field containing "234234".
- Type of**: Dropdown menu with "Passp" selected.
- ID. No.:** Input field containing "sdfw2423".
- Validity\***: Input field containing "2023-09-16" with a calendar icon.
- Dietary Preference\***: Radio button options:  No dietary restrictions,  Vegetarianism,  Halal Diet.

A yellow dialog box titled "Tips" is overlaid on the form, containing a green checkmark icon, the text "Submitted successfully.", and a yellow "Confirm" button.

At the bottom of the form, there are two buttons: "Back" (light blue) and "Submit" (dark blue).

Successful Information Submission Page (Figure 6)

第十屆北京香山論壇  
The 10th Beijing Xiangshan Forum

Back to the Media Center 中/EN Smart boy David

**Personal Center**  
Media

ID:ME3201

**Mandatory Data** Edit

**Essential Information**

Surname \* David Given name \* Smart boy

Legal name shown on your passport \* Smart boy David

Gender \*  
 Male  Female

Date of birth \* 2020-09-16

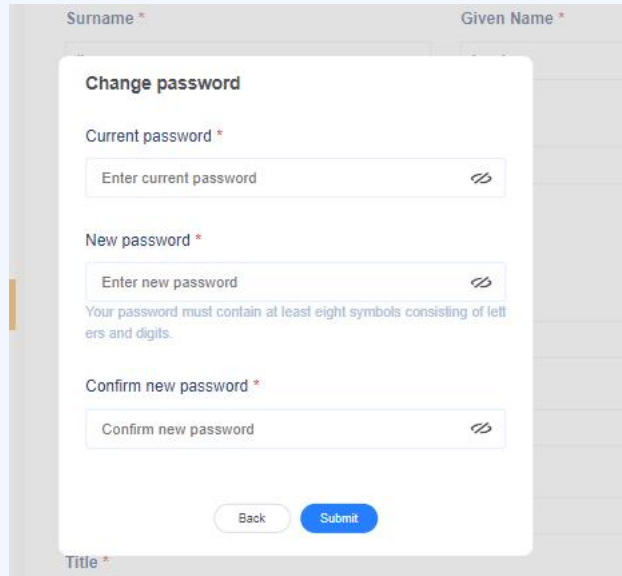
Title \* Mr

Nationality \*

Biography  
Simultaneous special sessions

Personal Information Page (Figure 7)

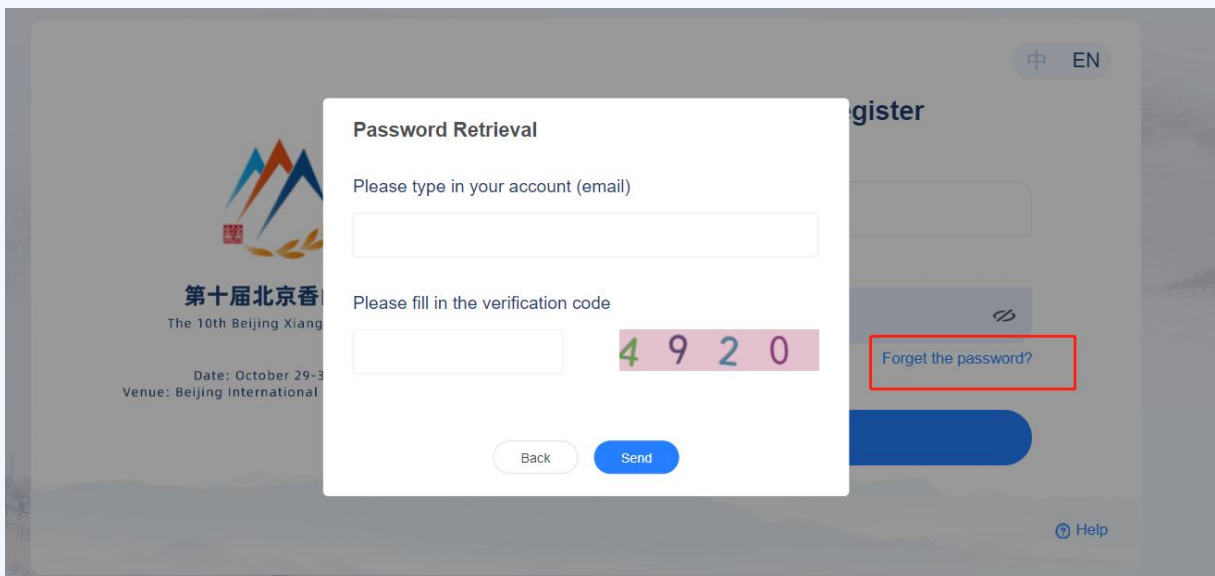
- Users can edit the data by clicking the “edit” button. “Biography”, “itinerary”, “Accommodation”, and “Simultaneous special sessions”.
- After completion, by clicking the “back to the Media Center” button, users will be redirected to the Media information page (Figure 4) where they can enter the information of other members in the delegation.
- If users hover over the account name, the "Change Password" button will appear. Clicking this button will redirect users to the “Change Password” page (Figure 8) where users can change their login password.



Change the login password page (Figure 8)

## Forget Password

If the password is forgotten, users can reset their password by clicking the “Forgot Password?” button on the registration portal homepage (Figure 9). A password reset verification email will be sent to the email address submitted when registering the account. After successful verification, the password can be reset.



"Forgot Password" page (Figure 9)