

International Research School for Media Translation and Digital Culture

Hosted by Centre for Translation,
Academy of Language and Culture, Hong Kong Baptist University

 HONG KONG BAPTIST UNIVERSITY

Featured Theme:
Human and Artificial Intelligence in Media Translation

2025
23-28 JUNE

Face-to-face

Instructions for Registration and Offline Payment

Offline payment can be made by (a) **Visa card and Master card**, or by (b) **bank transfer** (tele-transfer/ local bank transfer).

(a) **Payment by card**

The "Payment by Card" form (available [here](#), for processing your card payment) is required for uploading to the official registration site. It should be downloaded and completed **before** you start registering at the registration site.

Your card payment will only be processed when the correct payable amount (based on the selected option in your registration) is indicated on the form.

(b) **Payment by bank transfer**

Payment at your bank/banking platform should be made **before** you start registering at the registration site as you are required to upload the payment record/slip. Please refer to the bank information below for making a transfer.

You are reminded to make the transfer **at full value**. All bank charges, if any, should be borne by the payer.

(b1) Bank information for tele-transfer:

- Name of Bank: Hang Seng Bank Limited
- Bank Address: Baptist University Branch, 224 Waterloo Road, Kowloon Tong, Kowloon, Hong Kong
- Account Name: Hong Kong Baptist University
- Swift Code: HASEHKHH or HASEHKHHXXXX
- Account No.: 024-395-510373-669 (Currency: Hong Kong Dollars)
- Reference code: MTDC_CTN_*[your full name]*

Note: While you may have indicated to your bank that all bank charges are borne by the payer, it sometimes happens that the amount received by the payee is still less than the amount payable. If so, the payer will be notified and the payment of the difference in the amounts may be settled on the check-in day of the conference.

(b2) Bank information for local bank transfer (for local presenters only):

- Name of Bank: Hang Seng Bank Limited
- Account Name: Hong Kong Baptist University
- Account No.: 024-395-510373-669
- Reference code: MTDC_CTN_*[your full name]*

For details of the fees, please refer to the [Media School 2025 page](#).

All fees are non-refundable and non-transferable.

All information collected will be used solely for the organization of this conference.

Before starting, you should

1. have submitted a **Personal Statement** (via this [online platform](#)) to the School's Academic Directors. More details can be found there and at the [Media School main page](#);
2. have the scanned copy/e-version of the completed "Payment by Card" form for uploading if you will settle the payment by card; or
3. have the scanned copy of the completed "Application for Funds Transfers (Overseas) (境外匯款申請書)" Form or the bank payment record/slip for uploading as proof of payment.

Once the registration is done with the submission of the required documents for processing, you will see the "Completion of Registration at MTDC 2025" message.

When the receipt of your offline payment is confirmed, an email with your payment number will be sent to you, and your registration will be deemed successful.

Please let us know at ctn@hkbu.edu.hk if you have any questions.