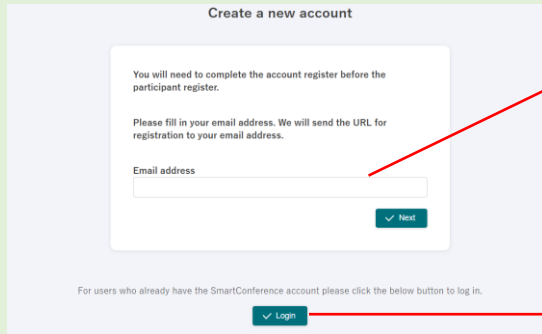


# Participant Registration Guideline

1. Click “Participant Registration” on the website.
2. Create a new account

Enter your email address and click “Next”.

\*If you already have an account, click “Login”.



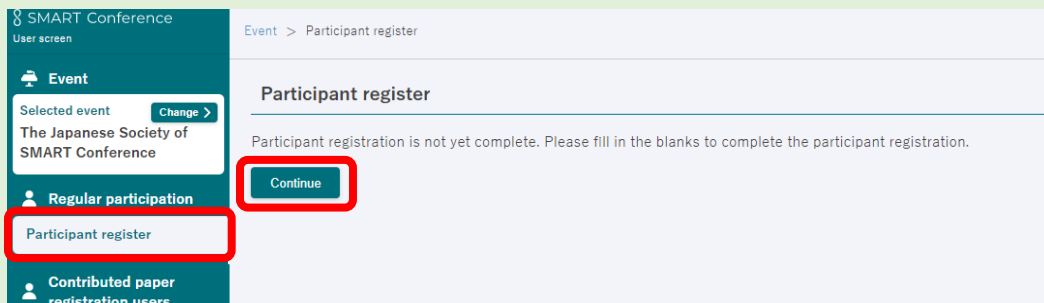
If you do not have an account

You will receive an email at the email address for registration. Enter the required information to complete the registry.

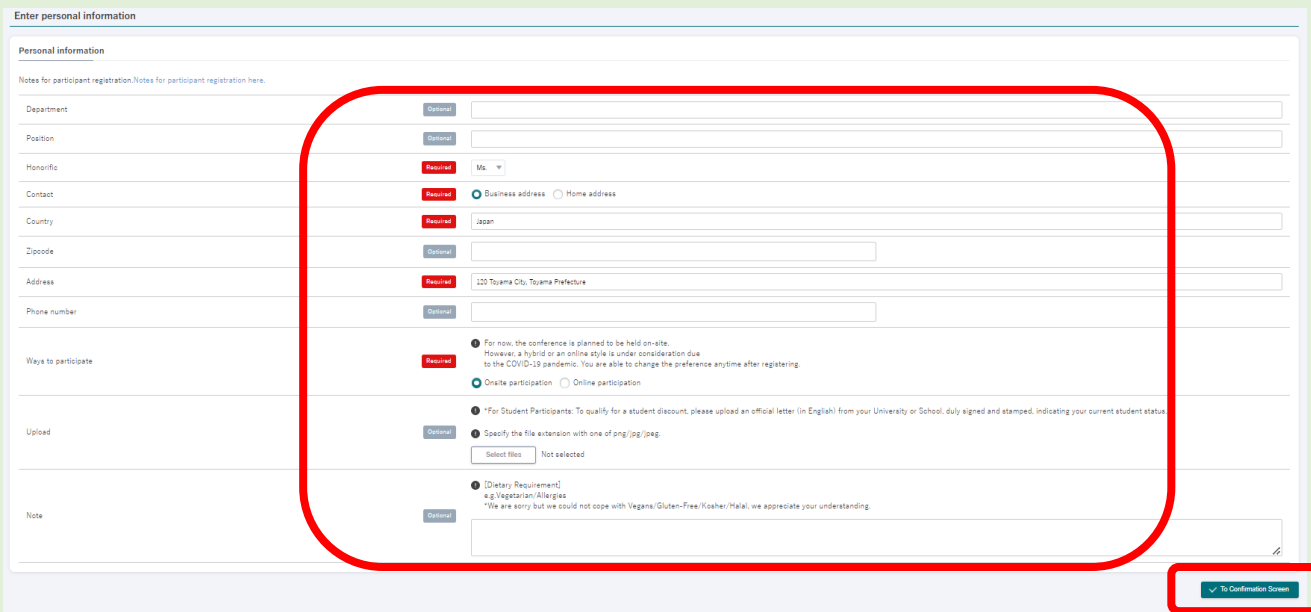
If you already have an account

3. Enter personal information

- ① Click “Participant register” on the menu on the left.
- ② Click “Continue” on the screen.

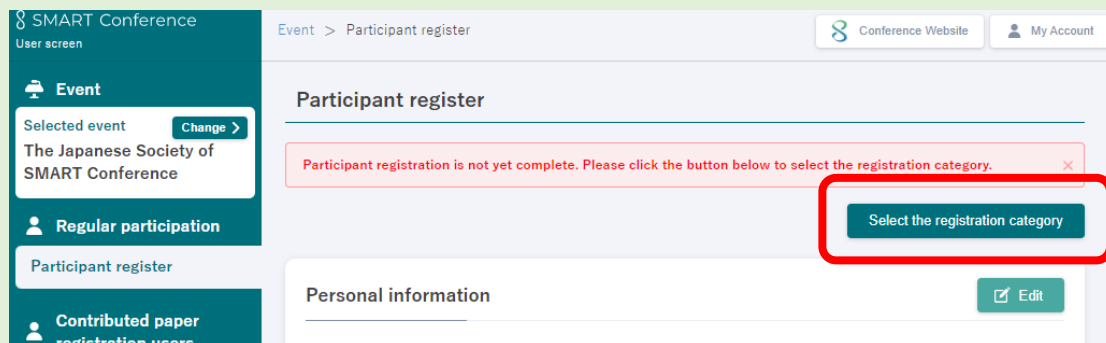


- ③ Enter the information and click “To Confirmation Screen”.
- After confirming the contents, click “Send”.
- \*You can still revise the contents after registering.

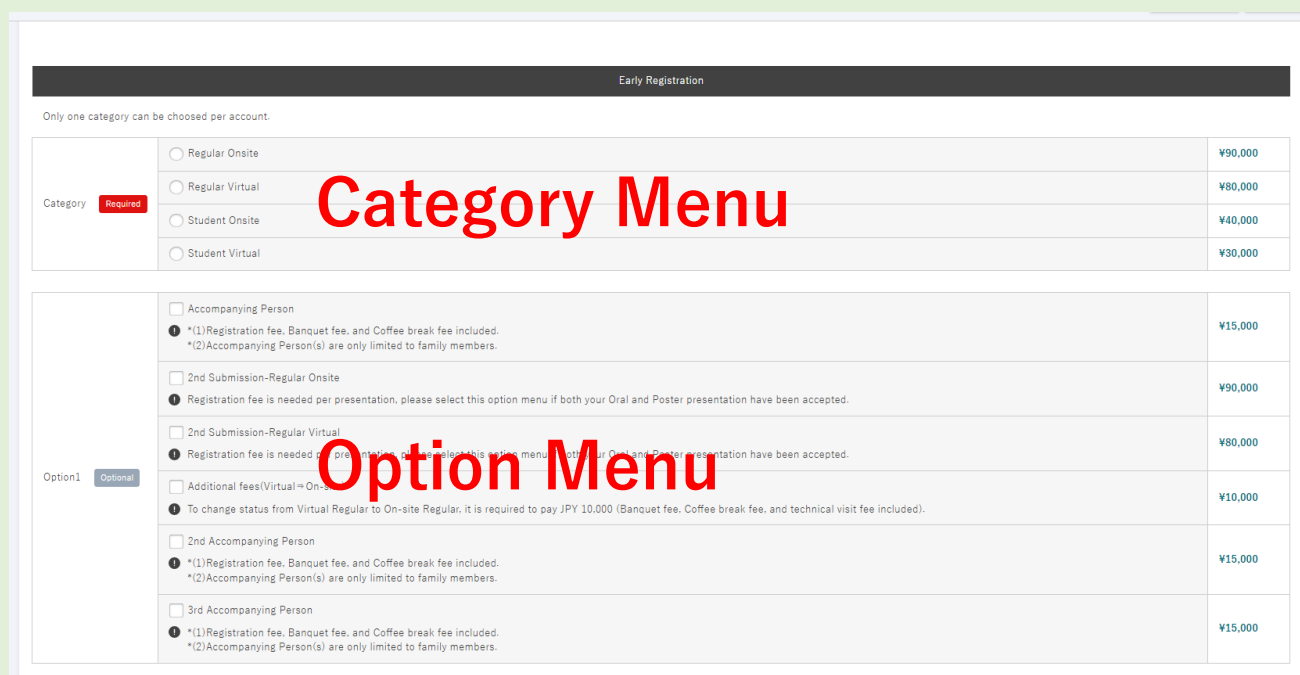


## 4. Select participant category

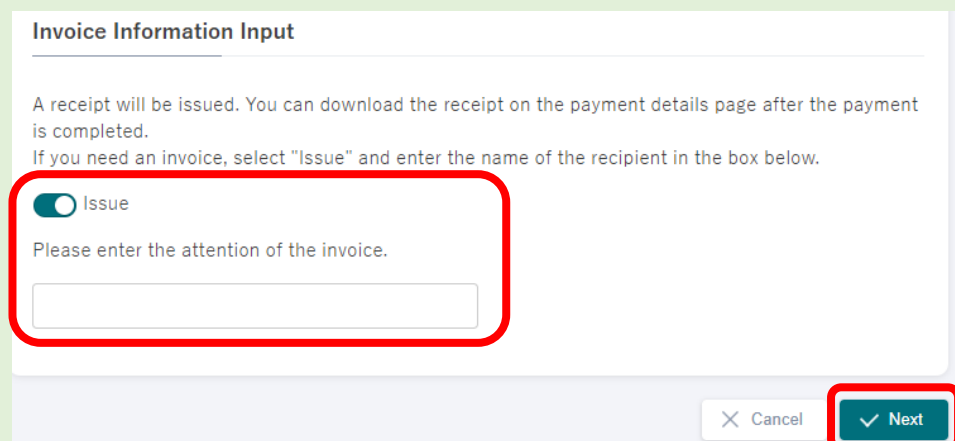
① Click “Select the registration category”.



② Chose the category and option you are going to participate.  
\*The categories and options differ depending on the conferences.  
\* Once you complete the payment, you cannot re-choose the category, but you can purchase the options anytime later.



③ If you need an invoice or specify the name of the recipient, click “Issue” and enter the recipient’s name.  
\*You can download the invoice on your “my page” after the payment is completed.  
④ Click “Next” on the right bottom to continue with the payment.



## 5. Select the Payment method

**\*Bank Transfer and Convenience Store Payment are only available in Japan.**

① Select the payment method.

### Credit Card

Enter the required information and complete the payment.

Your reiteration has been completed.

### Bank Transfer

You will receive an email with payment information after applying.

Please check your email settings in advance to make sure that you can receive emails from [support@smartconf.jp](mailto:support@smartconf.jp).

- ※1. Bank transfer fee is not included in this amount. Participants will need to cover the fee.
- ※2. Please note that the transfer numbers are different for each participant.
- ※3. If the payment will be made by a proxy or if you are making multiple payments, please note that you need to make payments to each bank account. You cannot complete the payment if you make a payment with the combined amount to one account.
- ※4. Please note that if you do not complete the payment by the due date, you will need to go through the payment process from the beginning.

### Convenience store payment

You will receive an email with payment information after applying.

Please check your email settings in advance to make sure that you can receive emails from [support@smartconf.jp](mailto:support@smartconf.jp).

Select the convenience store that you want to use.



The image shows three buttons for selecting a convenience store. Each button has the store name and a right-pointing arrow. The buttons are: Lawson/Ministop, FamilyMart, and Seicomart.

② Click “To Confirmation screen” on the bottom right.

③ Click “Send” after confirming the contents.

Please note that you can no longer make changes on the payment method or category to participate after confirming the payment.

### Notes for the Payment:

- Registration will be completed after the confirmation of your payment.
- Please make sure to check the applicable period if you are willing to use a discount for early-bird registration.
- After confirming the payment, You cannot change the payment method or the amount. Please contact the secretariat if you want to make any changes.

## 6. To purchase options or edit personal information

After completing the payment. You can add more options if you would like and edit the personal information on your user screen.

The screenshot shows the 'Participant register' page. A red box highlights the 'Add a registration category' button in the top right corner, with the text 'Purchase more options from here'. Another red box highlights the 'Edit' button next to the 'Personal information' section, with the text 'Edit the personal information here'. The page displays personal information such as name (Ms.), address (Toyama City Kosugi 120), and payment details (Total Amount: 90,000 yen, Bank transfer).

## 7. Download the invoice and receipt

You can download the invoice and receipt by clicking the buttons below.

The screenshot shows the 'Participant register' page with the 'Payment details 1' section expanded. Two red boxes highlight the 'Download' buttons for the 'Invoice' and 'Receipt' rows. The 'Download the invoice' box points to the 'Download' button for the 'Invoice' row. The 'Download the receipt' box points to the 'Download' button for the 'Receipt' row. The page also shows payment details like 'Total Amount: 90,000 yen' and 'Payment methods: Bank transfer'.

**CONTACT: Secretariat of ICAA18([sec.icaa18@pcojapan.jp](mailto:sec.icaa18@pcojapan.jp))**