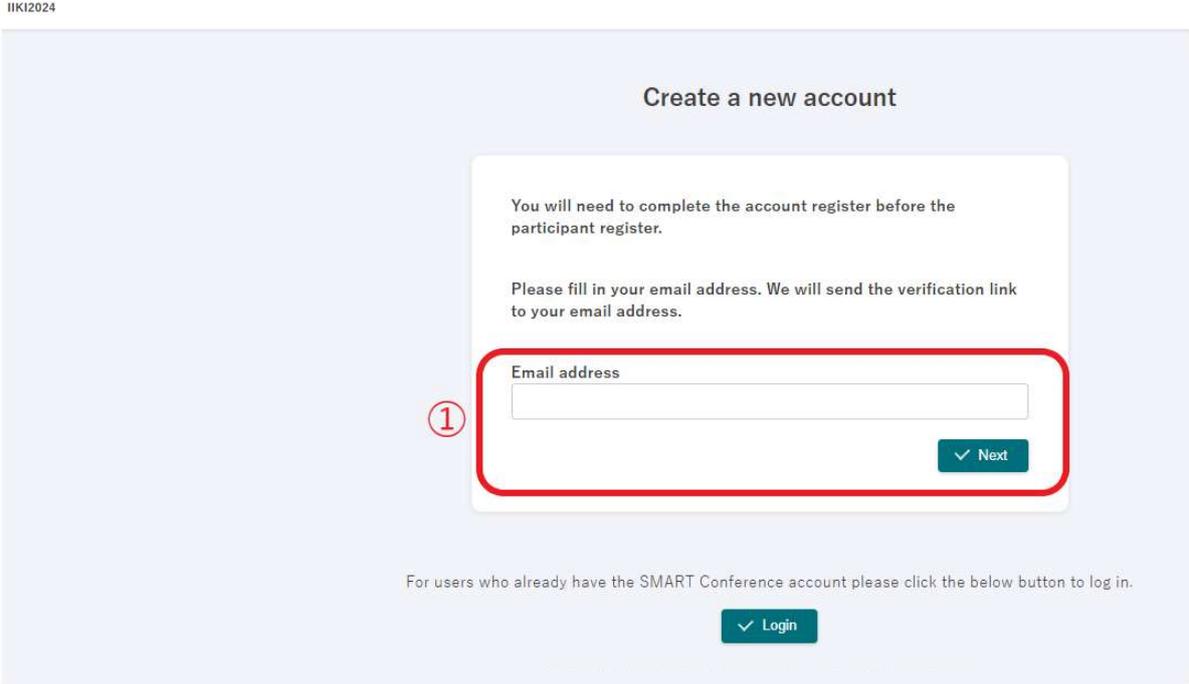


Participant Registration

IIKI2024 Participant Registration:
<https://smartconf.jp/auth/entry/iiki2024>

1. Enter your email address and click the "Next" button.



2. An email from IIKI2024 Registration System will be sent to the email address you entered.

SMART conference for Test Pre-Registration Email Validation

You have completed the pre-registration of SMART conference for Test.
Please enter the link below to reset your password and complete the registration:

② Association: SMART conference for Test
URL: https://smartconf.jp/auth/entry_input?site=76&hashkey=b9e184d27d8f1f6b0e497c7f54555ecd

This is an automatic message.
please note that we cannot receive any reply to this email address.
Please contact the information below immediately if you are not the intended recipient.

Smart Conference Society
Chairperson Taro NIHON
TEL: 0764710744
Email: smartconf@pcojapan.jp

3. Click the URL within the received email to proceed with the full registration of your account.

4. Enter your registration details, then click the "Send" button to proceed to the confirmation page.

The screenshot shows a registration form titled "Enter account information". The form is divided into two main sections: "Personal information" and "Account information".

Personal information:

- Instruction: "Please enter your registration details."
- Language selection: "Please confirm the registered details." with radio buttons for "Japanese + English" and "English only" (selected).
- Full Name (English): Two input fields.
- Affiliation: One input field.

Account information:

- Email address: "Email address * You can change it after logging in. saki@pcojapan.jp"
- Password: "Password * 8-32 single-byte alphanumeric characters" with a masked input field.
- Confirm password: A masked input field.

At the bottom right of the form, there is a red circle containing the number "3" and a red-bordered button labeled "Send" with a checkmark icon.

5. In the "Participant register" tab, click the "Continue" button.

The screenshot shows the "Participant register" tab in the SMART Conference app. The left sidebar contains a menu with the following items:

- Event
- Selected event [Change >]
- Regular participation
- Participant register** (highlighted with a red box)
- Contributed paper

The main content area shows the "Participant register" page with the following text:

Event > Participant register

Participant register

Participant registration is not yet complete. Please fill in the blanks to complete the participant registration.

A red-bordered button labeled "Continue" is visible below the text.

6. Enter your personal information

SMART Conference
User screen

Selected event: IIKI2024 [Change >]

Participant register

Received Mail List

Account

Account settings

Japan Act of Specified Commercial Transactions

TOP > Participant register > Edit your personal information

Conference Website | My Account

Edit your personal information

Personal information

Notes for participant registration: [HERE](#)
*The name and affiliation will be reflected according to the information registered by the user. If you need to change them, please update the latest information from your account settings.

Honorific	Required	Unselected
Department	Required	Business Management School
Position	Required	PhD. student
Paper ID	Optional	1234
Country	Required	Japan

[Discard changes and return] [Send]

7. In the "Participants register" tab, click the "Select the registration category" button.

SMART Conference
User screen

Selected event: IIKI2024 [Change >]

Participant register

Received Mail List

Account

Account settings

Japan Act of Specified Commercial Transactions

TOP > Participant register > Select the registration category

Conference Website | My Account

Participant registration is not yet complete. Please click the button below to select the registration category.

Select the registration category

Personal information [Edit]

Honorific	Ms.
Department	Business Management School
Position	PhD. student
Paper ID	1234
Country	Japan

8. Select your participation type.

SMART Conference
User screen

Selected event: IIKI2024 [Change >]

Participant register

Received Mail List

Account

Account settings

Japan Act of Specified Commercial Transactions

TOP > Participant register > Select the registration category

Conference Website | My Account

Only one category can be chosen per account.

Category	Required	<input type="radio"/> Full Registration	¥60,000
		<input checked="" type="radio"/> Include the main session, reception & banquet	
		<input type="radio"/> Non-Author (without paper)	¥30,000
		<input checked="" type="radio"/> Include the main session, reception & banquet	

Enter your coupon code. [Optional]

The discount will be reflected on the next screen after you apply the coupon code.

Option1	Optional	<input type="checkbox"/> Extra Page for the paper/ +1	¥10,000
		<input type="checkbox"/> Extra Page for the paper/ +2	¥20,000
		<input type="checkbox"/> Extra Page for the paper/ +3	¥30,000
		<input type="checkbox"/> Extra Page for the paper/ +4	¥40,000
Option2	Optional	<input type="checkbox"/> Extra paper submission/ +1	¥60,000
		<input type="checkbox"/> Extra paper submission/ +2	¥120,000
		<input type="checkbox"/> Extra paper submission/ +3	¥180,000
		<input type="checkbox"/> Extra paper submission/ +4	¥240,000

9. Please add your paper information in Notes. Then, click the "Next" button.

SMART Conference
User screen

Selected event: IIKI2024

Participant register

Received Mail List

Account

Account settings

Japan Act of Specified Commercial Transactions

TOP > Participant register > Select the registration category

Conference Website My Account

Only one category can be chosen per account.

Category	<input type="radio"/> Full Registration Include the main session, reception & banquet	¥60,000
	<input type="radio"/> Non-Author (without paper) Include the main session, reception & banquet	¥30,000

Enter your coupon code.

The discount will be reflected on the next screen after you apply the coupon code.

Notes

【Regarding separating the invoices and receipts by the addressees】
Please select and pay for the registered menu separately for each addressee.
(Please prioritize processing payments that include the basic menu for the addressee first.)
After the payment is made, the addressee can be modified, but cannot be split or merged.

Payment methods (credit card, bank transfer, etc.) can also be specified separately for each payment.
Invoices and receipts will be issued for each payment.

10. Check the payment details, and select "[Credit cards], [bank transfer (Japan only)], or [Convenience store payment (Japan only)]".

SMART Conference
User screen

Selected event: IIKI2024

Participant register

Received Mail List

Account

Account settings

Japan Act of Specified Commercial Transactions

TOP > Participant register > Select the registration category > Select payment method

Conference Website My Account

Payment details

Category	Full Registration
Total amount	¥60,000

Payment method

Select a payment method.
All types of payment are handled by GMO Payment Gateway, Inc. on our behalf.

- Credit cards
- Bank transfer ***A Japanese bank account is required. Banks in other countries are not accepted.**
- Convenience store payment(cvs) ***Limited to convenience stores in Japan.**

* This is the payment screen for "Credit Cards."

SMART Conference
User screen

Selected event: IIKI2024

Participant register

Received Mail List

Account

Account settings

Japan Act of Specified Commercial Transactions

TOP > Participant register > Select the registration category > Select payment method

Conference Website My Account

Credit cards

The following credit cards are accepted.
Payment must be made by a one-time charge.

Please fill in your credit card details.

Credit Card Number - - -

Credit Cardholder name

Credit Card expiration date /

Security Code

1 The card security code is usually a 3 (or 4) digits number, typically printed in the signature box on the back of the card.

* This is the payment screen for "bank transfer."

The screenshot shows the 'Payment method' selection screen. The left sidebar contains navigation options: 'Selected event IIKI2024', 'Participant register', 'Received Mail List', 'Account', 'Account settings', and 'Japan Act of Specified Commercial Transactions'. The main content area is titled 'Payment method' and includes instructions to select a payment method. 'Bank transfer' is selected, with a red warning: '*A Japanese bank account is required. Banks in other countries are not accepted.' Below this, there are instructions and precautions, a 'Regarding the Payment procedure instruction' section, and a 'Notes' section.

* This is the payment screen for "Convenience store payment."

The screenshot shows the 'Convenience store payment(cvs)' selection screen. The left sidebar is identical to the previous screen. The main content area is titled 'Convenience store payment(cvs)' with a red warning: '*Limited to convenience stores in Japan.' It includes instructions and precautions, a 'Regarding the Payment procedure instruction' section, and a 'Notes' section. Below the instructions, there are three buttons for store selection: 'Lawson/Ministop', 'FamilyMart', and 'Seicomart'. A dropdown menu is set to 'Lawson/Ministop'. Below this, there are three required input fields: 'Name' (HIUYU WONG), 'Furigana' (ヒユウ ワウ), and 'Phone number'.

11. Enter the payment information and click the "To Confirmation Screen" button to proceed to the confirmation page.

The screenshot shows the 'Notes' section of the payment screen. It contains three bullet points: '*Regarding the Japan Act of Specified Commercial Transactions', '*Regarding the payment completion', and '*To cancel the payment'. Below the notes, there is contact information for the secretariat. At the bottom right, there are two buttons: 'Return' and 'To Confirmation Screen', with the latter highlighted by a red box.

12. Confirm the payment details and click the "Send" button to complete the payment.

The screenshot shows the 'Confirmation of payment details' page. The breadcrumb trail is 'TOP > Participant register > Select the registration category > Select payment method > Confirmation of payment details'. The page title is 'Confirmation of payment details'. On the left, there is a sidebar with 'Selected event IJKI2024' and a 'Change >' button. Below that are links for 'Participant register', 'Received Mail List', 'Account', 'Account settings', and 'Japan Act of Specified Commercial Transactions'. The main content area is titled 'Payment details' and contains a table with the following information:

Category	Full Registration
Total amount	¥60,000
Notes	
Payment methods	Bank transfer

Below the table, there is a red warning message: 'Click on the "Send" button below to confirm the payment details. Please note that no changes can be made after the payment has been confirmed.' At the bottom right, there are 'Return' and 'Send' buttons.

※ You can obtain the invoice and receipt from the download button below.
You can also modify the recipient's name before downloading.

The screenshot shows the 'Payment details 1' page. The breadcrumb trail is 'Participant register > Payment details 1'. The page title is 'Payment details 1'. On the left, there is a sidebar with links for 'Participant register', 'Bookmark', 'Papers', 'Received Mail List', 'Account', 'Account settings', and 'Japan Act of Specified Commercial Transactions'. The main content area contains the following information:

Display name for your name badge: Taro Test
Affiliation for your name badge: Tokyo Demo Univ

Total Amount: 40,000 yen ✔ Completion of the payment

Payment methods: Bank transfer

Transaction No.: aeae47c290f110bb2986f25e17
Category: Member [¥40,000]
Notes:
Applied date and time for the payment: 2024/02/15 10:30
Date and time for the payment completed: 2024/02/15 10:30

Invoice: [Download](#)
Receipt: [Download](#)

The 'Download' buttons for 'Invoice' and 'Receipt' are highlighted with a red rounded rectangle.