

ONLINE CONF Procedure Manual

Registration

AGRI SMILE Inc.
ONLINE CONF Office

Recommended System Requirements

- Device
 - Only PC
- OS
 - **Windows: Edge / Chrome Latest Version**
 - **Mac: safari / Chrome Latest Version**

*Please update in advance.

Procedure of registration

1. **【User Registration】**Click “Sign up here” of the home page, input your Email Address to the box and click “proceed”.
2. **【User Registration】**Open the Email message from ONLINE CONF Office (support@gakkai.online) , click “OK” button and proceed to User Registration.
3. **【User Registration】**Input your information on the User Registration page and click “CONFIRM” to go to confirmation page. Confirm the input contents and if there is no problem, click “REGISTER” button.
4. **【Abstract Submission (Only Presenter)】**Click “New Abstract Submission” on Dashboard, input your presentation information and click “CONFIRM” to go to confirmation page. Confirm the input contents and if there is no problem, click “REGISTER” button.

1. Input your Email Address

Click “Sign up here” of the home page, input your Email Address to the box and click “proceed”.

English 日本語

CellSynth14

Email Address **Required**

Password **Required**

Login

Sign up here >

Forgot Password? >

Click “Sign up here”

URL of the home page: <https://aicrtc.gakkai.online/>

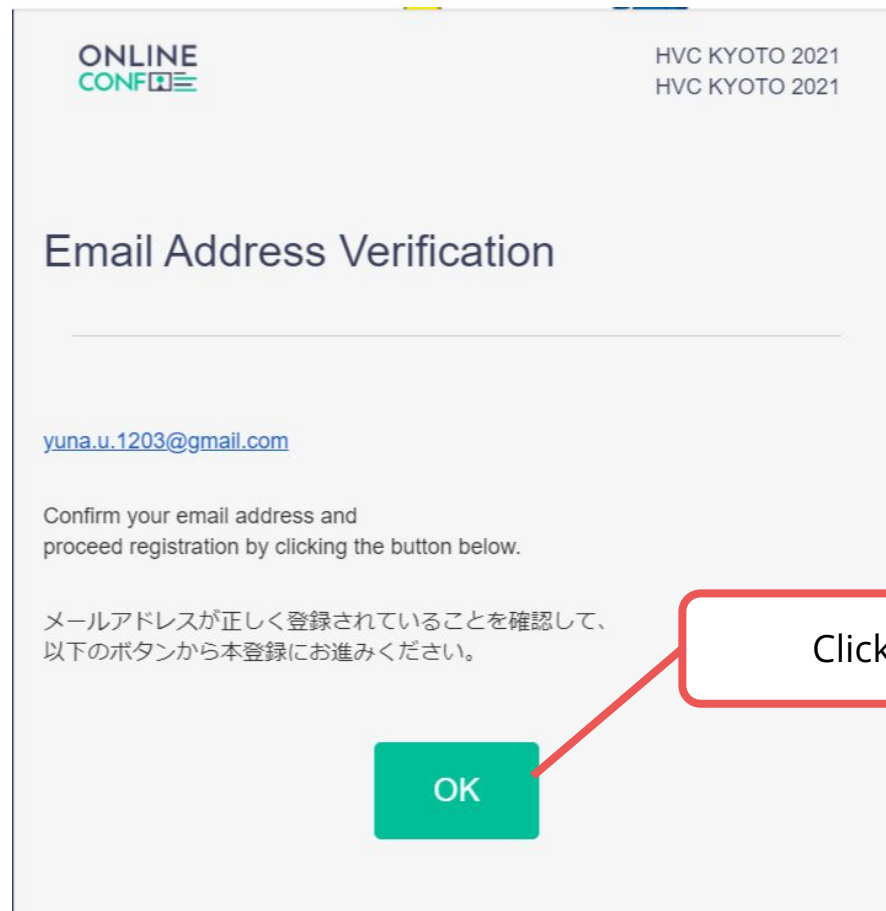
※The image is a sample.

2. Open the Email message from support@gakkai.online

Open the Email message from support@gakkai.online , click “OK” button and proceed to User Registration.

※Please check your mailbox settings and confirm that an email from support@gakkai.online is allowed.

※If you use Gmail, please check if the Email message is sorted into Promotion Tab.



※The image is a sample.

3. Input your information on the page

Input your information on the User Registration page and click “CONFIRM” to go to confirmation page.

The image shows a user registration form titled "ONLINE CONFERENCE". The form is divided into sections: "User Registration", "Profile Image", "Basic Info", and "Password".

- User Registration:** The title of the page.
- Profile Image:** A section for uploading a profile picture. It features a circular placeholder with a person icon and a "Select a Image" button. A callout box states: "Profile Image is disclosed to the other participants." Another callout box says: "Click and upload your image, jpg or png format."
- Basic Info:** A section for entering personal details.
 - Full Name (Required):** A text input field containing "Taro". A callout box states: "Name is disclosed to the other participants."
 - Full Name (in Japanese):** A text input field containing "太郎 太郎".
 - Email Address:** A text input field containing "yuna.u.1203@gmail.com".
 - Phone Number:** A text input field containing "XXXXXXXXXX".
 - Password (8+ characters) (Required):** A text input field. A callout box states: "Please remember this Password for login."
 - Password Confirmation (Required):** A text input field for re-entering the password.

3. Input your information on the page

Input your information on the User Registration page and click “CONFIRM” to go to confirmation page.

Affiliation

Type of Your Organization **Required**

select

Affiliation is disclosed to the other participants.

Organization **Required**

Organization

Department/Laboratory Name **Required**

XXX Lab. / XXX Dept.

Position or Academic Degree (Student) **Required**

Professor, Lecturer, Doctor, Master, Undergraduate etc.

3. Input your information on the page

Input your information on the User Registration page and click “CONFIRM” to go to confirmation page.

※You can edit your information on your My Page anytime until the conference is ended

Yes

No

Terms of Service and Privacy Policy

利用規約（日本語）
Terms of Service(EN)

I read and agreed the terms of service.

プライバシーポリシー(日本語)
Privacy Policy(EN)

I read and agreed the privacy policy.

When you finish inputting all, click
“CONFIRM” to go to confirmation page.

CONFIRM >

3. Input your information on the page

Confirm the input contents and if there is no problem, click “REGISTER” button.

working language

Japanese

Affiliation

Name of the organization / institution

test

Department / Division

test

Laboratory / Office

Lab URL

Career Stage

test

Keyword

Category

Hematopoiesis and Immune Environment

Keyword

Confirm the input contents and if there is no problem, click “REGISTER” button.



Registratio Succeeded



Registration Succeeded



We sent you an email about this registration.
Please check your mailbox.

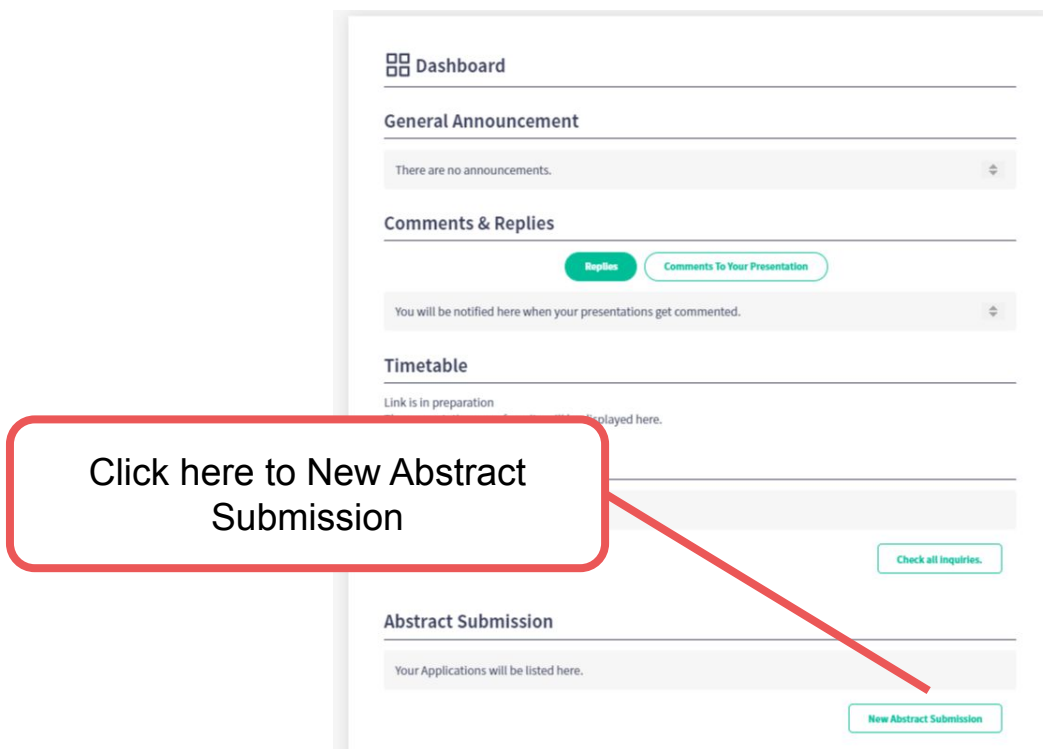
Please re-register in case if this registration seems to be incomplete.

Login

Click "Login" and go into the website.

4. Abstract Submission

Click “New Abstract Submission” on Dashboard, input your presentation information and click “CONFIRM” to go to confirmation page. Confirm the input contents and if there is no problem, click “REGISTER” button.



Dashboard画面URL: <https://aicrtc.gakkai.online/dashboard>

4. Abstract Submission

Click “New Abstract Submission” on Dashboard, input your presentation information and click “CONFIRM” to go to confirmation page. Confirm the input contents and if there is no problem, click “REGISTER” button.

keyword | keyword(1)

category
Mucosal-Skin Immunity

keyword
Treg

keyword | keyword(2) ✖

category
Autoimmune diseases

keyword
Chemokine receptors

keyword | keyword(3) ✖

category
Human Immunology (Immunointervention)

keyword

Confirm >

Input all your presentation information and click “CONFIRM” to go to confirmation page.

4. Abstract Submission

Click “New Abstract Submission” on Dashboard, input your presentation information and click “CONFIRM” to go to confirmation page. Confirm the input contents and if there is no problem, click “REGISTER” button.

The screenshot displays a form for abstract submission. It is divided into several sections:

- Author Information:** A table with columns: Notation, First Name, Last Name, Membership Number, and Presenter. The first row contains 'First Author', 'test', 'test', 'test', and a checkmark icon. Below the table is a green checkmark icon followed by the text 'test'.
- keyword | keyword1:** A section with a 'category' of 'Mucosal-Skin Immunity' and a 'keyword' of 'Treg'.
- keyword | keyword2:** A section with a 'category' of 'Autoimmune diseases' and a 'keyword' of 'Chemokine receptors'.
- keyword | keyword3:** A section with no visible category or keyword.

At the bottom right of the form is a green 'Create' button. A red callout box points to this button with the text: "Confirm the input contents and if there is no problem, click “REGISTER” button."