

# 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**

# 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.  
※You can edit your information on your My Page anytime until the conference is ended.
4. **【Payment】**After you finish User Registration, login and move on to Payment.
5. **【Payment】**Select the category and proceed to payment.

# 1. Input your Email Address

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

ONLINE  
CONF

English 日本語

The 50th Annual Meeting of the Japanese Society for Immunology  
JSI2021

Email Address **Required**

Email Address

Password **Required**

Password

Click “Sign up here”

Login

Forgot Password? >  
Sign up here >

The recommended environment for this system is as follows

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

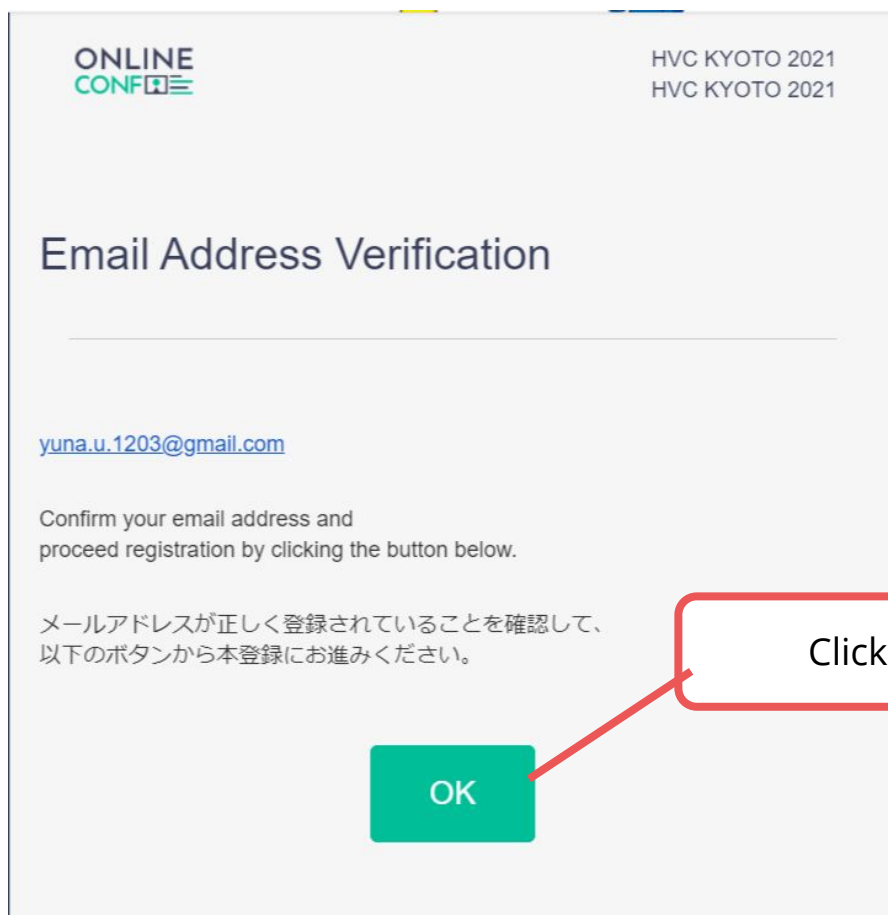
※The image is a sample.

## 2. Open the Email message from ONLINE-CONF Office

Open the Email message from ONLINE-CONF Office (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.

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



User Registration

Profile Image



Select a Image

Basic Info

Full Name **Required**

Taro

Full Name (in Japanese)

太郎 太郎

Email Address

yuna.u.1203@gmail.com

Phone Number

XXXXXXXXXXXX

Password (8+ characters) **Required**

Password Confirmation **Required**

Profile Image is disclosed to the other participants.

Click and upload your image, jpg or png format.

Name is disclosed to the other participants.

Please remember this Password for login.

# 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

The image shows a registration form with several fields. Two red callout boxes are present: one pointing to the 'Affiliation' field with the text 'Affiliation is disclosed to the other participants.', and another pointing to the 'User Role' dropdown with the text 'Please select “Participant”.'.

**Affiliation**

Type of Industry **Required**

select

Affiliation **Required**

Ex. XXXX University

Department, Major **Required**

Department of Biological Science

Position **Required**

Ex. CEO

**User Role**

Presenter: Speakers, Mentors, Pitch presenter, Partner  
Participant: Non-Presenters

User Role **Required**

select

# 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

## User Role

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Presenter: Speakers, Mentors, Pitch presenter, Partner

Participant: Non-Presenters

User Role **Required**

## Category & Keyword (Please set categories and keywords you are interested in.)

Select from the choices.

Category **Required**

Keyword **Required**

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

## working language

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Japanese

## Affiliation

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Name of the organization / institution

test

Department / Division

test

Laboratory / Office

Lab URL

Career Stage

test

## Keyword

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Category

Hematopoiesis and Immune Environment

Keyword

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



# 4. Registratio Succeeded ⇒ Payment

After you finish User Registration, login and move on to Payment.

(<https://asad.gakkai.online/qualification>)



## Registration Succeeded

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

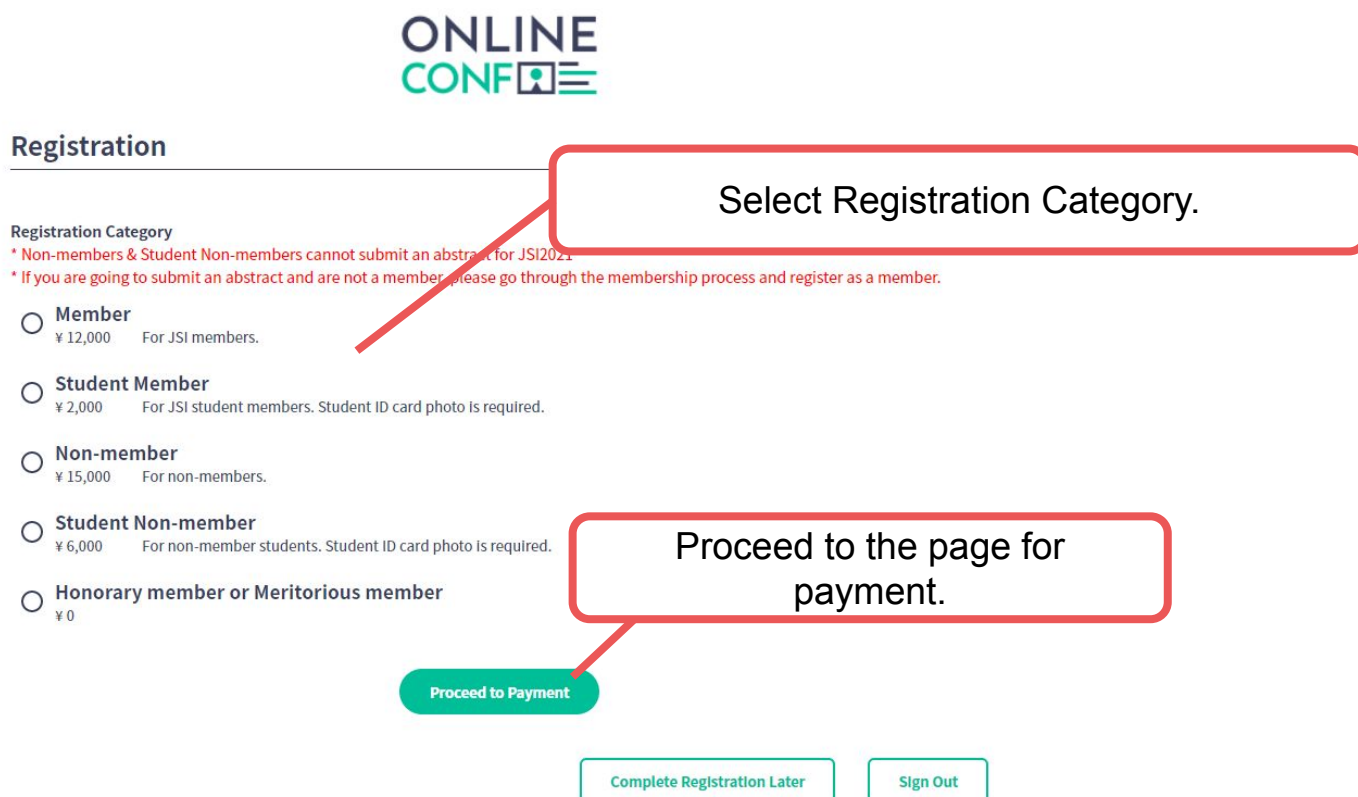
Please re-register in case if this registration seems to be incomplete.

Login

Click "Login" and go into the website.

# 5. Payment

Select the category and proceed to payment.



The image shows a screenshot of the 'ONLINE CONF' registration page. At the top, the logo 'ONLINE CONF' is displayed. Below it, the section is titled 'Registration'. Under 'Registration Category', there are five radio button options: 'Member' (¥12,000), 'Student Member' (¥2,000), 'Non-member' (¥15,000), 'Student Non-member' (¥6,000), and 'Honorary member or Meritorious member' (¥0). A red callout box points to the radio buttons with the text 'Select Registration Category.'. Below the options is a green 'Proceed to Payment' button, with another red callout box pointing to it with the text 'Proceed to the page for payment.'. At the bottom, there are two more buttons: 'Complete Registration Later' and 'Sign Out'.

**ONLINE CONF**

## Registration

Registration Category

\* Non-members & Student Non-members cannot submit an abstract for JSI2021.  
\* If you are going to submit an abstract and are not a member, please go through the membership process and register as a member.

**Member**  
¥ 12,000 For JSI members.

**Student Member**  
¥ 2,000 For JSI student members. Student ID card photo is required.

**Non-member**  
¥ 15,000 For non-members.

**Student Non-member**  
¥ 6,000 For non-member students. Student ID card photo is required.

**Honorary member or Meritorious member**  
¥ 0

**Proceed to Payment**

[Complete Registration Later](#) [Sign Out](#)

Select Registration Category.

Proceed to the page for payment.

※The image is a sample.