



Registration Guide



Abstract submission and Meeting registration will be managed on the EasyChair platform. All authors and attendees require an EasyChair account in order to complete submission and registration.

STEP 1 – Create an EasyChair account - (1)

<https://easychair.org/account/signup>

Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

I'm not a robot

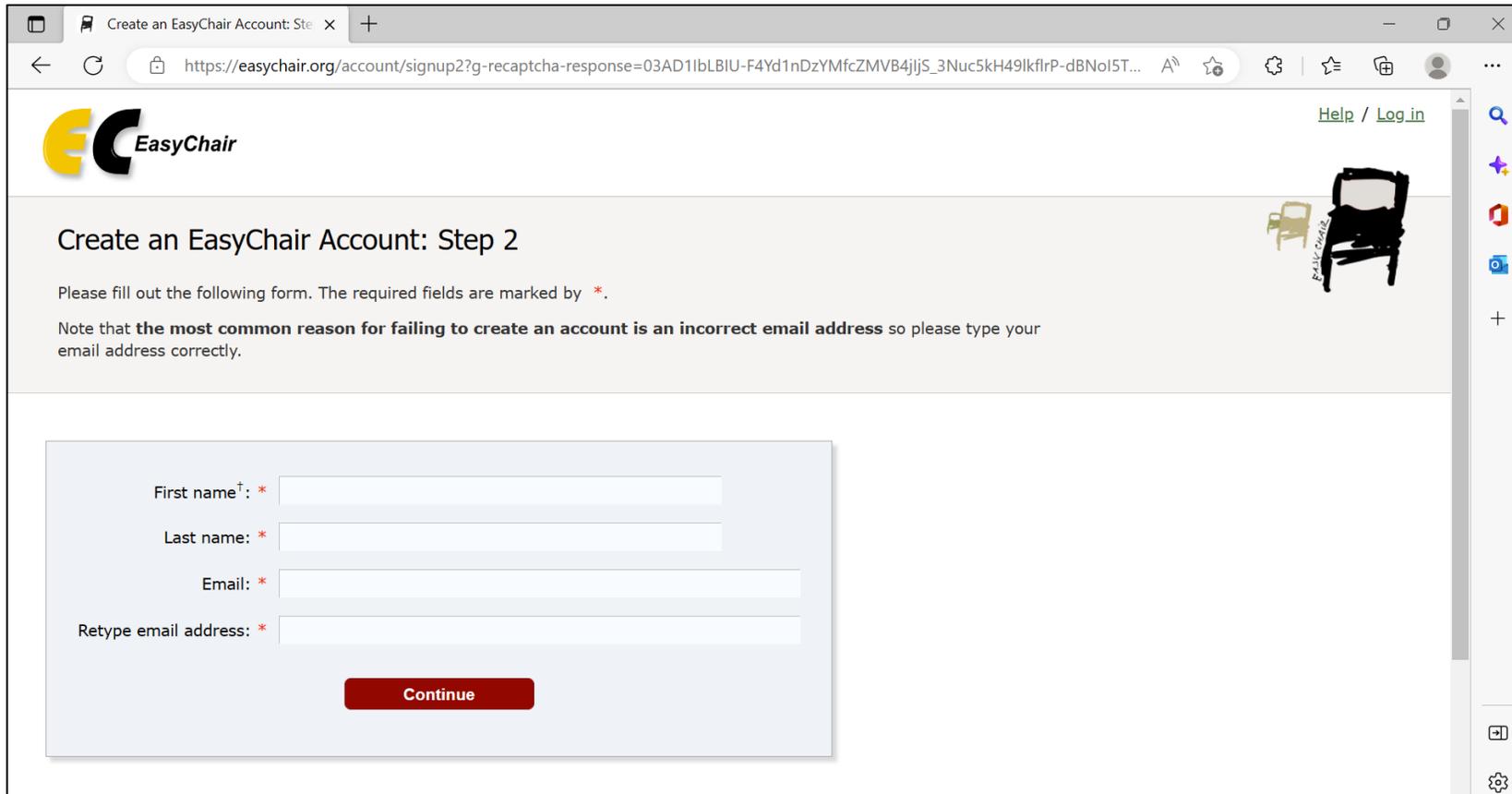
reCAPTCHA
Privacy - Terms

Continue

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Access the account signup link above.

STEP 1 – Create an EasyChair account – (2)



Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by *.

Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

First name[†]: *

Last name: *

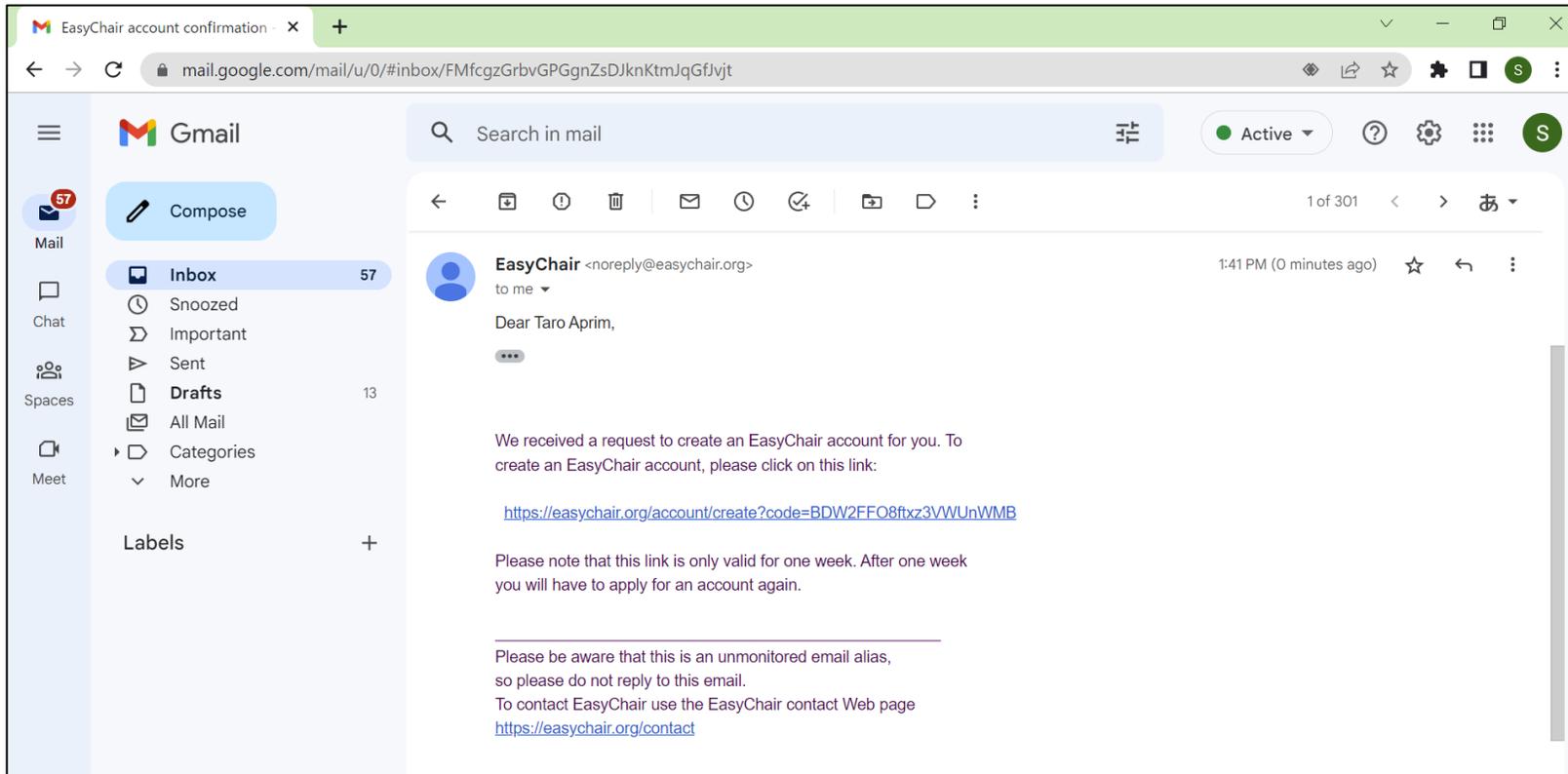
Email: *

Retype email address: *

[Continue](#)

Fill out a simple form with your name and email address.

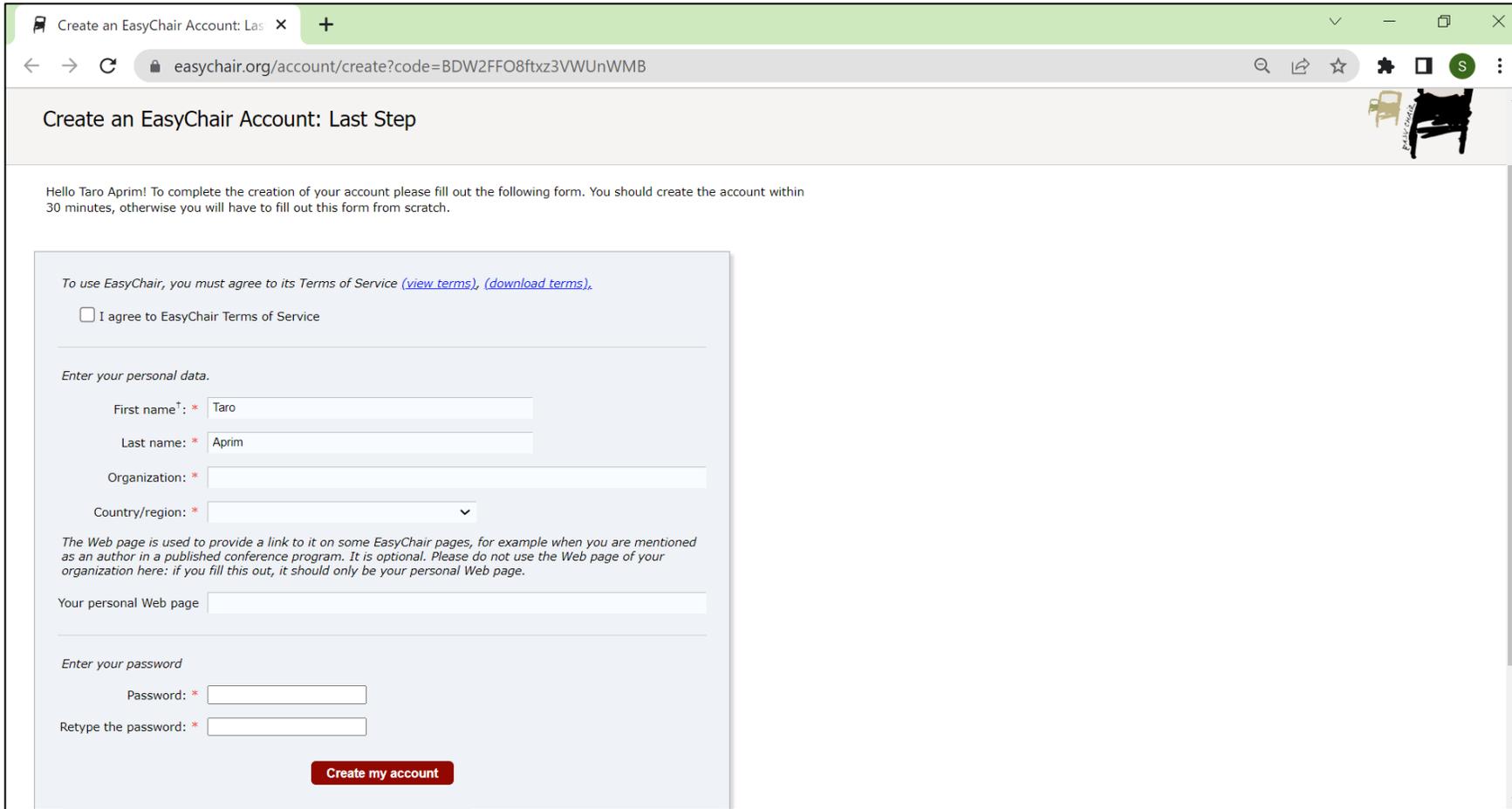
STEP 1 – Create an EasyChair account – (3)



Follow the link sent to your email address to complete account creation.

**All mail from the submission system is sent from the <easychair.org> domain.
Please make sure your mailer is set to accept mail from this domain.**

STEP 1 – Create an EasyChair account – (4)



The screenshot shows a web browser window with the URL `easychair.org/account/create?code=BDW2FFO8ftxz3VWUnWMB`. The page title is "Create an EasyChair Account: Last Step". The content includes a greeting: "Hello Taro Aprim! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch."

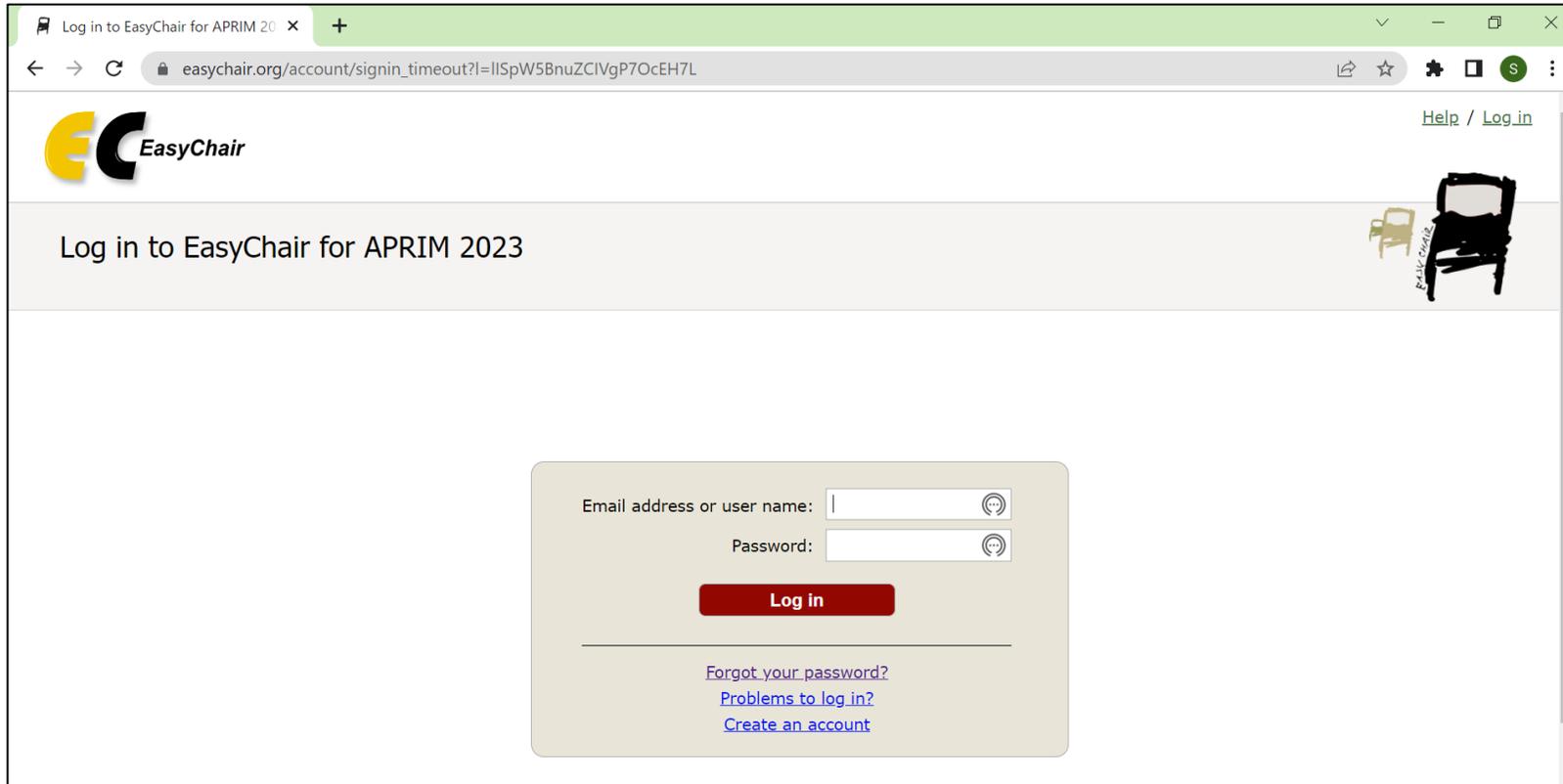
Below the greeting is a light blue box containing the following elements:

- A link to the Terms of Service: "To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#))."
- A checkbox: I agree to EasyChair Terms of Service
- A section titled "Enter your personal data." with the following fields:
 - First name*: Taro
 - Last name*: Aprim
 - Organization*: (empty)
 - Country/region*: (dropdown menu)
- A note: "The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page."
- A field: "Your personal Web page" (empty)
- A section titled "Enter your password" with the following fields:
 - Password*: (empty)
 - Retype the password*: (empty)
- A red button labeled "Create my account" at the bottom.

Complete account creation by providing organization, country and setting your account password.

STEP 2 – Register - (1)

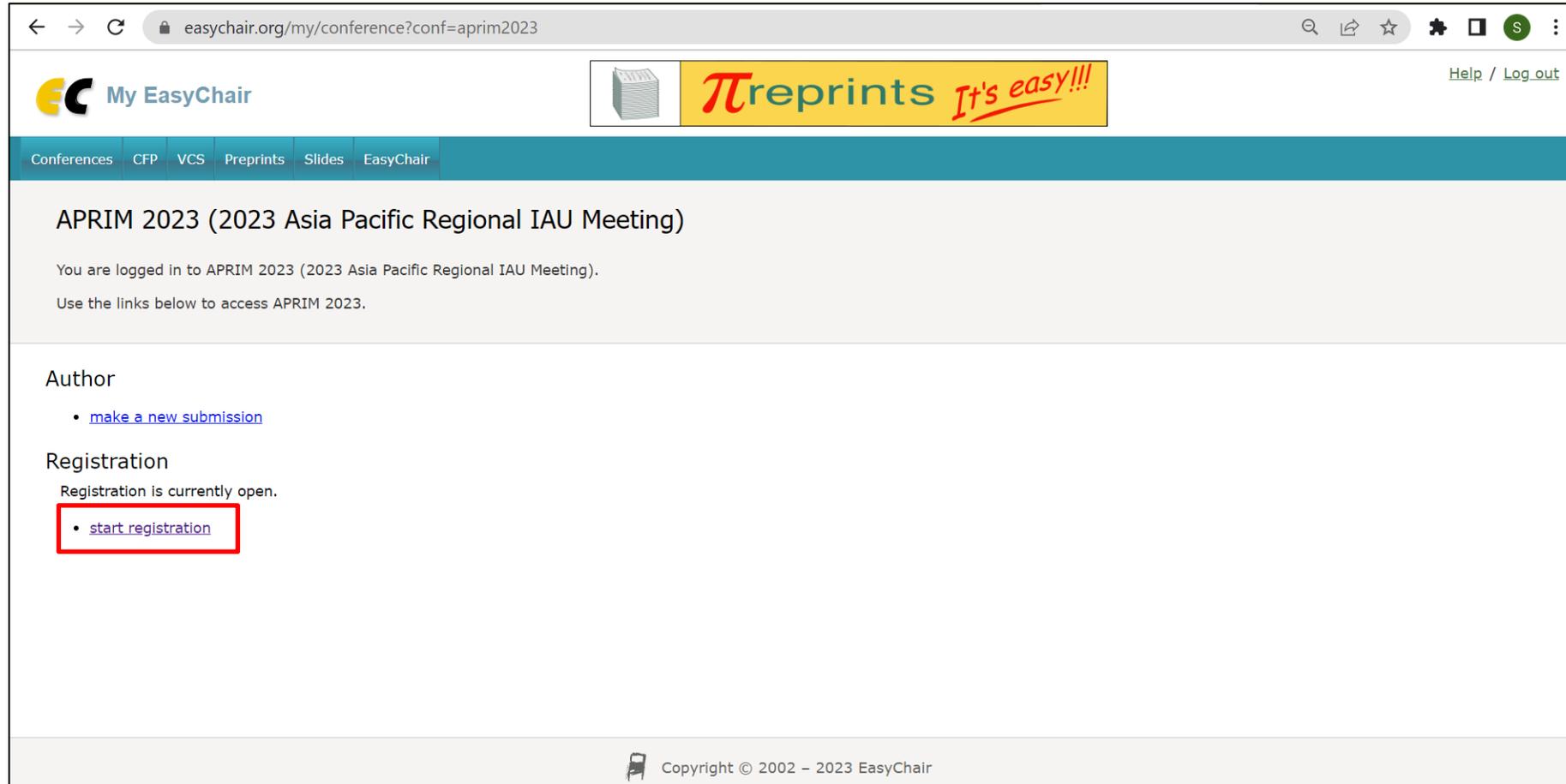
<https://easychair.org/conferences/?conf=aprim2023>



The screenshot shows a web browser window with the URL `easychair.org/account/signin_timeout?l=IISpW5BnuZCIVgP7OcEH7L`. The page features the EasyChair logo (a stylized 'EC' in yellow and black) in the top left and 'Help / Log in' links in the top right. Below the logo, the text 'Log in to EasyChair for APRIM 2023' is displayed. In the center of the page, there is a login form with two input fields: 'Email address or user name:' and 'Password:'. Below these fields is a red 'Log in' button. At the bottom of the form, there are three links: 'Forgot your password?', 'Problems to log in?', and 'Create an account'.

Access the registration form at the link above. If you are not already logged in to your account, you will be prompted to log in with your email address and password.

STEP 2 – Register – (2)



The screenshot shows a web browser window with the URL `easychair.org/my/conference?conf=aprim2023`. The page header includes the EasyChair logo, a navigation menu with 'Conferences', 'CFP', 'VCS', 'Preprints', 'Slides', and 'EasyChair', and a banner for 'reprints It's easy!!!'. The main content area is titled 'APRIM 2023 (2023 Asia Pacific Regional IAU Meeting)' and indicates that the user is logged in. Under the 'Author' section, there is a link for 'make a new submission'. Under the 'Registration' section, which states 'Registration is currently open.', there is a link for 'start registration' that is highlighted with a red rectangular box. The footer contains a copyright notice: 'Copyright © 2002 – 2023 EasyChair'.

Click on “start registration”.

STEP 2 – Register – (3)

The screenshot shows a web browser window with the URL `easychair.org/register/register.cgi?a=30183175`. The page header includes the EasyChair logo, the text "APRIM 2023 (registrant) - REGISTRATION", and a "REGISTRATION" button. A navigation menu contains "Registration", "Premium", "Conference", "News", and "EasyChair". In the top right corner, there are links for "Help / Log out". The main content area is titled "Registration" and contains the text: "Using this page you can register yourself and/or other persons or update your previous registrations. Use the menu in the upper right corner to register." A red box highlights the "Register yourself" link in the upper right corner, with "Register a new person" listed below it. The footer contains a copyright notice: "Copyright © 2002 – 2023 EasyChair".

Click on “register yourself”.

STEP 2 – Register – (4)

easychair.org/register/self?a=30183175

APRIM 2023 (registrant) - REGISTRATION

APRIM 2023
KORIYAMA, JAPAN

Registration Premium Conference News EasyChair

Register Yourself

To register yourself, you should first fill out the following form with your personal information. After that you will be asked to fill out a form with the registration-relevant information.

Title:

First name*:

Last name*:

Badge name*:

Email*:

Organization*:

Department*:

Phone:

Address, line 1*:

Address, line 2:

City*:

Post code*:

Country/region*:

Complete and save your personal data.

STEP 2 – Register – (5)

easychair.org/register/other?a=30183175;key=116628332.2i09GHG8Vycmxr62

APRIM 2023 (registrant) - REGISTRATION

Registration Premium Conference News EasyChair

Registration for APRIM 2023: Step 2

Your personal data have been saved. To complete the registration you should also fill out the form below.

This part of the registration form contains all information not included in the personal information part. If you have any questions about this part, please contact the organizers of APRIM 2023.

- IAU / Non-IAU members' Registration
 - Early bird (until May 31, 2023 23:59 JST): 35,000 JPY
 - Regular (after June 1, 2023 00:00 JST): 40,000 JPY
- Students' Registration
 - Early bird (until May 31, 2023 23:59 JST): 20,000 JPY
 - Regular (after June 1, 2023 00:00 JST): 25,000 JPY
- Other
 - Accompanying person: 10,000 JPY
 - (allowed entry to exhibition hall and reception only)

IAU/Non-IAU Member Registration includes full access to all sessions, Exhibition Hall, online meeting website, and reception and closing ceremony.

Student Registration includes full access, identical to IAU/Non-IAU Member Registration.

Exhibitor and Accompanying Person Registration allows access to the Exhibition Hall (Aug. 7-11) and the Reception (Aug. 7) only.

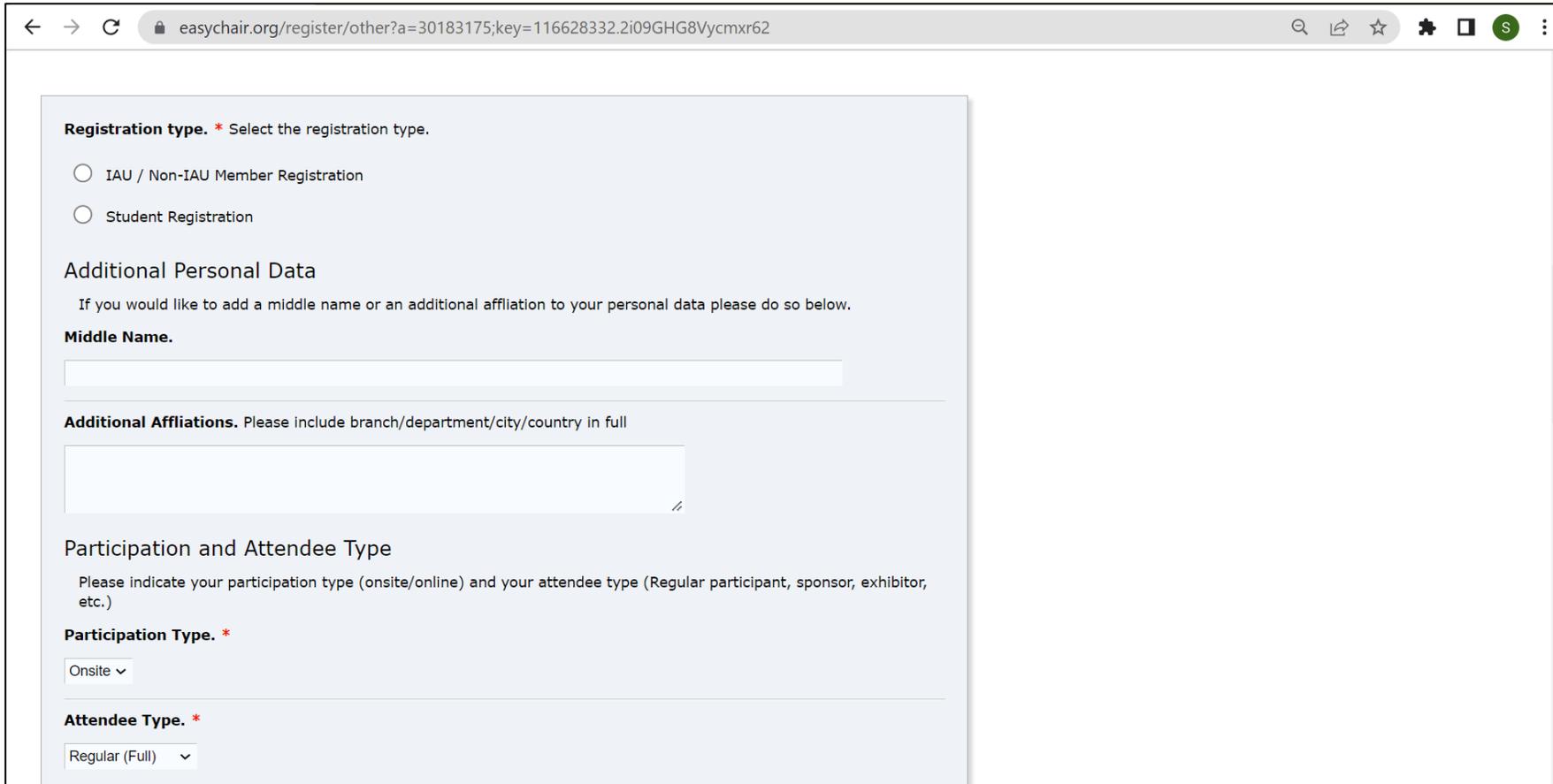
Note:

Changes or cancellations to a registration should be made through this conference registration system.

After payment has been completed, a processing fee will be deducted for changes/cancellations resulting in a refund.

Confirm registration types, fees, deadlines and cancellation regulations.

STEP 2 – Register – (6)



The screenshot shows a web browser window with the URL `easychair.org/register/other?a=30183175;key=116628332.2i09GHG8Vycmxr62`. The form contains the following sections:

- Registration type.** * Select the registration type.
 - IAU / Non-IAU Member Registration
 - Student Registration
- Additional Personal Data**

If you would like to add a middle name or an additional affiliation to your personal data please do so below.

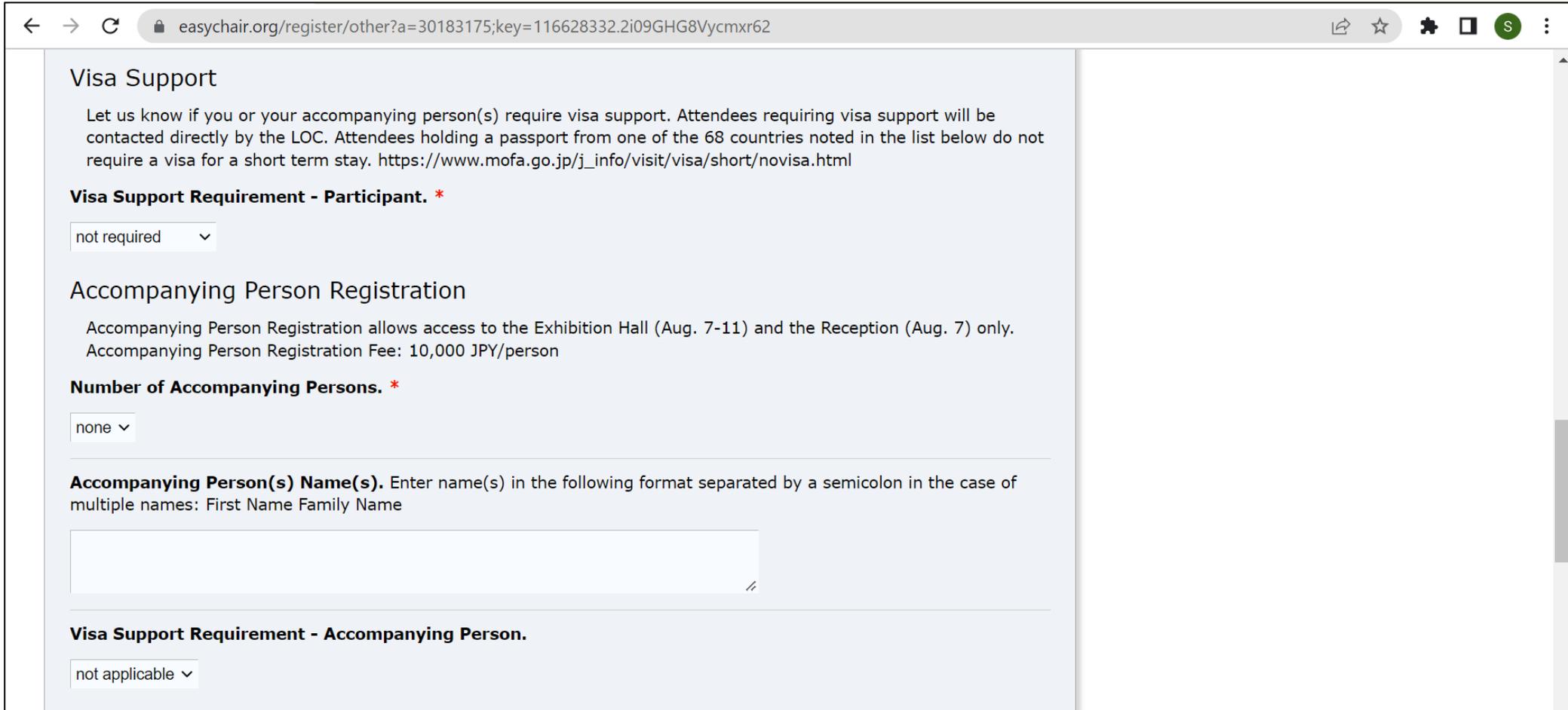
Middle Name.
- Additional Affiliations.** Please include branch/department/city/country in full
- Participation and Attendee Type**

Please indicate your participation type (onsite/online) and your attendee type (Regular participant, sponsor, exhibitor, etc.)

Participation Type. *
- Attendee Type.** *
-

Select registration type (general or student) participation type (onsite or online), attendee type (regular, sponsor, exhibitor etc.) and enter additional personal data as necessary.

STEP 2 – Register – (7)



← → ↻ easychair.org/register/other?a=30183175;key=116628332.2i09GHG8Vycmxr62 🔗 ☆ 🗨️ 📄 Ⓢ ⋮

Visa Support

Let us know if you or your accompanying person(s) require visa support. Attendees requiring visa support will be contacted directly by the LOC. Attendees holding a passport from one of the 68 countries noted in the list below do not require a visa for a short term stay. https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

Visa Support Requirement - Participant. *

not required ▾

Accompanying Person Registration

Accompanying Person Registration allows access to the Exhibition Hall (Aug. 7-11) and the Reception (Aug. 7) only.
Accompanying Person Registration Fee: 10,000 JPY/person

Number of Accompanying Persons. *

none ▾

Accompanying Person(s) Name(s). Enter name(s) in the following format separated by a semicolon in the case of multiple names: First Name Family Name

⌵

Visa Support Requirement - Accompanying Person.

not applicable ▾

Register visa support requirements and accompanying person(s) as necessary.

STEP 2 – Register – (8)



The screenshot shows a web browser window with the URL `easychair.org/register/other?a=30183175;key=116628332.2i09GHG8Vycmxr62`. The page content is as follows:

Banquet Tickets
Tickets for the Aug. 9 Banquet are available at a price of 8,000 JPY/adult and 4,000 JPY for children ten years of age or under.

Banquet Tickets - Adult. *
TBD

Banquet Tickets - Child (10 yrs. and under). *
not required

Lunch Boxes
Lunch boxes will be available for purchase at a cost of 1,000 JPY/lunch on Aug. 8, 9, 10 and 11.

Lunch Box Requirement - Aug. 8. *
TBD

Lunch Box Requirement - Aug. 9. *
TBD

Lunch Box Requirement - Aug. 10. *
TBD

Lunch Box Requirement - Aug. 11. *
TBD

Register your Banquet ticket and lunch box requirements.
These can be updated later if undecided.

STEP 2 – Register – (9)

Special Needs. Note any dietary restrictions (allergies, vegetarian, Halal, etc.), disabilities, etc.

Childcare Request. If you require childcare support, please note the number and age of your children.

Save data

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Register special needs (dietary and other) and childcare requests as necessary.

STEP 2 – Register – (10)

The screenshot shows the EasyChair registration page for APRIM 2023. The browser address bar shows the URL: `easychair.org/register/attendee_added?a=30183175;attendee=1022619004`. The page header includes the EasyChair logo, the event name "APRIM 2023 (registrant)", and a "REGISTRATION" button. A navigation menu contains links for "Registration", "Premium", "Conference", "News", and "EasyChair".

The main content area is titled "Registration Data" and includes a message: "The registration data is shown below. To **change** any information, click 'Update registration'." In the upper right corner, a menu is highlighted with a red box, containing the following options: "Update registration", "View invoice", and "Pay".

A red-bordered box in the center of the page displays the message: "The attendee has been added!". Below this, there is a "Pay Registration" button.

The "Personal Data" section contains the following information:

First name:	Taro
Last name:	Aprim
Title:	
Badge name:	Taro Aprim
Email:	scott.macdonald.07@gmail.com
Affiliation:	e-side
Department:	a dept
Phone:	
Address, line 1:	aaa
Address, line 2:	
City:	Tokyo
Post code:	1098777
Country:	Canada

The "Other Data" section contains the following information:

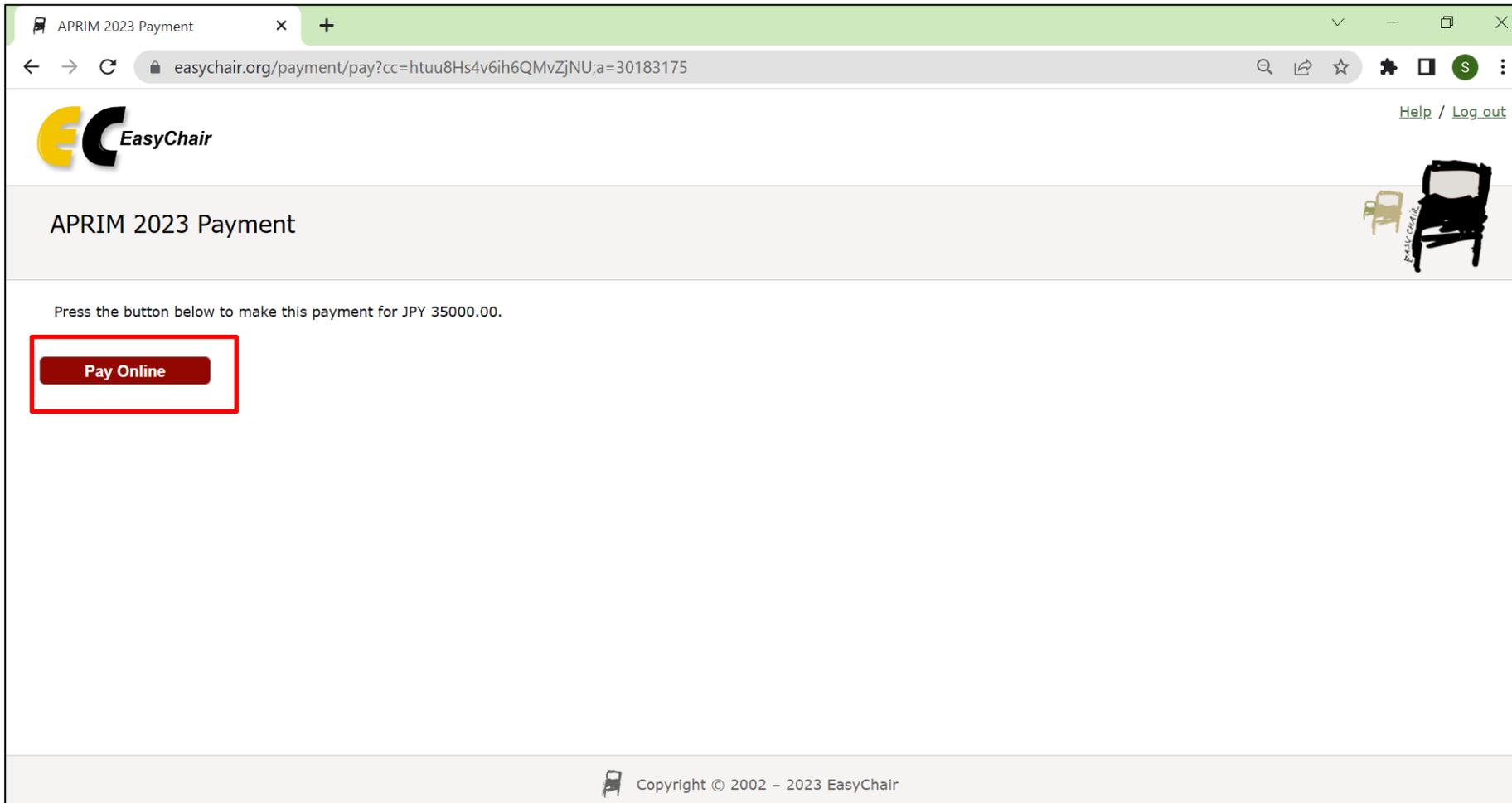
Registration type:	IAU / Non-IAU Member Registration
Middle Name:	
Additional Affiliations:	
Participation Type:	Onsite
Attendee Type:	Regular (Full)
Visa Support Requirement - Participant:	not required
Number of Accompanying Persons:	none
Accompanying Person(s) Name(s):	
Visa Support Requirement - Accompanying Person:	not applicable
Banquet Tickets - Adult:	TBD
Banquet Tickets - Child (10 yrs. and under):	not required
Lunch Box Requirement - Aug. 8:	TBD
Lunch Box Requirement - Aug. 9:	TBD
Lunch Box Requirement - Aug. 10:	TBD
Lunch Box Requirement - Aug. 11:	TBD
Special Needs:	
Childcare Request:	
Registration code:	1022619004

The "Itemized Bill" section contains the following information:

Item	Quantity	Price
IAU/Non-IAU Member Registration		¥35000.00
Total		¥35000.00
Paid		¥0.00

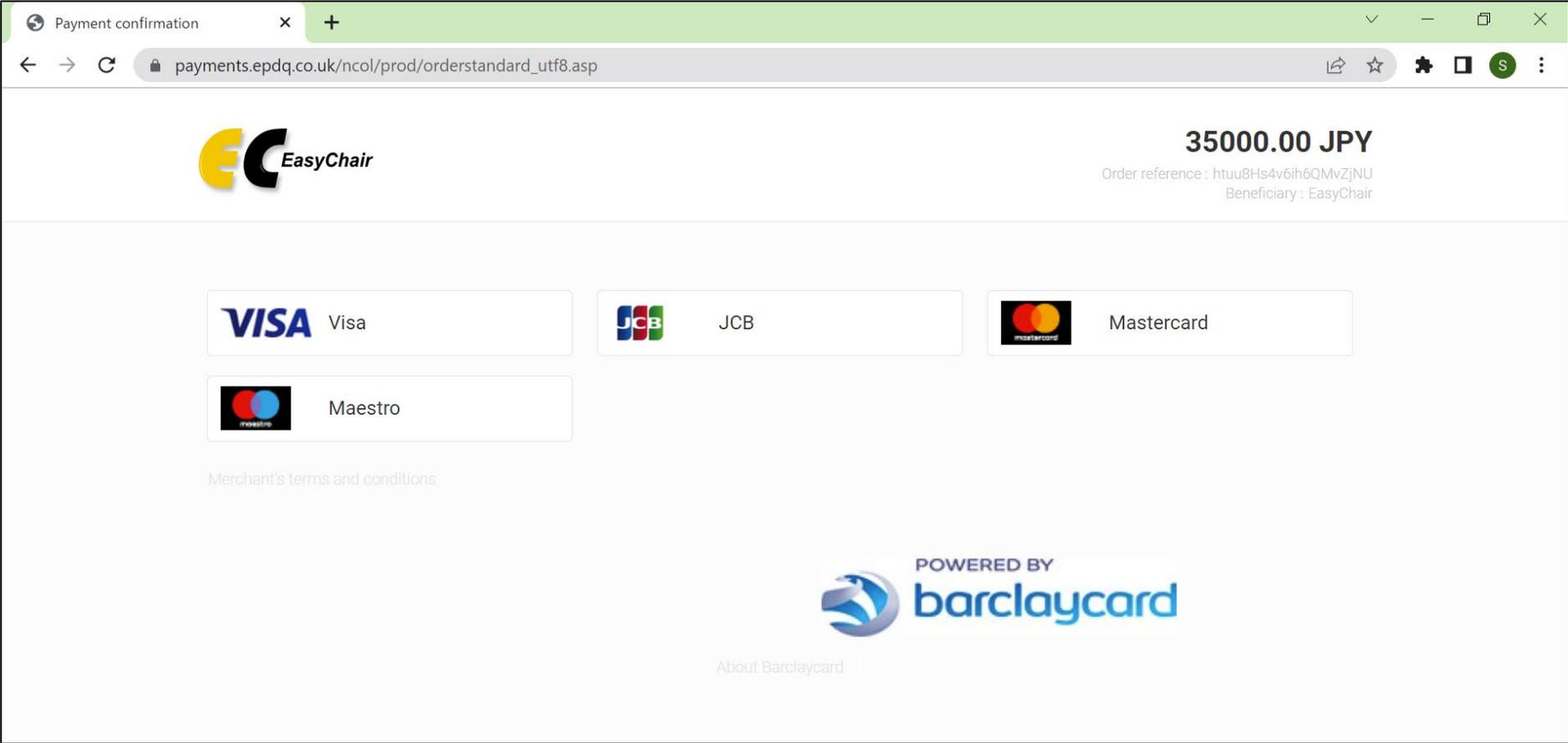
This completes the registration. If your registration content is final proceed to “pay registration”. An invoice can be downloaded and the registration can be updated from the upper right menu.

STEP 3 – Payment – (1)



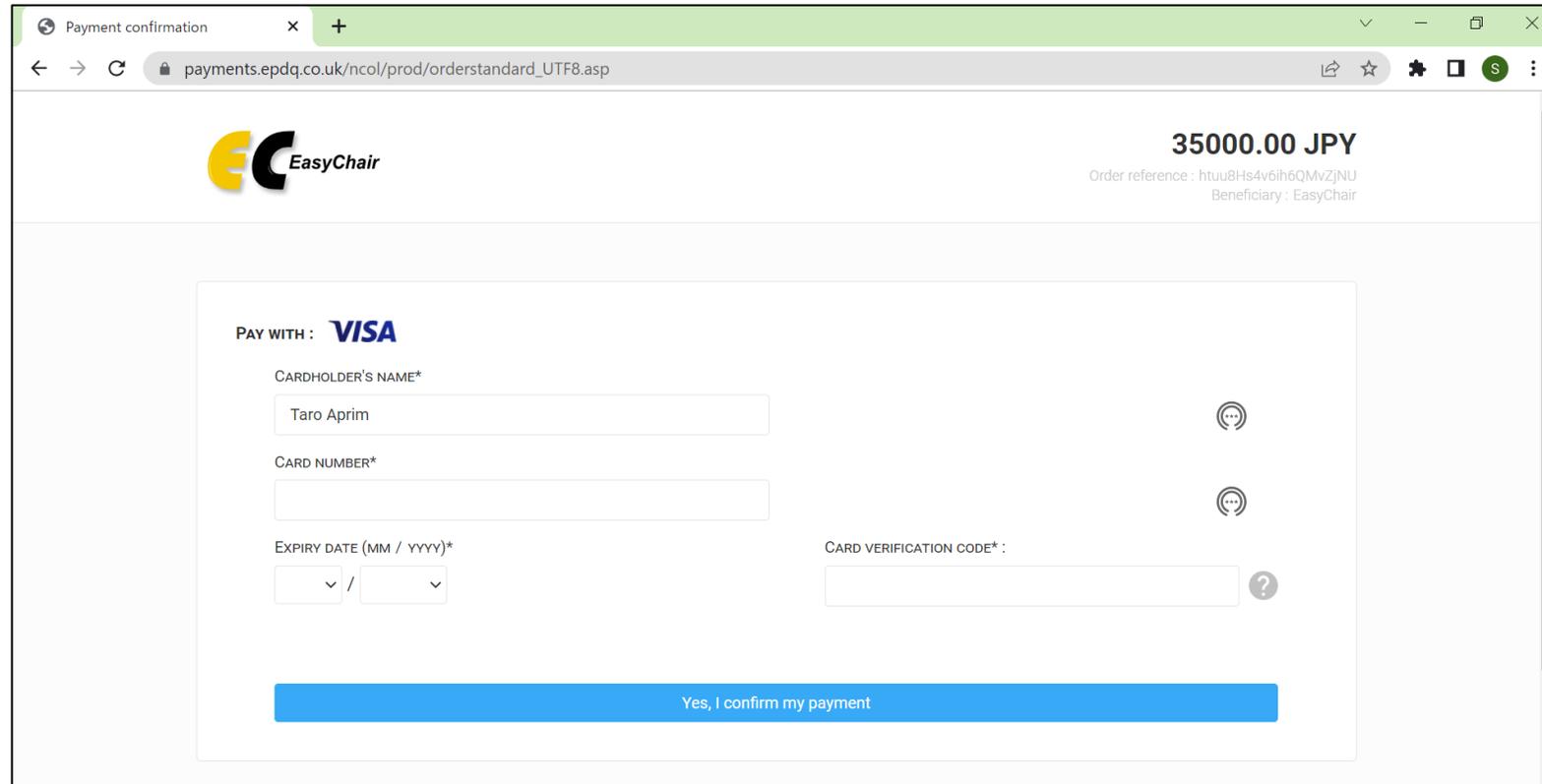
Click on “Pay Online”. Payment can be made by credit card only (Visa, JCB, Mastercard, Maestro).

STEP 3 – Payment – (2)



Choose your credit card company.

STEP 3 – Payment – (3)



The screenshot shows a web browser window with the URL `payments.epdq.co.uk/ncol/prod/orderstandard_UTF8.asp`. The page features the EasyChair logo on the left and the amount **35000.00 JPY** on the right, with order reference `htuu8Hs4v6ih6QMvZjNU` and beneficiary `EasyChair`. The main content is a payment form titled "PAY WITH: VISA". The form includes the following fields:

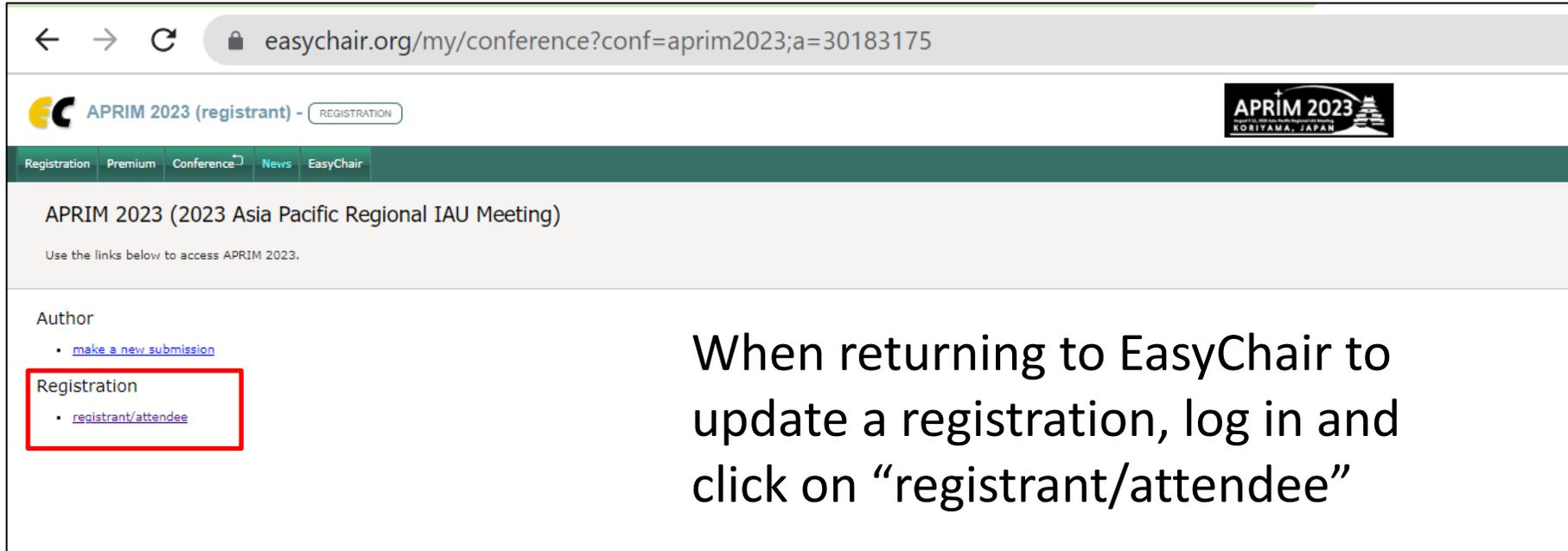
- CARDHOLDER'S NAME***: Text input containing "Taro Aprim".
- CARD NUMBER***: Text input, currently empty.
- EXPIRY DATE (MM / YYYY)***: Two dropdown menus for month and year.
- CARD VERIFICATION CODE* :**: Text input, currently empty.

Each input field has a small circular icon to its right. At the bottom of the form is a blue button labeled "Yes, I confirm my payment".

Complete card details and confirm payment.

A receipt can be downloaded from your EasyChair account following payment.

Updating Registration – (1)



← → ↻ easychair.org/my/conference?conf=aprim2023;a=30183175

APRIM 2023 (registrant) - REGISTRATION

APRIM 2023 KORIYAMA, JAPAN

Registration Premium Conference News EasyChair

APRIM 2023 (2023 Asia Pacific Regional IAU Meeting)

Use the links below to access APRIM 2023.

Author

- [make a new submission](#)

Registration

- [registrant/attendee](#)

When returning to EasyChair to update a registration, log in and click on “registrant/attendee”

Registrations can be updated/revised prior to or following payment.

After payment has been completed, a processing fee will be deducted for changes/cancellations resulting in a refund.

Updating Registration – (2)

← → ↻ easychair.org/register/register.cgi?a=30183175 🔍 📄 ☆ ⚙️ 📱 S ⋮

APRIM 2023 (registrant) - REGISTRATION 

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Registration

Using this page you can register yourself and/or other persons or update your previous registrations. Use the menu in the upper right corner to register.

The table below lists all attendees registered by you for APRIM 2023. Use the "View" and "Update" columns of the table to view or modify data about these attendees.

Notes:

- Please use the registration code in all communication about your registration.
- All dates and times in the table use the GMT time zone and can be different from your time zone date and time.

Summary

Code	Name	Registration type	Date	Fee	Paid	Pay	View	Update
1022619004	Taro Aprim	IAU / Non-IAU Member	2023-01-15	¥35000.00	¥0.00			

Other Information

code	name	Middle Name	Additional Affiliations	Participation Type	Attendee Type	Visa Support Participant	Accompanying Persons	Accompanying Person Name	Visa Support Accompany	Banquet Tickets - Adult	Banquet Tickets - Child	Lunch Box - Aug. 8	Lunch Box - Aug. 9	Lunch Box - Aug. 10	Lunch Box - Aug. 11	Special Needs	Childcare	Update
1022619004	Taro Aprim			Onsite	Regular (Full)	not required	none		not applicable	TBD	not required	TBD	TBD	TBD	TBD			

Personal Information

Code	Title	First name	Last name	Badge name	Affiliation	Department	Address	Country	Update
1022619004		Taro	Aprim	Taro Aprim	e-side	a dept	aaaTokyo, 1098777	Canada	

Use the "View" and "Update" columns of the table to view or modify data about your registration.