



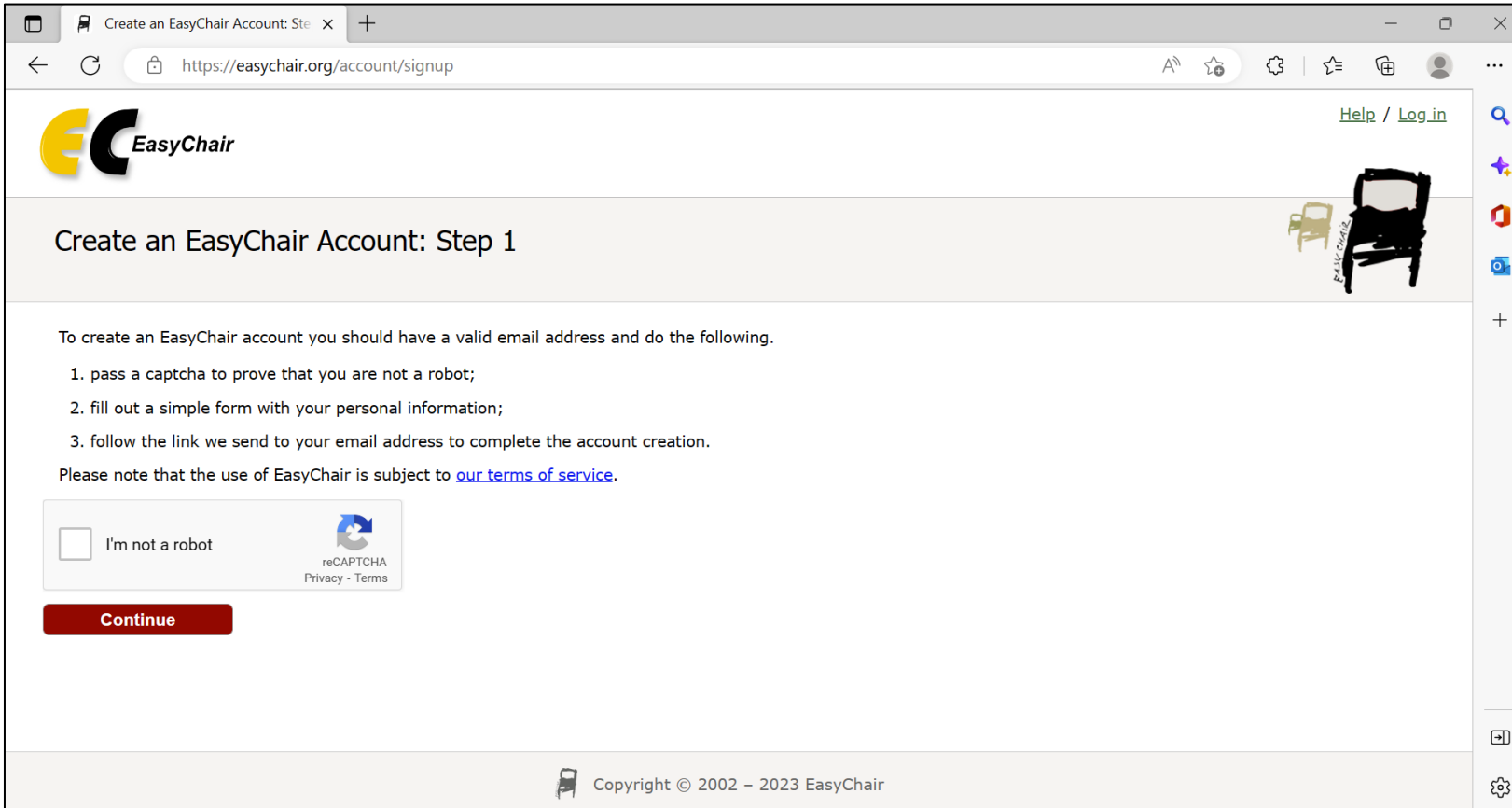
Registration Guide



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

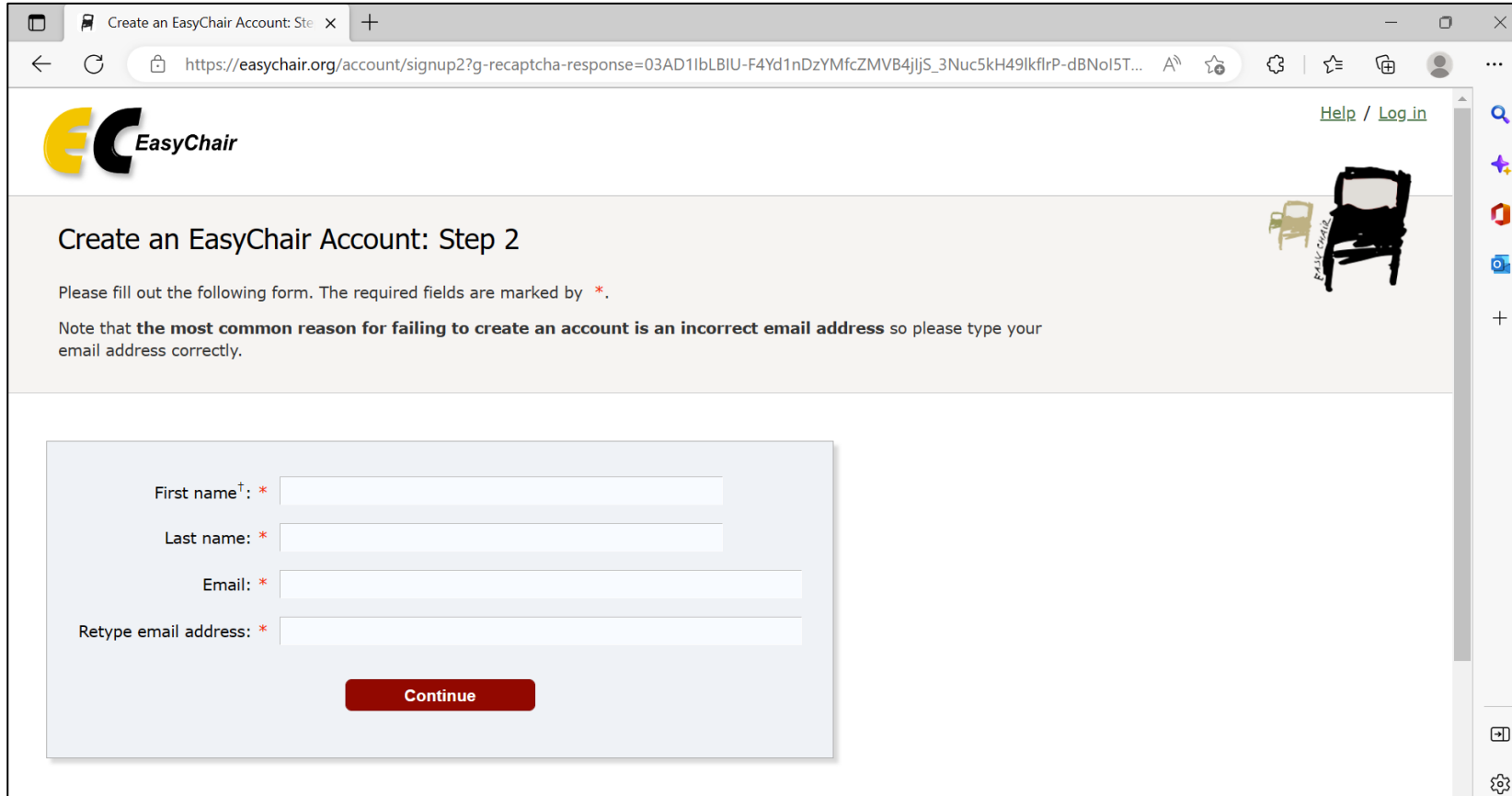
reCAPTCHA
Privacy - Terms

Continue

Copyright © 2002 – 2023 EasyChair

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: *

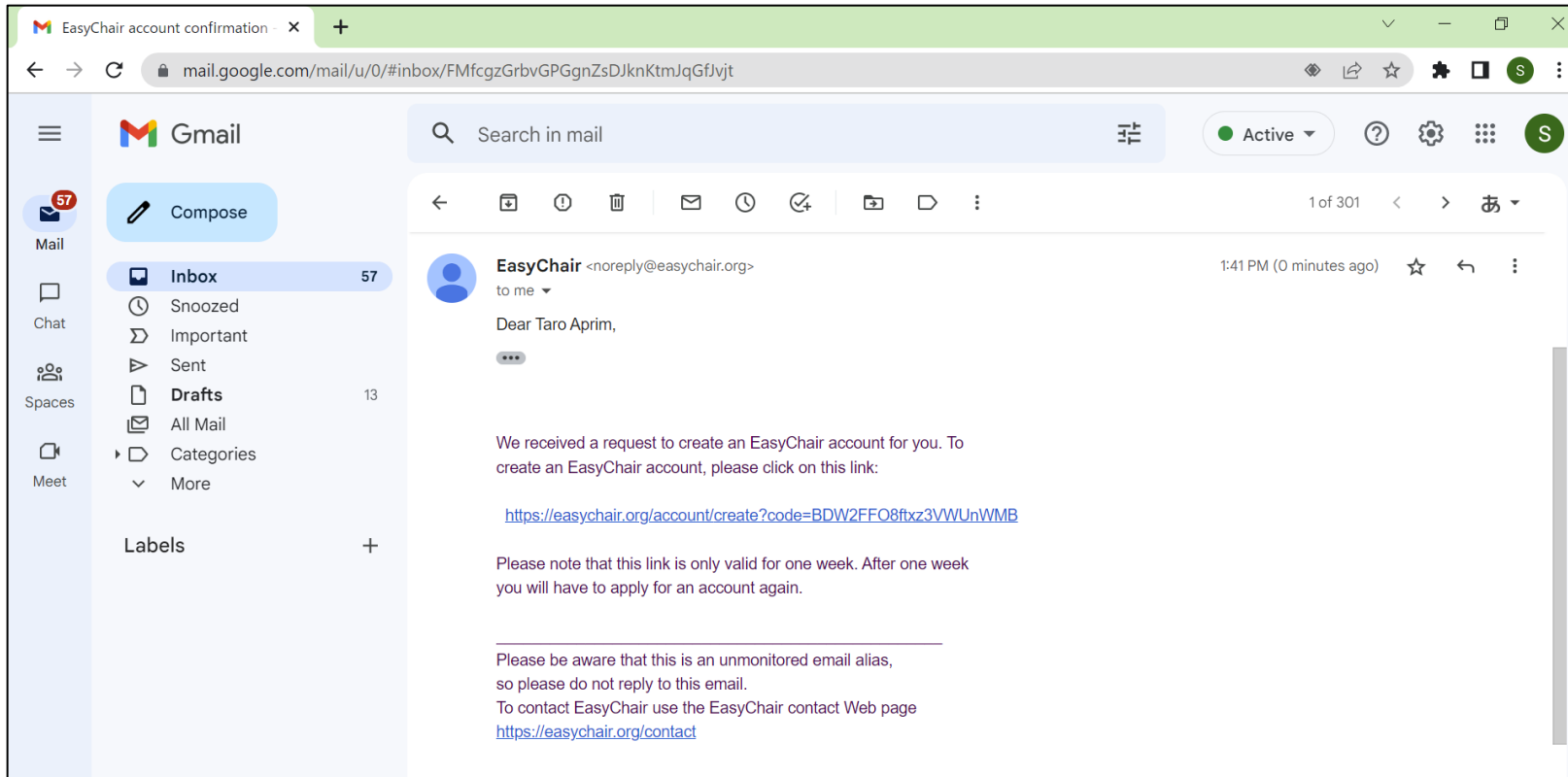
Retype email address: *

[Help](#) / [Log in](#)

[Continue](#)

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

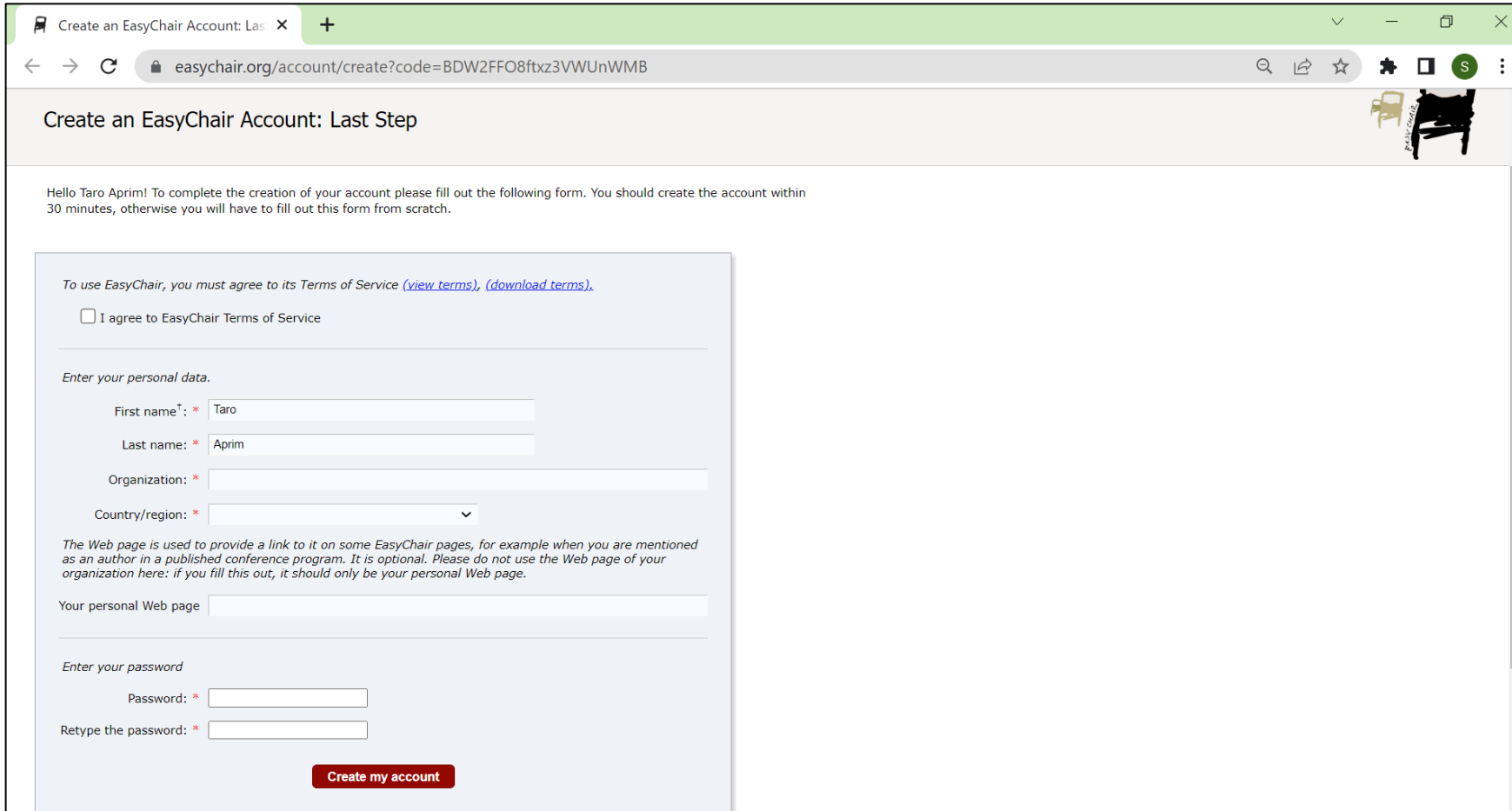
STEP 1 – Create an EasyChair account – (3)



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)



Create an EasyChair Account: Last Step

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.

To use EasyChair, you must agree to its [Terms of Service](#) ([view terms](#)), ([download terms](#)).

☐ I agree to EasyChair Terms of Service

Enter your personal data.

First name[†]: * Taro

Last name: * Aprim

Organization: *

Country/region: *

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.

Your personal Web page

Enter your password

Password: *

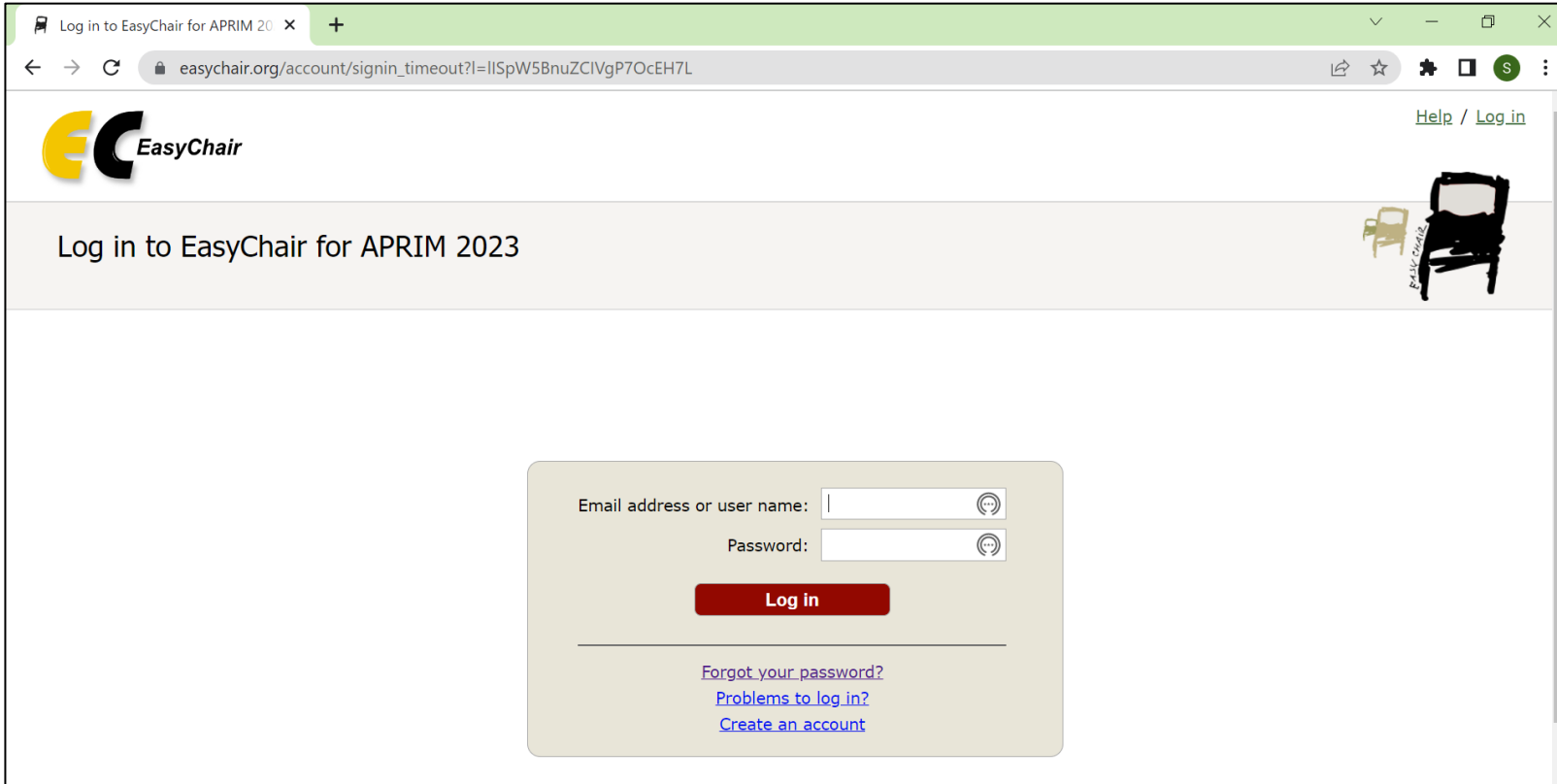
Retype the password: *

Create my account

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

STEP 2 – Register - (1)

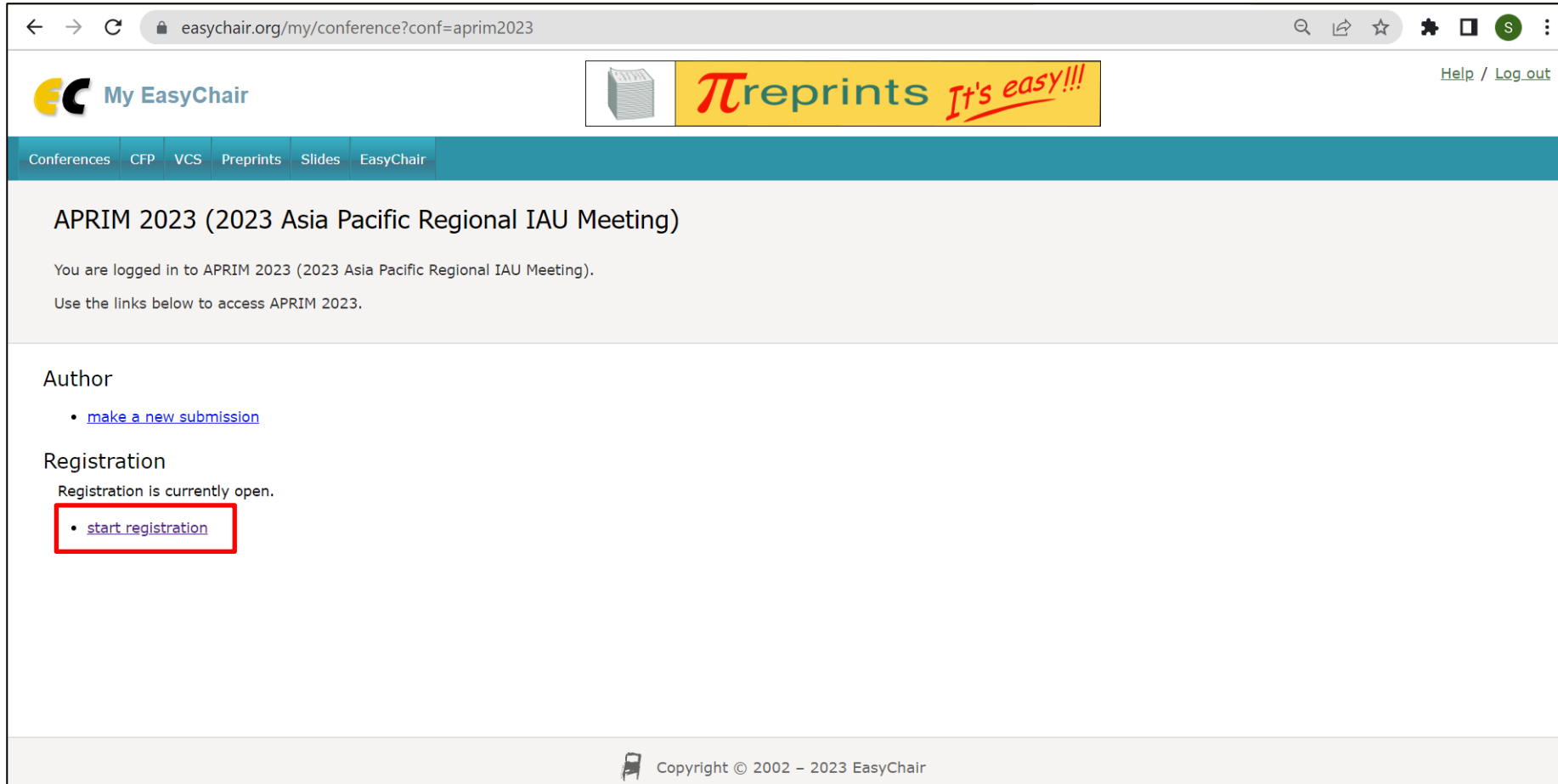
<https://easychair.org/conferences/?conf=aprim2023>



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 'E' and 'C' in yellow and black) in the top left. In the top right, there are links for [Help](#) and [Log in](#). Below the logo, the text "Log in to EasyChair for APRIM 2023" is displayed. On the right side, there is a small illustration of a chair. The main content area contains a login form with two input fields: "Email address or user name:" and "Password:". Below these fields is a red "Log in" button. Underneath the button, 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 "My EasyChair" logo, a "πreprints It's easy!!!" banner, and links for "Help" and "Log out". A teal navigation bar contains links for "Conferences", "CFP", "VCS", "Preprints", "Slides", and "EasyChair". The main content area is titled "APRIM 2023 (2023 Asia Pacific Regional IAU Meeting)" and informs the user they are logged in. It provides instructions to use links below to access the conference. Under the "Author" section, there is a link for "make a new submission". Under the "Registration" section, it states "Registration is currently open." and features a link for "start registration", which is highlighted with a red rectangular box. The footer contains a copyright notice: "Copyright © 2002 – 2023 EasyChair".

← → ↻ `easychair.org/my/conference?conf=aprim2023` 🔍 📄 ☆ ⚙️ 📱 \$ ⋮

My EasyChair  [Help](#) / [Log out](#)

Conferences CFP VCS Preprints Slides EasyChair

APRIM 2023 (2023 Asia Pacific Regional IAU Meeting)

You are logged in to APRIM 2023 (2023 Asia Pacific Regional IAU Meeting).
Use the links below to access APRIM 2023.


Author

- [make a new submission](#)

Registration

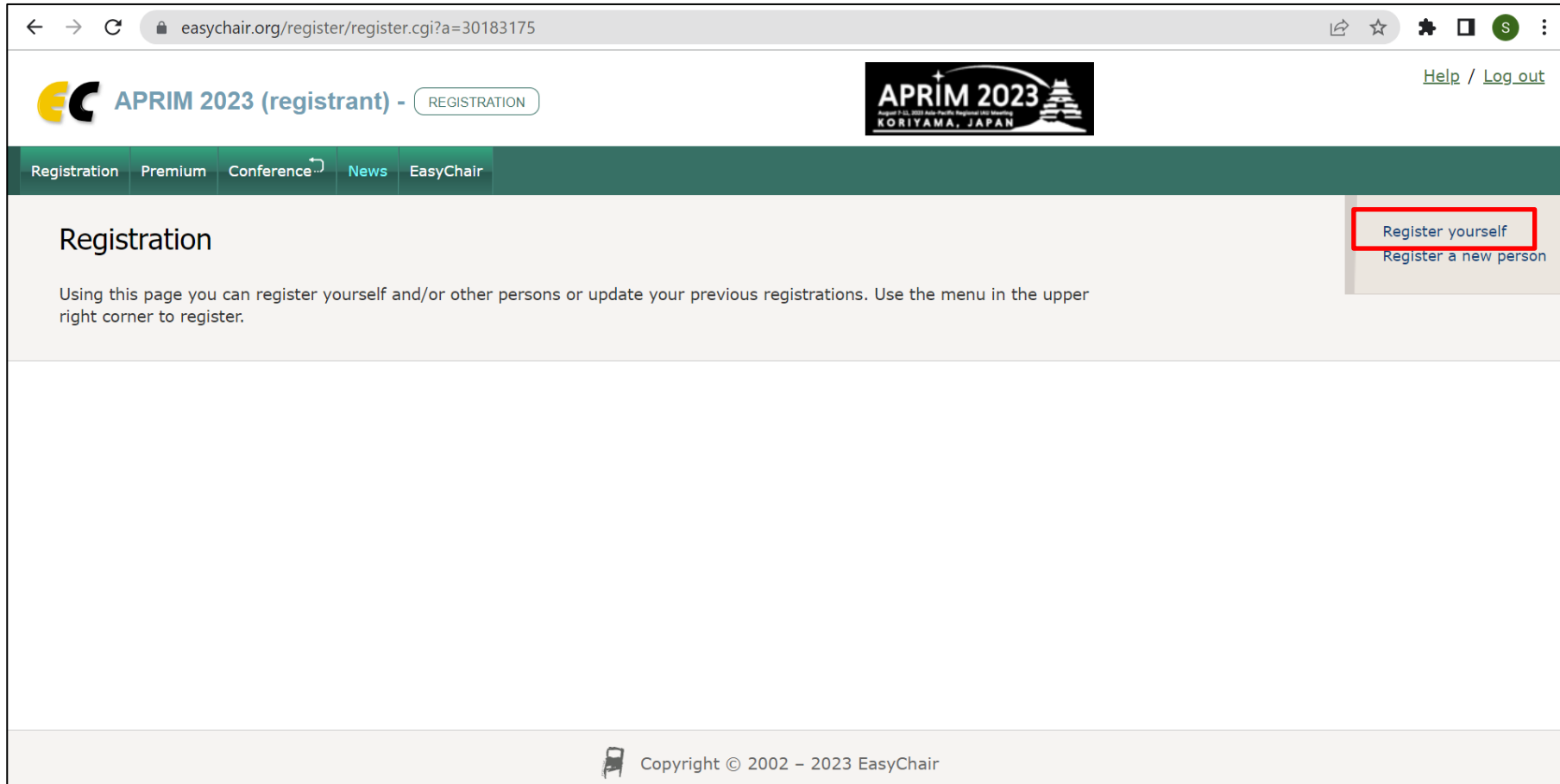
Registration is currently open.

- [start registration](#)

 Copyright © 2002 – 2023 EasyChair

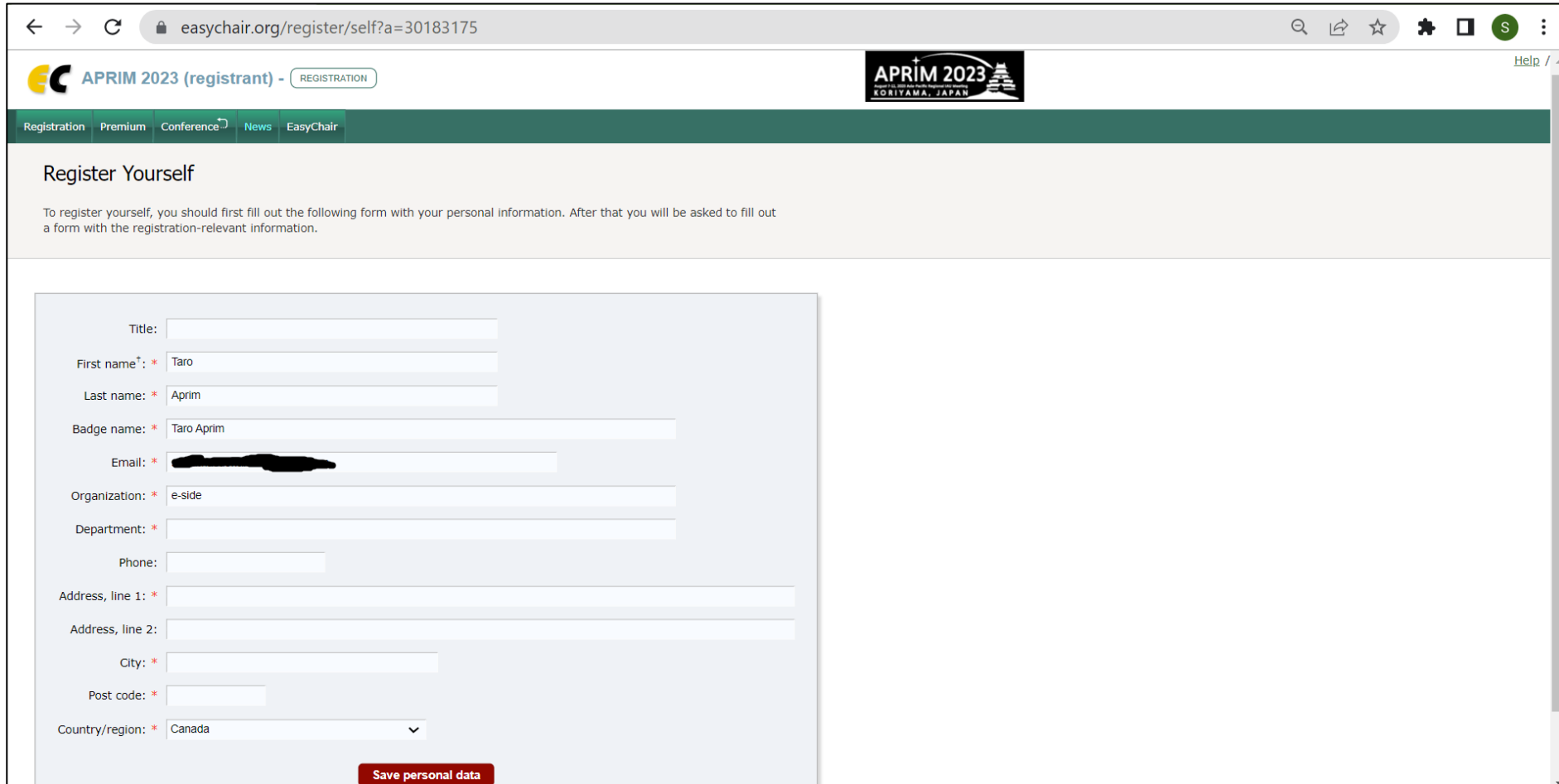
Click on “start registration”.

STEP 2 – Register – (3)



Click on “register yourself”.

STEP 2 – Register – (4)



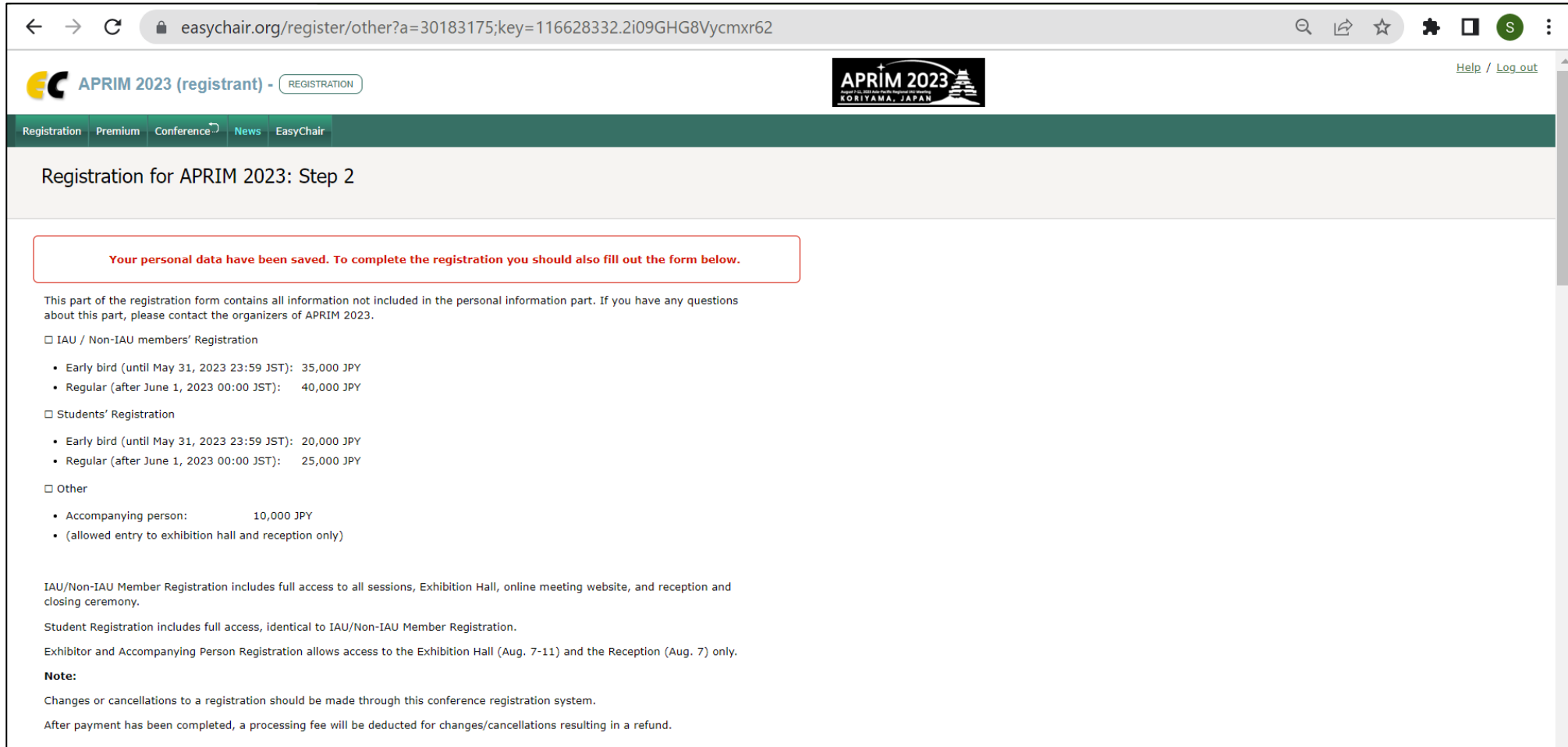
The screenshot shows a web browser at the URL `easychair.org/register/self?a=30183175`. The page header includes the EasyChair logo, "APRIM 2023 (registrant)", and a "REGISTRATION" button. A navigation bar contains links for "Registration", "Premium", "Conference", "News", and "EasyChair". The main heading is "Register Yourself". Below it, a message states: "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." The registration form is displayed with the following fields:

- Title:
- First name*:
- Last name*:
- Badge name*:
- Email*:
- Organization*:
- Department*:
- Phone:
- Address, line 1*:
- Address, line 2:
- City*:
- Post code*:
- Country/region*:



A red button labeled "Save personal data" is located at the bottom of the form.

Complete and save your personal data.

STEP 2 – Register – (5)



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

 **APRIM 2023 (registrant)** - [REGISTRATION](#)  [Help](#) / [Log out](#)

[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.

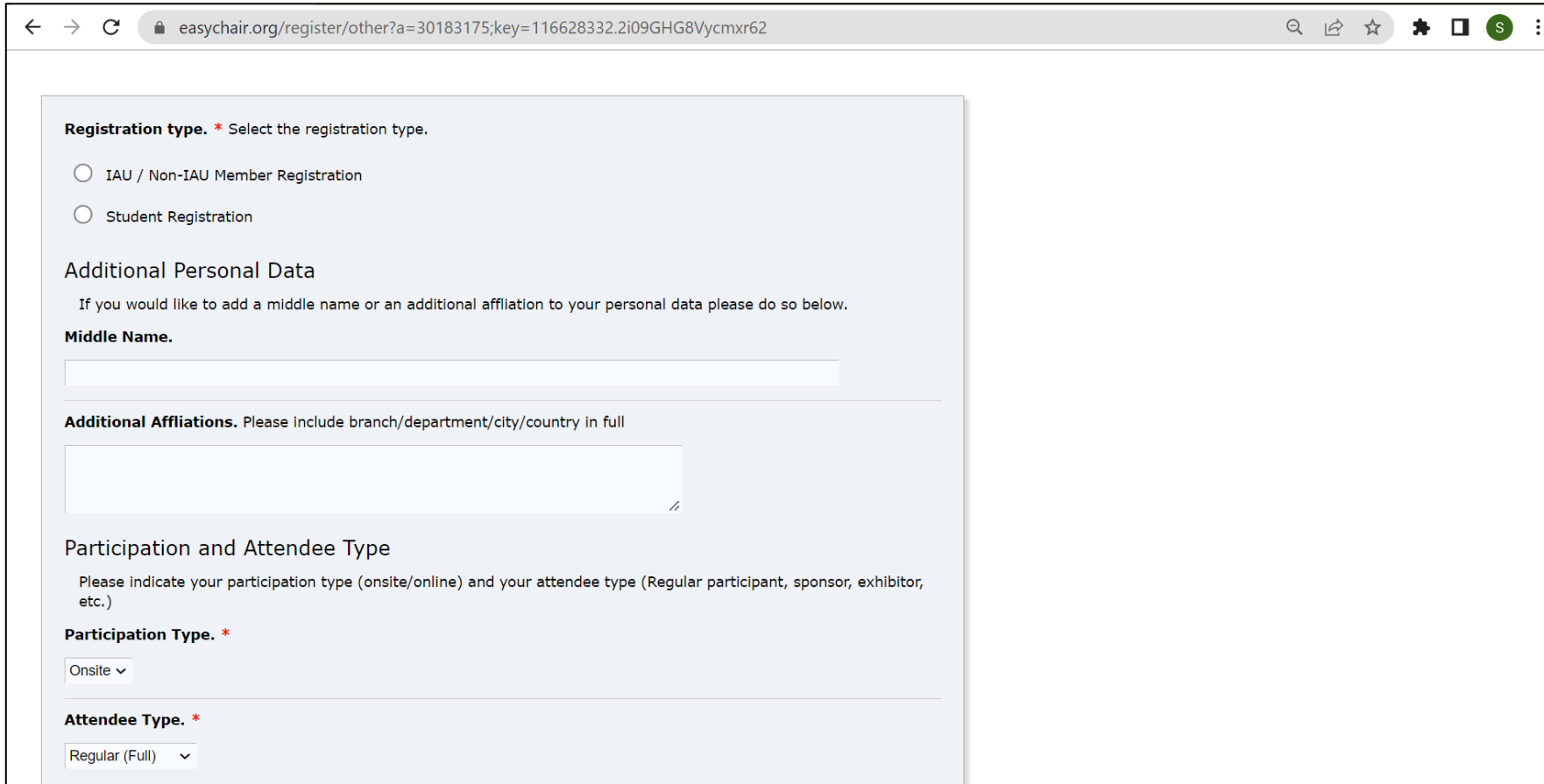
Note:

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 page contains a registration form with 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. *

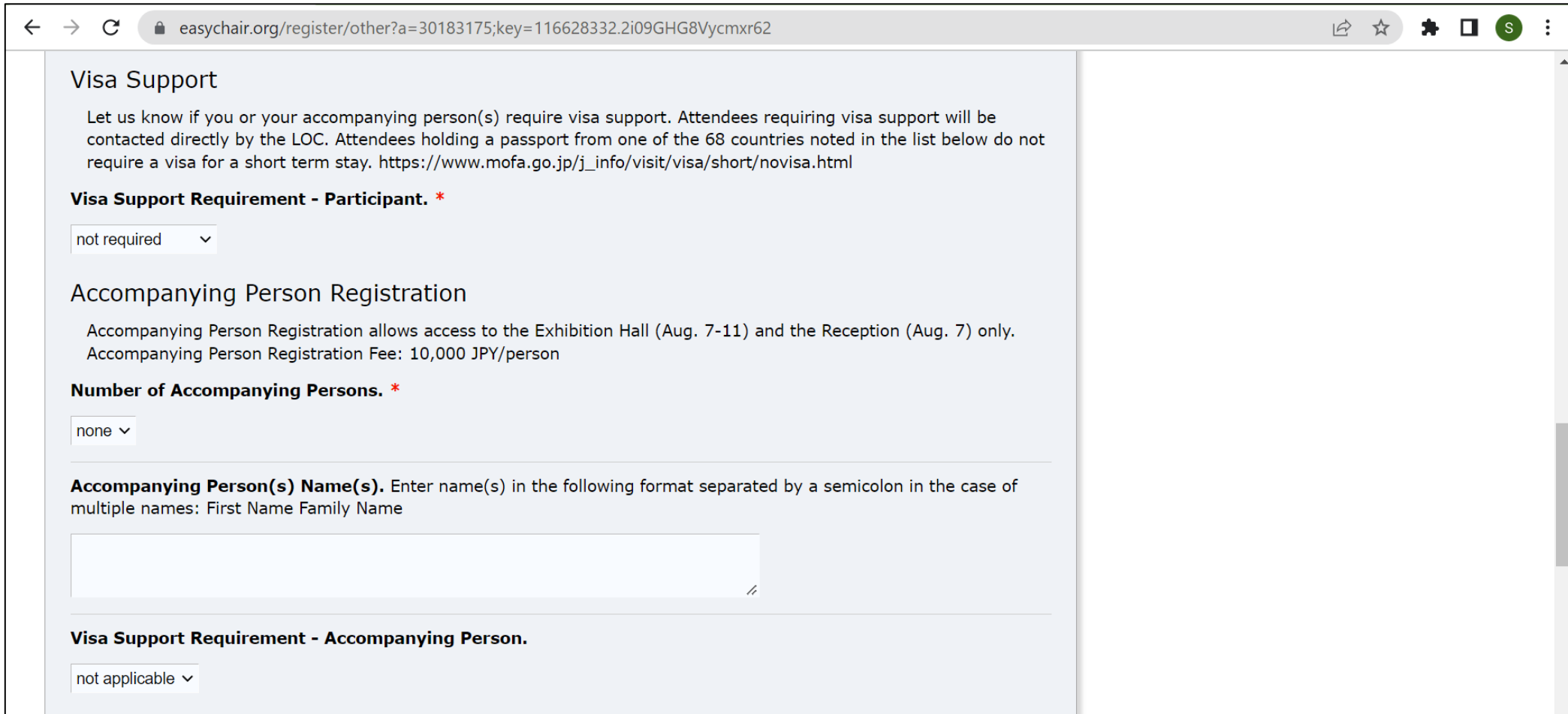
Onsite ▼

Attendee Type. *

Regular (Full) ▼

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 ▾

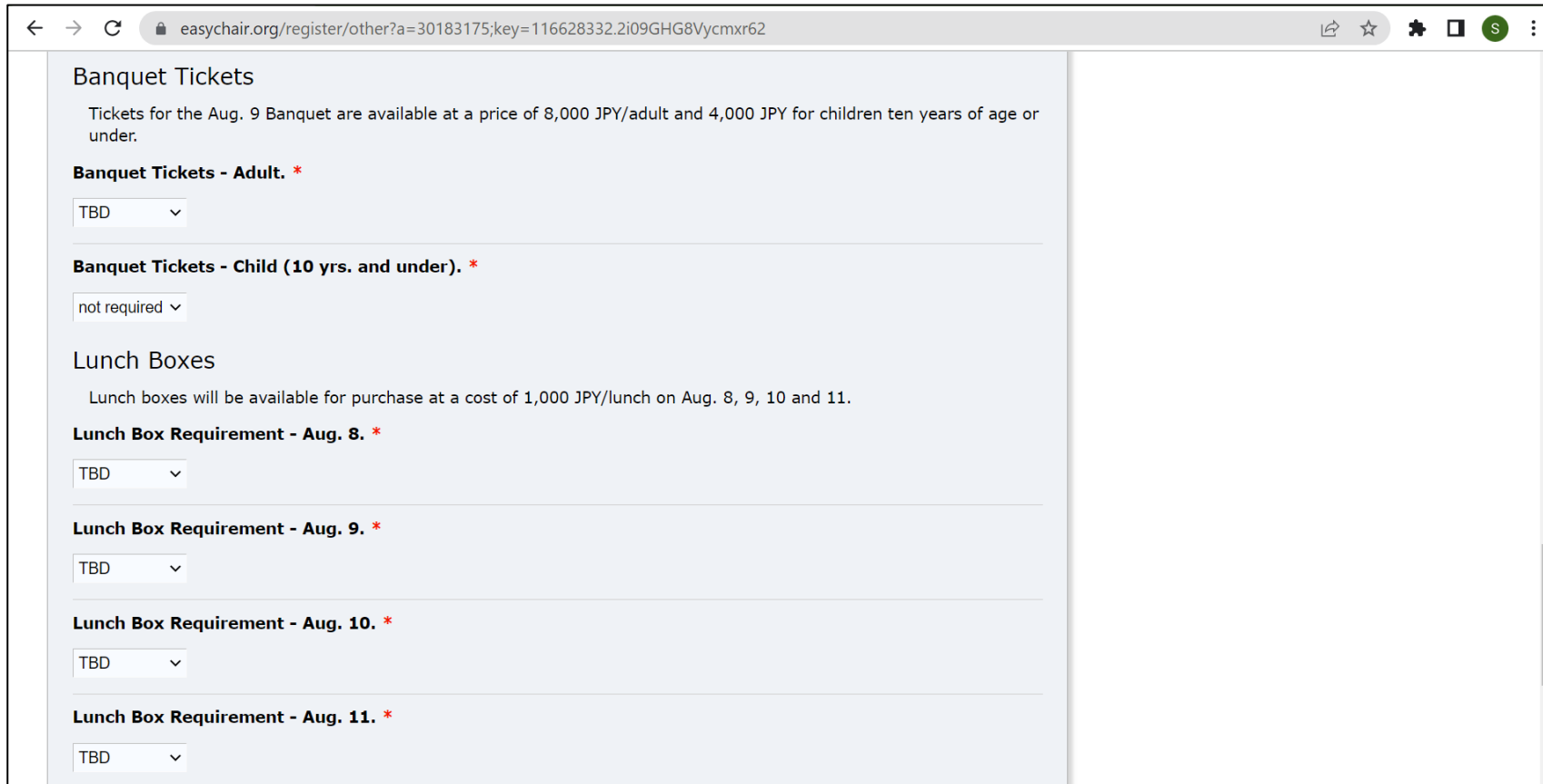
Accompanying Person(s) Name(s). Enter name(s) in the following format separated by a semicolon in the case of multiple names: First Name Family Name

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 is titled "Banquet Tickets" and contains the following information:

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


 Copyright © 2002 – 2023 EasyChair

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

STEP 2 – Register – (10)

← → ↻ 🔒 easychair.org/register/attendee_added?a=30183175;attendee=1022619004 🔍 📄 ⚙️ 🌐 Ⓢ ⋮

 **APRIM 2023 (registrant)** - REGISTRATION

 APRIL 23-25, 2023 Asia-Pacific Region and Meeting
KORIYAMA, JAPAN

[Help](#) / [Log out](#)

RegistrationPremiumConferenceNewsEasyChair

Registration Data

The registration data is shown below.

To **change** any information, click "Update registration".

[Update registration](#)
[View invoice](#)
[Pay](#)

The attendee has been added!

Pay Registration

Personal Data

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

Other Data

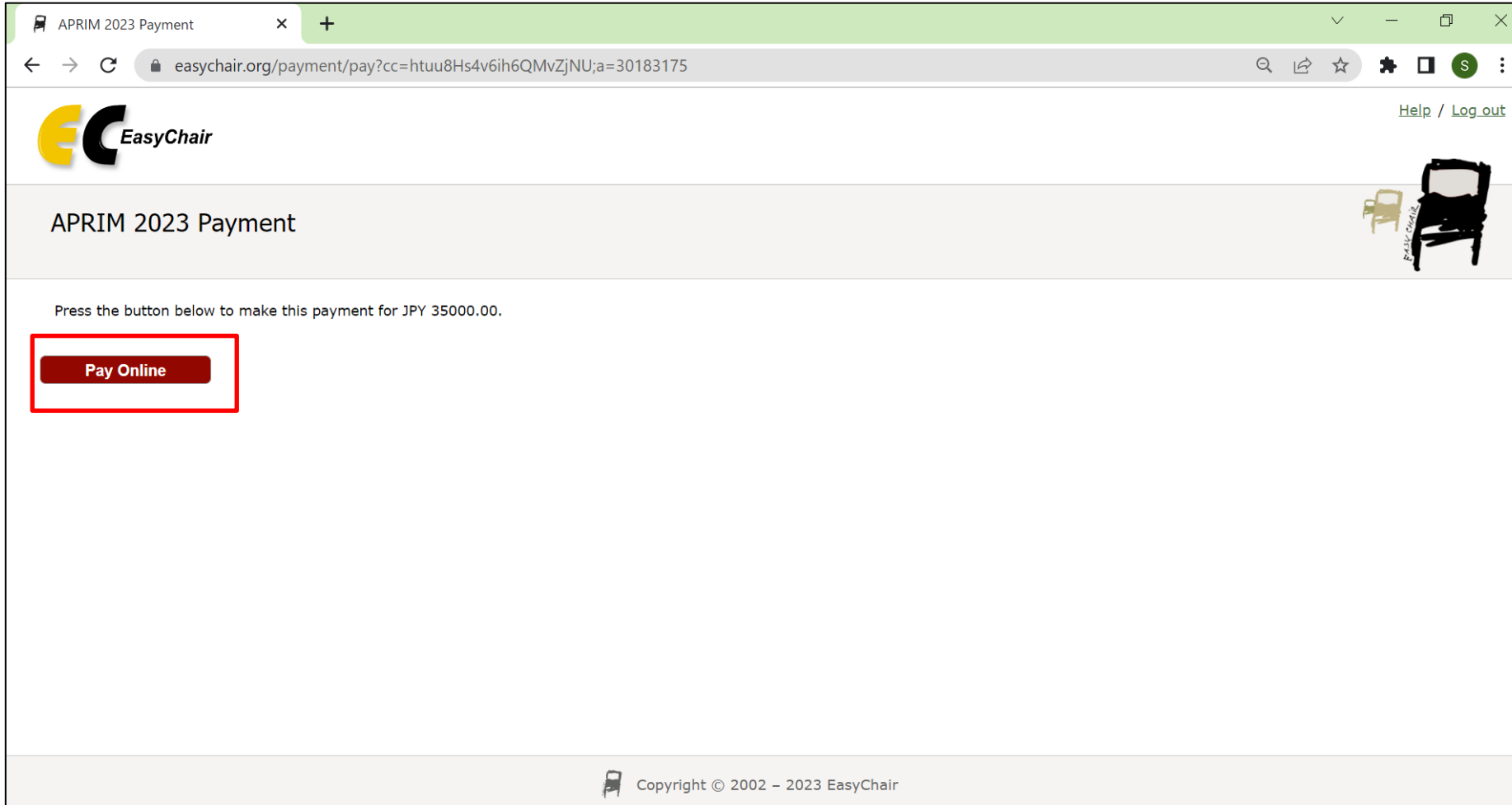
Registration type:	IAU / Non-IAU Member Registration
Middle Name:	
Additional Affiliations:	
Participation Type:	Onsite
Attendee Type:	Regular (Full)
Visa Support Requirement - Participant:	not required
Number of Accompanying Persons:	none
Accompanying Person(s) Name(s):	
Visa Support Requirement - Accompanying 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

Itemized Bill

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

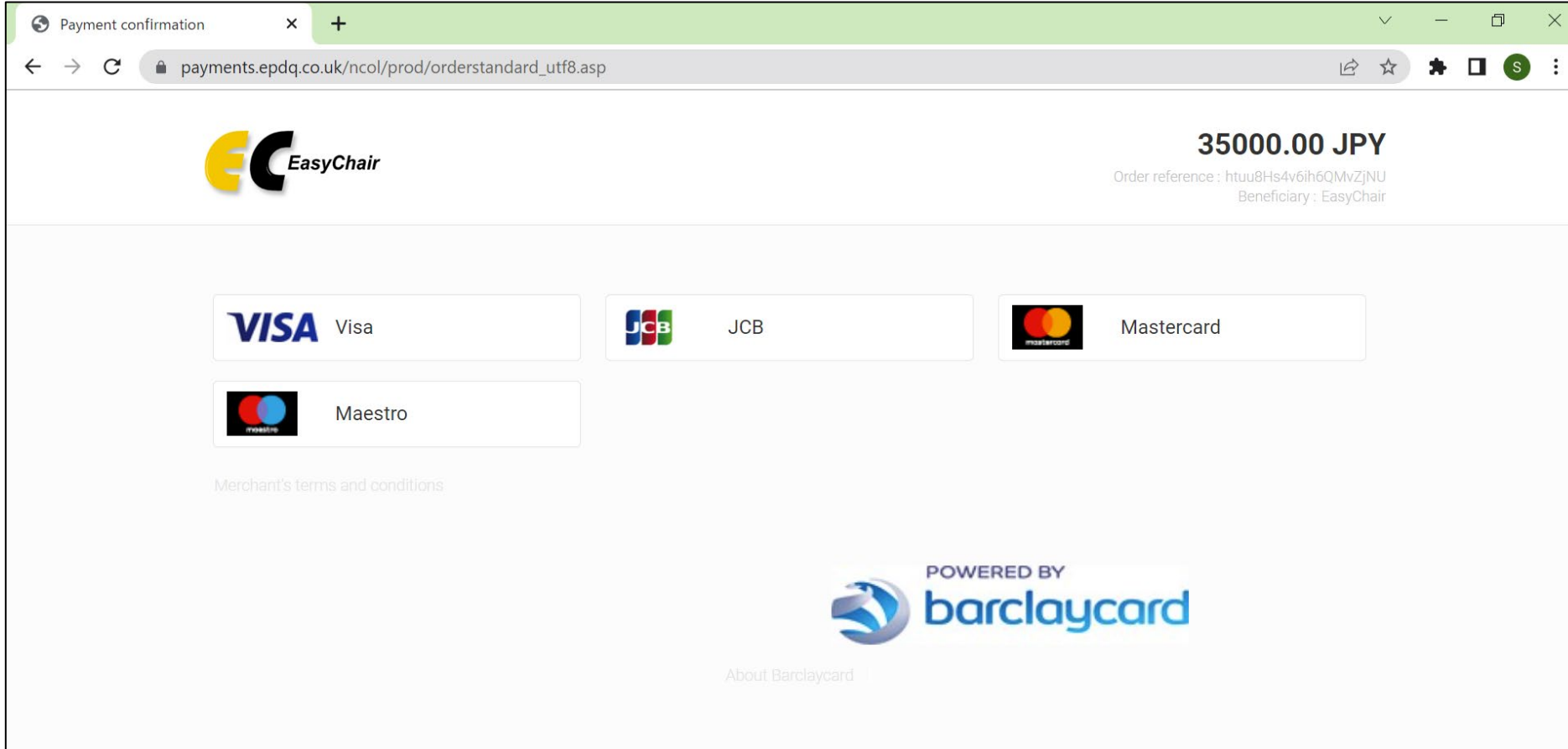
This completes the registration. If your registration content is final proceed to “pay registration”. An invoice can be downloaded and the registration can be updated from the upper right menu.

STEP 3 – Payment – (1)



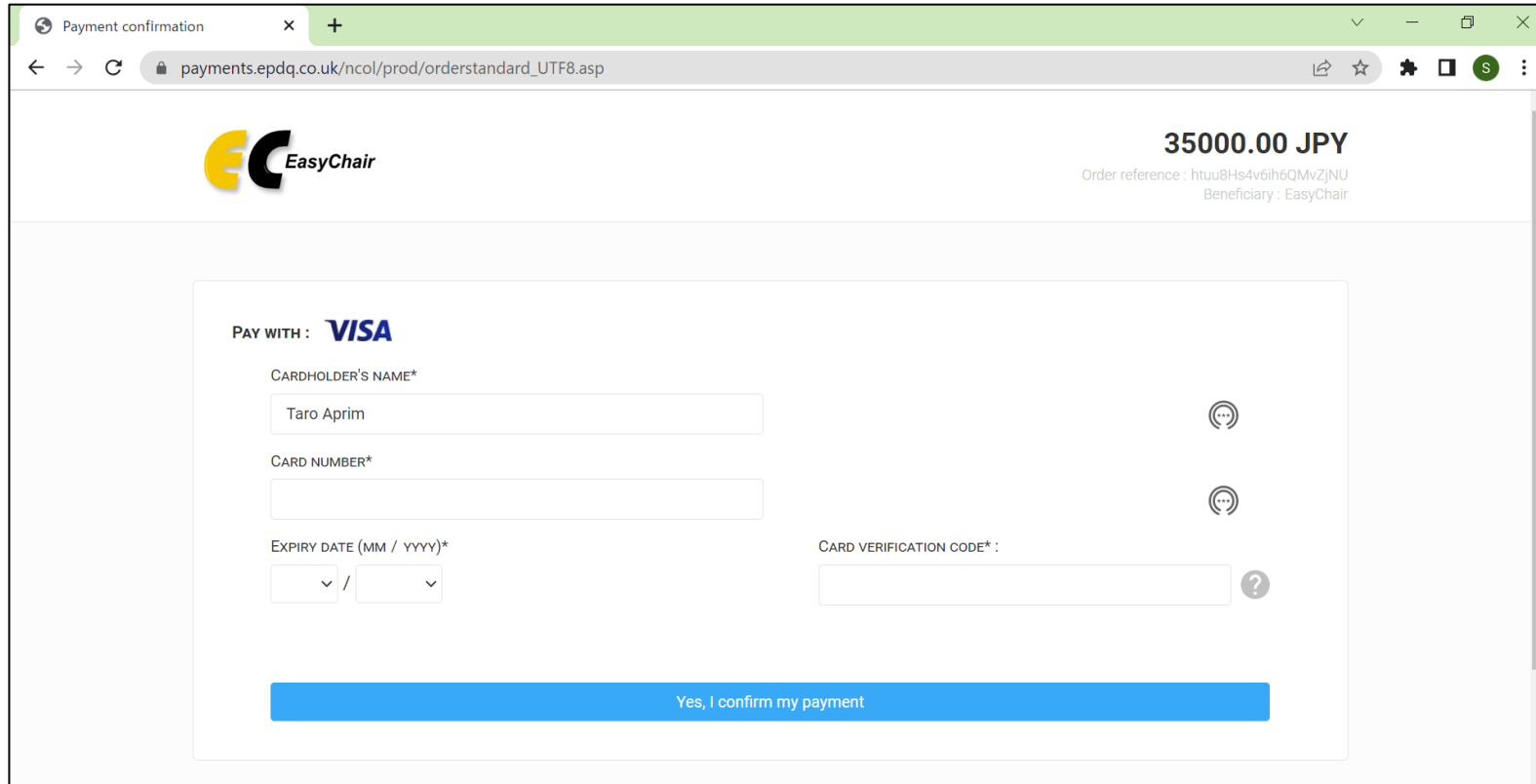
Click on “Pay Online”. Payment can be made by credit card only (Visa, JCB, Mastercard, Maestro).

STEP 3 – Payment – (2)



Choose your credit card company.

STEP 3 – Payment – (3)



The screenshot shows a web browser window with the title "Payment confirmation" and the URL "payments.epdq.co.uk/ncol/prod/orderstandard_UTF8.asp". The page features the EasyChair logo on the left and the payment amount "35000.00 JPY" on the right, along with order reference and beneficiary information. The main section is a payment form for VISA, containing fields for cardholder name, card number, expiry date, and card verification code, followed by a confirmation button.

Payment confirmation

payments.epdq.co.uk/ncol/prod/orderstandard_UTF8.asp

EasyChair

35000.00 JPY
Order reference : htuu8Hs4v6ih6QMvZjNU
Beneficiary : EasyChair

PAY WITH : VISA

CARDHOLDER'S NAME*
Taro Aprim

CARD NUMBER*

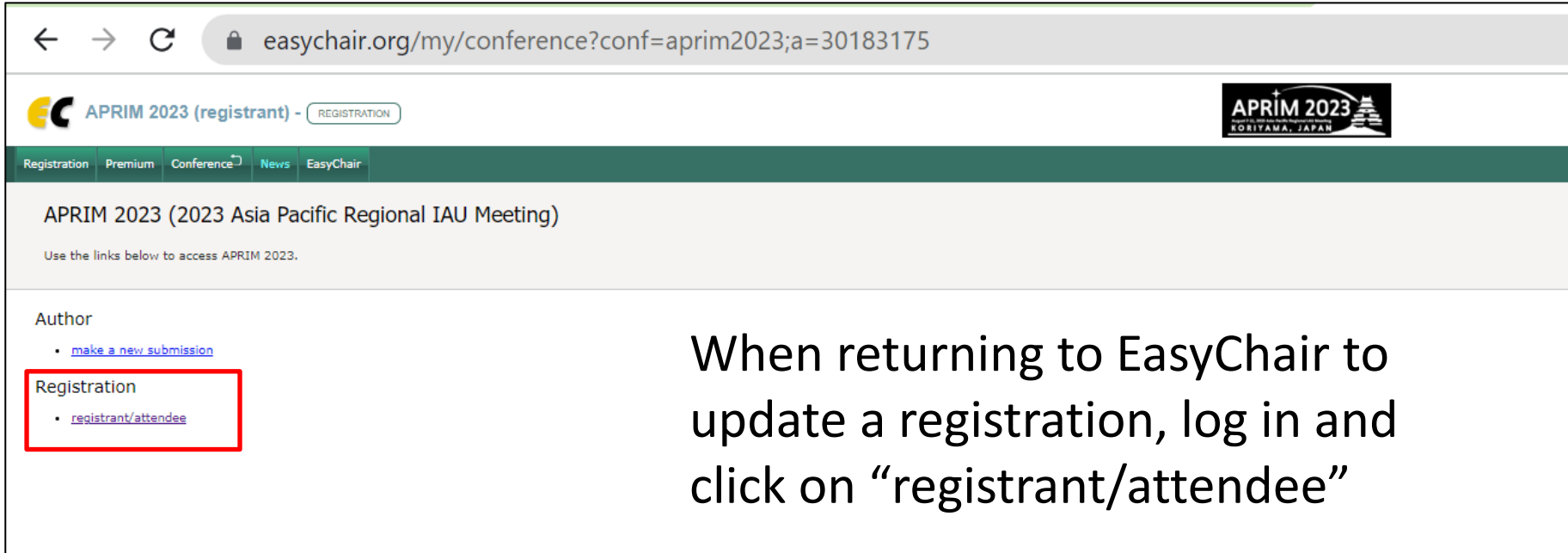
EXPIRY DATE (MM / YYYY)*
 /

CARD VERIFICATION CODE* :

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)



The screenshot shows the EasyChair website interface for the APRIM 2023 (2023 Asia Pacific Regional IAU Meeting) conference. The browser address bar displays the URL: easychair.org/my/conference?conf=aprim2023;a=30183175. The page header includes the EasyChair logo, the conference title "APRIM 2023 (registrant) -", and a "REGISTRATION" button. A navigation bar contains links for "Registration", "Premium", "Conference", "News", and "EasyChair". The main content area is titled "APRIM 2023 (2023 Asia Pacific Regional IAU Meeting)" and includes the instruction "Use the links below to access APRIM 2023." Under the "Author" section, there is a link for "make a new submission". Under the "Registration" section, which is highlighted with a red box, there is a link for "registrant/attendee". To the right of the navigation links, there is a logo for "APRIM 2023 KORIYAMA, JAPAN".

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 ⋮

EC

APRIM 2023 (registrant) -

REGISTRATION

APRIM 2023
KORIYAMA, JAPAN

RegistrationPremiumConferenceNewsEasyChair

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:

1. Please use the registration code in all communication about your registration.
2. 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.