

◆ How to register

1 Check the "Registration" and then click the "Next" .

The screenshot shows the top navigation bar with 'English' and 'FAQs / Contact information'. Below are 'Event Overview' and 'System Requirements' tabs. The 'News and Topics' section contains links for 'September 22-23: System Maintenance...' and '[System Maintenance Notice]'. The main content area is split into two columns. The left column, 'New Registration (If you do not have a Log-in ID)', includes instructions on how to upload an abstract and a list of options: 'Registration' (checked) and 'Abstract'. A red 'Next' button is at the bottom. The right column, 'If you already have a Log-in ID, please start from here', has input fields for ID and password, a 'Log-in' button, and a 'Forgot your ID or password? Click Here' link. A yellow callout box with a checkmark and the text 'Check "Registration"' points to the 'Registration' option in the left column.

2 Enter the necessary information in the "Log-in Information" and the "Personal Information" and check the "Privacy Policy" checkbox. Then, click the "Next".

Note: Fields marked with an asterisk (*) are required. Please make sure to enter the information.

The screenshot shows the '1st Energy and Information International Forum' header. Below is a navigation bar with 'FAQs / Contact information'. The main content area is titled 'Personal Information / Registration' and shows a progress bar with steps: 1. Fill in (active), 2. Confirm, 3. Select the Applicant(s), 4. Fill in, 5. Confirm, 6. Complete. Below the progress bar is a warning: 'Please make sure not to lose your ID and password. * Required items are marked with an asterisk.*'. The 'Log-in Information' section has a 'Log-in ID *' field with 'ppp111' and a 'Check ID' button. Below it is a note: '*Enter the desired ID. Must be between 6 to 50 alphanumeric characters. The marks such as hyphens [-], underscores [_], dots [.], at signs or at symbols[@], etc. cannot be used.' The 'Password *' section has two password input fields. Below them is a note: 'Please reenter your password to confirm it. Use both numbers and letters, between 6 to 20 characters. The marks such as hyphens [-], underscores [_], dots [.], at signs or at symbols[@], etc. cannot be used.' The 'Personal Information' section has a 'Title *' dropdown menu with 'M2' selected. A note above it says: 'For students, please enter school year as of December,2021.'

Name *
 e.g. John Y. Smith

Gender *

Institution *

Graduate school

Department

Mailing address * *use for online (Zoom), not acceptable mobile e-mail.

 @ m.titech.ac.jp
*(Please reenter your e-mail address to confirm that it is correct.)

Country/Region of residence *

Contact * (We will contact you at the e-mail address you have registered in the Personal Information section.)

E-mail Address Mailing address

Privacy Policy

Please read carefully our policy on the handling of personal information and consent before proceeding.

[Privacy Policy](#)

I agree to the above policies.

3 Click the "Register" to fix the data you have entered. In case of change, click the " Back".

Log-in Information

Log-in ID ppp111
 Password *****

Personal Information

Title M2
 Name John Smith
 Gender Male
 Institution *
 Graduate school
 Department
 Mailing address ██████████@m.titech.ac.jp
 Country/Region of residence Aruba
 Contact
 E-mail Address Mailing address



4 Make sure that the name you have registered is shown in the Name field. Click the "Next".

A screenshot of the 'Registration' step. The title is 'Registration' with a help icon. Below the title, it says 'Please select the Applicant(s) from the following list.' There is a table with two columns: 'Name' and 'Accompanying Person List'. The table has one row with a checked checkbox in the first column, 'Mr. John Smith (Application Representative)' in the second column, and '-' in the third column. Below the table is an orange 'Next' button.

5 Select the date of participation and then click the "Next".

A screenshot of the 'Attendance registration' step. At the top, there is a progress bar with six steps: 1. Fill in, 2. Confirm, 3. Select the Applicant(s), 4. Fill in (highlighted in red), 5. Confirm, and 6. Complete. Below the progress bar is the title 'Registration' and the name 'Mr. John Smith'. The main section is titled 'Attendance registration' and contains the text 'Please check the date(s) you are available to attend.' followed by a list of dates from 12/15 to 12/19. The dates 12/16, 12/17, and 12/19 are checked. Below the list is a red asterisk note: '* For student, partial attendance is not acceptable.' At the bottom, there are orange 'Next' and dark grey 'Back' buttons.

6 Confirm whether the date is correct and click the "Register" to fix the data. In case of change, click the " Back".

A screenshot of the user profile page for 'Mr. John Smith'. The page has a header with the title '1st Energy and Information International Forum'. Below the header, the name 'Mr. John Smith' is displayed. To the right of the name are three buttons: 'My Page', 'Log-out', and 'FAQs / Contact information'. At the bottom, there is a green arrow-shaped button labeled 'Personal Information / Registration'.

Confirmation: Registration

 **Mr. John Smith**

Attendance registration

Date	
12/16	
12/17	
12/19	

Register

Back