

# “LaCool” System User Manual

What is “LaCool”?

"LaCool" is an on-line paper submission / registration system, allowing participants to edit their personal profiles, submit papers, and register for attendance as well as to complete payments with just one user account.

"My LaCool" is a personal space in the "LaCool" system after creating a user ID.

# Paper Submission Flow

ICAPP2017 Login

New User

[Create My LaCool account](#)

Please log in from [My LaCool User](#) if you are qualified to the following:  
- Those who already registered to ICAPP2017

My LaCool User

Please log in from here if you have My LaCool Login ID and password.

Login ID

Password

**1. Login page**

ICAPP2017

step1 Register profile → step2 Review information → step3 Complete profile registration

Name

Title \*  
 Prof.  
 Dr.  
 Mr.  
 Ms.

e.g. John A. Smith

Name \* First Name  Middle Name  Last Name

Affiliation

Affiliation \* e.g. XXX Company

Address

**2. User profile setting**

ICAPP2017

step1 ID/password Setup → step2 Complete account setting

Login information

Login ID  In the initial settings, the email address is entered in the login ID field, but you can change it.

Low Medium High

Password

The security level of the password is shown immediately above.

Password (confirmation)  Confirm Password

[Save](#)

Please review the ID and password and click **Save** to save new Login ID and password.

**3. Login ID & password setting**

ICAPP2017 My LaCool

[Edit ID/Password](#) [Edit Profile](#) [Logout](#)

Name : **John Smith** Mr./Ms. (Time and date of the last login : 2016/06/07 15:12:49)

Menu

Abstract  [New Submission of Papers](#)

Inquiry  [Inquiry](#)

**4. Your account (My LaCool)**

**5. Paper submission**

**6. Forgot ID/ Password**

# \* Recommended Environment for Browsing

The screenshot shows the 'ICAPP2017 Login' page. At the top left, there is a purple header with the text 'ICAPP2017 Login'. Below this, there is a 'New User' section with a purple button labeled 'New User'. Underneath, there is a yellow button labeled 'Create My LaCool account'. Below the button, there is a red text prompt: 'Please log in from My LaCool User if you are qualified to'. The main content area is a white box with a grey border. It contains the text 'Recommended environment is as follows.' followed by two tables. The first table is for 'PC:' and lists OS and Browser combinations. The second table is for 'Smartphone and Tablet:' and lists OS and Browser combinations. Below the tables, there is a note: '\* If the functions "enable JavaScript" and "allow all cookies" are not set, it may cause failure in system operation or screen display.' At the bottom right of the white box, there is an 'OK' button. Below the white box, there are two buttons: a blue 'Close' button and a yellow 'Login' button. At the bottom of the page, there are two links: 'Click here if you forget your password.' and 'Click here if you forget your login ID.'

ICAPP2017 Login

New User

Create My LaCool account

Please log in from My LaCool User if you are qualified to

Recommended environment is as follows.

PC:

OS	Browser
Windows 7	Internet Explorer 8
Windows 7	Internet Explorer 9
Windows 7	Internet Explorer 10
Mac OS 10.9	Safari 7

Smartphone and Tablet:

OS	Browser
Android 4.2	the standard web browser on the device
iOS 7	the standard web browser on the device

\* If the functions "enable JavaScript" and "allow all cookies" are not set, it may cause failure in system operation or screen display.

OK

Close Login

Click here if you forget your password.  
Click here if you forget your login ID.

This shows the versions of recommended browsers of the "LaCool" System for PCs, smart phones, and tablets.

# 1. Login Page

ICAPP2017 Login

**New User**

① [Create My LaCool account](#)

Please log in from [My LaCool User](#) if you are qualified to the followings  
- Those who already registered to ICAPP2017

**My LaCool User**

Please log in from here if you have My LaCool Login ID and password.

② Login ID

Password

[Close](#) [Login](#)

③ [Click here if you forget your password.](#)  
[Click here if you forget your login ID.](#)

If you are ...

① A new user:

Click "Create My LaCool account".

② A LaCool User:

Log in with your login ID and password.

③ If you have forgotten either your login ID or password, it can be reset through instructions on "6. Forgot Login ID? Password?" page.

## 2. User Profile Registration

①

### Name

Title (required)  Prof.  
 Dr.  
 Mr.  
 Ms.

Name (required) e.g. John A. Smith  
First Name  Middle Name  Last Name

### Affiliation

Affiliation (required) e.g. XXX Company

### Address

Send to/contact to (required)  Office  
 Home

Address (required)

Country (required) Please select...

Phone (required)

### E-mail

E-mail (required)

(for confirmation) E-mail (required)

### Membership

Membership (required) If you belong to AESJ, ANS, KNS or SFEN, please select "Member".  
 Member  
 Non Member

Member of (required for members) Please select...

Member ID (required for members)

②

[JCS's privacy policy for handling personal information](#)  
Please proceed after agreeing [JCS's privacy policy for handling personal information]



Agree\*

Back Next

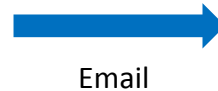
Please review the information above.  
If everything is correct, click **Next** before proceeding.

① Please fill out all required items.

② Please read "JCS's privacy policy for handling personal information" and check "Agree".

③ When you complete the profile registration, you will receive an automatically generated email from "lacool-send-only@convention.co.jp". Please click on the link on the email to proceed to login ID and password setting.

\*If you do not receive the e-mail below, check whether it has been received as a spam mail.



### Profile registration (Auto-reply)

LS lacool send-only  
今日 12:03

This email was sent from a send-only address.

Registration of your profile has been completed.

Profile number : 000000000000001

The profile number is necessary for inquiries.

\*Login ID/password setup enables you to use My LaCool page and confirm/update your profile.

<https://lacool.convention.co.jp/jcs/personalinfo/mailLink/MDAwMDAwMDM2OCwwMDAwMDAwMDAwMDAwMDE=>

Secretariat of ICAPP 2017  
Japan Convention Services  
E-mail: icapp2017@convention.co.jp

# 3. Login ID & Password Setting

ICAPP2017

step1 ID/password Setup

step2 Complete account setting

Login information

①	Login ID	<input type="text" value="icapp@convention.co.jp"/>	In the initial settings, the email address is entered in the login ID field, but you can change it.		
	Password	<input type="password"/>	Low	Medium	High
	Password (confirmation)	<input type="password"/>	Confirm Password		

The security level of the password is shown immediately above.

Please review the ID and password and click **Save** to save new Login ID and password.

① Your email address is preset as the login ID.

When you complete the login ID & password setting, your account (“My LaCool”) will be ready for use.

Please be careful not to forget your login ID and password.

If you forget login ID and password, it can be reset through instructions on “6. Forgot Login ID? Password?” page.

# 4. My LaCool Account

ICAPP2017 My LaCool

[Edit ID/Password](#) [Edit Profile](#) [Logout](#)

Name : **John Smith** Mr./Ms. (Time and date of the last login : 2016/06/07 15:12:49)

Menu

Abstract 0 record(s)

① [+ New Submission of Papers](#)

Inquiry 0 record(s)

② [+ Inquiry](#)

① Click “New Submission of Papers” to proceed with paper submission.

② If you have any questions, click “Inquiry” to send your questions.

# 5-1. Paper Submission (Affiliation)

step1 Entry of information on Affiliation

step2 Information on the Top Author's(s) Affiliation/Information on the Co-author's(s) Affiliation

step3 Information on Abstract > step4 Confirmation of input data > step5 Completion of receipt

## Entry of information on Affiliation

- Enter all affiliations of the top author (1st author) and all co-authors.
- Selection of the entered affiliation for each author will be on the next step.
- Affiliation entered for user profile is shown in Affiliation 01.

①

Affiliation01	<input type="text" value="Japan Convention Service"/>
Affiliation02	<input type="text"/>
Affiliation03	<input type="text"/>
Affiliation04	<input type="text"/>
Affiliation05	<input type="text"/>
Affiliation06	<input type="text"/>
Affiliation07	<input type="text"/>
Affiliation08	<input type="text"/>
Affiliation09	<input type="text"/>
Affiliation10	<input type="text"/>

②

[Return to Top Page\(My LaCool\)](#)

Confirm the details and press the "Next" button above to go to the "Information on the Top Author's(s) Affiliation/ Information on the Co-author's(s) Affiliation" screen.

① Entering all affiliations of the top author and all co-authors is required before entering co-author(s) information.

\*Your affiliation will be shown in Affiliation01.  
Affiliation01 can be modified on this page.

② When all affiliations are entered, click "Next" to resume.



## 5-2. Paper Submission (Top Author's Affiliation and Co-Author Entry)

step1 Entry of information on Affiliation

step2 Information on the Top Author's(s) Affiliation/Information on the Co-author's(s) Affiliation

step3 Information on Abstract

step4 Confirmation of input data

step5 Completion of receipt

- The registered Top Author and Co-authors are shown in the list.  
- To change any information on Authors, click "Edit." To delete one, click "Deletion."  
- You can change the position of a Co-author by dragging and dropping it.

No	Name	Affiliation	Edit	Deletion
1	John Smith	Japan Convention Service	-	-

### Affiliation of the Top Author

Specify the Affiliations of the Top Author.

① Affiliation(s) (required)  Japan Convention Service

### Names of Co-authors

② Name (required) First Name  Middle Name  Last Name

### Affiliation of Co-author(s)

Specify the Affiliations of Co-authors.

Affiliation(s) (required)  Same as Top Author  
 Japan Convention Service

To add co-authors, enter the required information then press "Add Co-Author".  
Repeat the same steps to add next co-author.

③

After registering all Co-authors, press the "Next" button.

④

① Select the affiliation of the top author.

② Enter the co-author's information and select their affiliation.

③ Click "Add Co-Author" to confirm the entered information. Repeat steps ② and ③ to register the next co-author.

④ When all co-authors' information is entered, click "Next" to resume.

\*The entered affiliation in step "5-1" will be shown with check boxes for affiliation selection on this screen.

# 5-3. Paper Submission

step1 Entry of information on Affiliation

step2 Information on the Top Author's(s) Affiliation/Information on the Co-author's(s) Affiliation

step3 Abstract information

step4 Confirmation of input data

step5 Completion of receipt

**Track**

Please select the track to apply your paper

① Track (required) If the top author (1st author) of the submitting abstract is 35 years old or younger at the point of conference date (April 24th, 2017), the abstract will be subject to the selection of the Student and Young Generation Award.

Please select...

**Title of Abstract**

② Title of Abstract (required)

Font Style: B I U A<sub>x</sub> A<sup>x</sup>

**Abstract**

③ Abstract(required)

Within 500 words.

- Total number of characters: Family name, Firstname, Affiliation : 33 characters
- Abstract Title : 0 characters
- Current Abstract : 0 characters
- Total number of characters : 33 characters

If you copy and paste data created in WORD format in the Abstract entry field, even the Font Style is reflected.

You can apply a Font Style by entering characters after pressing the following button.

- Title number of words : 0 words
- Total number of words : 0 words

Abstract

Font Style: B I U A<sub>x</sub> A<sup>x</sup> ® © ± > < × ° << >> ¶

Return to information on Co-author

① Select the track of your paper.

② Enter the title of your paper.

③ Enter the abstract of your paper.

④ Uploading of other PDF files will be accessible after submission starts.

⑤ When all the required information is entered, click "Next" to resume.

**Draft Paper PDF**

Upload will be possible after the start of draft paper PDF submission.  
This item is unnecessary to set at this point.

Draft Paper PDF File

**Final Paper PDF**

Upload will be possible after the start of final paper PDF submission.  
This item is unnecessary to set at this point.

Final Paper PDF File

**Copyright PDF**

Upload will be possible after the start of copyright PDF submission.  
This item is unnecessary to set at this point.

Copyright PDF File

Return Next ⑤

Return to Top Page(My LaCooL)

Confirm the details and press the "Next" button above to go to the "Confirmation of input data" screen.



## 5-6. Confirm/Edit a Registered Paper


ICAPP2017 My LaCool

[Edit ID/Password](#) [Edit Profile](#) [Logout](#)

Name : **John Smith** Mr./Ms. (Time and date of the last login : 2016/06/07 15:12:49)

Menu

**Abstract** 1 record(s)

① [a90058\(Registered\)](#) 

[New Submission of Papers](#)

**Inquiry** 0 record(s)

[Inquiry](#)

①After paper submission is successfully completed, paper number (aXXXXX) will be shown.

Click the paper number to edit or confirm the submitted paper. Editing is possible until the submission deadline.

# 6. Forgot Login ID? Password?

ICAPP2017 Login

The screenshot shows the ICAPP2017 Login page. It has two main sections: 'New User' and 'My LaCool User'. The 'New User' section has a 'Create My LaCool account' button and a note about logging in from 'My LaCool User'. The 'My LaCool User' section has input fields for 'Login ID' and 'Password', and 'Close' and 'Login' buttons. At the bottom, there are two red boxes with numbered annotations: 1 points to 'Click here if you forget your password.' and 2 points to 'Click here if you forget your login ID.' Blue arrows point from these boxes to the right-hand screenshots.

ICAPP2017

①

This screenshot shows the 'Sending email' step of the password reset process. It includes a progress bar at the top with 'step1 Sending email' and 'step2 Completion'. The main content area has a red instruction: 'Enter the login ID, press the mail send button, and then an email is sent to the registered email address to confirm identification.' Below this is a 'Login ID' input field with an example: 'Example of input: abcdefg@example.co.jp'. At the bottom are 'Sending email' and 'Return to login screen' buttons.

②

This screenshot shows the 'User Identification' step of the password reset process. It includes a progress bar at the top with 'step1 User Identification' and 'step2 Complete'. The main content area has instructions: 'Enter the email address and name registered when creating your My LaCool Account. Reset instructions will be sent to the registered email address.' Below this are input fields for 'Email Address', 'First Name', 'Middle Name', and 'Last Name'. At the bottom are 'Send Email' and 'Return to login screen' buttons.

If you have forgotten your login ID or password, it can be reset through the “LaCool” system.

## ① Forgot password....

Enter your login ID and click “Sending Email”

## ② Forgot login ID....

Enter your email address and name, and then click “Sending Email”.

You will receive an email with a URL to reset your login ID and password.