

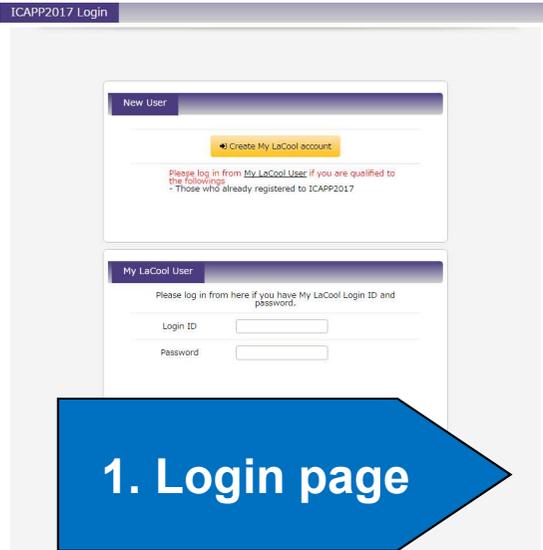
“LaCool” System User Manual

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 your 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 followings
* Those who already registered to ICAPP2017

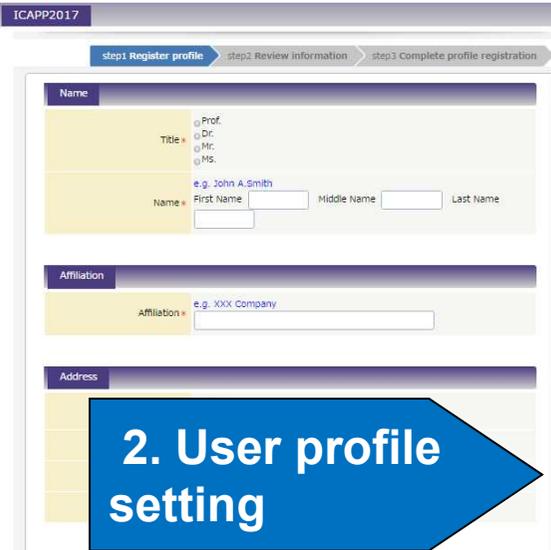
My LaCool User

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.

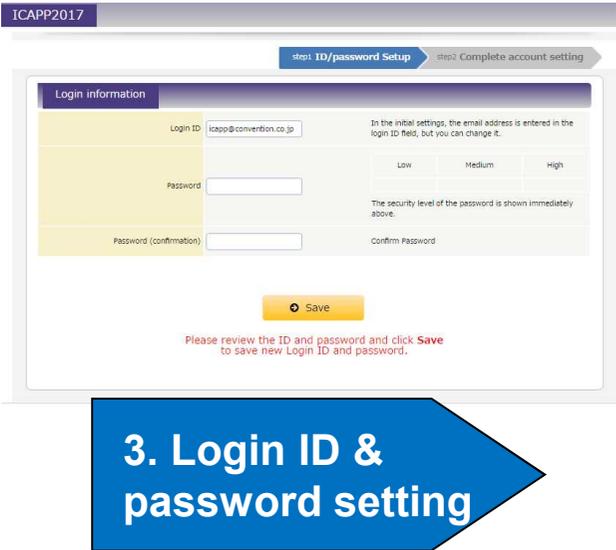
Name * e.g. John A. Smith
First Name Middle Name Last Name

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.

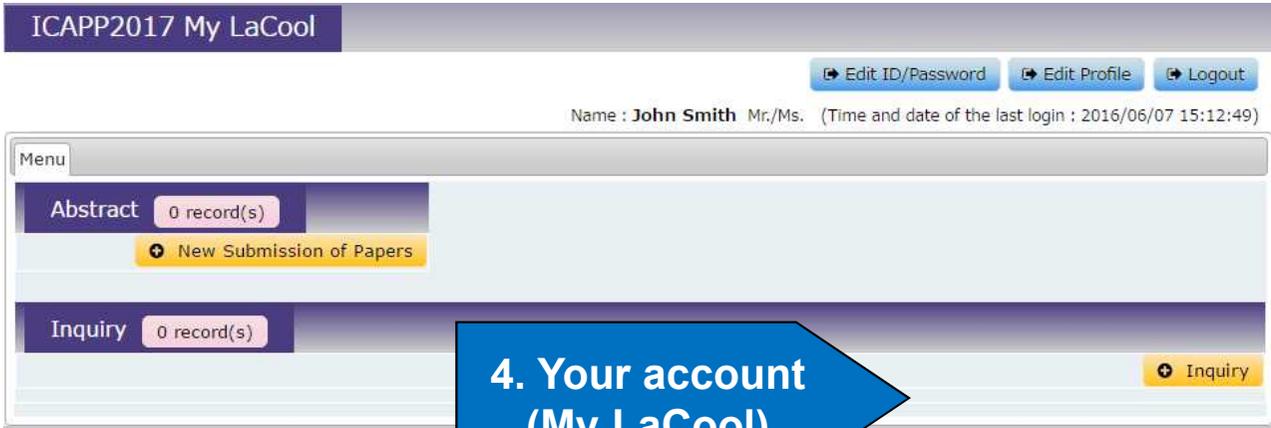
Password Low Medium High
The security level of the password is shown immediately above.

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. Registration

6. Payment & Confirmation

7. Forgot ID/ Password

* Recommended Environment for Browsing

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

The screenshot shows the ICAPP2017 Login page with two main sections: 'New User' and 'My LaCool User'. The 'New User' section has a 'Create My LaCool account' button circled in red with a '1' next to it. Below it, text indicates that users who have already registered to ICAPP2017 should log in from the 'My LaCool User' section. The 'My LaCool User' section has a 'Login ID' and 'Password' input field, both circled in red with a '2' next to them. Below the input fields are 'Close' and 'Login' buttons, with the 'Login' button circled in red. At the bottom, there are two links: 'Click here if you forget your password' and 'Click here if you forget your login ID.', both circled in red with a '3' next to them.

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*

10860038(06)

Back Next

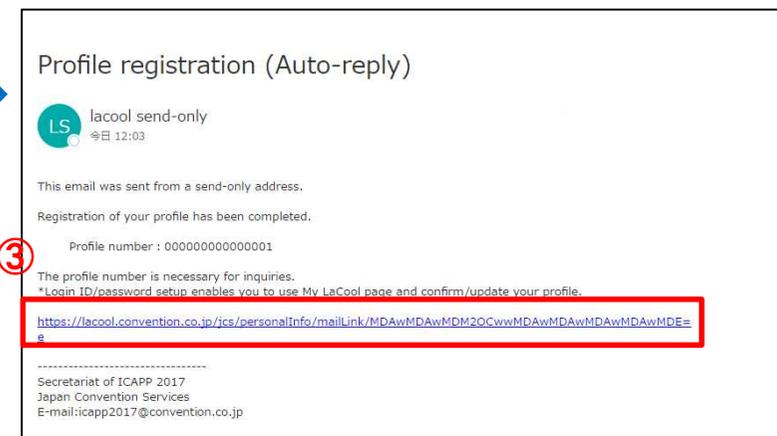
Please review the information above.
 If everything is correct, click **Next** before proceeding.

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 your profile registration, you will receive an automatically generated email from "lacoool-send-only@convention.co.jp". Please click on the link in 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.



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 The security level of the password is shown immediately above.
	Password (confirmation)	<input type="password"/>	Confirm Password

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 your 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 your login ID and password, it can be reset by following the instructions on "6. Forgot Login ID? Password?" page.

4. My LaCool Account

ICAPP2017 My LaCool

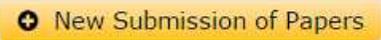
Edit ID/Password Edit Profile Logout

Name : **John Smith** Mr./Ms. (Time and date of the last login : 2016/09/04 20:44:48)

Menu

Abstract 1 record(s) Registration 0 record(s)

a90060(Registered)  **1** 



Inquiry 0 record(s) **2** 

① Click the “New” button below the “Registration” bar and proceed to registration.

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

5-1. Registration for the congress

ICAPP2017

step1 Registration Summary → **step2 Select Registration Category** → step3 Option
step4 Add Accompanying Persons → step5 Registration Summary → step6 Registration accepted

[Fee Entitlement]
[Registration fee for Member, Non-Member]
1. Technical, Plenary and Panel Sessions
2. Social Events (Welcome Reception and Banquet)
3. Technical Tour or Transport from Fukui to Kyoto
4. Congress Kit (Proceedings in a DVD included)
5. Program Book
6. Exhibition
7. Lunch in Fukui

[Registration fee for Student]
1. Technical, Plenary and Panel Sessions
2. Social Events (Welcome Reception and Banquet)
3. Technical Tour or Transport from Fukui to Kyoto
4. Congress Kit (Proceedings in a DVD included)
5. Program Book
6. Student Program
7. Exhibition
8. Lunch in Fukui

[Registration fee for One-Day in Fukui]
1. Technical, Plenary and Panel Sessions in Fukui
2. Social Events (Welcome Reception)
3. Technical Tour or Transport from Fukui to Kyoto
4. Congress Kit (Proceedings in a DVD included)
5. Program Book
6. Exhibition
7. Lunch in Fukui

[Registration fee for One-Day in Kyoto]
1. Technical and Plenary Sessions for only one-day in Kyoto
2. Congress Kit (Proceedings in a DVD included)
3. Program Book
4. Exhibition

[Member / Non-Member]
Member fees apply to individual members of AESJ, ANS, KNS, SFEN and JSME only.

Registration Category [Open/Close](#)

Registration Category		
<input checked="" type="radio"/> Member	120,000 JPY	130,000 JPY
<input type="radio"/> Non-Member	140,000 JPY	150,000 JPY
<input type="radio"/> student	30,000 JPY	40,000 JPY
<input type="radio"/> [One-Day in Fukui] Member	80,000 JPY	90,000 JPY
<input type="radio"/> [One-Day in Fukui] Non-Member	100,000 JPY	110,000 JPY
<input type="radio"/> [One-Day in Kyoto] Member	80,000 JPY	90,000 JPY
<input type="radio"/> [One-Day in kyoto] Non-Member	100,000 JPY	110,000 JPY

[Back](#) [Next](#)

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

Review the details and click **Next** to proceed.

① Read the notes on the top and select an appropriate category.

5-2. Registration for the congress

ICAPP2017

step1 Select Registration Category → **step2 Option** → step3 Add Accompanying Persons
 step4 Option for Accompanying Persons → step5 Registration Summary → step6 Registration accepted

- Registration for Technical Tours is accepted on a first-come-first-served basis.

① **Welcome Reception in Fukui**

Check to select	Price	Time and Date	Availability
<input type="radio"/> Participate (Fukui Reception)	Included in Registration Fee	April 24th, 2017	Available

② **Tour / Transport from Fukui to Kyoto**

Check to select	Price	Time and Date	Availability
<input type="radio"/> Technical Tour 1 (Ohi Nuclear Power Station)	Included in Registration Fee	April 25th, 2017	Available
<input type="radio"/> Technical Tour 2 (Tsuruga Nuclear Power Station)	Included in Registration Fee	April 25th, 2017	Available
<input type="radio"/> Technical Tour 3 (Prototype FBR MONJU)	Included in Registration Fee	April 25th, 2017	Available
<input type="radio"/> Technical Tour 4 (FUGEN Decommissioning Engineering Center)	Included in Registration Fee	April 25th, 2017	Available
<input type="radio"/> Direct Transport to kyoto	Included in Registration Fee	April 25th, 2017	Available

③ **Banquet in Kyoto**

Check to select	Price	Time and Date	Availability
<input type="radio"/> [NOT One-Day] Participate (Kyoto Banquet)	Included in Registration Fee	April 27th, 2017	Available
<input type="radio"/> [One-Day] Participate (Kyoto Banquet)	10,000 JPY	April 27th, 2017	Available

④ **Meal Choice**

Check to select	Price	Time and Date	Availability
<input type="radio"/> Vegetarian (Meal Choice)	-	for Social Events	Available
<input type="radio"/> Halal (Meal Choice)	-	for Social Events	Available

⑤ ***Required for those who join a technical tour**

Home Address

Review the details and click **Next** to proceed.

Social Events

- ① Check, if you wish to participate in the Welcome Reception in Fukui.
- ② Check, if you wish to participate in a tour from Fukui to Kyoto
- ③ Check, if you wish to participate in the Banquet in Kyoto
- ④ Check, if you wish to have a vegetarian or halal meal.
(If you have any food allergies, please let us know via email.)
- ⑤ If you wish to join a technical tour, fill in your home address.

5-3. Registration for the congress

ICAPP2017(

step1 Select Registration Category > step2 Option > **step3 Add Accompanying Persons** > step4 Option for Accompanying Persons > step5 Registration Summary > step6 Registration accepted

If there is no accompanying person, please proceed to the next step by clicking the "Next" button at the bottom

No	Name	Registration Category	Affiliation	Country	Edit	Delete
1	LaCool T Taro	Member	XXX Company	Afghanistan	-	-

Accompanying Person

Accompanying Person

For accompanying person, please fill below and choose social event(s) on the next page.

① **Name of Accompanying Person**

Title Mr. Ms.

Name e.g. John A. Smith
First Name Middle Name Last Name

Date of Birth of Accompanying Person

Year

Month

Day

Affiliation of Accompanying Person

Affiliation e.g. XXX Company
*If not applicable please fill with "None".

Position *If not applicable please fill with "None".

Specialist Field *If not applicable please fill with "None".

Office Address of Accompanying Person

Office Address *If not applicable please fill with "None".

Country

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

Registration of Accompanying Persons

① If you have any accompanying persons, enter the information of your accompanying person here.

* An "Accompanying Person" must be a spouse or a family member of the registered participant.

5-4. Registration for the congress

ICAPP2017

steps: Select Registration Category → steps: Option → steps: Add Accompanying Persons
 steps: Option for Accompanying Persons → steps: Registration Summary → steps: Registration accepted

- Registration for Technical Tours is accepted on a first-come-first-served basis.

①

Welcome Reception in Fukui for Accompanying Person				
Price	Name	Time and Date	Availability	
Participate (Welcome Reception)	Complementary	John Smith	April 24th, 2017	Available

Tour / Transport from Fukui to Kyoto for Accompanying Person

Price	Name	Time and Date	Availability	
Technical Tour 1 (Oni Nuclear Power Station)	10,000 JPY	John Smith	April 26th, 2017	Available
Technical Tour 2 (Tsuruga Nuclear Power Station)	10,000 JPY	John Smith	April 26th, 2017	Available
Technical Tour 3 (Prototype FBR MCHJU)	10,000 JPY	John Smith	April 26th, 2017	Available
Technical Tour 4 (FUGEN Decommissioning Engineering Center)	10,000 JPY	John Smith	April 26th, 2017	Available
Direct Transport to Kyoto	10,000 JPY	John Smith	April 26th, 2017	Available

Banquet in Kyoto for Accompanying Person

Price	Name	Time and Date	Availability	
Participate (Banquet)	10,000 JPY	John Smith	April 27th, 2017	Available

②

Meal Choice for Accompanying Person				
Price	Name	Time and Date	Availability	
Vegetarian (Meal Choice)	-	John Smith	for Social Events	Available
Halal (Meal Choice)	-	John Smith	for Social Events	Available

③

* Required for those who join a technical tour

Home Address:

Back Next

Return to Top Page (by LACOO)

Review the details and click Next to proceed.

Social Events for Accompanying Person

- ① Check, if your accompanying person participates in the Welcome Reception in Fukui, a tour / transport from Fukui to Kyoto and/or the Banquet in Kyoto.
- ② Check either a vegetarian or a halal menu if your accompanying person wishes to have one of those meals.
- ③ If your accompanying person wishes to join a technical tour, enter his/her home address.

5-5. Registration for the congress

ICAPP2017

step1 Select Registration Category > step2 Option > step3 Add Accompanying Persons > **step4 Option for Accompanying Persons** > **step5 Registration Summary** > step6 Registration accepted

Name	Item(s)	Price
John Smith	Registration fee(Member)	120,000 JPY(Pending)
John Smith	Participate (Fukui Reception)	0 JPY(Pending)
John Smith	Technical Tour 1 (Mihama Nuclear Power Station)	0 JPY(Pending)
John Smith	[NOT One-Day] Participate (kyoto Banquet)	0 JPY(Pending)
Kate Smith	Registration fee(Accompanying Person)	0 JPY(Pending)
Kate Smith	Participate (Opening Reception)	0 JPY(Pending)
Kate Smith	Technical Tour 1 (Mihama Nuclear Power Station)	10,000 JPY(Pending)
Total payment of registration fee		130,000 JPY

Details [Open/Close](#)

① Reserve

Back Reserve Return to Top Page(My LaCool)

Review the details and click **Reserve**.

① Review the registration details and click “Reserve” if you do not have any corrections to make.

② All registration items/seats are reserved for 1 hour from this point. Select a payment method within the next hour, otherwise all registration items/seats will be released.

ICAPP2017(TEST)

step1 Registration Summary > step2 Select Registration Category > step3 Option > step4 Add Accompanying Persons > step5 Option for Accompanying Persons > step6 Registration Summary > **step7 Registration accepted**

[Registration accepted]

Thank you for your registration.

Registration becomes valid when payment is confirmed.
This registration is not fixed yet. Please select a payment method in 1 hour(s).
Pending registration will be cancelled when payment is overdue.

② Continue to payment

Return to Top Page(My LaCool)

Continue to payment

6-1. Payment

ICAPP2017

Terms and Conditions

① ****Cancellation policy****
Registration cancellations must be notified in writing to the Registration Desk via e-mail.
◇ Registration cancellations must be made in writing prior to March 20, 2017, in order to receive a refund minus JPY20,000 processing fee.
◇ No refunds on meeting registrations, social events and tours cancelled after March 21, 2017.

Agree

Next

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

Please read "Terms and Conditions" and click **Next** to proceed.

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① Terms and Conditions
Please read "Terms and Conditions" and check "Agree" to continue.

② Payment items

Please select "Registration fee" here.

ICAPP2017(TEST)

② Payment for: Registration Fee

	Reservation number		Reservation time and date
Registration	R5000118	Reserved	2016/09/04 21:38:28(JST)

Next

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

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6-2. Payment

ICAPP2017

Payment Details

Registration

Name	Item(s)	Price
John Smith	Member	120,000 JPY
John Smith	[NOT One-Day] Participate (Kyoto Banquet)	0 JPY
John Smith	Technical Tour 1 (Mihama Nuclear Power Station)	0 JPY
John Smith	Participate (Fukui Reception)	0 JPY
Kate Smith	Accompanying Person	0 JPY
Kate Smith	Technical Tour 1 (Mihama Nuclear Power Station)	10,000 JPY
Kate Smith	Participate (Opening Reception)	0 JPY
Subtotal		130,000 JPY

Total

Total amount **130,000 JPY**

1 Payment Method

Credit card

Credit card number:
(e.g.) 4123456789012345 (Do not insert hyphen"/"space " ")

Name of card holder:

Expiration date (month/year): 01 / 16

Security Code:
Please enter a security code(3 or 4 digit number) on your credit card.

Note:

- This online credit card transaction is made through SSL system. SSL system provides security by encrypting communications between the server and users.
- The credit card statement is not issued from this system. Please review a credit card statement from card company.

Bank transfer

Note:

- Please make a payment of the total amount to the designated account by the due date. Due for Registration fee: within 7 days from online registration (Due date of final payment: 01/13)
- Details of bank account are provided on the next page.
- Please bear all transfer charges. (Please notify a bank to arrange a transfer with the charge code, "OUR".)

Next

Back Next

Return to Top Page(My LaCool)

① Select a payment method here.

* For "Credit card", fill in your card information for the transaction.
(VISA, MasterCard, JCB, Amex, Diners card are acceptable.)

*Bank transfer is only available during the period of early registration by 20th March 2017.

ICAPP2017(TEST)

Payment Details

Registration

Name	Item(s)	Price
John Smith	Member	120,000 JPY
John Smith	[NOT One-Day] Participate (Kyoto Banquet)	0 JPY
John Smith	Technical Tour 1 (Mihama Nuclear Power Station)	0 JPY
John Smith	Participate (Fukui Reception)	0 JPY
Kate Smith	Accompanying Person	0 JPY
Kate Smith	Technical Tour 1 (Mihama Nuclear Power Station)	10,000 JPY
Kate Smith	Participate (Opening Reception)	0 JPY
Subtotal		130,000 JPY

Total

Total amount **130,000 JPY**

Payment Method

Credit card

Credit card number: *****2345

Name of card holder: John Smith

Expiration date (month/year): 01 / 20

Security Code: ***

Note:

- This online credit card transaction is made through SSL system. SSL system provides security by encrypting communications between the server and users.
- The credit card statement is not issued from this system. Please review a credit card statement from card company.

Please Payment to make a settlement. It may take a few seconds to switch to the next screen. Please do not perform the following. Those actions may cause the payment to fail.

- Click the mark paper from code.
- Press the browser's back button.
- Close the current window.

Payment

Back Payment

Return to the Registration page.

Review the payment information and click Payment to continue.

6-3. Registration Confirmation and Receipt

ICAPP2017(TEST) My LaCool

Edit ID/Password Edit Profile Logout

Name : John Smith Mr./Ms. (Time and date of the last login : 2016/09/04 20:44:48)

Menu

Abstract 1 record(s) Registration 1 record(s)

a90060(Registered) R5000118(Paid)

New Submission of Papers Registration Total:130,000 JPY

Confirmation A

Receipt B

Inquiry 0 record(s)

Inquiry

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step: Registration Summary step: Select Registration Category step: Option

step: Add Accompanying Persons step: Option for Accompanying Persons step: Registration Summary

step: Registration accepted

Name	Item(s)	Price
John Smith	Registration fee(Member)	120,000 JPY(Paid)
Kate Smith	Technical Tour 1 (Hihama Nuclear Power Station)	10,000 JPY(Paid)
Registration fee (Paid) Total		130,000 JPY
Registration fee (Unpaid) Total		0 JPY
Total payment of registration fee		130,000 JPY

Details Open/Close

Back Edit registration Return to Top Page(s) <Close

To add or change your registration, click Edit registration.

- ① When your payment has been successfully completed, your registration number (R680XXXX) will be issued and your payment status becomes “Paid”.

Note:

A) Confirmation

Your registration confirmation can be downloaded.

B) Receipt

Your receipt is downloadable **only once!**

Please save it after downloading.

- ② By clicking on the registration number and “Edit Registration” button, you can review and edit/add your registrations.

Note:

A cancellation or change of paid item(s) is NOT possible. Please contact the registration desk if you wish to cancel or change your paid item(s).

7. Forgot Login ID or Password?

ICAPP2017 Login

New User

[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.

Login ID

Password

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

① [Click here if you forget your password.](#)

② [Click here if you forget your login ID.](#)

ICAPP2017(TEST)

msg: Sending email → msg: Completion

①

Enter the login ID, press the mail send button, and then an email is sent to the registered email address to confirm identification.

Login ID

Example of input: abcdefg@example.co.jp

[Send Email](#)

[Return](#)

ICAPP2017(TEST)

msg: User Identification → msg: Completion

②

Enter the email address and name registered when creating your My LaCool Account.
Reset instructions will be sent to the registered email address.

Email Address

First Name

Middle Name

Last Name

[Send Email](#)

[Return to login screen](#)

If you have forgotten your login ID or password, you need to reset them.

① **Forgot your password...**

Enter your ID and click "Sending Email".

② **Forgot your login ID...**

Enter your email address and name and then click "Sending Email".

→ You will receive an email with an URL to reset your login ID / password.