

# The 13th Japan-Korea-China Pediatric Heart Forum -- Registration Procedures --

Thank you for signing up for the 13th Japan-Korea-China Pediatric Heart Forum.  
Please kindly follow the following procedures to submit your Abstract.

◆ Abstract Submission Deadline:

**17:00, Tuesday, March 21th, 2017**

◆ Word Count Requirements:

Abstract Title: Within 152 characters (including spaces and punctuation marks)

Abstract Body: Within 1,600 characters (including spaces and punctuation marks)

◆ Inquiries:

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## Registration Guideline

1. Go to the login page [here](#).
2. Click “Create My LaCool account” to enter your registration details.  
For those who have already signed up for the Oral Session, please use the same Login ID.

The screenshot displays two sections of a web interface. The top section, titled "New User", features a blue header bar and a central yellow button labeled "Create My LaCool account" with a right-pointing arrow. A red arrow points to this button. Below the button, red text reads: "Please log in from My LaCool User if you are qualified to the followings" followed by two bullet points: "- Those who already registered to APACPH2016" and "- Existing My LaCool users from other events". The bottom section, titled "My LaCool User", has a blue header bar and contains the instruction: "Please log in from here if you have My LaCool Login ID and password." Below this are two input fields: "Login ID" and "Password". At the bottom of this section are two buttons: a blue "Close" button and a yellow "Login" button with a right-pointing arrow.

4. Follow the instruction provided in the page to register your information.
5. After completion, you will receive an automated e-mail to your registered e-mail address. Click the URL provided to set up your Login ID and Password.

This email was sent from a send-only address.

Registration of your profile has been completed.

Profile number : 000000000000096

The profile number is necessary for inquiries.

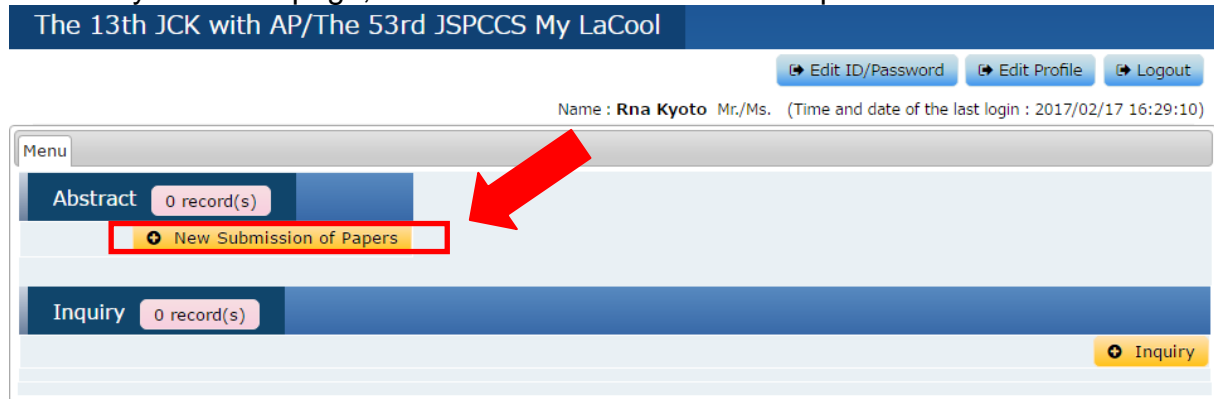
\*Login ID/password setup enables you to use My LaCool page and confirm/update your profile.

<https://lacool.convention.co.jp/jcs/personalInfo/mailLink/MDAwMDAwMDMwOSwwMDAwMDAwMDAwMDAwOTY=e>

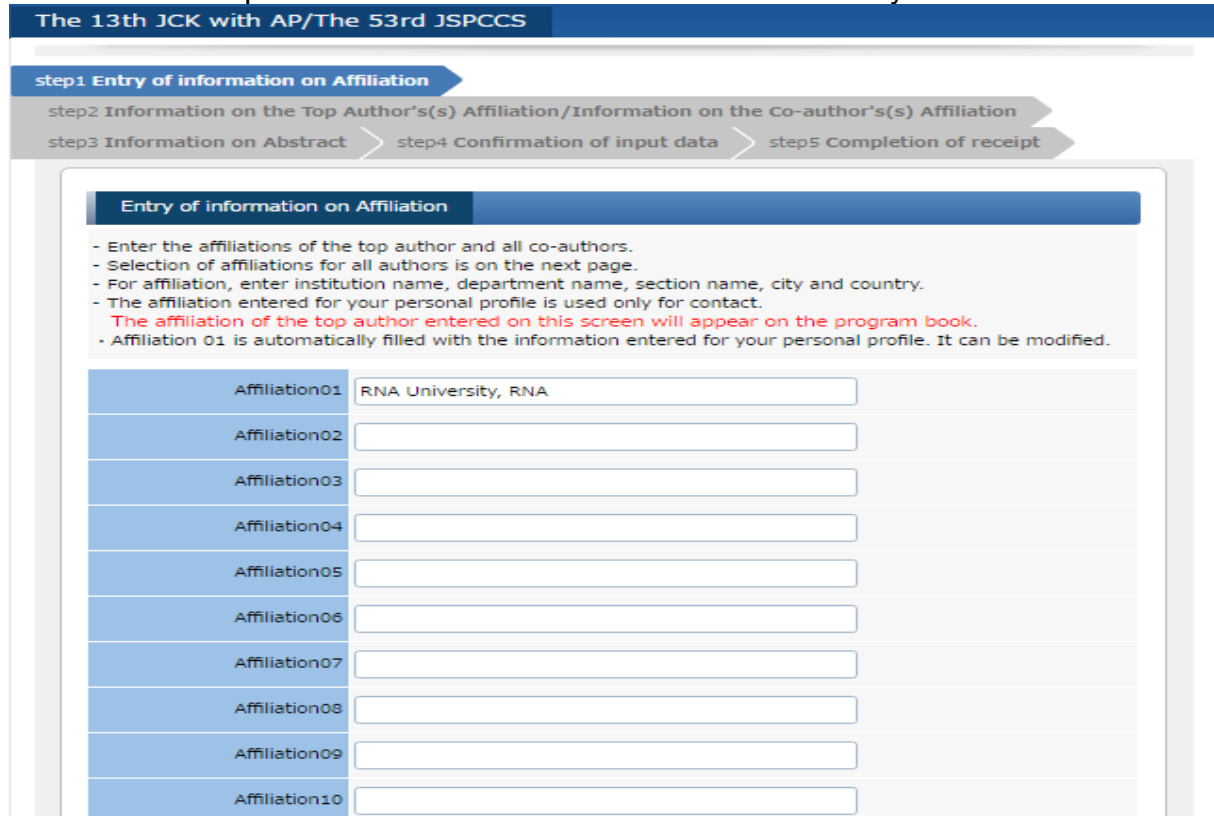
✘In case you do not receive the automated e-mail in your inbox, please check your spam mailbox first. If you still do not find the e-mail, please contact us.

6. After setting up your Login ID and Password, click “Next.” After entering your Password, click “Return to My LaCool” button.

7. In “My LaCool” page, click “New Submission of Papers” button.



8. Enter the requested information for Affiliation to submit your Abstract.



9. Select the desired presentation style from the list and category through the pull-down menu.

The 13th JCK with AP/The 53rd JSPCCS

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

**Presentation Style**

Presentation Style (Required)  Oral Presentation  
 Poster Presentation

When not Selected for Oral Presentation  
Required when "Oral Presentation" is selected above.  
Please choose whether to be adopted as poster or to withdraw when not selected for oral presentation.  
 Poster Presentation  
 Withdraw

**Category**

Category (Required) Please select...

10. Enter your Abstract in the blank box. If you need to save your Abstract before submission, click "Save." When you complete your Abstract, click "Next."

**Title (Required)** Enter within 152 characters

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

**Abstract (Required)** Enter within 1600 characters

- Abstract Title : 0 characters
- Current Abstract : 0 characters

Font style will be reflected when copy and pasting data from Word documents.  
Font style can also be applied by using the Font Style buttons below.

**Abstract**

Font Style  
B I U A<sub>x</sub> A<sup>x</sup> ® © ± ≥ ≤ × ° « » ¶

[Return to information on Co-author](#)

11. Enter three keywords of your Abstract in the blank boxes.

Keywords	
Keyword 1 (Required)	<input type="text"/>
Keyword 2 (Required)	<input type="text"/>
Keyword 2 (Required)	<input type="text"/>

12. After you submit your Abstract, return to “My LaCool” page.

13. If your Abstract is not completed, click “Pending” next to your Registration Number. By clicking the Registration Number, you can continue editing your Abstract. When your Abstract is completed, you will see “Registered” next to the Registration Number.

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

Name : **Rna Kyoto** Mr./Ms. (Time and date of the last login : 2017/02/17 16:29:10)

Menu

**Abstract** 1 record(s)

**a90005(Registered)**

[New Submission of Papers](#)

**Inquiry** 0 record(s)

[Inquiry](#)

### Editing Your Abstract

1) In your Login Home page (My LaCool), click the Abstract you wish to edit.

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

Name : **Rna Kyoto** Mr./Ms. (Time and date of the last login : 2017/02/17 16:29:10)

Menu

**Abstract** 1 record(s)

**a90005(Registered)**

[New Submission of Papers](#)

**Inquiry** 0 record(s)

[Inquiry](#)

2) If you wish to edit your Affiliation, you can do so under this screen. When you finish, click “Next” at the bottom of the screen.

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

Affiliation01	JCS
Affiliation02	
Affiliation03	
Affiliation04	
Affiliation05	
Affiliation06	
Affiliation07	
Affiliation08	
Affiliation09	
Affiliation10	

**Next**

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.

- 3) If you wish to edit the information regarding the Co-author, you may do so here. If you would like to edit your Abstract, click "Next" at the bottom of the screen.

The 13th JCK with AP/The 53rd JSPCCS

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	Rna Kyoto		-	-

### Affiliation of the Top Author

Specify the Affiliations of the Top Author.

Affiliation(s) (required)  JCS

### Names of Co-authors

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  JCS

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

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

**Add Co-Author**

Return **Next**

- 4) You will see your Abstract you just uploaded. Please edit as desired and then click “Next” at the bottom of the screen.

The screenshot shows a web interface for submitting an abstract. At the top, there is a section for the abstract body with a text area containing 'asdfsdvvasdfsdv' and a toolbar with various formatting options. Below this is a section for the Young Investigator Award (YIA) with radio buttons for 'Apply' and 'Not Apply', and a 'Status' dropdown menu with options for 'Student' and 'Post-Doctoral'. At the bottom, there are three buttons: 'Return', 'Next' (highlighted with a red box and a red arrow), and 'Return to Top Page(My LaCool)'. A red text instruction at the bottom reads: 'Confirm the details and press the "Next" button above to go to the "Confirmation of input data" screen.'

- 5) You will then be directed to the Confirmation of Input data page. When you finish, click “Save” at the bottom of the screen.  
*\*You will be able to edit the information until the submission deadline.*

The screenshot shows the 'Confirmation of Input data' page. It features a 'Category' section with dropdown menus for 'Presentation\*', 'Category (First Choice)\*', 'Category (Second Choice)\*', and 'Category (Third Choice)\*'. Below this is an 'Abstract' section with an 'Abstract Title\*' field containing 'asdfsdv' and an 'Abstract Body\*' field containing 'asdfsdvvasdfsdv'. There is an 'Abstract Download' button and a note: 'Downloaded Abstract PDF is not reflected in created materials such as abstract books in the unchanged layout, so please make a note of this.' The 'YIA' section shows 'YIA\*' as 'Not Apply' and 'Status' as 'Student'. At the bottom, there are three buttons: 'Return', 'Save' (highlighted with a red box and a red arrow), and 'Return to Top Page(My LaCool)'. A red text instruction at the bottom reads: 'Press "Save" to complete registration. Changes can be made until the submission deadline. Confirm the detail and press the "Save" button above to go to the "Completion of receipt" screen.'

- 6) You should see the below page when you complete successfully uploading your Abstract. To edit a different Abstract, click “Return to Top Page (My LaCool)” to repeat the above steps.