Thank you for signing up for the 48th APACPH conference. Please kindly follow the below procedures to submit an abstract.

◆ Abstract Submission Deadline:
   **May 31st, 2016 (Tuesday)**

◆ Word requirements:
   - Abstract Title: Within 50 words
   - Abstract body: Within 1,500 words, if there is a drawing or chart within 1,000 words
   - Drawing: Within 5MB and accepted platforms are JPEG and PowerPoint.

◆ Inquiries:
   Secretariat of 48th APACPH
   Japan Convention Services, Inc. 14th floor
   Daido Seimei Kasumigaseki Bldg.
   1-4-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013, Japan
   Phone: +81-3-3508-1214  Fax: +81-3-3508-1302
   E-mail: apacph2016@convention.co.jp
   HP URL: [http://www2.convention.co.jp/apacph2016/index.html](http://www2.convention.co.jp/apacph2016/index.html)

<Registration procedures >
1. Please make sure that you have registered for the conference. After its completion you will get a confirmation by email. The Inquiry No: will be needed for registration to the abstract upload page. If you do not receive this email kindly check to see if it was filtered in your spam mailbox.

2. Please access to the login page through the below link.
   [https://lacool.convention.co.jp/jcs/login/eLogin/0000000309](https://lacool.convention.co.jp/jcs/login/eLogin/0000000309)
3. Click the 「Create My LaCool account」 to enter your registration details.
   ※For those who have already signed up for an oral presentation, please use the same ID to login.

4. Follow the directions provided to register your information. At the very bottom of the page, there is a box in which you will need to put in your pre-registration number. Put in the Inquiry number provided in the email that was sent to you after conference registration.

5. After it is completed, there will be an automated email sent to your registered email address. In the automated email, there will be an URL, click it to set-up your login ID and password.

   ※Please check to make sure the automated email does not go to your spam inbox. If you have checked your spam inbox, and you have not received the email, please kindly contact us.

6. After setting up your login ID and password, click 「Next」 after entering your password, click the 「Return to My LaCool」 button.

7. On the My LaCool page, click the 「New submission of Papers」 button.
8. Enter the requested information regarding affiliation to submit the abstract.

9. Chose the desired category through the pull-down menu. ※If there is no applicable category, select 25. Others
10. Enter your abstract in the provided slots.
   If you would like to save your abstract before submission, click the 「Save」 button.
   After you have finished your abstract, click 「NEXT」

11. After your abstract has been submitted, return to the 「My LaCool」 page

12. If your abstract is not completed, next to the registration number it will say 「Pending」 next to the registration number.
   If you click the registration number, you can continue amending the abstract.
   If the abstract is completed it will say 「Registered」 next to the registration number.

<Editing the Abstract>

1) Under your login home menu page, click the abstract you wish to edit.
2) If you wish to edit your affiliation, you can do so under this screen, if not click [Next] located on the bottom of the screen.

3) If you wish to edit the information regarding the Co-author, you may do so here. If you would simply like to edit your abstract click the [Next] button located on the bottom center of the screen.

*Next to the abstract you have uploaded, there is a button that says [Edit]. You will not be able to go to the editing screen by pushing the button. (It is not linked to any site).
4) You will see your abstract. Please edit as desired then click [Next] located at the bottom of the screen.

5) You will then be directed to the confirmation page. If you have made all of the necessary changes, click [Save] located at the bottom of the screen.

*You will be able to edit the registered information up to the submission deadline which is subject to change.

6) You should see the below page meaning you have successfully edited your abstract. To edit a different abstract click the [Return to Top Page (My LaCool)] to repeat the steps.