

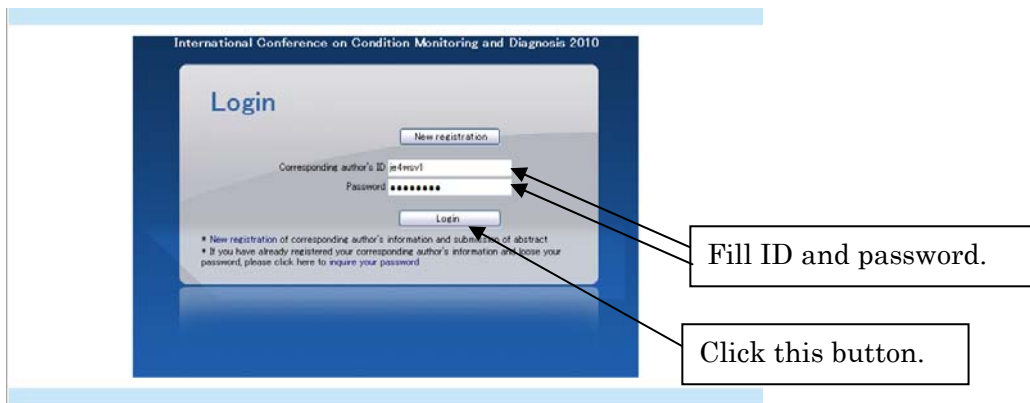
## How to make your conference registration, for corresponding author

July 12, 2010

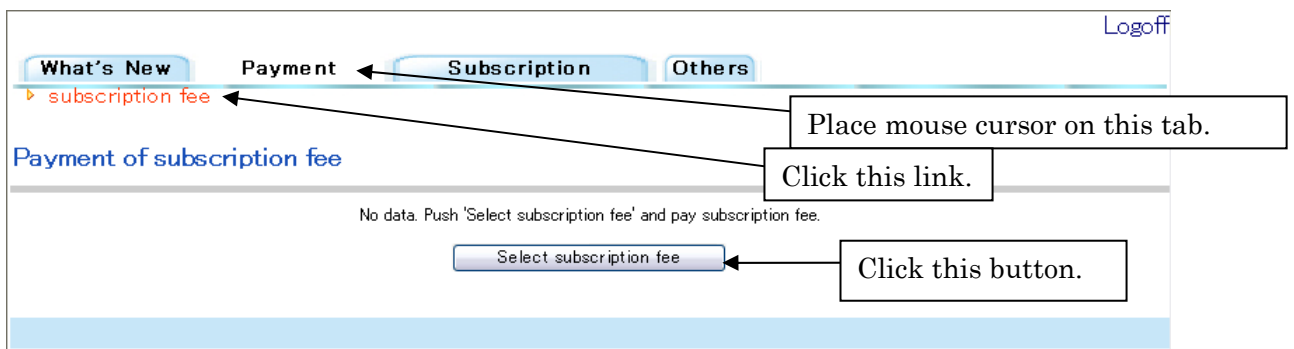
CMD2010 secretary

Note: Please read carefully all the notification written on this document and described on the registration forms you can see during your registration process.

1. You are a corresponding author, so you have already had your own ID and password. Open the system and fill your registered ID and password as follows, then click “Login” button.



2. Place the mouse cursor on the “Payment” tab, so you can see “Subscription fee” below the tabs. Click the “Subscription fee” to see the registration status. You can see the following display, so click “Select subscription fee” button.



3. You can choose the attendance type. If you are a member of the following institute, you can choose the second choice, “The conference as a member of designated institute”. If you are not the member of the designated institute, choose the third choice, “The conference as a non-member of designated institute”.

Designated institute: IEEJ, IEEE, CIGRE, CES, KIEE, KIEEME, IEIEJ(Denki Setsubi Gakkai), and IEEDJ(Houden gakkai).

The screenshot shows the 'Subscription' tab selected in the navigation menu. Below the menu, there is a 'Logoff' link. The main content area is titled 'CMD2010 Registration System'. Underneath, a blue bar highlights 'Step 1: Choice of attendance type:'. Below this, the text 'You will attend:' is followed by four radio button options: 'Only tutorial(s)', 'The conference as a member of designated institute.' (which is selected), 'The conference as a non-member of designated institute.', and 'The conference as a student.'. At the bottom of the form, there are two buttons: a green 'BACK' button with a left-pointing arrow and a blue 'NEXT' button with a right-pointing arrow.

After choice, click “NEXT” button.

4. You can choose the attendance of the technical tour. If your accompanying person(s) will attend the technical tour, choose the number of the accompanying person(s) and fill their name in the form with their honorific titles.

The screenshot shows the 'Subscription' tab selected. Below the navigation menu, there is a 'Logoff' link. The main content area is titled 'CMD2010 Registration System'. Underneath, a blue bar highlights 'Step 2A: Choice of social programs 1 (Technical Tour)'. Below this, the text 'Will you attend the Technical tour ? (Click here to see the details)' is followed by three radio button options: 'No, I will NOT ATTEND the Technical tour.', 'Yes, I will ATTEND the Technical tour for A. The Electric Power Historical Museum & Asakusa Kannon Temple.' (which is selected), and 'Yes, I will ATTEND the Technical tour for B. The Yokohama Thermal Power Station & Asakusa Kannon Temple.'. Below the options, there is a 'Note:' section with two numbered points: '1. The technical tour will be held on Sept. 9 (Thursday), PM' and '2. In order to attend this tour, pre-registration is required by August 20. All the technical tours disbands on arrival at Meguro Gajoen. (see “Banquet”)'. Below the notes, there is a section for 'Number and name of accompanying person(s)' with a note: 'Note: attendance of accompanying person(s) is only permitted when the registrant attend on the Technical tour and take the same tour as the registrant.'. This section contains a dropdown menu with '1' selected, a text input field with 'Ms. Mary Smith|', and several empty text input fields. At the bottom of the form, there are two buttons: a green 'BACK' button with a left-pointing arrow and a blue 'NEXT' button with a right-pointing arrow. Two callout boxes with arrows point to the dropdown menu and the first text input field, providing instructions: 'Choose the number of accompanying person for the technical tour.' and 'Fill the name of the accompanying person(s) with their honorific title.'.

After choice and filling, click “NEXT” button.

5. You can choose the attendance of the conference banquet. If you have some restriction or some religious request, fill it in the “request” text box.

If your accompanying person(s) will attend the conference banquet, choose the number of the accompanying person(s) and fill their name in the form with their honorific titles. If they need some request or restriction, fill them in the respective “request” text boxes.

Logoff

What's New Payment Subscription Others

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CMD2010 Registration System

Step 2B: Choice of social programs 2(Banquet)

Will you attend the Banquet? (Click here to see the details)

No, I will NOT ATTEND the Banquet.

Yes, I will ATTEND the Banquet.

Banquet.request: Vegetarian meal

Note:

1. The banquet will be held on 18:30 – 20:30, Sept. 9 (Thursday) at
2. Your registration until August 20 promises the assured seat reservation for the banquet. The seat number of the banquet is limited, thus the organizing committee cannot guarantee your seat at the banquet if you make your registration after August 20.
3. If your accompanying person(s) attend the Banquet, please designate the number and fill the name of accompanying person(s) with their honorific title such as Mr., Mrs., Ms.,etc. in the form shown below.  
The banquet ticket for your accompanying person(s) is 10,000 JPY per person if he / she needs his / her independent meal serving.

1

Ms. Maggy White	request: Moslem meal
Ms. Mary Smith	request: Vegetarian meal
	request:
	request:
	request:
	request:
	request:
	request:
	request:
	request:

BACK NEXT

If you have some restriction or request, fill it in the “request” text boxes.

Choose the number of accompanying person for the technical tour.

Fill the name of the accompanying person(s) with their honorific title. If they have some restriction or request, fill them in the “request” text boxes.

After choice and filling, click “NEXT” button.



7. Input your attendance information for the tutorials as follows. If you do not want to attend the tutorial, check the first check box, “No, I do not attend any tutorials”.

Logoff

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CMD2010 Registration System

**Step 3: Choice of tutorials**

Will you attend the tutorials? (Click here to see the details)

No, I do not attend any tutorials.

I would like to listen in the tutorial related to GIS in English. (13:00-15:30, Sep. 6)

I would like to listen in the tutorial related to ROTATING MACHINES in English. (13:00-15:30, Sep. 6)

I would like to listen in the tutorial related to CABLE in English. (15:50-18:20, Sep. 6)

I would like to listen in the tutorial related to TRANSFORMER in English. (15:50-18:20, Sep. 6)



I would like to listen in the tutorial related to CABLE in Japanese. (13:00-14:10, Sep. 6)

I would like to listen in the tutorial related to TRANSFORMER in Japanese. (14:20-15:30, Sep. 6)

I would like to listen in the tutorial related to GIS in Japanese. (15:30-17:00, Sep. 6)

I would like to listen in the tutorial related to ROTATING MACHINES in Japanese. (17:10-18:20, Sep. 6)

Note: attendance fee of the tutorials is separate from the registration fee of the CMD2010.  
You are the participants of the conference with MEMBER rate, so your attendance fee of the tutorials is 5000 JPY for two (2) courses.

After choice, click “NEXT” button.

8. You can see the confirmation display like below, so check it carefully. If everything is OK, click “Confirm” button to proceed payment. If you want to revise the data, click “BACK” button.

Logoff

What's New    Payment    **Subscription**    Others

▶ What's New



CMD2010 Registration System

**Step 4: Confirmation of your registration**

Your registration information is as follows.  
If they are OK, click “Confirm” to proceed payment procedure

Registration type	Member
Technical tour	Yes, I will ATTEND the Technical tour for A The Electric Power Historical Museum & Asakusa Kannon Temple.
(Accompanying person)	number of person:1 Ms. Mary Smith
Banquet	Yes, I will ATTEND the Banquet.
(Accompanying person)	number of person:2 Ms. Maggy White    Request: Moslem meal Ms. Mary Smith    Request: Vegetarian meal
Short tour	Yes, I would like to Attend the Short tour on Sept. 8 (Wednesday), AM
(Accompanying person)	number of person:1 Ms. Mary White
Tutoria(s)	I would like to listen in the tutorial related to GIS in English. (13:00-15:30, Sep. 6) I would like to listen in the tutorial related to ROTATING MACHINES in English. (13:00-15:30, Sep. 6) I would like to listen in the tutorial related to CABLE in English. (15:50-18:20, Sep. 6) I would like to listen in the tutorial related to TRANSFORMER in English. (15:50-18:20, Sep. 6)

Total amount of your registration fee: 100000 JPY

9. Choose the payment method. All the attendees who are not living in Japan can choose their payment method only one, "Credit card". If you cannot pay by the credit card any way, please consult to the conference secretary, <mailto:secretary@cmd2010.org>.

[Logoff](#)

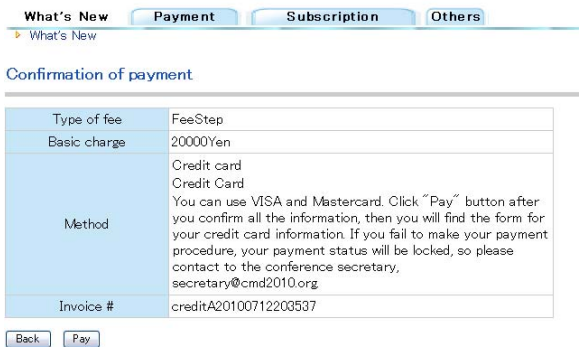


### Payment method

Payment method

Click "Confirm" button to proceed.

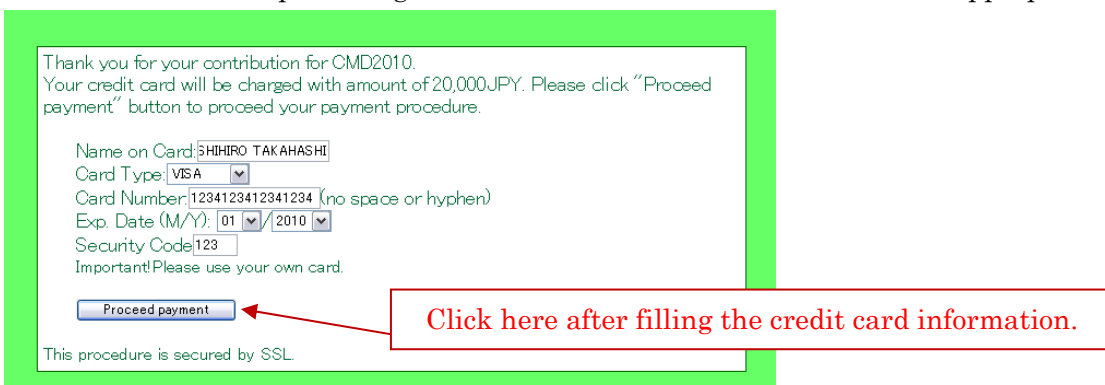
10. You can see the payment method and amount to be paid. Check them and if they are OK, click "Pay" button.



Confirmation of payment

Type of fee	FeeStep
Basic charge	20000Yen
Method	Credit card Credit Card You can use VISA and Mastercard. Click "Pay" button after you confirm all the information, then you will find the form for your credit card information. If you fail to make your payment procedure, your payment status will be locked, so please contact to the conference secretary, <a href="mailto:secretary@cmd2010.org">secretary@cmd2010.org</a>
Invoice #	creditA20100712203537

11. You can see the input dialog for the credit card information. Fill them appropriately.



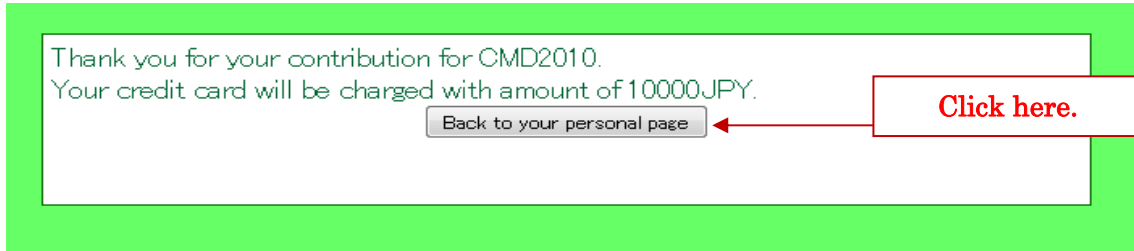
Thank you for your contribution for CMD2010.  
Your credit card will be charged with amount of 20,000JPY. Please click "Proceed payment" button to proceed your payment procedure.

Name on Card:   
Card Type:   
Card Number:  (no space or hyphen)  
Exp. Date (M/Y):  /   
Security Code:   
Important! Please use your own card.

This procedure is secured by SSL.

**Click here after filling the credit card information.**

12. If you can see the following notification, your payment procedure has been finished successfully. If you cannot see it, contact to the conference secretary to make the payment procedure again.



Thank you for your contribution for CMD2010.  
Your credit card will be charged with amount of 10000JPY.

[Back to your personal page](#)

**Click here.**

The image shows a notification box with a green border. Inside the box, there is a message of thanks and a confirmation of a 10,000 JPY charge. Below the message is a button labeled 'Back to your personal page'. To the right of the button, there is a red-bordered box containing the text 'Click here.' with a red arrow pointing to the button.