

# FAQ

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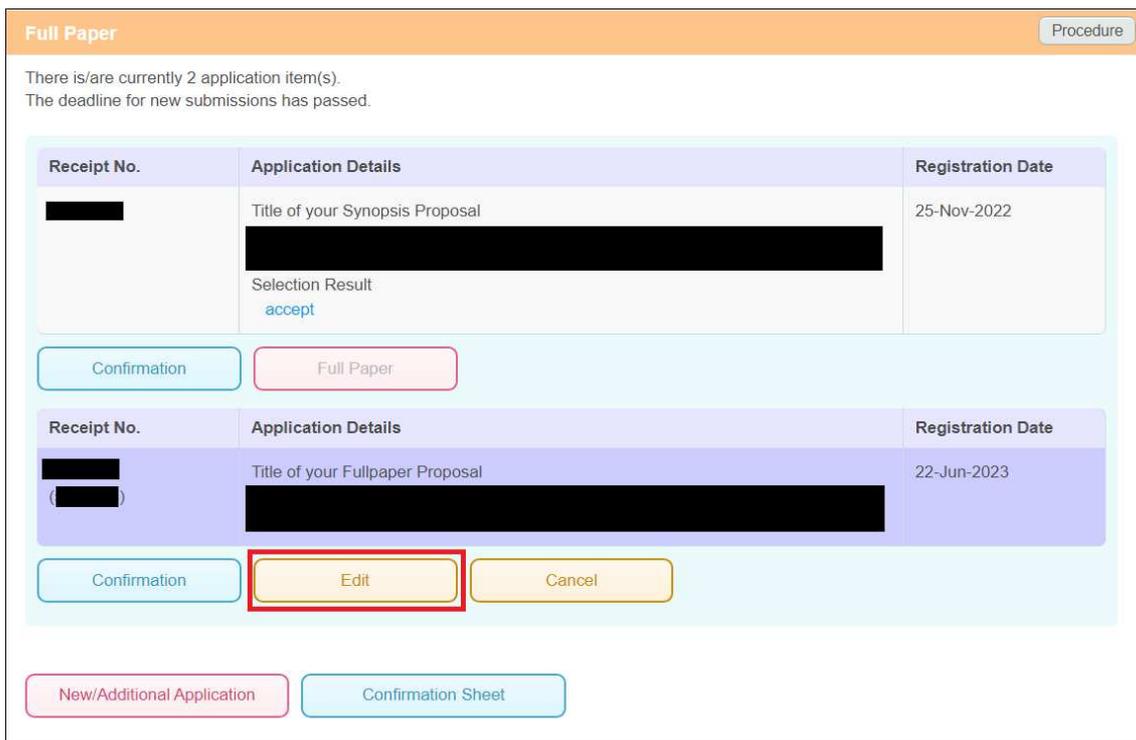
## 【To upload your revised full paper】

① Click on “Abstract: Add/Confirm(Edit/Cancel)” on your My Page.



The screenshot shows the 'My Page' interface. At the top left, there is a 'My Page' header with a 'Log-in History' button. At the top right, there is a 'Print' button. Below these, there are three main action buttons: 'Add/Edit (Personal Information)', 'Abstract: Add/Confirm (Edit/Cancel)' (highlighted with a red box), and 'Confirm payment status (payment procedure)'. A 'WEB Quotation Invoice Receipt' button is also visible in the top right area.

② Click on “Edit” in Full Paper section.



The screenshot shows the 'Full Paper' section. At the top, there is a 'Full Paper' header with a 'Procedure' button. Below the header, there is a message: 'There is/are currently 2 application item(s). The deadline for new submissions has passed.' The main content is a table with two application items. The first item has a 'Confirmation' button and a 'Full Paper' button. The second item has a 'Confirmation' button, an 'Edit' button (highlighted with a red box), and a 'Cancel' button. At the bottom, there are two buttons: 'New/Additional Application' and 'Confirmation Sheet'.

Receipt No.	Application Details	Registration Date
[REDACTED]	Title of your Synopsis Proposal [REDACTED] Selection Result accept	25-Nov-2022
[REDACTED]	Title of your Fullpaper Proposal [REDACTED]	22-Jun-2023

③Click on "Check" in Full Paper section.

\*Notice: Please do NOT touch "Spaces for Other Questions" section below Full Paper section..

### Full Paper

If you have not received the notification of acceptance, please contact info@cigre2023sendai.jp. (We informed you of the notification of acceptance in mid-January.)

Preferential Subject(PS) \*

Study committee(SC) \*

Title of your Fullpaper Proposal

File Submission  a11\_██.pdf

Only files with an extension of \*.pdf will be accepted.  
No files larger than 2.0 MB can be uploaded.

[Download the Paper Submission Template](#)

④Click on "Delete" to delete the old version of your paper, and upload your new revised paper.

### File Upload

#### File Upload

\*After selecting a file, please click the upload button.

ファイルの選択

#### Upload contents

a11\_██.pdf

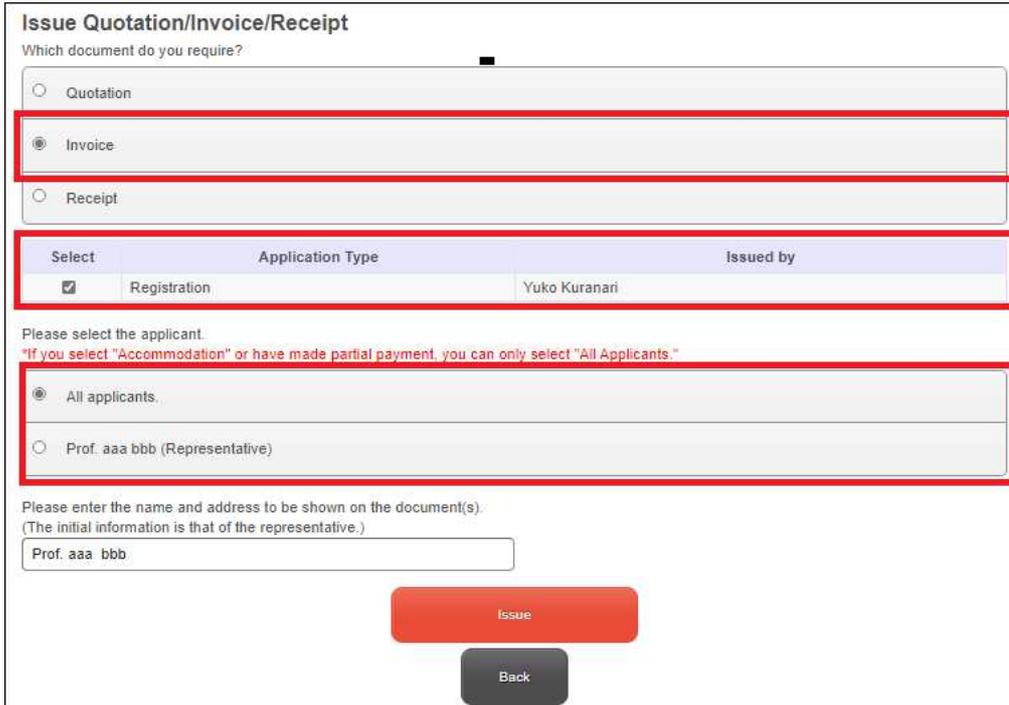
## 【To issue your invoice】

① Click on “WEB Quotation Invoice Receipt” on your My Page.



The screenshot shows the 'My Page' interface. At the top left, there is a 'My Page' header with a 'Log-in History' button. At the top right, there is a 'Print' button. In the center, there are three green buttons: 'Add/Edit (Personal Information)', 'Abstract: Add/Confirm (Edit/Cancel)', and 'Confirm payment status (payment procedure)'. On the right side, there is a blue button labeled 'WEB Quotation Invoice Receipt' which is highlighted with a red rectangular box.

② Select “Invoice” and other appropriate items, and click “Issue” to issue your invoice.



The screenshot shows the 'Issue Quotation/Invoice/Receipt' form. The title is 'Issue Quotation/Invoice/Receipt'. Below the title, there is a question: 'Which document do you require?'. There are three radio buttons: 'Quotation', 'Invoice', and 'Receipt'. The 'Invoice' radio button is selected and highlighted with a red box. Below this, there is a table with three columns: 'Select', 'Application Type', and 'Issued by'. The first row has a checked checkbox in the 'Select' column, 'Registration' in the 'Application Type' column, and 'Yuko Kuranari' in the 'Issued by' column. This row is highlighted with a red box. Below the table, there is a section titled 'Please select the applicant.' with a note: '\*If you select "Accommodation" or have made partial payment, you can only select "All Applicants."' There are two radio buttons: 'All applicants.' and 'Prof. aaa bbb (Representative)'. The 'All applicants.' radio button is selected and highlighted with a red box. Below this, there is a text input field with the value 'Prof. aaa bbb'. At the bottom, there are two buttons: a red 'Issue' button and a grey 'Back' button.

## 【To issue your receipt】

①Click on “WEB Quotation Invoice Receipt” on your My Page.

My Page Log-in History Print

**WEB Quotation Invoice Receipt**

Add/Edit (Personal Information)

Abstract: Add/Confirm (Edit/Cancel)

Confirm payment status (payment procedure)

②Select “Receipt” and other appropriate items, and click “Issue” to issue your receipt.

**Issue Quotation/Invoice/Receipt**

Which document do you require?

Quotation

Invoice

Receipt

Select	Application Type	Issued by
<input checked="" type="checkbox"/>	Registration	Yuko Kuranari

Please select the applicant.  
\*If you select "Accommodation" or have made partial payment, you can only select "All Applicants."

All applicants.

Prof. aaa bbb (Representative)

Please enter the name and address to be shown on the document(s).  
(The initial information is that of the representative.)

Prof. aaa bbb

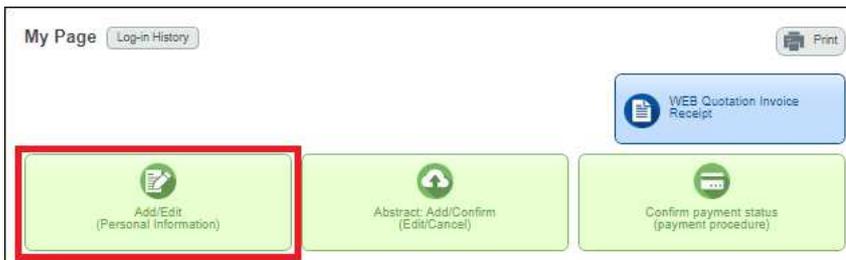
**Issue**

**Back**

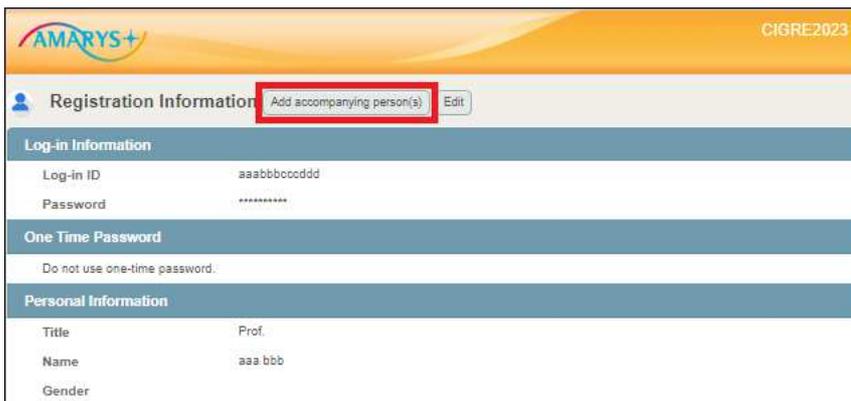
## 【To add/ cancel accompanying person】

### 《To add accompanying person》

① Click on “Add/Edit(Personal Information)” on your My Page.



② Click on “Add accompanying person(s)” on top of the next page.



③ Enter all the information and register accompanying person(s).

 CIGRE2023

Required items are marked with an asterisk. (\*)

### Personal Information

Title  Prof.  Dr.  Mr.  Ms.

Name \*     
e.g. John Y. Smith

Gender

Country of Residence \*

Address 1 (Building)

Address 2 \*

City/State/Prefecture \*

Phone Number \*  (  )

E-mail Address \*   
 @   
\*(Please reenter your e-mail address to confirm that it is correct.)

### Affiliation Information

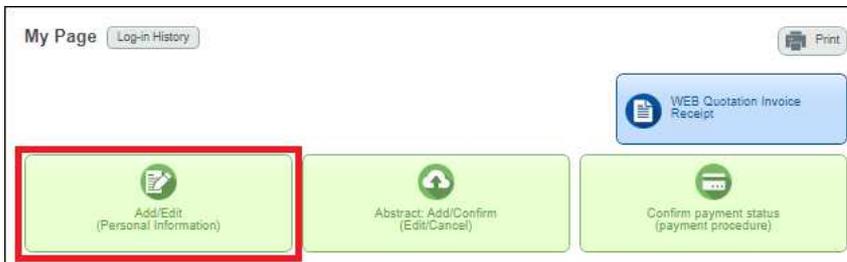
Company \*

### About GDPR

Upload signed consent form for GDPR For EU and EEA citizens only   
[\[Click here\]](#)  
Only files with an extension of \*.jpeg,\*.jpg,\*.gif,\*.pdf will be accepted.  
No files larger than 10.0 MB can be uploaded.

## 《To cancel accompanying person》

① Click on “Add/Edit(Personal Information)” on your My Page.



② Click on “Delete” on Accompanying Person Information.

The screenshot shows the 'Accompanying Person Information' form. At the top, there is a header with a person icon, the title 'Accompanying Person Information', and two buttons: 'Edit' and 'Delete' (highlighted with a red box). Below the header, there are three sections: 'Personal Information', 'Affiliation Information', and 'About GDPR'. The 'Personal Information' section contains the following fields: Title (Prof.), Name (aaa ccc), Gender, Country of Residence (Japan), Address 1 (Building), Address 2 (aaa), City/State/Prefecture (Sendai), Phone Number (Country code:81 00-000-0000), and E-mail Address (redacted). The 'Affiliation Information' section contains the field: Company (aa). The 'About GDPR' section contains the text: 'Upload signed consent form for GDPR'. At the bottom, there is a 'Quit' button.

③Click on “Submit” to delete the accompanying person from your account.

Affiliation Information		
Company	aaabbcccc	
Study Committee		

Contact Information		
Contact		
E-mail Address	E-mail Address	
Receive confirmation e-mail	When newly registering	Yes
	When modifying registration	Yes
	When canceling	Yes
	For payment-related notifications	Yes

About GDPR		
Upload signed consent form for GDPR		
<input type="checkbox"/> メール配信が不要の場合は、チェックを入れてください。 ※チェック入れずに更新すると、設定状況に準じてメール配信されます。		