User guide

How to use Conference Park

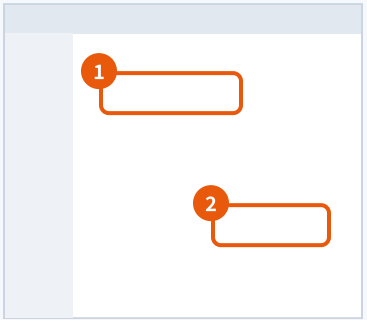
From creating an account to applying for seminars, using My Page, and finding exhibitors and needs, this guide follows real screenshots step by step.

The screenshots were taken with sample data.

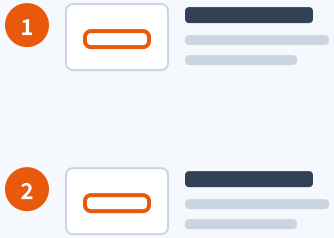
How to read this guide

- The numbered boxes on each screenshot show where to press or type. Read them together with the explanation of the same number in the right-hand column.
- The screenshots were taken with sample data.
- For step-by-step detail, see the web guide, which walks through the real screens.

What a page looks like



A photo of the screen. The numbered boxes show where to press.



The row with the same number shows a close-up of that place and what it does.

What you can do on Conference Park

- Apply for conferences and seminars, and watch them online.
- Find exhibitors and products at expos, and read needs and seeds.
- See your tickets, receipts, certificates of attendance, and invitations in one place on My Page.

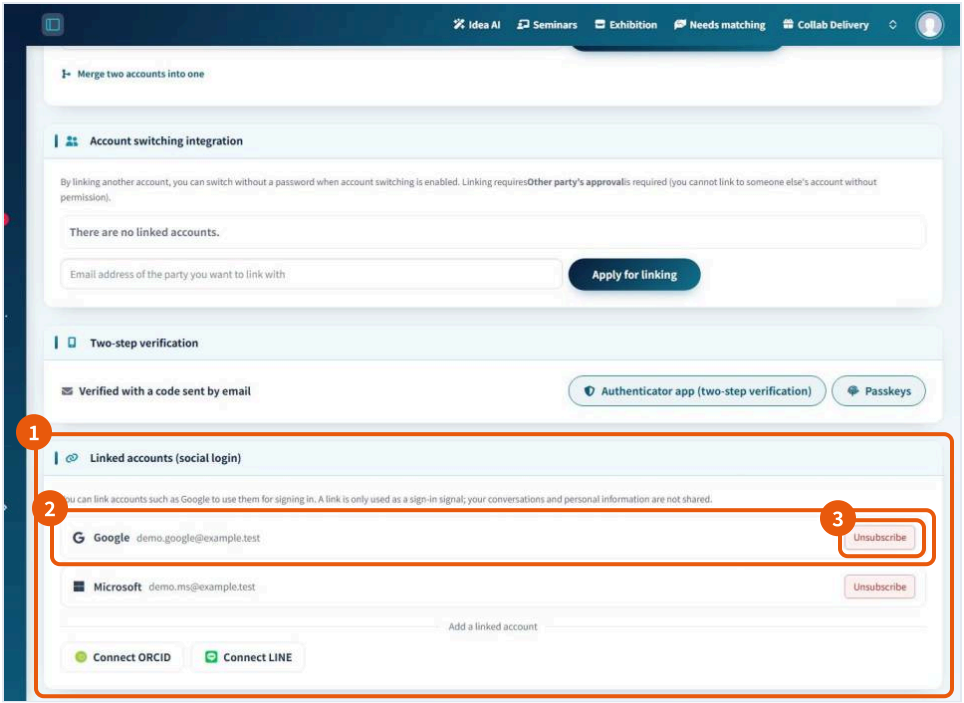
Who can use it

- Anyone can watch seminars and search for exhibitors. Applications, My Page, and the digital business card are available once you register as a user.

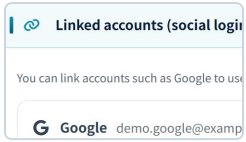
What this guide covers

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Linking your accounts



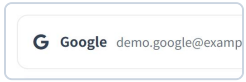
1



Linked accounts

Found on the "Login & account" tab of My Page. Review, add and remove links here.

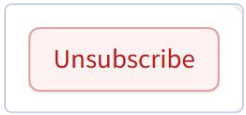
2



Linked accounts

Services you have linked are listed with their icon and email address.

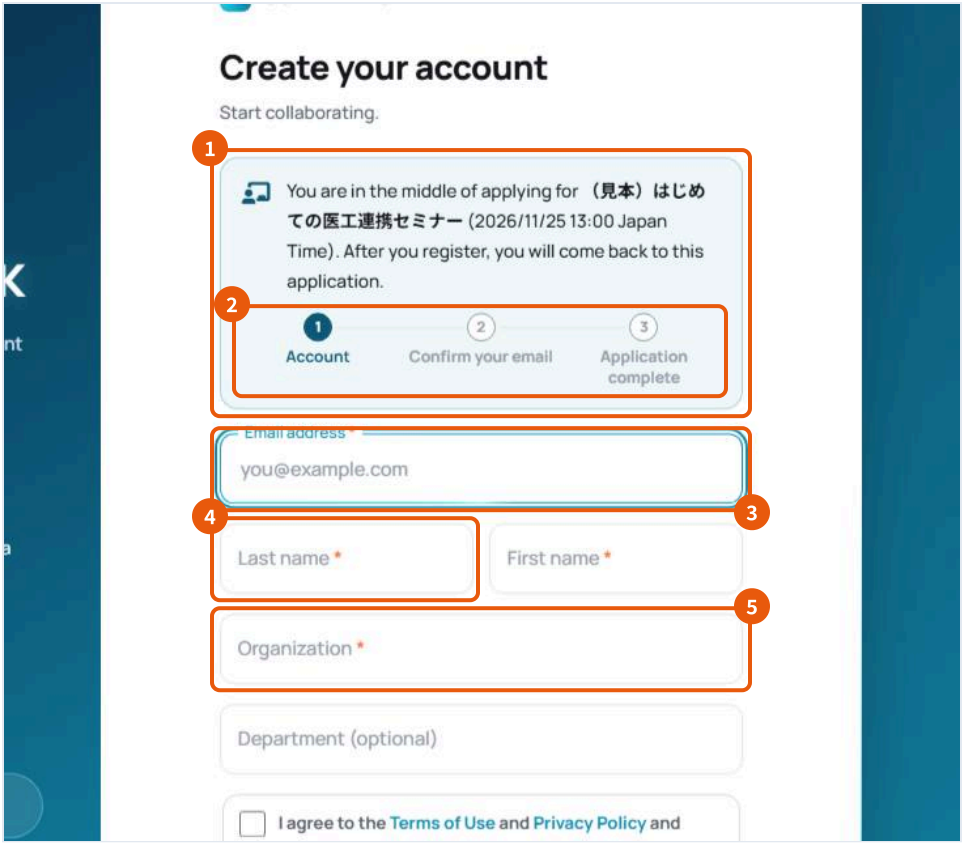
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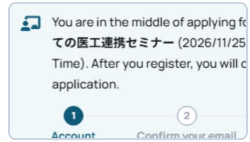


Remove a link

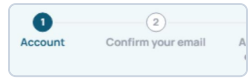
Press disconnect to remove the link with that service.

Creating an account while applying for a seminar





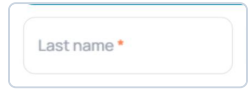
Application in progress
Shows which seminar (and when) you are applying for. After you register, you come back to it.



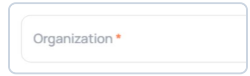
Progress
Account → Confirm your email → Application complete. You are creating the account now.



Email address
The link to set your password is sent to this address.

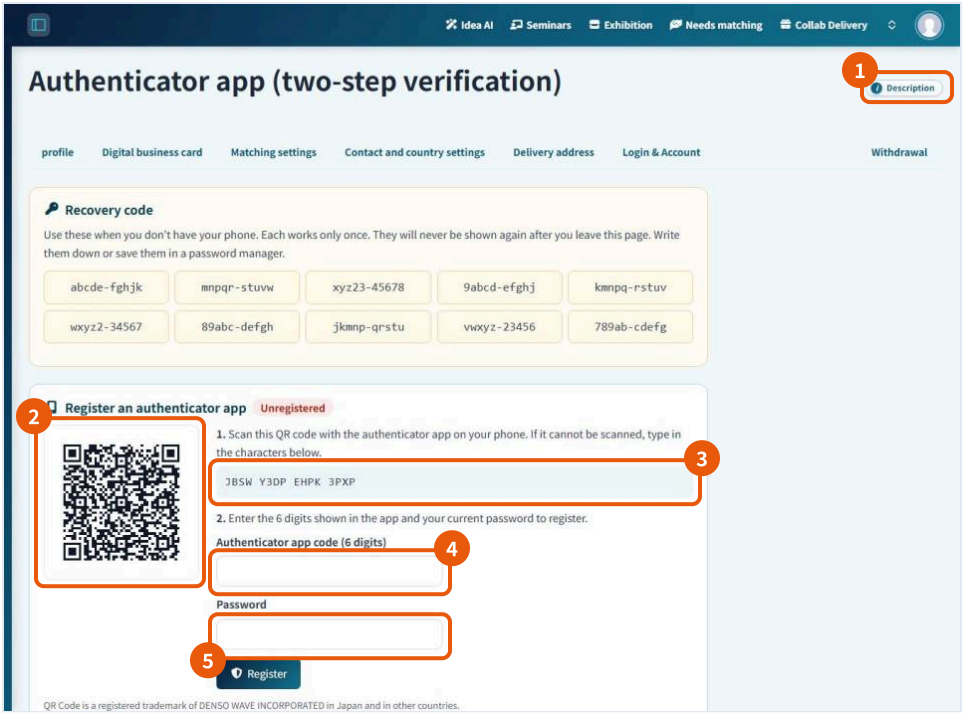


Name
Enter your family name and given name.



Organization
The name of your company, hospital, university, etc.

Authenticator app



1 

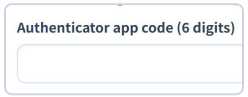
About
Open the rules of this screen at any time.

2 

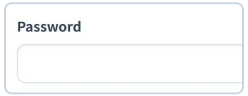
Scan
Open the authenticator app and scan this image (QR Code is a registered trademark of DENSO WAVE INCORPORATED in Japan and in other countries).

3 

Enter by hand
If scanning fails, type these characters in the app's "Enter a setup key", and choose "Time based".

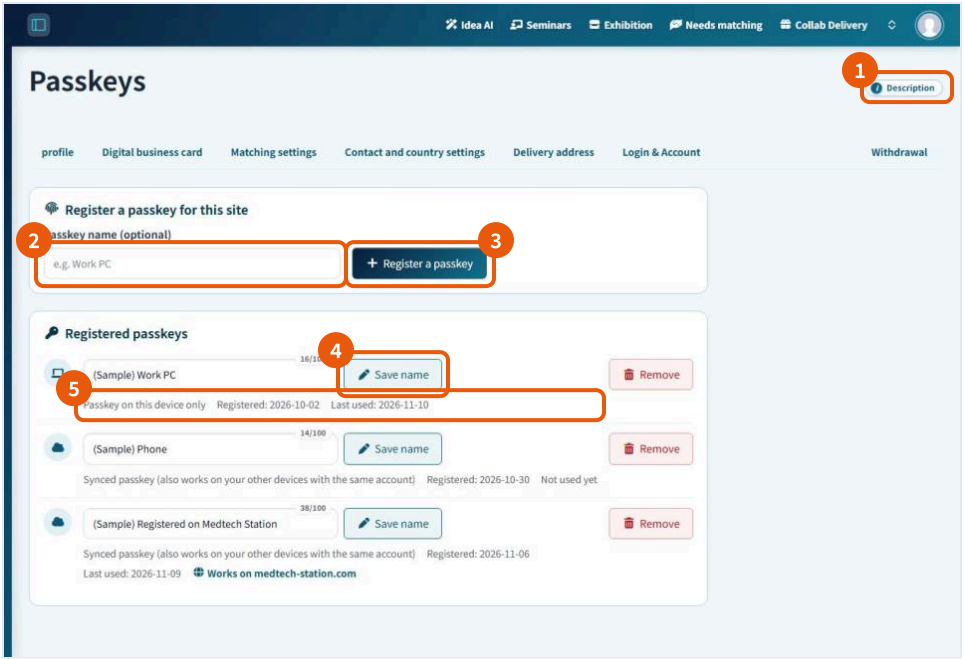
4 

Enter 6 digits
Enter the 6 digits the app shows now. They change every 30 seconds.

5 

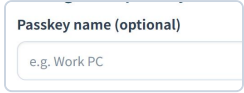
Password
Enter your current password, so no one else can register in your place.

Passkeys

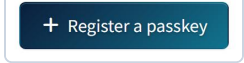


1 

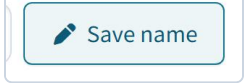
About
Open the rules of passkeys at any time.

2 

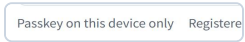
Name it
Enter a name that tells you which device it is (for example, Work PC). You can leave it empty.

3 

Register
Your device asks for your face, fingerprint or PIN. When confirmed, it is added to the list below and we email you.

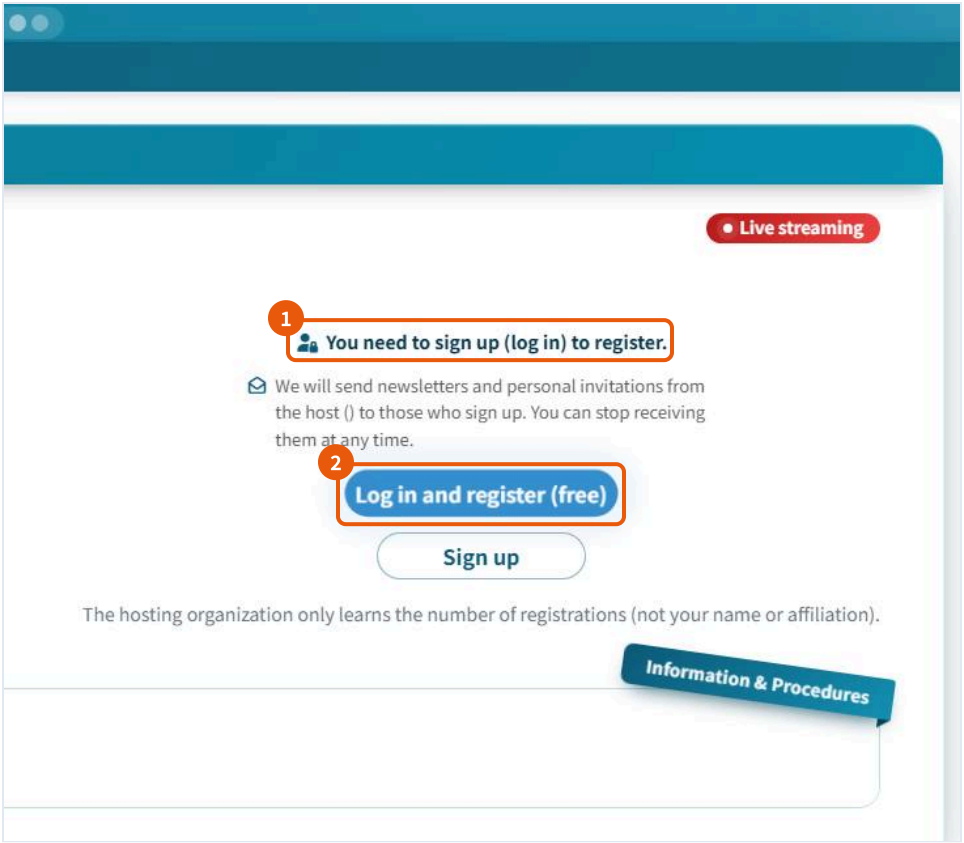
4 

Rename
Change the name on the left, then press it to save.

5 

Type and dates
A synced passkey also works on your other devices with the same account. You can see when it was registered and last used.

Sign up and register



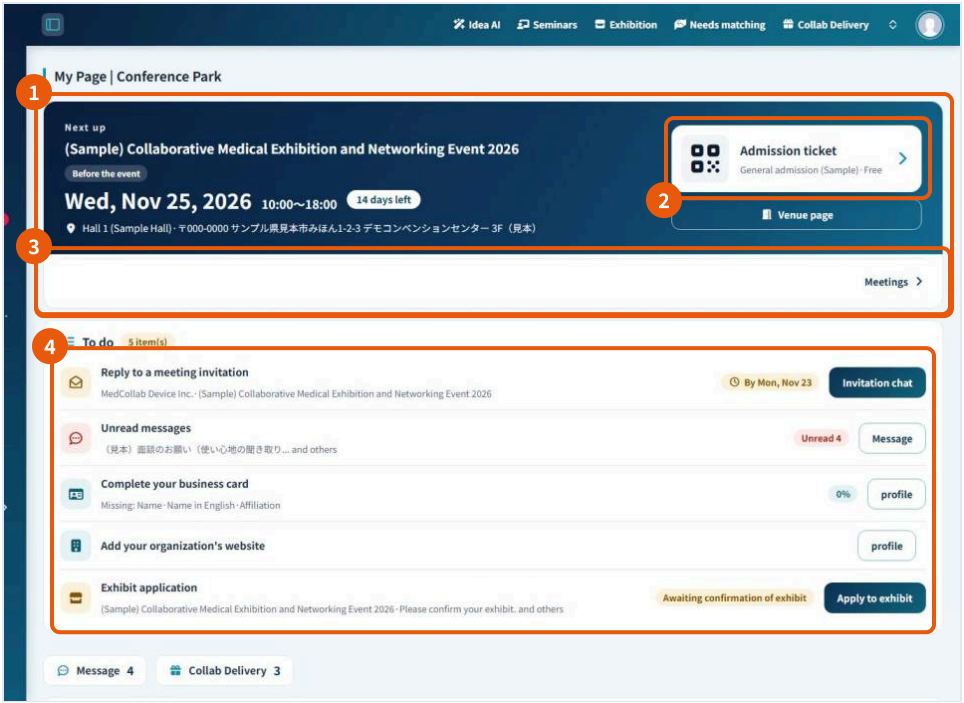
1 You need to sign up (log in) to reg

Sign-up required
Only signed-up (logged-in) members can book seminars held by organizations.

2 Log in and register (free)

Log in to register (free)
After you log in, you return to this seminar page. Then press “Register (free)”.

My Page home



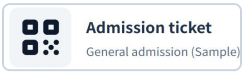
1



Next up

The date, time and venue of your next event, with an “upcoming” or “now on” label.

2



“Admission ticket”

Press it to open the code you show at reception.

3



Confirmed meetings

Confirmed meetings and other events are listed. “Meetings” opens the list.

4



To do

Meeting times and exhibitor invitations waiting for your reply (with deadlines), unread messages and how complete your card is.

View tickets



1 Upcoming 1 Past events

Upcoming and past

Switch between them. The numbers count conferences.

2 Nov (Wed) 25 14 days left

Date

The nearest date and how many days are left. On the day it shows “Today”.

3 Admission ticket

Admission ticket

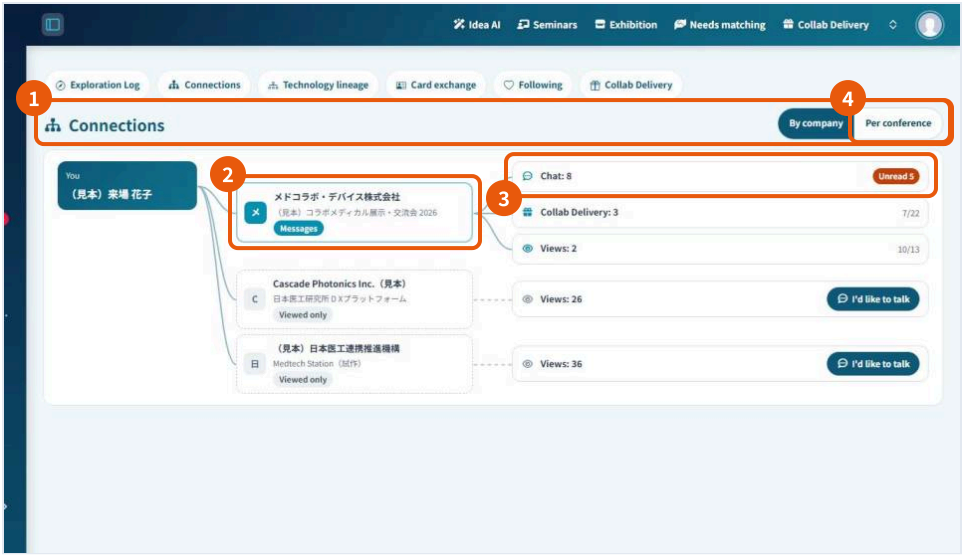
Opens the code to show at reception. After the event, this becomes the certificate of attendance.

4 General admission (Sample)・職員

Ticket and amount paid

The ticket name and the amount you actually paid.

Connections



1



Grouping

“By company” groups by the companies you met; “By conference” groups by where you met them. The page opens with the one you chose last.

2



Highlight one company

Press a company to highlight only its branch. Press again or Esc to go back.

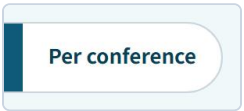
3



Activities

Chats, meetings, card exchanges, Collab Deliveries and views are listed one per line. Press one to open it. Unread messages show a count.

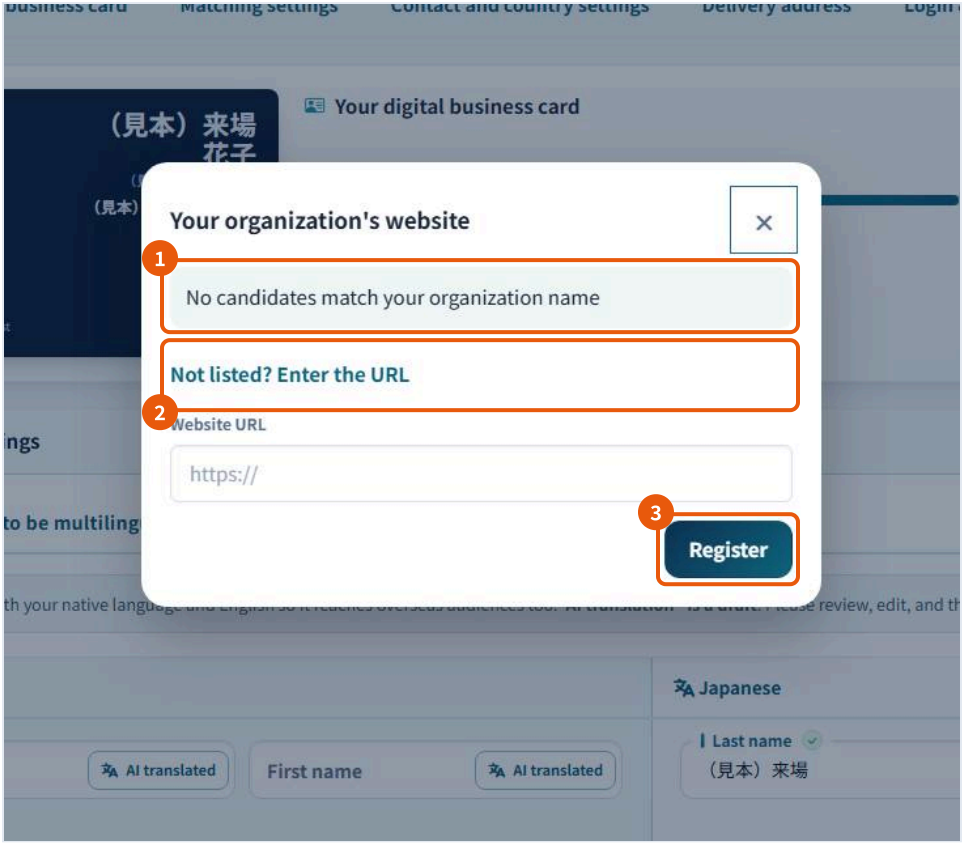
4



“By conference”

Companies are listed under the conference where you met them. Press a company to return to “By company” with it highlighted.

Add your organization's website



1 No candidates match your organizat

Candidates
Candidates found by your organization name. If none are found, the URL field opens.

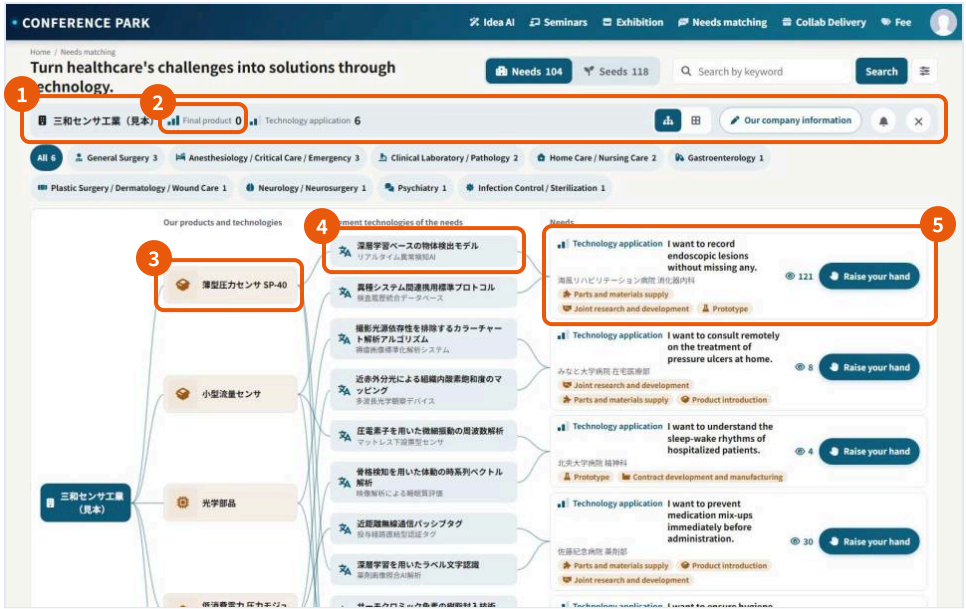
2 Not listed? Enter the URL

Enter the URL
If it is not listed, open this and enter the website URL.

3 Register

Register
Registers it and shows it in the website field of your profile.

Matching potential



1 三和センサ工業（見本）

Your company

Enter your company name or corporate URL on the needs page to see your results.

2 Final product 0

Finished product and technology application

Finished product means your product can be the solution itself. Technology application means it can be used as a part or technology.

3 薄型圧力センサ SP-40

Your products and technologies

Press one to highlight only the lines and needs connected to it.

4 深層学習ベースの物体検出モデル
リアルタイム異常検知AI

Element technologies of the needs

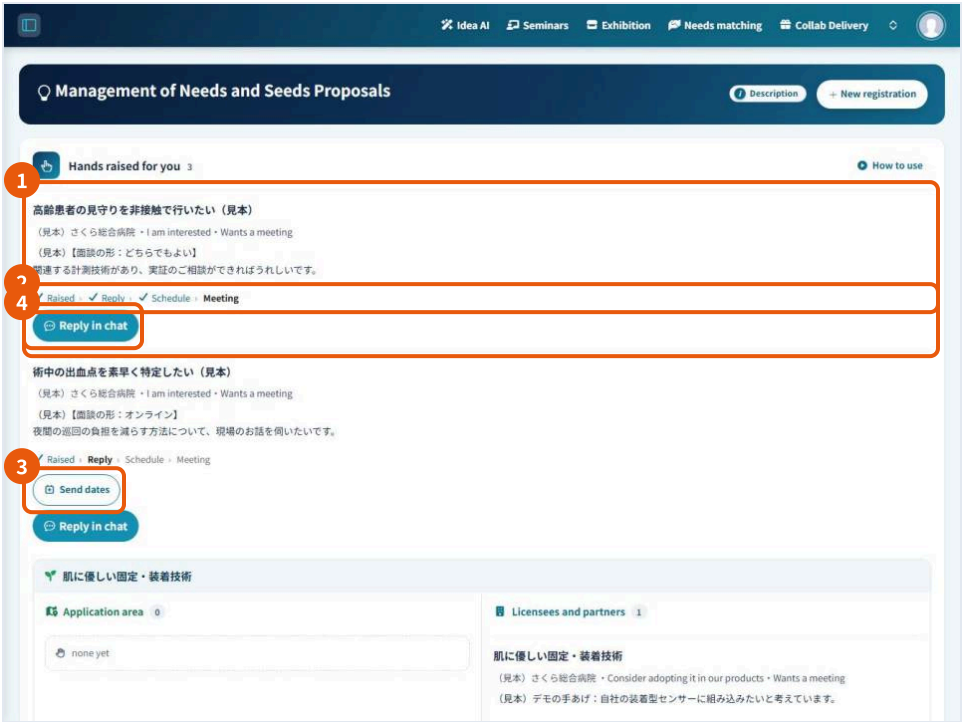
Your products and technologies translated into the language of the need.

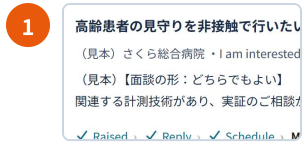
5 Technology application I want t endosc without
海風リハビリテーション病院 消化器内科
Parts and materials supply
Joint research and development

Needs

Each need shows how you can get involved and its views. The “Request a meeting / comment” window comes with the solution and a draft.

Meeting requests and comments on the needs you proposed

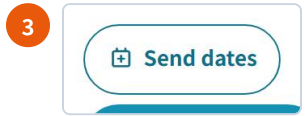




Who, and why
Their affiliation, purpose, whether they want to meet, and what they wrote.



The progress line
The same line the secretariat sees.



Send date options
Offer up to three times to meet.



Reply in chat
Opens the conversation for this meeting request / comment.

Watching a seminar



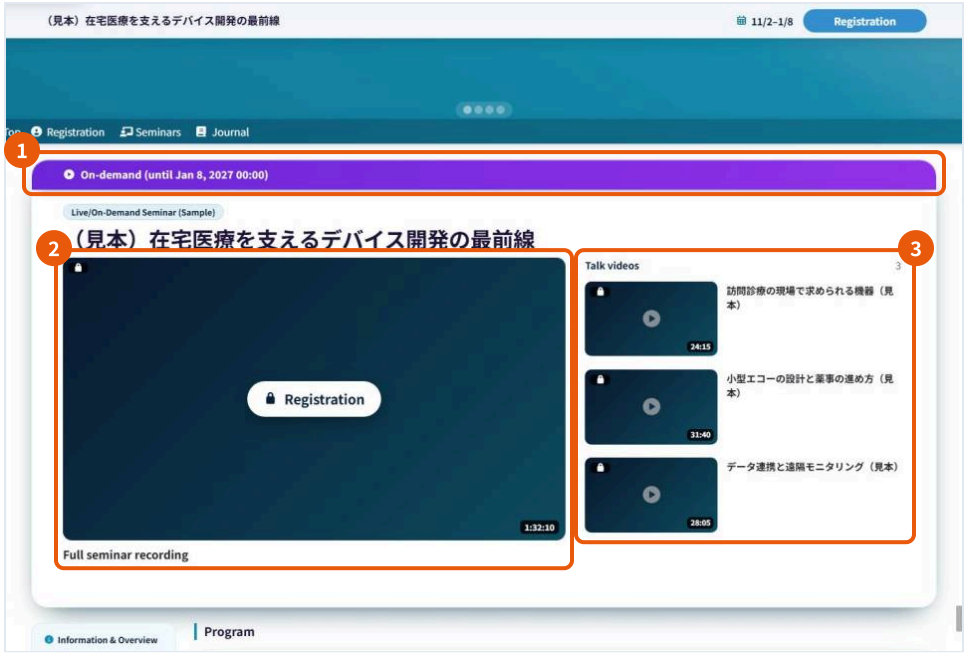
1 First Medical-Er

Title & overview
Check the title, speakers and schedule.

2 Ended Show on screen

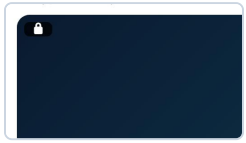
Watch or register
Watch live/on-demand or register with this button.

Choosing an on-demand video

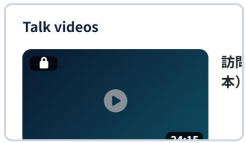


1 

On-demand now
If there is a deadline, it shows until when you can watch.

2 

Full seminar recording
The thumbnail opens the video. The number at the bottom right is the length.

3 

Talk videos
Pick only the talks you want to watch. Speaker names are shown too.

Get announcements



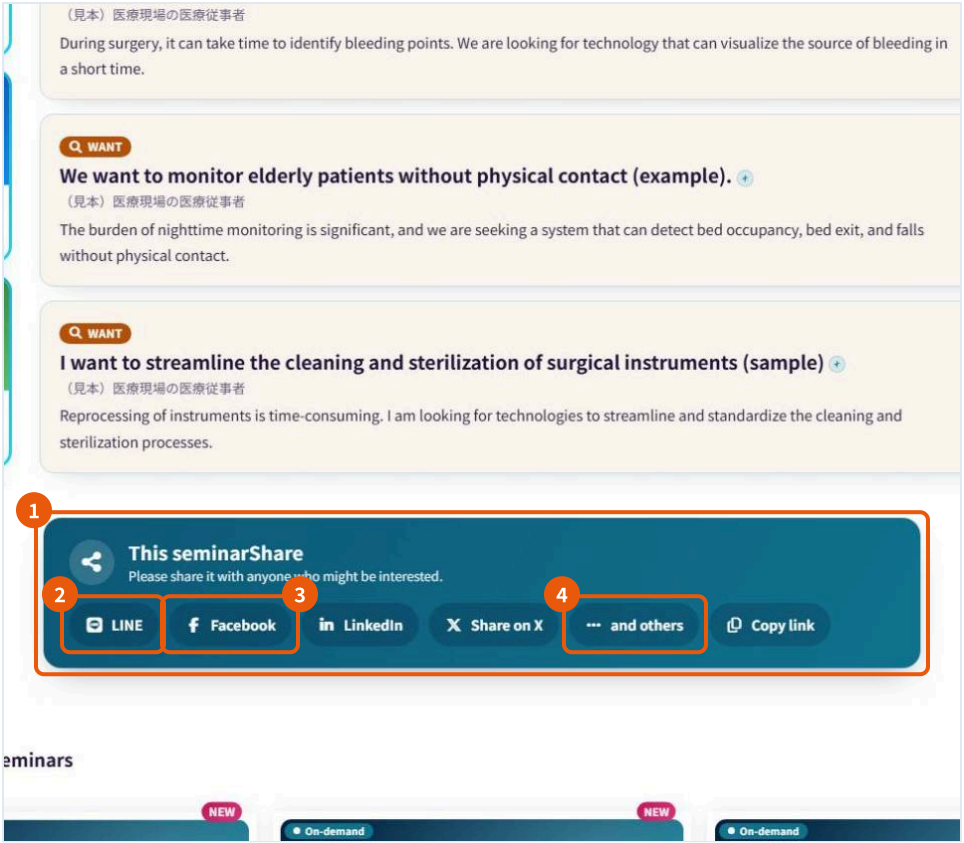
1 Get announcements

Get announcements
Next to the date and "Add to calendar". It is not shown once the seminar has started.

2 Get announcements

Press to turn it on
Announcement emails arrive one week, one day and one hour before. Press again to turn it off.

Sharing a page



1 

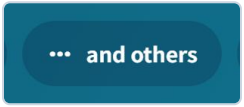
The share bar
At the end of the seminar page. It also appears on the conference top page and after registering.

2 

LINE
Opens LINE so you can pick who to send this page's link to.

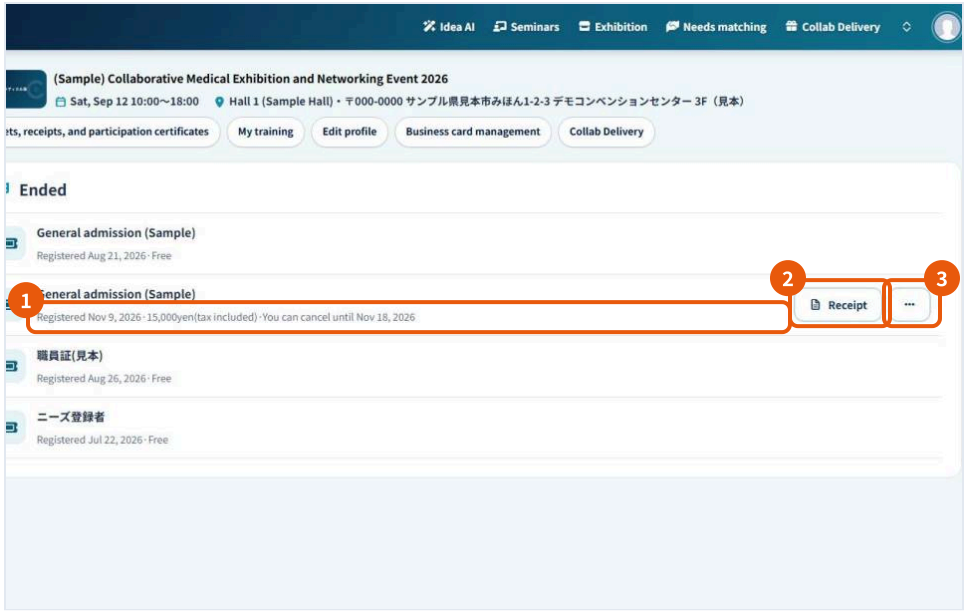
3 

Facebook
Opens a Facebook post with this page's link attached.

4 

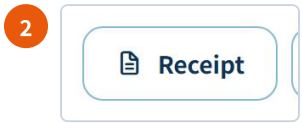
Press "More"
A small menu of other services opens.

Ticket receipts and cancellation





Amount paid and deadline
The amount you paid and the last day you can cancel.

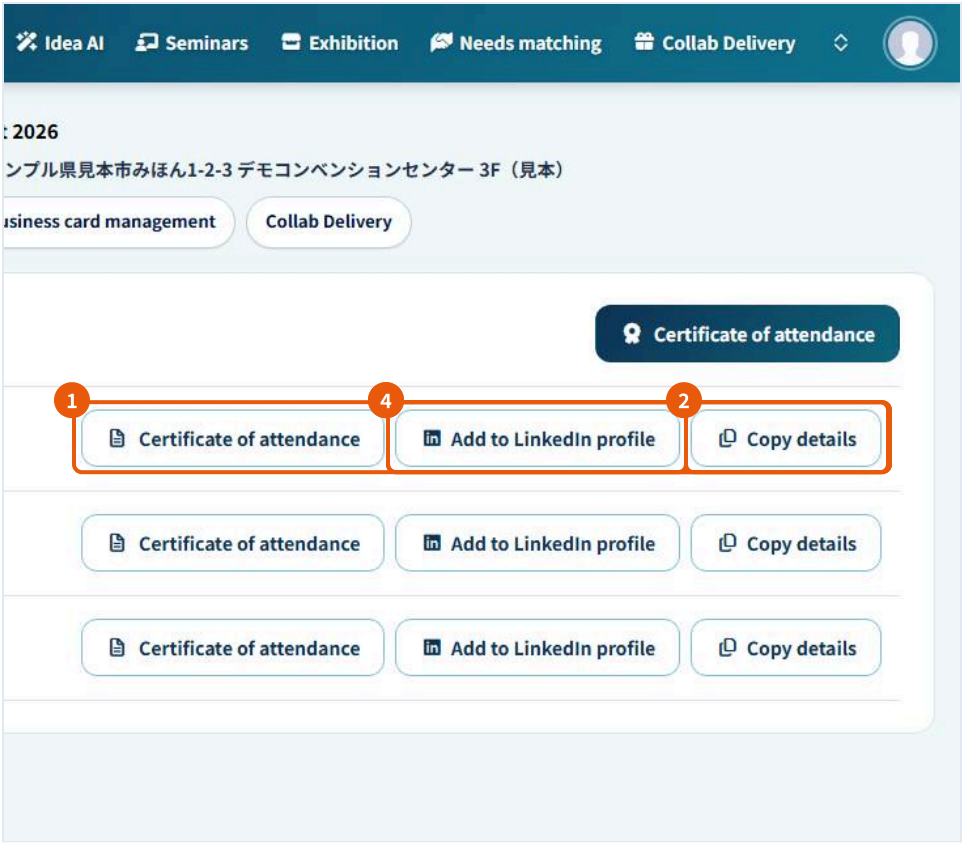


Receipt
Press to open the choice of name.



Ask to cancel
It is in "…". The request goes to a chat with the organizer.

Adding to LinkedIn



1 Certificate of attendance

Certificate row
Each ticket row shows the certificate and the LinkedIn buttons.

2 Copy details

Copy details
Copies the name, issuer, issue date and certificate URL together.

3 Add to LinkedIn profile

Add to LinkedIn profile
Opens LinkedIn's add-certification screen. Paste the details and save.

4 Add to LinkedIn profile

Where it appears
Shown for conferences where the organiser has set up LinkedIn.

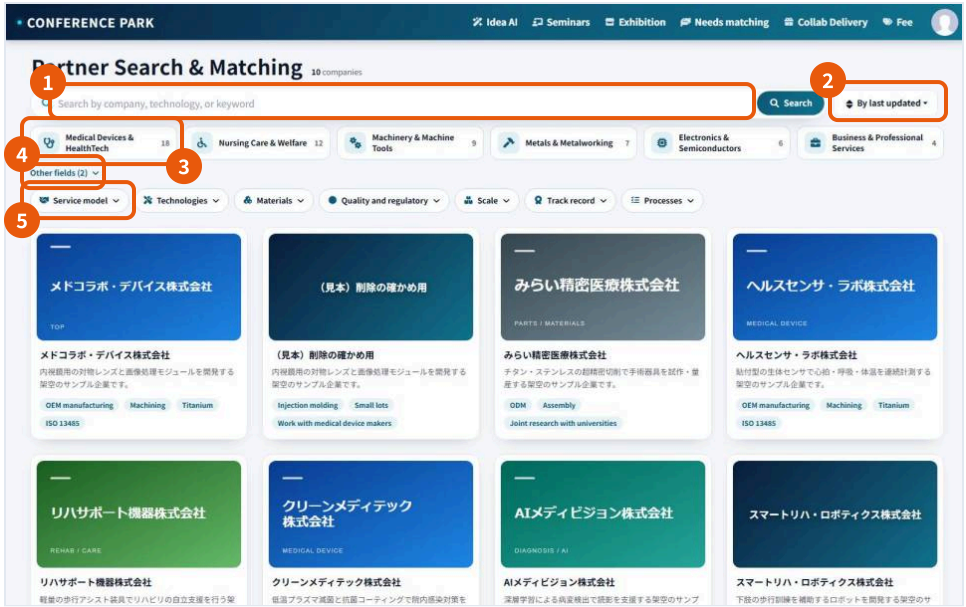
Finding exhibitors



1 Search exhibitors

Search exhibitors
Type words from an exhibitor's name or description to narrow the list at once (e.g. endoscope).

Finding companies in the exhibition hall



1 **Search by keyword**
Enter a company name or technology.

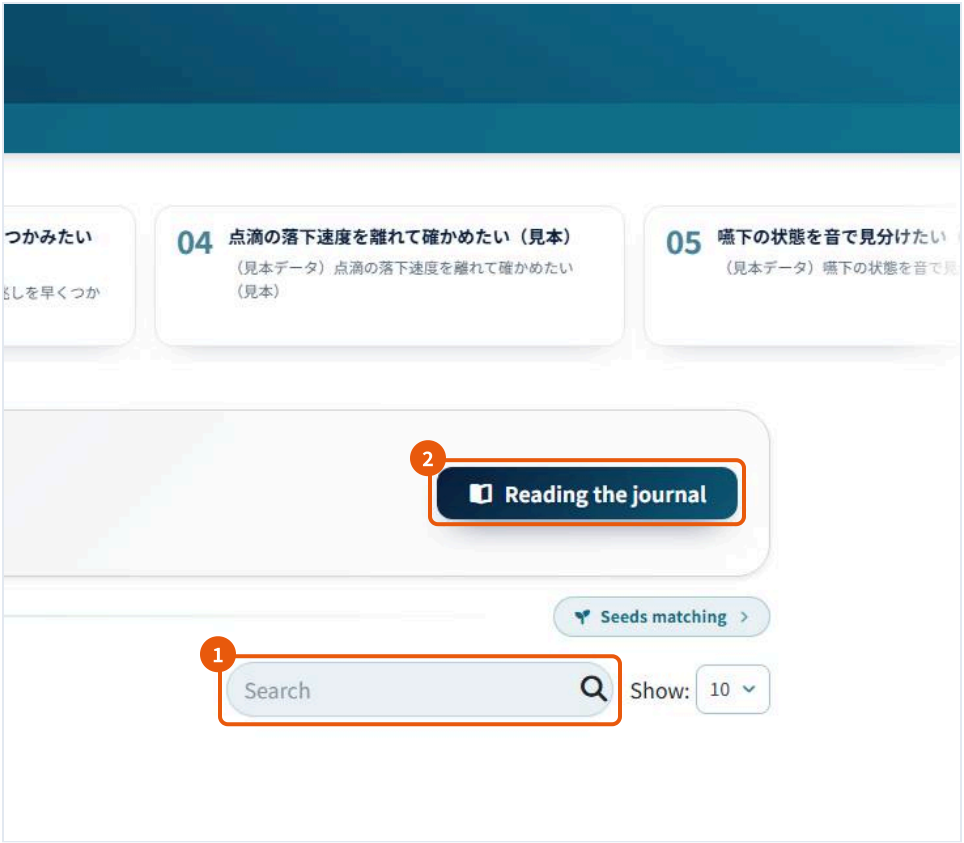
2 **Sort order**
Choose newest updates or company name.

3 **Narrow by field**
Press a field to show only those companies. The number is the company count. Press again to clear it.

4 **Other fields**
Fields with fewer companies are here.

5 **Search by capabilities**
Press a group such as service model, technologies, materials, or quality to open its items.

Finding needs & seeds



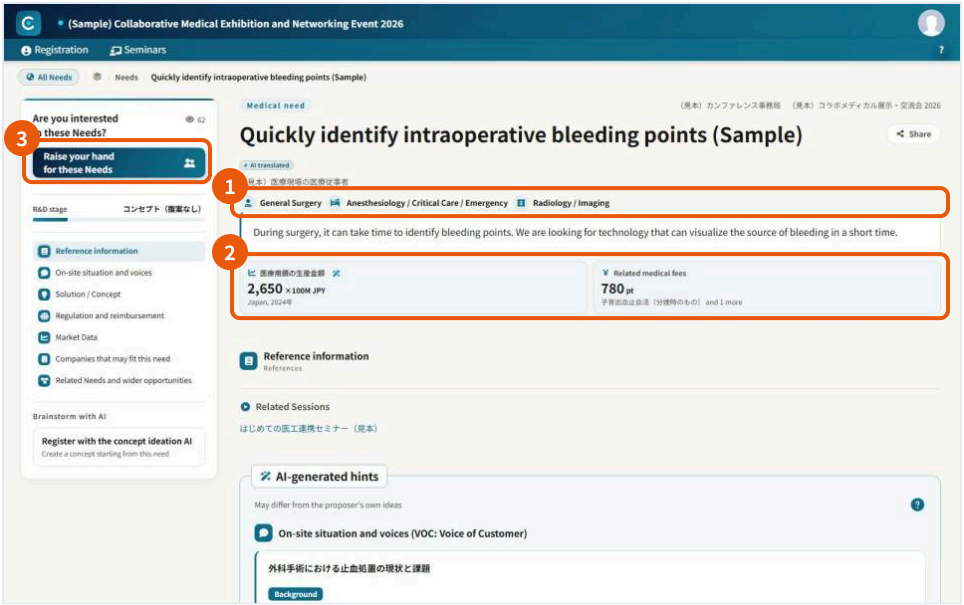
1 Search

Search by keyword
Filter by a keyword for a challenge or technology (e.g. monitoring).

2 Reading the journal

Register your own
Register your own needs or seeds safely as a private draft.

Reading a need



1 General Surgery Anesthesio

Specialties

The specialties this need relates to, up to three.

2 医療用鋼の生産金額 2,650 ×100M JPY Japan, 2024年

Solutions

Tap to open the details. Evaluated solutions show the six-viewpoint shape, the class, and the number of similar products.

3 Raise your hand for these Needs

See more companies

The remaining companies open in place.

Getting the need report (PDF)



1 **Report**

Next to the title. Press it to see "Open" and "Save".

Using the journal archive



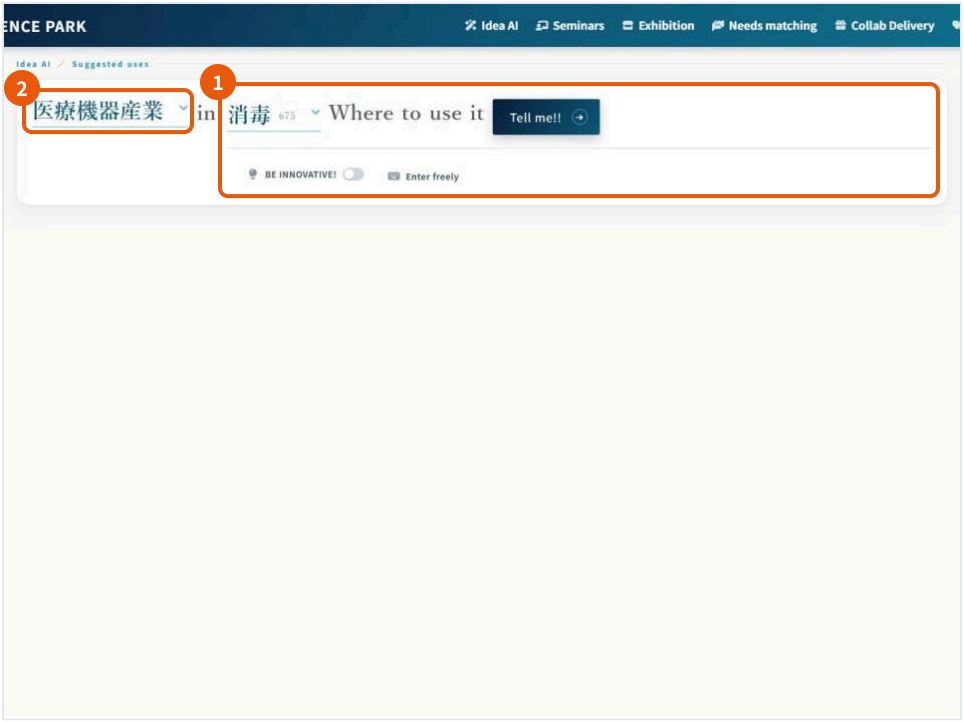
1 **Journal archive**

The journals and bulletins of this conference are listed by issue.

2 **Search all issues**

Search title, author, affiliation and full text at once (sample).

Using the Ideation AI



1



Enter keywords

Type your problem or keywords here (e.g. sterilization, machining).

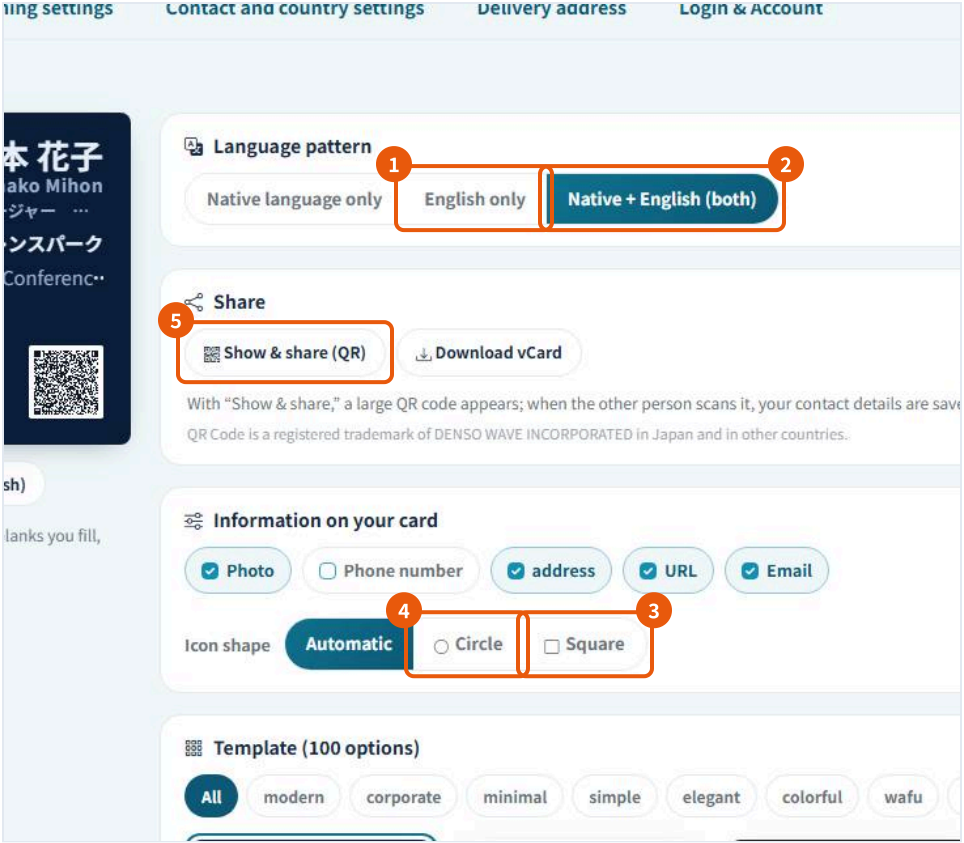
2



Filter by field

Choose a field such as medical devices to focus the suggestions.

Creating your digital business card



1 English only

Switch to English only
The preview switches to English. Fields with no English entered stay in your native language.

2 Native + English (both)

Native and English together
Both languages are carried. You can then switch between the front (native) and back (English).

3 Square

Make it square
The preview and every icon in the gallery below turn square.

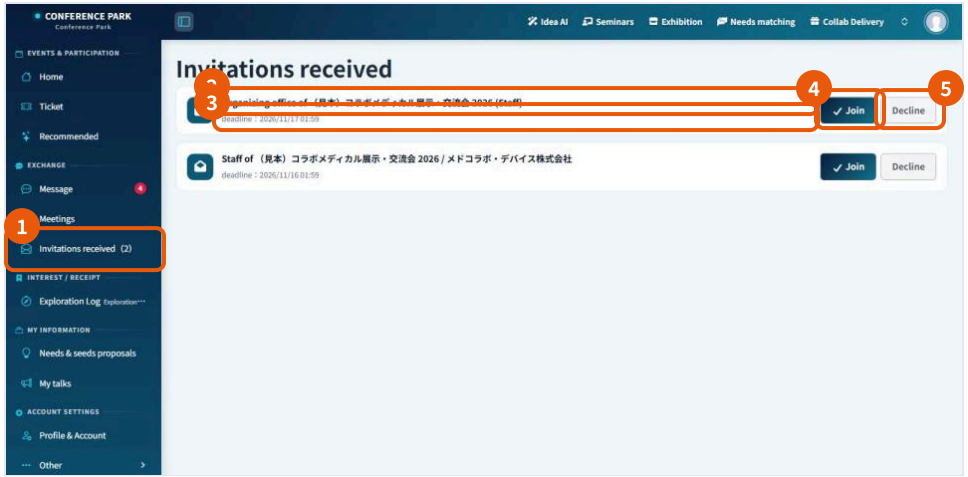
4 Circle

Make it round
The icon becomes a circle. Pick whichever you prefer.

5 Show & share (QR)

Opening the hand-over view

Reply to invitations you have received



1 **Invitations received (2)**

Invitations (count)

Shown in the left menu, with a count, only while invitations await your reply.

2 **Organizing office of （見本）コラボ**

Where you are invited

Shows where you would join, such as a secretariat or an exhibitor's staff, and the role.

3 deadline：2026/11/17 01:59

Deadline

After the deadline you cannot reply. Ask the inviter to resend it.

4 **✓ Join**

Join

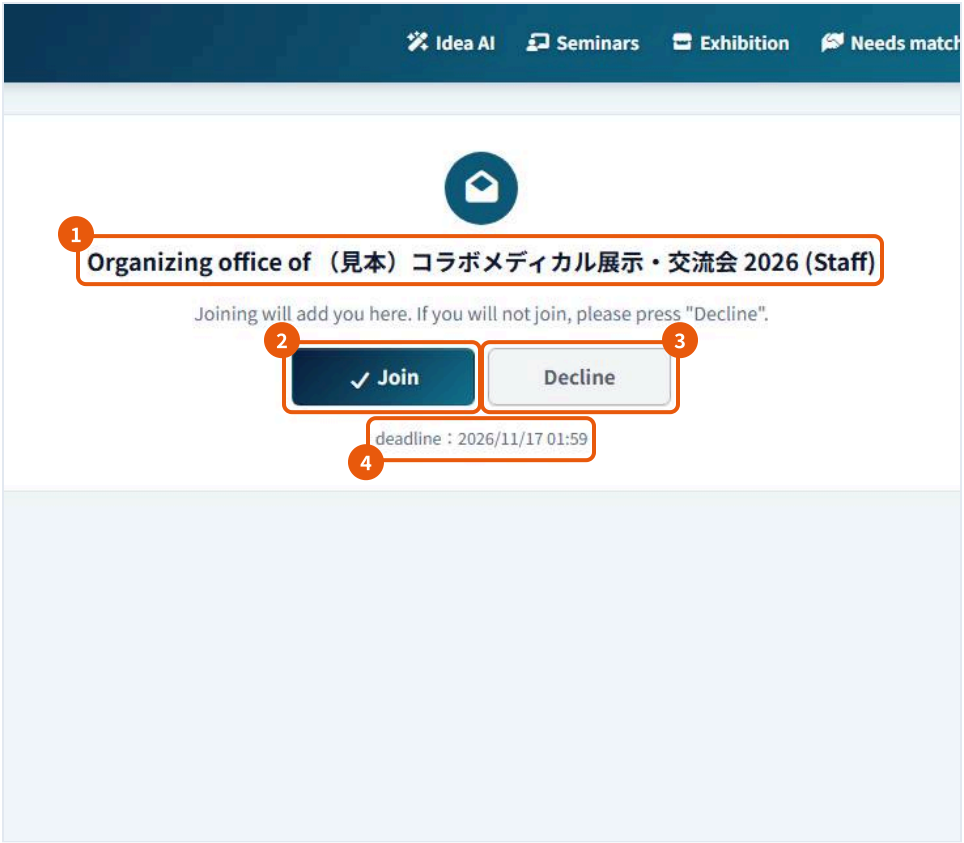
Press to join right away.

5 **Decline**

Decline

After a confirmation, the invitation is declined and you are not added.

The invitation screen opened from the button in the email



1 Organizing office of （見本）

Where you are invited
Shows where you would join and the role.

2 ✓ Join

Join
Press to join right away.

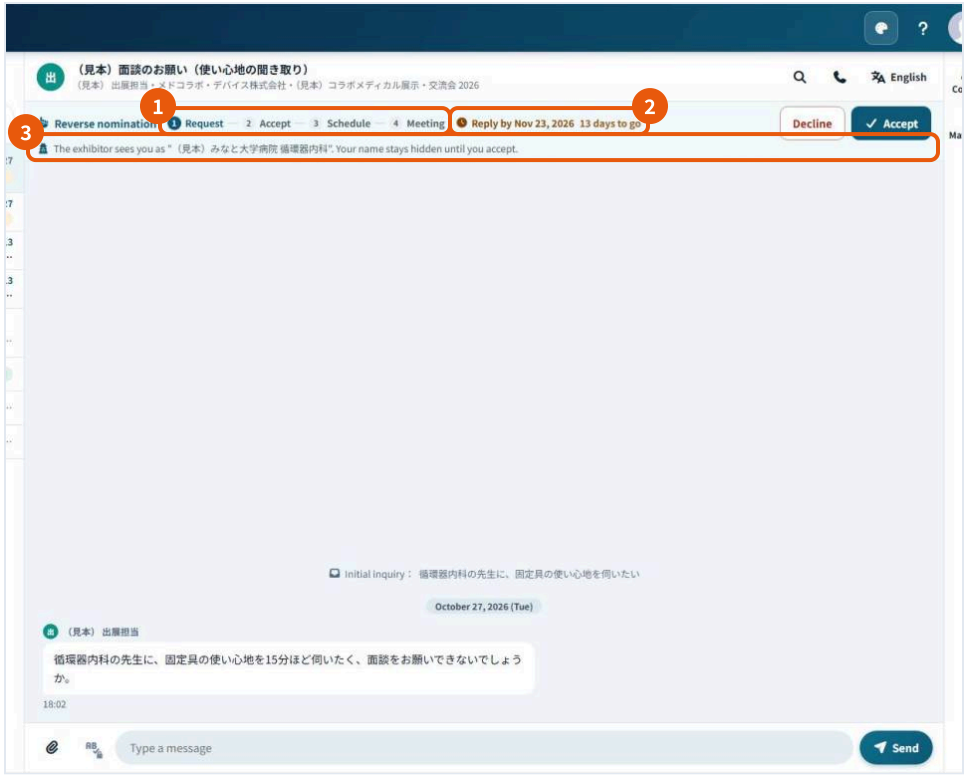
3 Decline

Decline
After a confirmation, the invitation is declined.

4 deadline：2026/11/17 01:59

Deadline
After this date and time you can no longer reply.

Accepting or declining a meeting request



1 Request 2 Accept 3 Sched

How far it has gone

Request › Accept › Date › Meeting.

2 Reply by Nov 23, 2026 13 days to go

Reply deadline

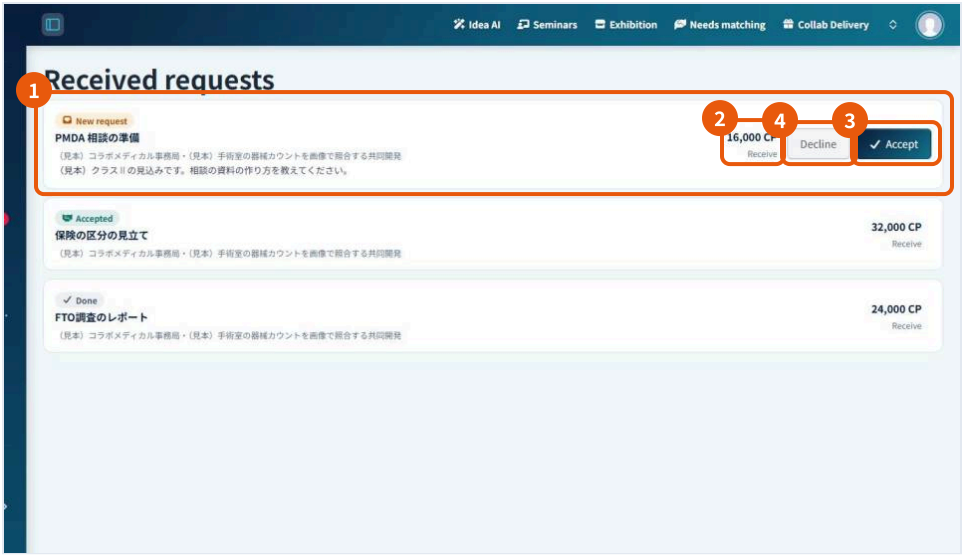
After the deadline you can no longer reply.

3 The exhibitor sees you as "（見本）みな

Your name stays hidden

The line under the band shows how the exhibitor sees you. Your name stays hidden until you accept.

Reply to requests you received (experts)



1



Request received

The menu, the requester, the project and the requester's message.

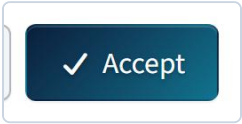
2



What you receive

The CP you receive when you accept.

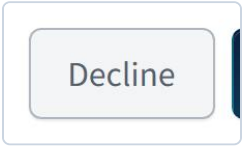
3



Accept

The requester's CP is used. If they do not have enough, you cannot accept and the reason is shown.

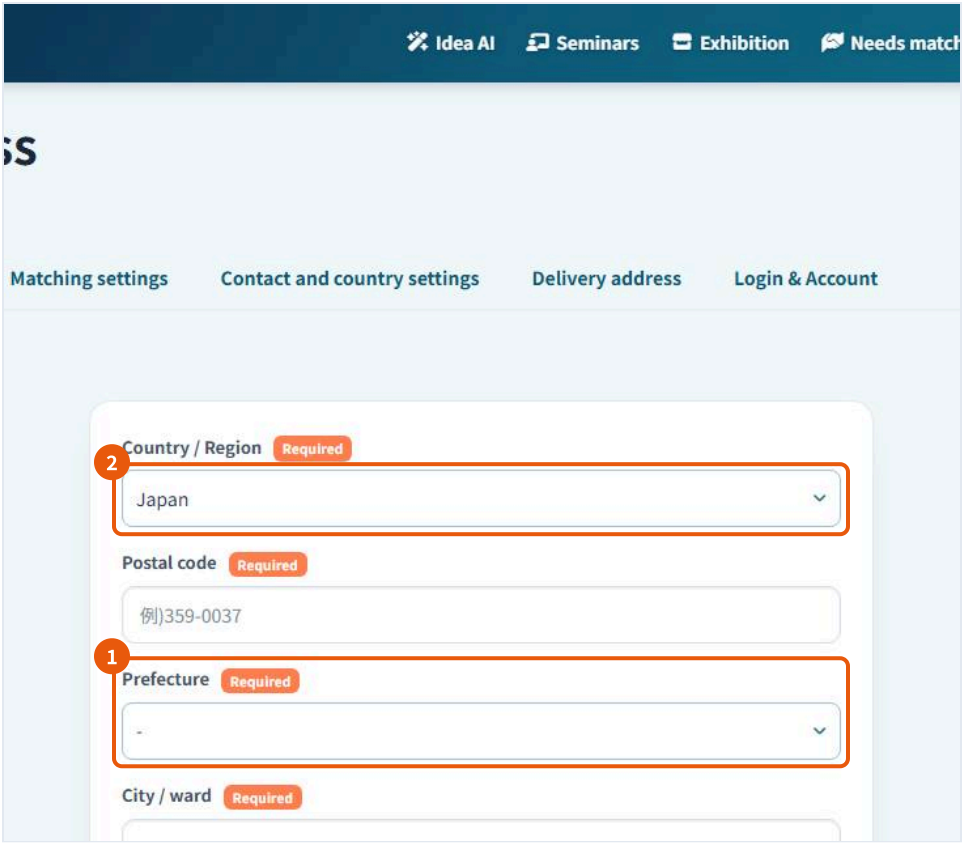
4



Decline

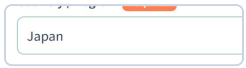
The requester is notified. No CP is used.

Registering a delivery address



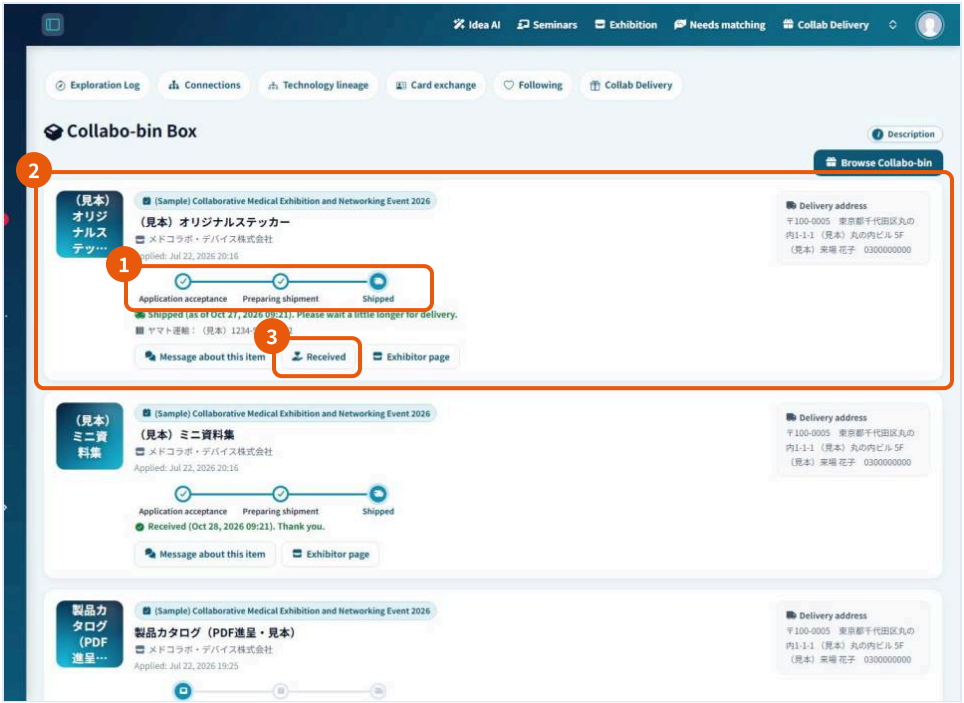
1 

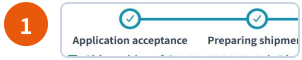
Japan = prefecture
For Japan, you get a prefecture selector and postal-code auto-fill.

2 

Open the list

Colabo delivery tracker





Delivery status
It advances in three stages: Received → Preparing → Shipped.

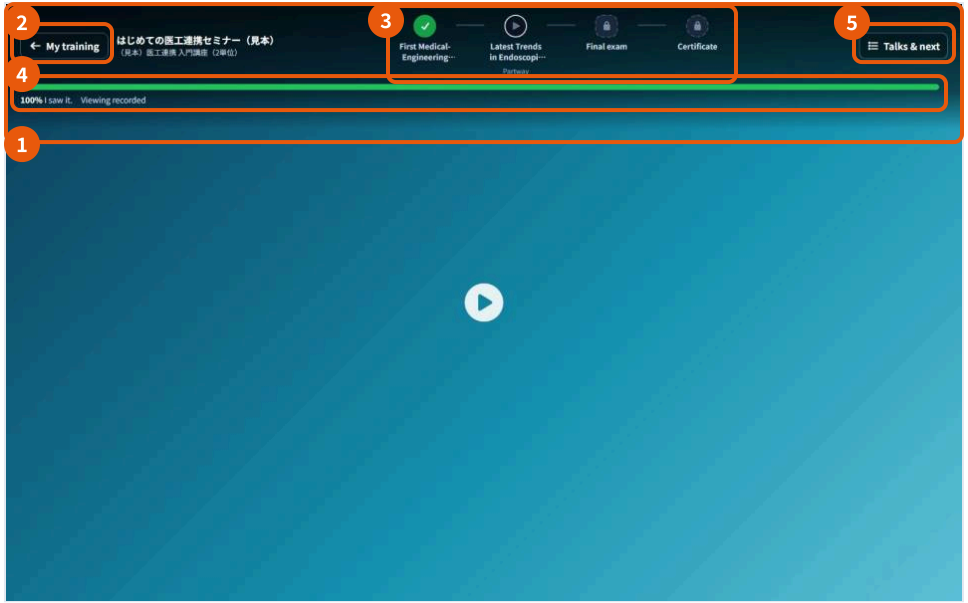


A shipped item
For shipped items, the date, carrier and tracking number are shown.

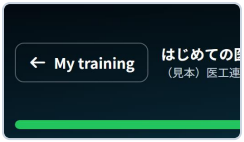


“Received”
Press it when it arrives. The exhibitor is notified of your receipt (not executed in this sample).

Training video screen



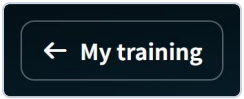
1



Top bar

Appears when you move the mouse to the top edge, pause or finish. It hides 2.5 seconds after playback continues.

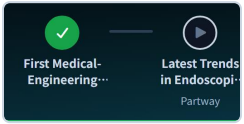
2



“My trainings”

Goes back to the list of trainings you are taking, with how far you have got.

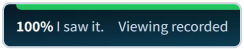
3



Training path

The order of sessions, quizzes, the final exam and the certificate. The current step is marked.

4



How much you have watched

Watching to the end is recorded automatically. You cannot skip ahead.

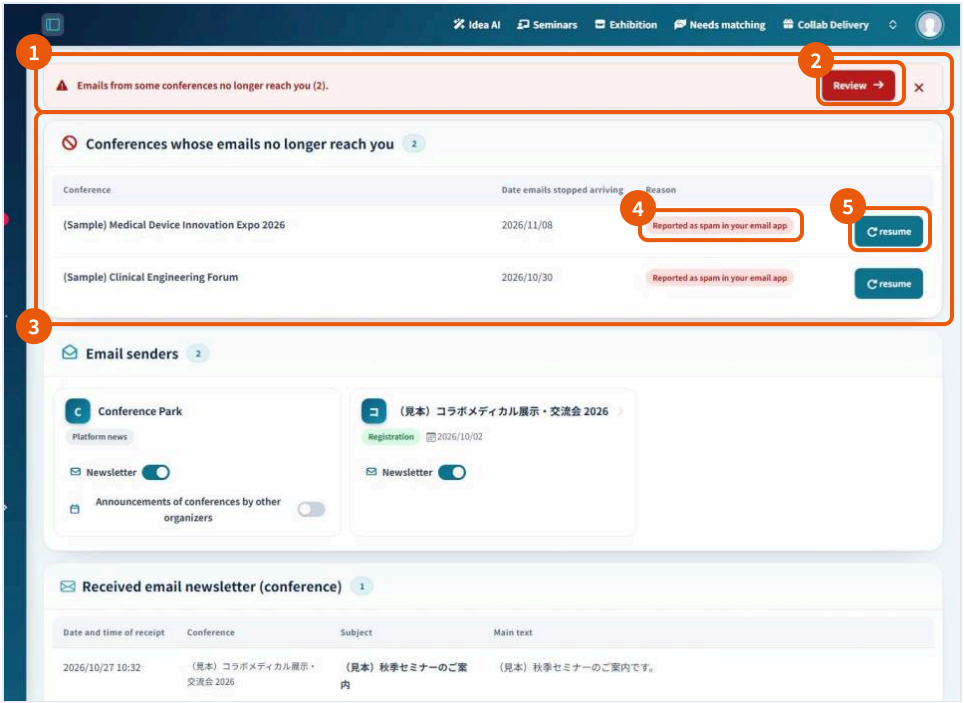
5



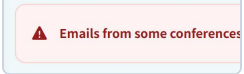
“Talks & next”

Lists the talks in this session, the next step of this training and other trainings.

Resuming stopped emails



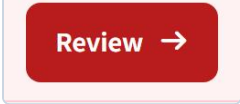
1



The banner

When some emails are stopped, this banner appears once a day when you open My Page. Close it with ×.

2



“Check”

Press it to go to the list on the Newsletter page.

3



Stopped conferences

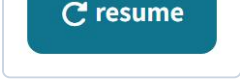
Each stopped conference is listed on its own row, with the date and the reason.

4

Reason

The emails stopped because they were reported as spam in your email app.

5



“Resume”

Only the conference you press it for starts sending emails again. Others stay stopped (nothing changes in this sample).

View updates and maintenance schedules



1 **Updates**
Open it from “Updates” in the site footer.

2 **Filter by role**
Choose all, participants, exhibitors or operators.

3 **Upcoming maintenance**
Date, time, what is unavailable and how long.

4 **Time left**
Days until it starts. It shows “Ongoing” once started.

5 **Latest update**
Title, publication date, and the number of new features and fixes.

If you need help

- You can contact Conference Park from "Contact" at the very bottom of the screen.
- The latest version of this guide is at https://cpk.jp/howto