User guide

Registering Seminars and Designing Documents

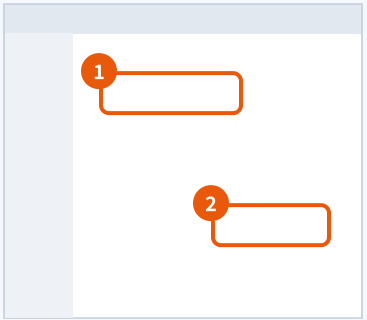
From registering seminars in a table and creating the next session of a series to approving exhibitor seminars and choosing the look of documents and tickets, this guide follows real screenshots step by step.

The screenshots were taken with sample data.

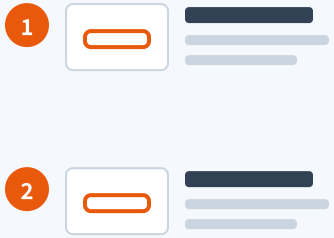
How to read this guide

- Open each screen after choosing the conference in the organizer dashboard.
- 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.
- 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.

Who can use it

- Conference organizers can use these features.

What this guide covers

1 Registering Seminars and Exhibitor Seminars

Registering seminars in a table (paste, type or upload a file)
Create a new series
Create the next session of a series
Add to a series later
Ask registrants to agree to the confidentiality agreement
Visibility of chairs and speakers
How on-demand videos appear
Exhibitor seminars
Talk sponsorship

2 Abstract Book

Place abstracts into time slots
Abstract book

3 Composing a Bulk Email

Composing a bulk email (edit in the same view recipients will see)

4 The Look of Documents and Tickets

Document design
Seal placement
Layout
Ticket design

5 When the Same Company Already Exists

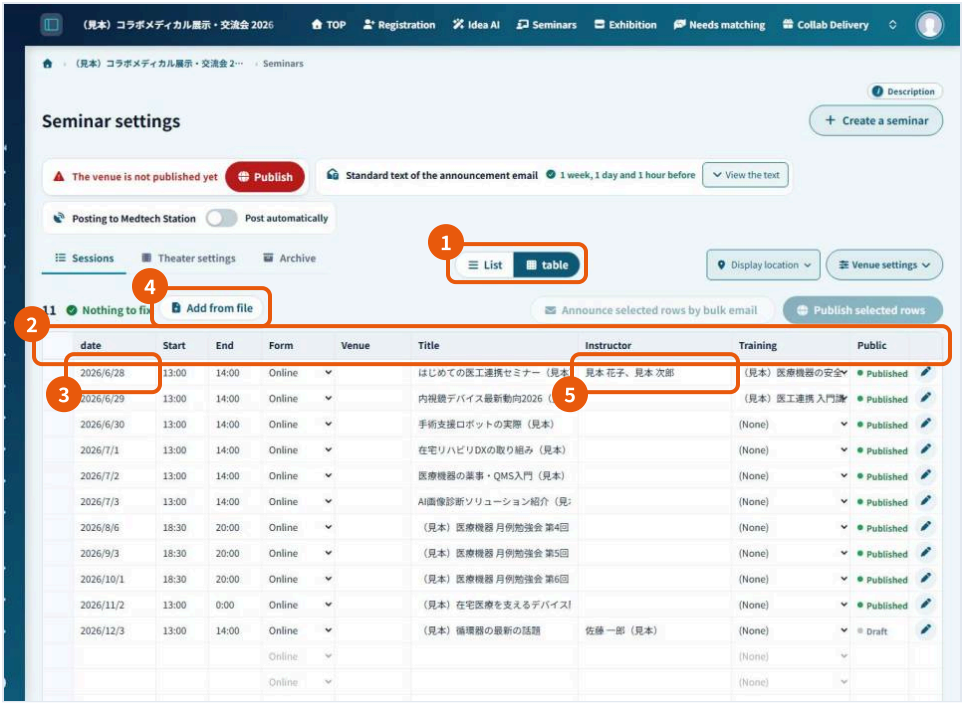
When an organization for the same company is found

1

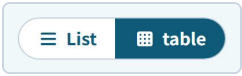
Registering Seminars and Exhibitor Seminars

9 screens

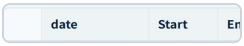
Registering seminars in a table (paste, type or upload a file)



1 **Switch to the table**
One row is one seminar. "List" takes you back.



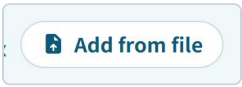
2 **Columns**
Date, start, end, format, venue, title, speakers and training. Spreadsheet headings are matched by name.



3 **Paste or type**
Copy from Excel and paste it here. Typed cells are saved when you leave the row.



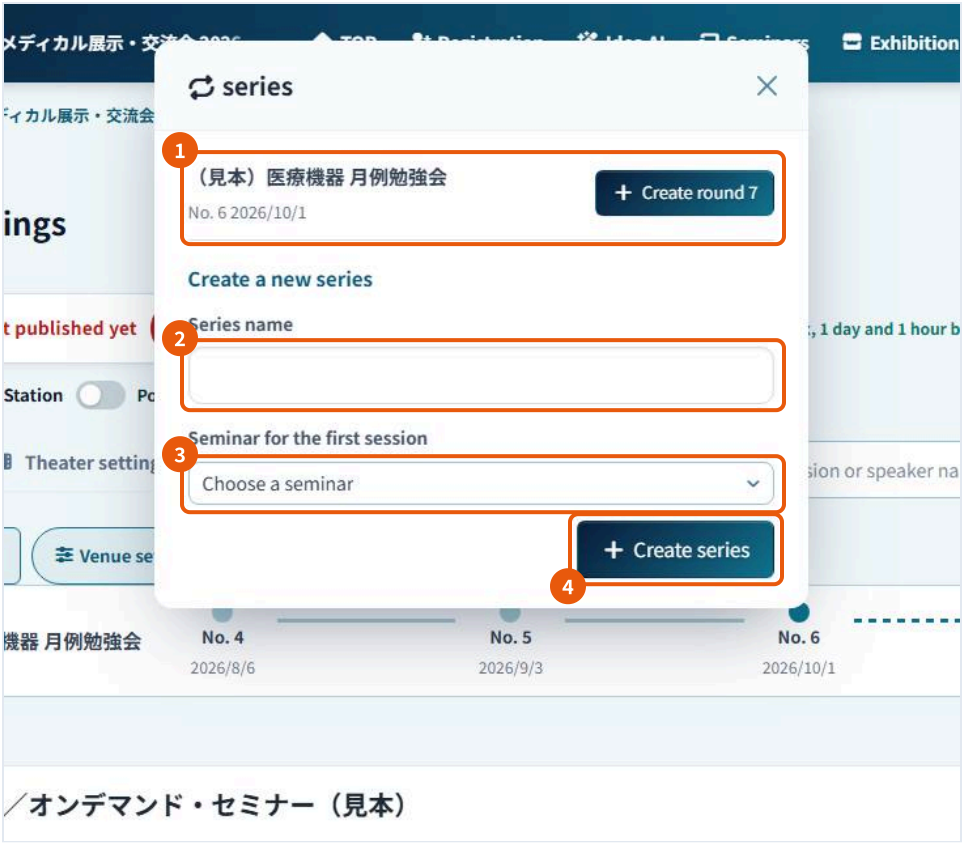
4 **Add from a file**
Choose an Excel or CSV file, or drop it on the table.



5 **Speakers**
Type two characters to see previously registered speakers. Separate several names with "、".



Create a new series



1 

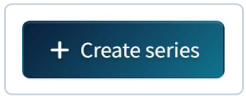
Current series
The series name and its latest session. "Create session #N" creates the next one.

2 

Series name
The name shown in the series band and this window.

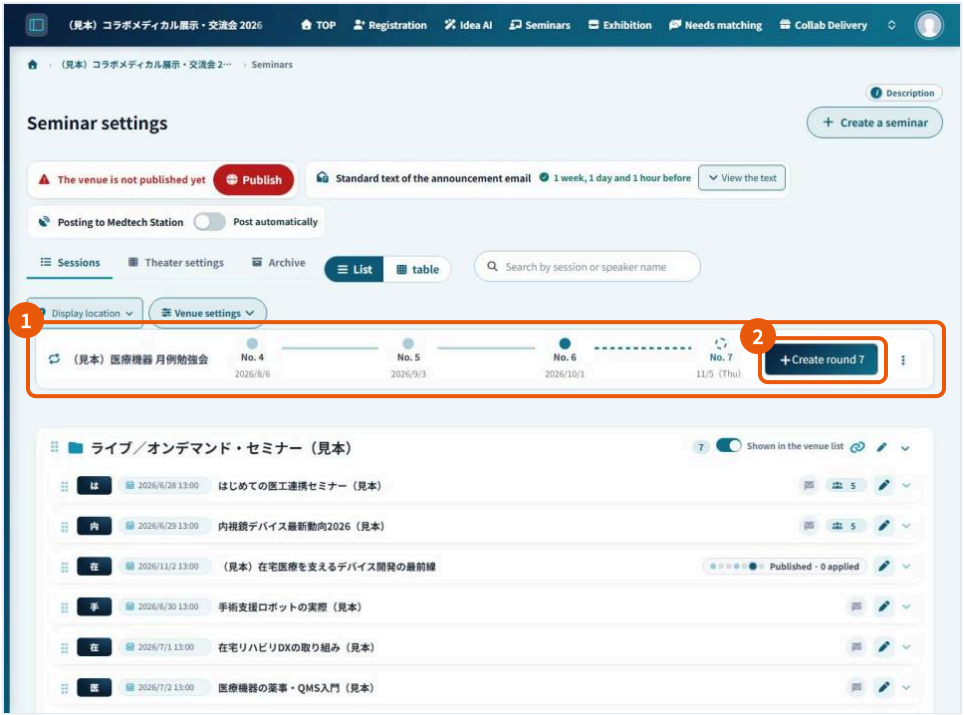
3 

Seminar for the first session
Choose from seminars not yet in a series. If the title has "No. N", that number is used.

4 

Create series
Makes the chosen seminar the first session (or the number in its title) of a new series.

Create the next session of a series



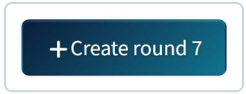
1



Series band

Past sessions are connected by a line; the dotted one is the next. The date follows the pattern so far.

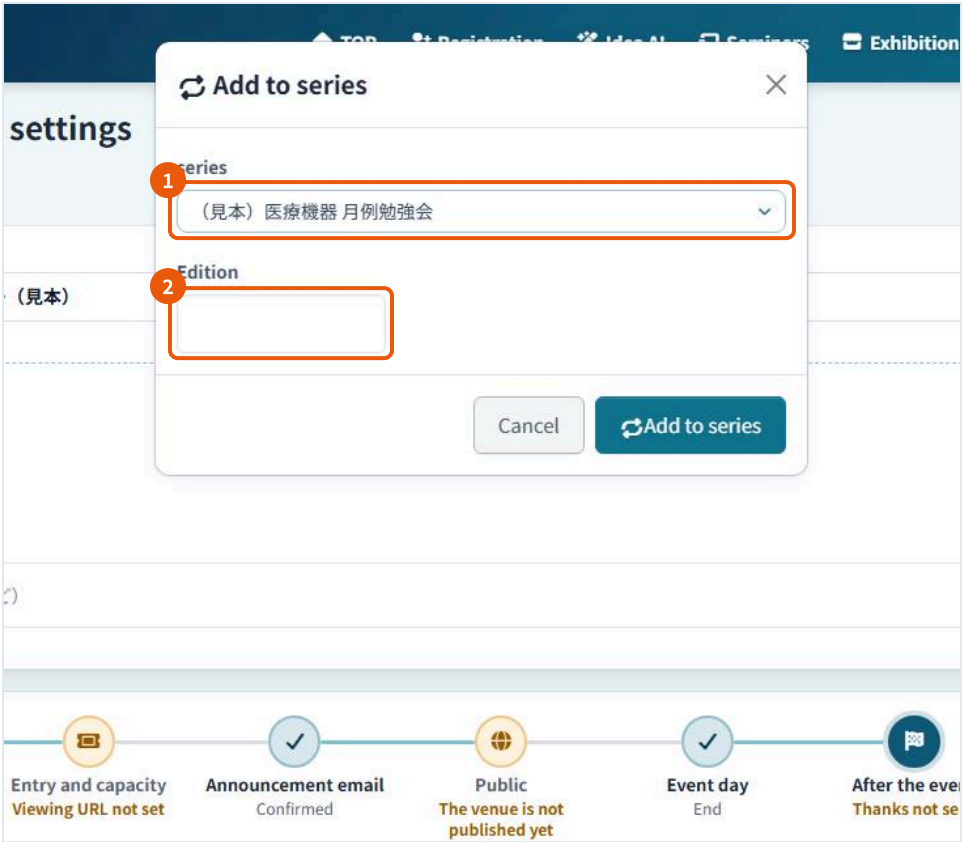
2



Create session #N

Opens a window that compares the previous and next session.

Add to a series later



1 （見本）医療機器 月例勉強会

Which series

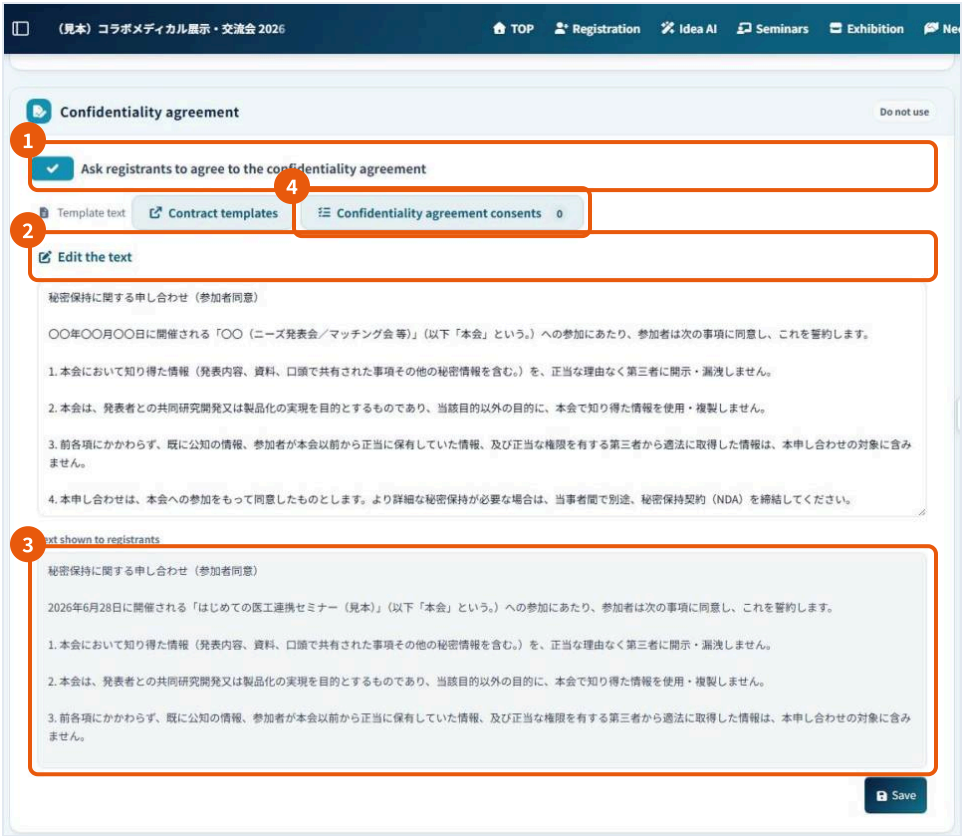
Choose an existing series, or start a new series from this seminar.

2 Edition

Session number

If left empty, the number in the title or the next number of the series is used.

Ask registrants to agree to the confidentiality agreement

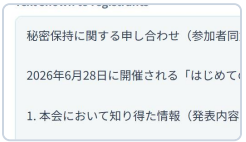


1 

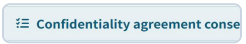
Switch
Turning it on is saved right away, and agreement becomes required to view videos and materials. It is off at first.

2 

Text
Open this to change the text for this seminar only. The date and title placeholders are filled in automatically.

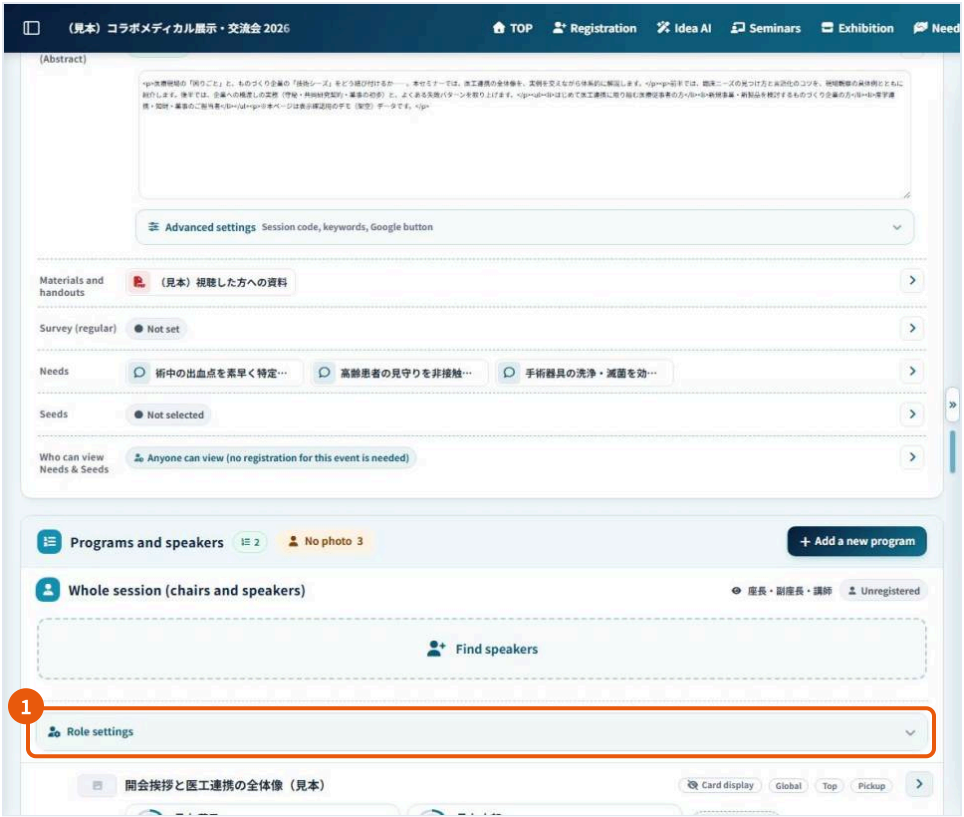
3 

Text shown to registrants
The text shown on the registration screen and in the agreement window before opening videos or materials.

4 

Confidentiality agreement consents
Shows who agreed, when, and which version. You can also download it as CSV.

Visibility of chairs and speakers



1 Role settings

Role settings

Open it to see the visibility settings for each role.

How on-demand videos appear



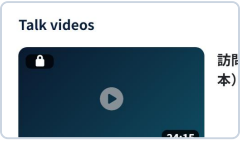
1



Full seminar recording

The video registered for the seminar. The number at the bottom right is the length.

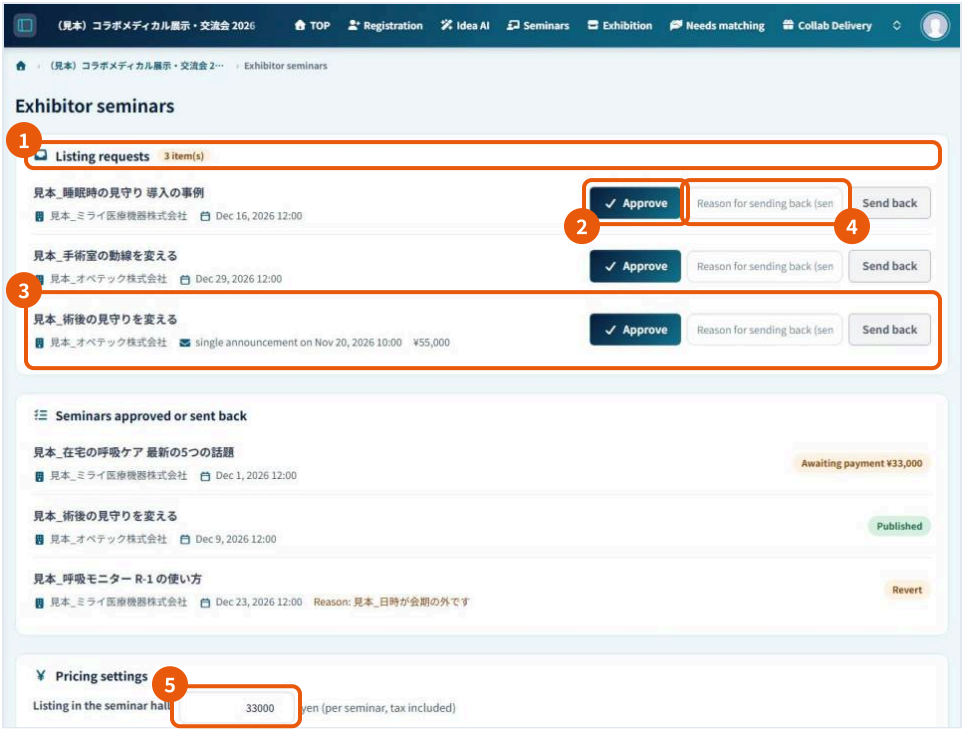
2



Talk videos

Videos registered for each talk. Speaker names are shown too.

Exhibitor seminars



1 Listing requests 3 item(s)

Listing applications

Applications from exhibitors, oldest first.

2 ✓ Approve

Approve

Lists it in the seminar hall. With a hosting fee, it is listed after the exhibitor pays.

3 見本_術後の見守りを変える 見本_オペテック株式会社 sing

Newsletter announcement request

Once approved, it is sent automatically at the set time. Requests not approved 24 hours before sending are withdrawn.

4 Reason for sending back (sen

Reason for sending back

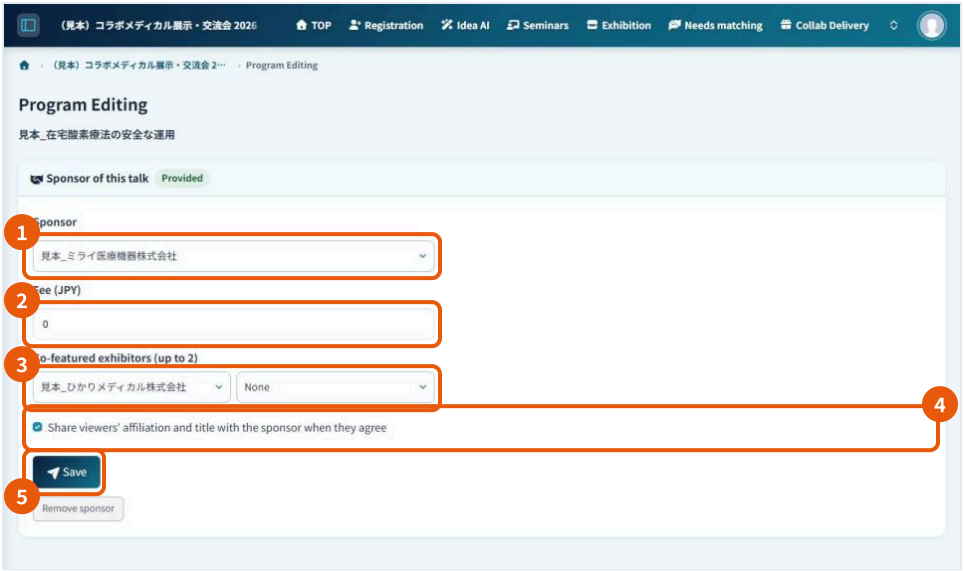
The reason reaches the exhibitor's chat.

5 Listing in the seminar hall

Hosting fee

The fee for listing (per seminar, tax included). With 0 yen, seminars are listed right after approval.

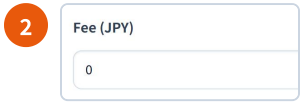
Talk sponsorship





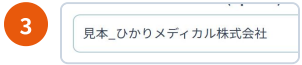
A confirmed talk

A talk with a sponsor shows one row: “Sponsor company: Company A · Confirmed”.



Find a sponsor

This talk has no sponsor yet. Press it to open the request window.



Sponsor company

Choose one exhibitor of this conference.



Sponsorship amount

The amount you receive appears right away. Paid sponsorship starts at 1,000 yen; 0 yen is a free sponsorship.



What viewers see

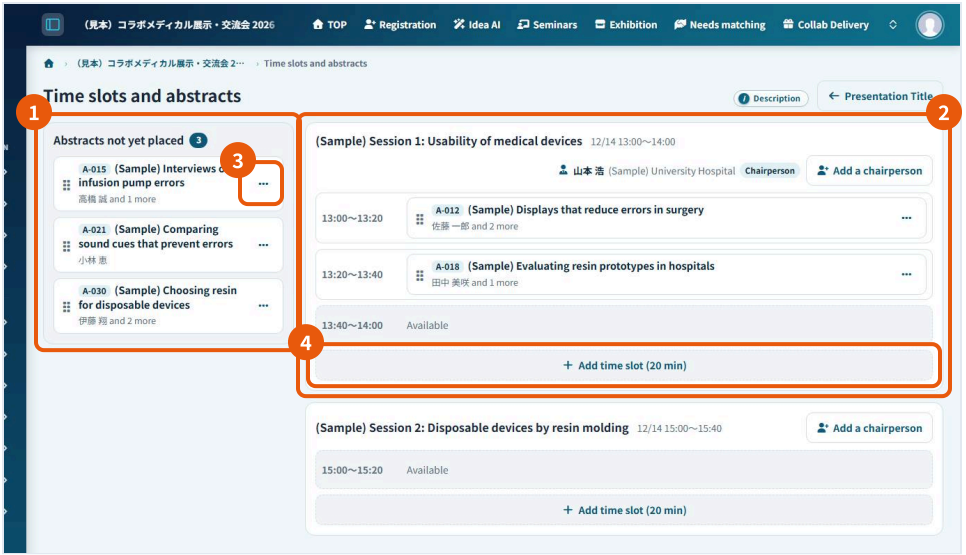
Once confirmed, this line appears in the talk section.

2

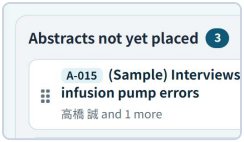
Abstract Book

2 screens

Place abstracts into time slots



1



Abstracts not yet placed

Accepted abstracts that are not yet in a time slot.

2



Sessions and time slots

Each session lists its time slots in order. Chairs appear in the session heading.

3



Place by click or keys

Choose a slot from "Place in" under "…", or select the abstract and use Enter and the arrow keys.

4



Add a time slot (20 min)

Adds a 20-minute slot after the last one. Dropping an abstract here creates a slot and places it.

Abstract book



1



No abstract yet

The number of items without an abstract. Select it to jump to the first one.

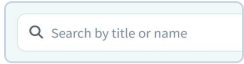
2



Publish the abstract book

When on, anyone can open the public page and PDF. People who cannot read an abstract see only its title and authors.

3



Search by title or name

Filter by title, abstract code or the name of an author or speaker.

4



PDF

Opens the abstract book as a PDF. It is rebuilt only when the contents change.

5



In session order

Items follow the session times and the program order. Programs with an abstract show its authors, affiliations and text.

3

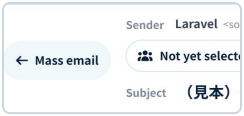
Composing a Bulk Email

1 screens

Composing a bulk email (edit in the same view recipients will see)



1



Sender, recipients and subject

The top bar shows the sender, the number of recipients and the subject. You can edit the subject here.

2



Insert

Type “/” at the start of a line or press here to place a button, seminar announcement, exhibitor introduction or survey.

3



Choose recipients

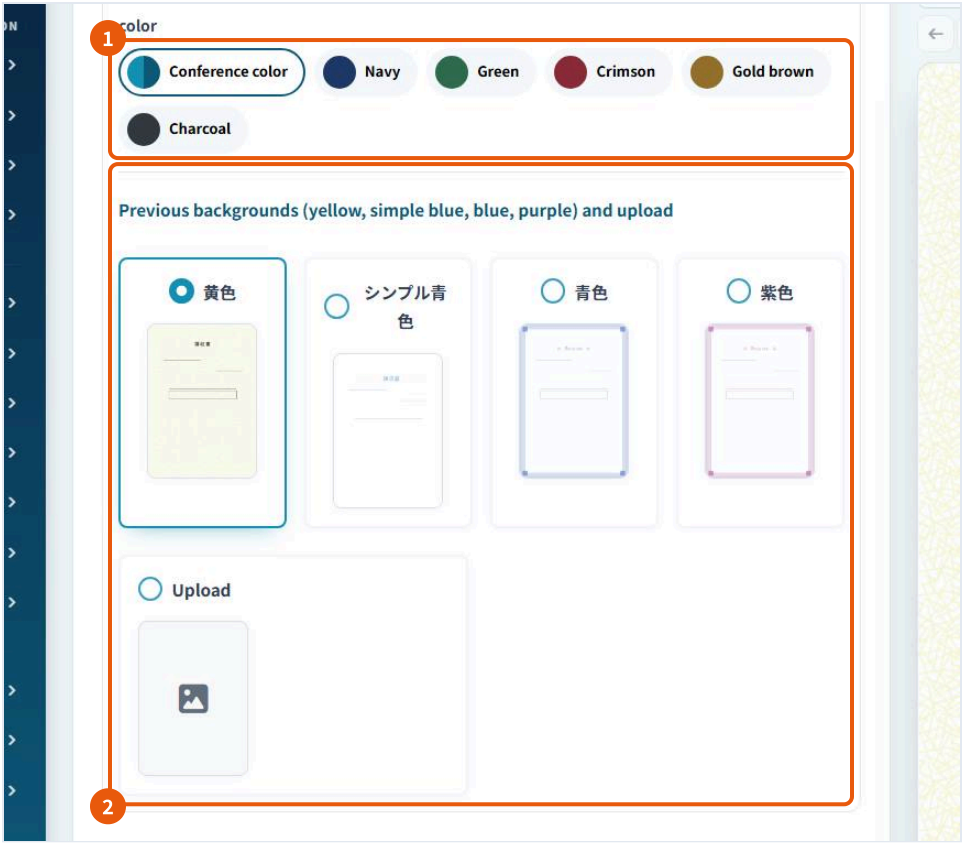
Opens a panel from the right to choose and save recipients. The count in the bar updates right away.

4

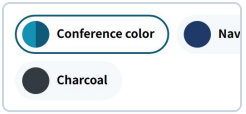
The Look of Documents and Tickets

4 screens

Document design



1



Colour

Six colours; the first is the conference colour.

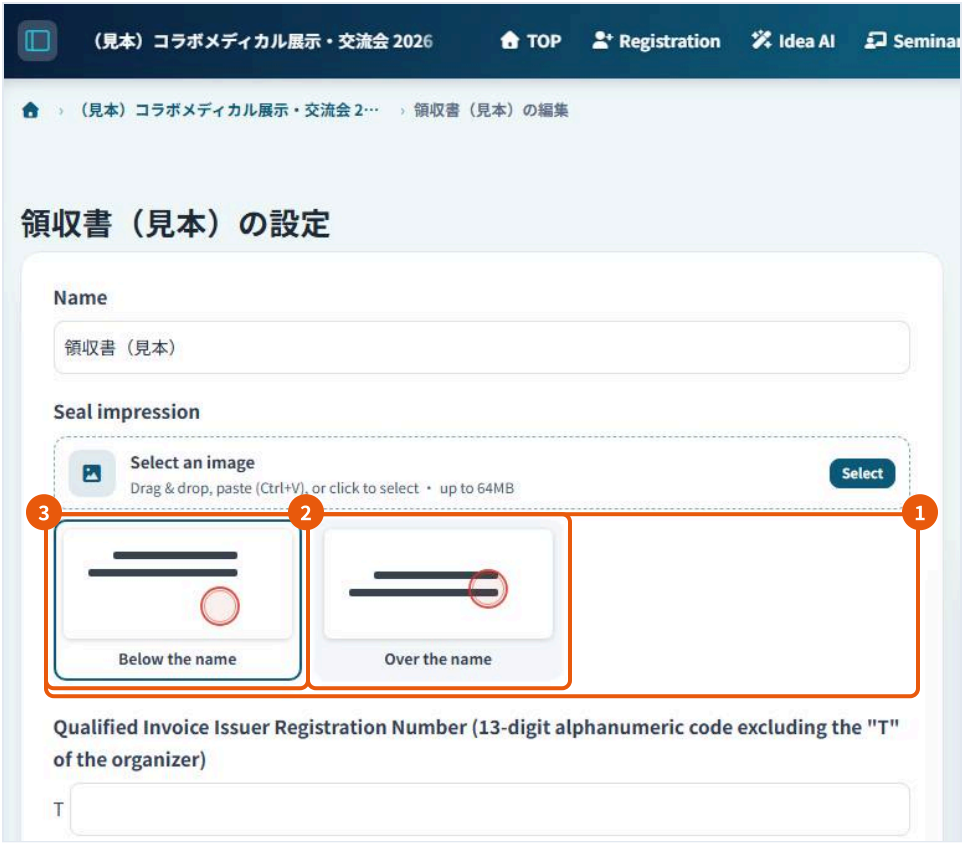
2



Earlier backgrounds and your own image

The earlier four backgrounds and your own image are here.

Seal placement



1



Seal placement
Pick one of the two pictures.

2



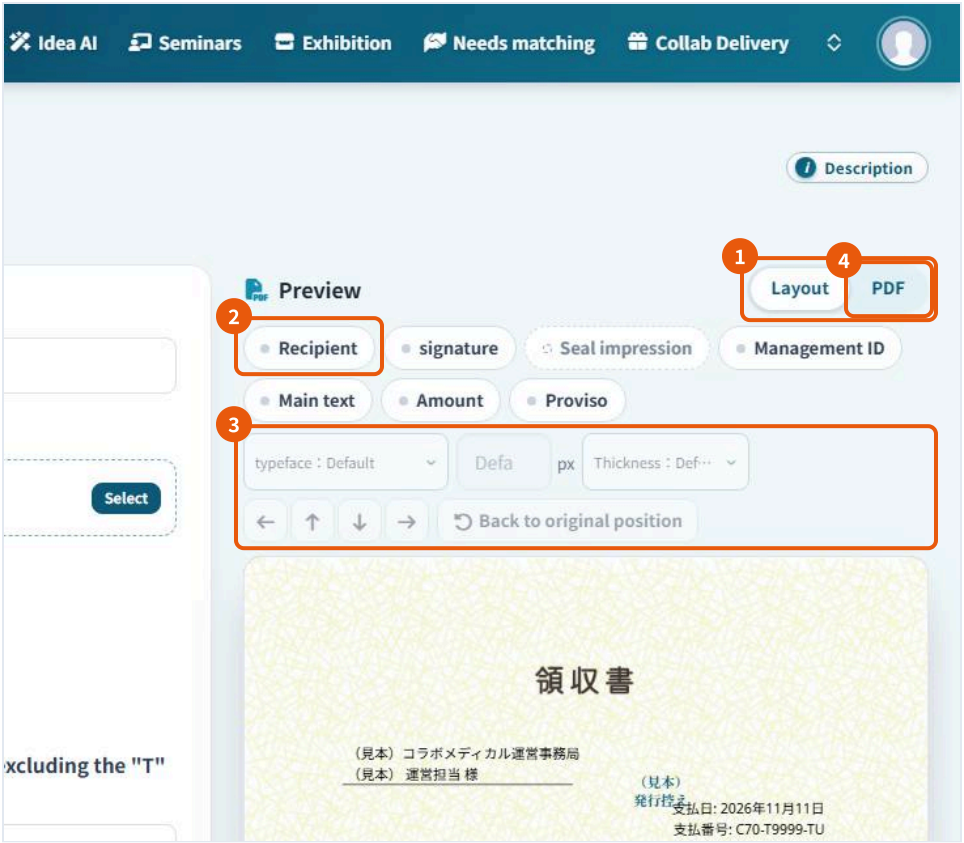
Over the name
It sits over the end of the issuer's name and the text shows through.

3

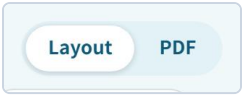


Below the name
Below the signature (the default).

Layout



1



Layout and PDF

Line things up in Layout; see what is received in PDF.

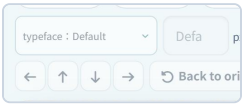
2



Select an item

Press a name button to change that item's typeface, size and weight.

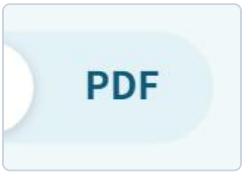
3



Typeface, size, weight, arrows

Gothic is the default typeface. The arrows move it 1px at a time.

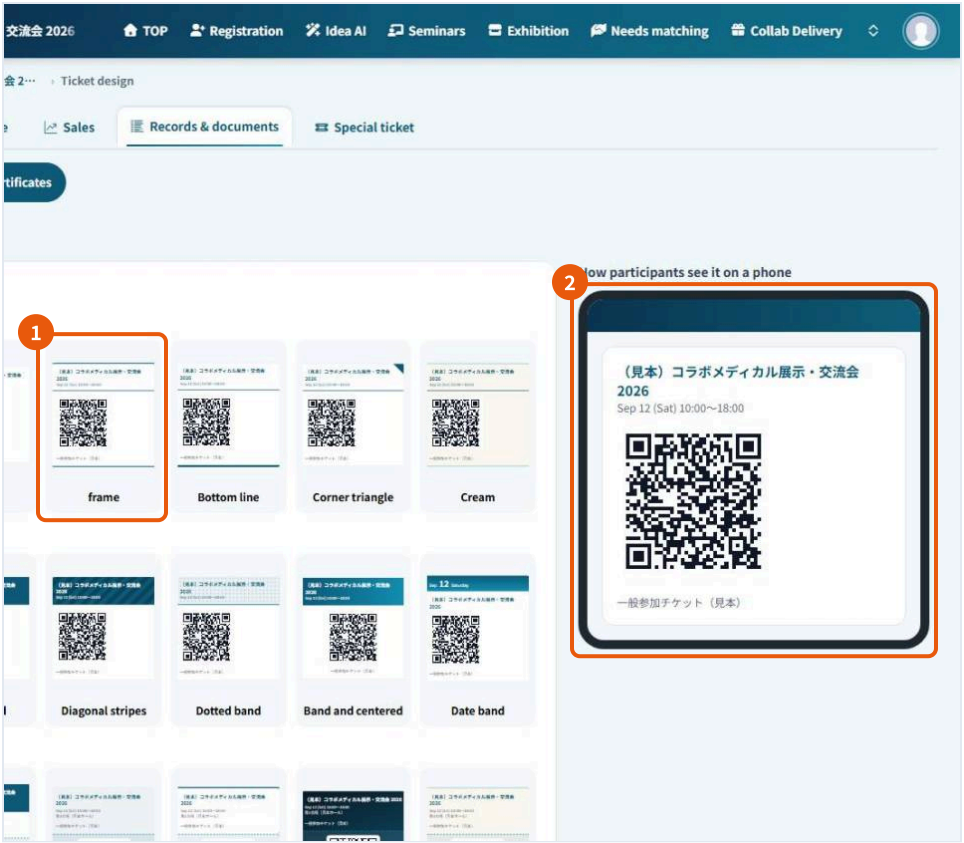
4



Check the PDF

The PDF participants receive, matching what you lined up.

Ticket design



1



Pick a shape
The phone preview changes.

2



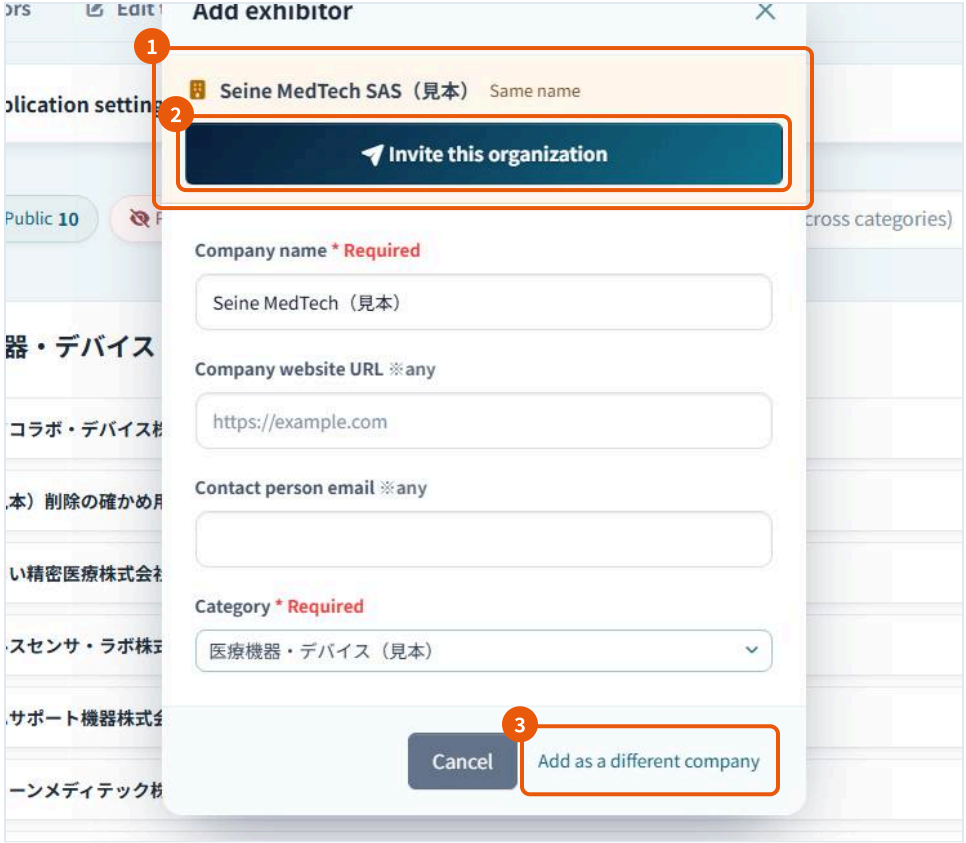
Phone preview
How it looks in participants' My Page.

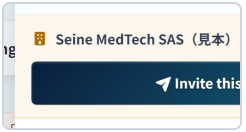
5

When the Same Company Already Exists

1 screens

When an organization for the same company is found





Matching organization
Shows the organization that seems to be the same company and why (name, domain or corporate number).



Invite this organization
Usually press this. Once the organization accepts, it becomes an exhibitor.



Add as a different company
Press only if it is a different company with the same name.

If you need help

- Use "i Description" at the top right of a screen to see how that screen works.
- Use "Contact" at the bottom of the screen to reach our staff.
- The latest version of this guide is at https://cpk.jp/manual/pdf