User guide

Dashboard manual for organizers

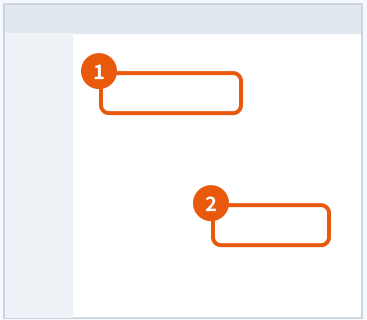
Walks through the items and actions in the organizer's admin screens, using screenshots of the real screens.

The screenshots were taken with sample data.

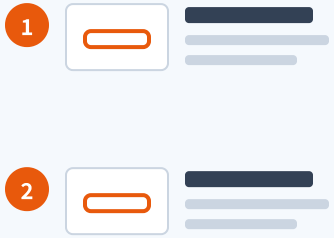
How to read this guide

- 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.

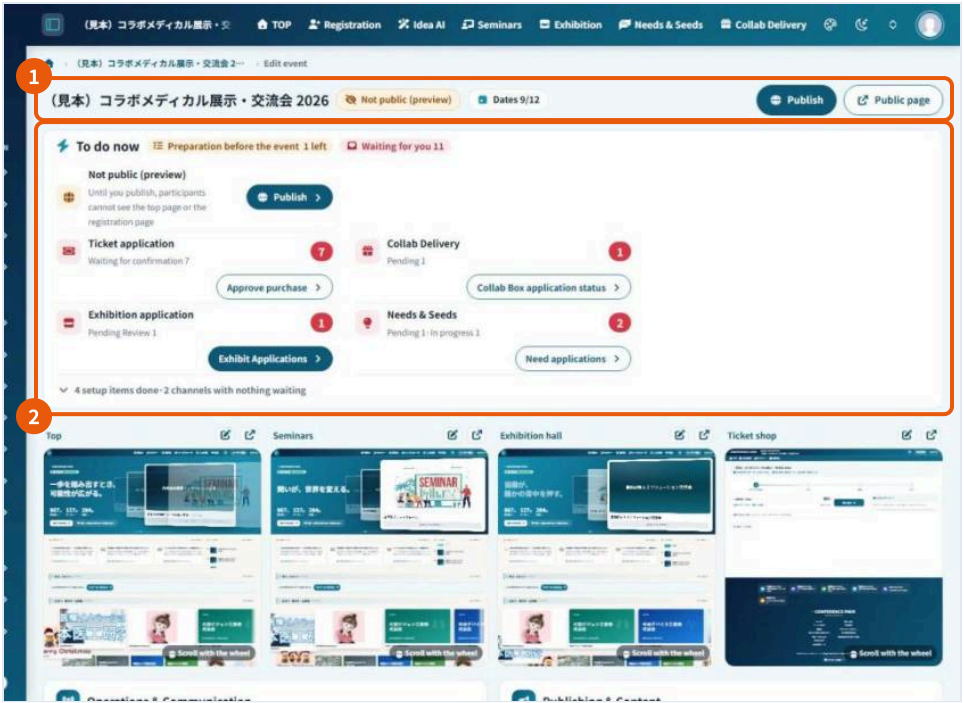


The row with the same number shows a close-up of that place and what it does.

What this guide covers

1 Event Settings 3
2 Editing the Top Page (blocks & design) 8
3 Building an event page (overall structure, then parts) 13
4 Editing the Seminar Venue Site 15
5 Editing the Exhibition Hall Site 17
6 Press Releases & Magazine PDF Export 18
7 Sessions (talks) 19
8 Multilingual Display (Adjusting the Foreign-language Version) 29
9 Tickets & Attendees 32
10 Registration Form (Input Fields) 38
11 Receipts & Certificates 39
12 Needs & Collab Box 43
13 Participants, Projects & Meetings 55
14 From Needs to Commercialization (Projects) 63
15 Reverse Nomination Summary (Monitoring) 72
16 Secretariat Report (See Everything on One Page) 74
17 Email, Permissions & Other 76
18 Account Switching (Using Multiple Accounts) 87
19 Membership (Dues, Invoices, Roster) 88
20 Journal (Publishing the Society Journal / Bulletin) 89
21 Sponsorship (Managing Goals & Acquisition Status) 96
22 Abstract Submission & Review (Running Abstracts) 98
23 Subscription Exhibit & Seminar Sales Plans 103
24 Auto Cover for Session Cards 107
25 Theater Presentations (Image Sets) 109
26 3D Online Exhibition (Showing the Venue in 3D) 110

All-menu hub (cards by stage of running the conference)



1

（見本）コラボメディカル展

Whether it is public, and when

Next to the name: whether the conference is public, and the days until it starts.

2

To do now Preparation b

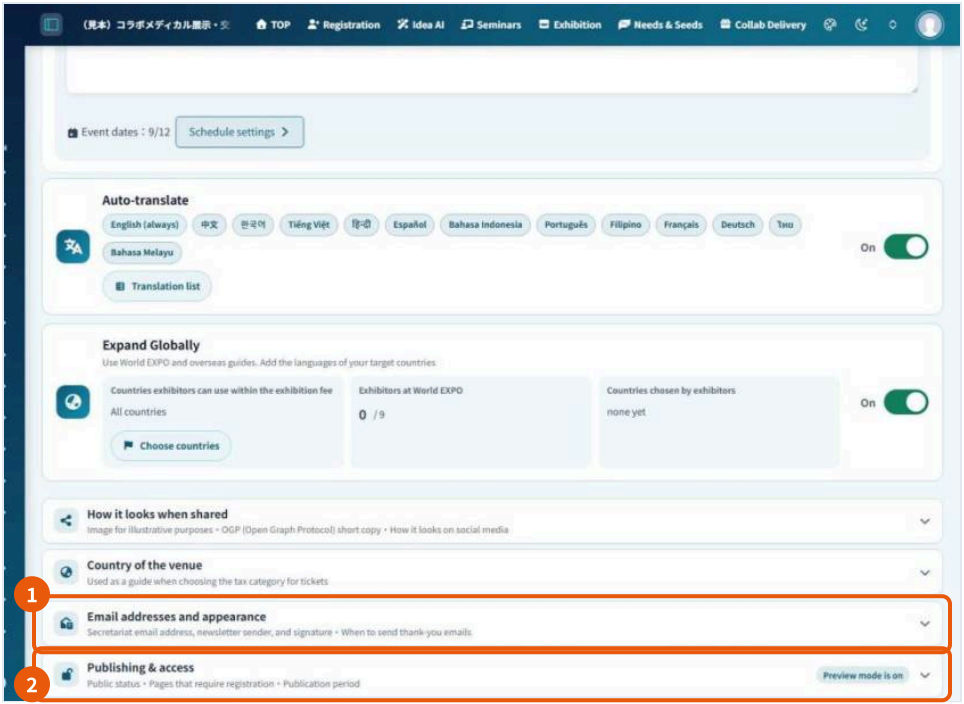
Not public (preview)

Until you publish, participants cannot see the top page or the registration page

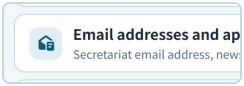
To do now

Unfinished setup in order, with the number left next to the heading, plus waiting items and near deadlines.

General conference settings



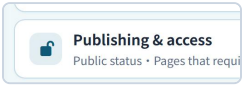
1



Field

Press the fields that apply. If yours is not there, open “Other fields”.

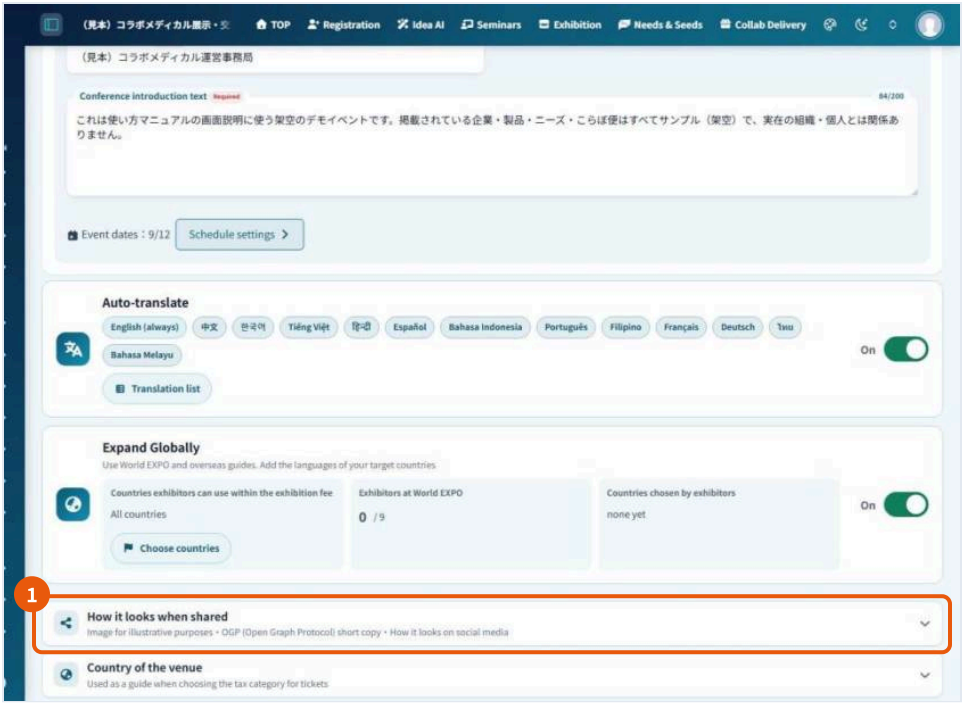
2

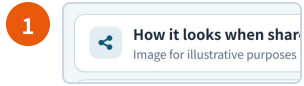


The setting-up area

Everything you need when starting out: publishing and access, navigation, which features are used, and information security.

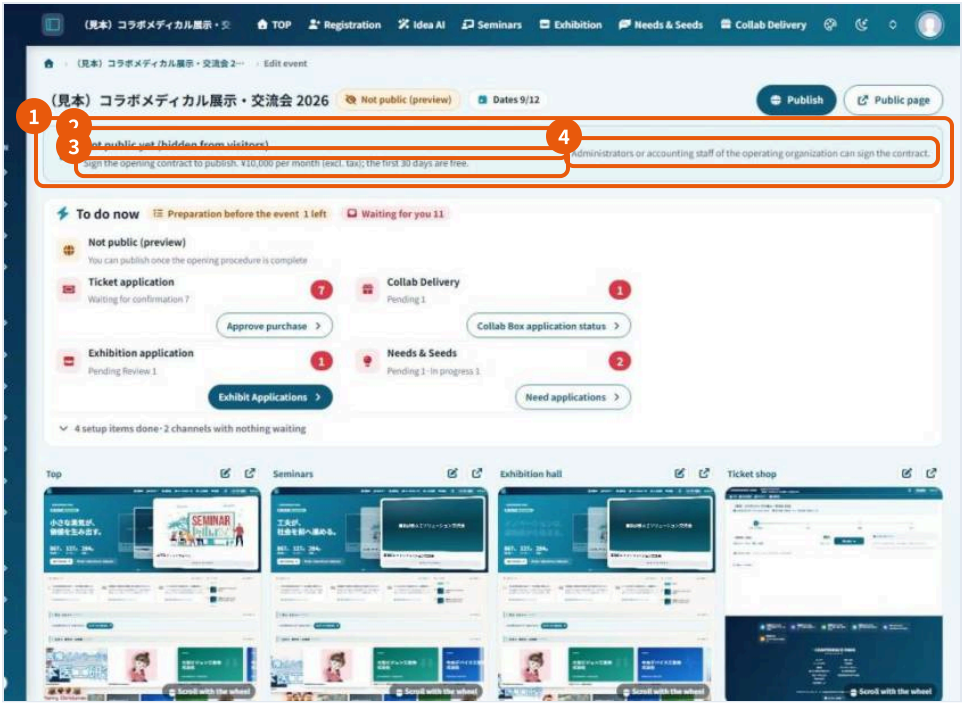
How it looks when shared





Open "How it looks when shared"
Holds the image, the one-line copy and the social previews.

開設の契約を締結して公開する



1 **Notice bar**
Shown only while the contract is pending.

2 **Preparing**
The platform is hidden from the public for now.

3 **Price**
The monthly price and the free days.

4 **Who can sign**
Administrators or accounting staff sign with "Sign the opening contract".

Reducing large images



1 Reducing large images

Images to review
Images too large to create smaller display versions are listed here.

2 Current size 9000×6000 → after redu

Size now and after
See the size after the long side is reduced to 2560px.

3 Reduce

Reduce
Press to shrink and replace the original. The image address does not change.

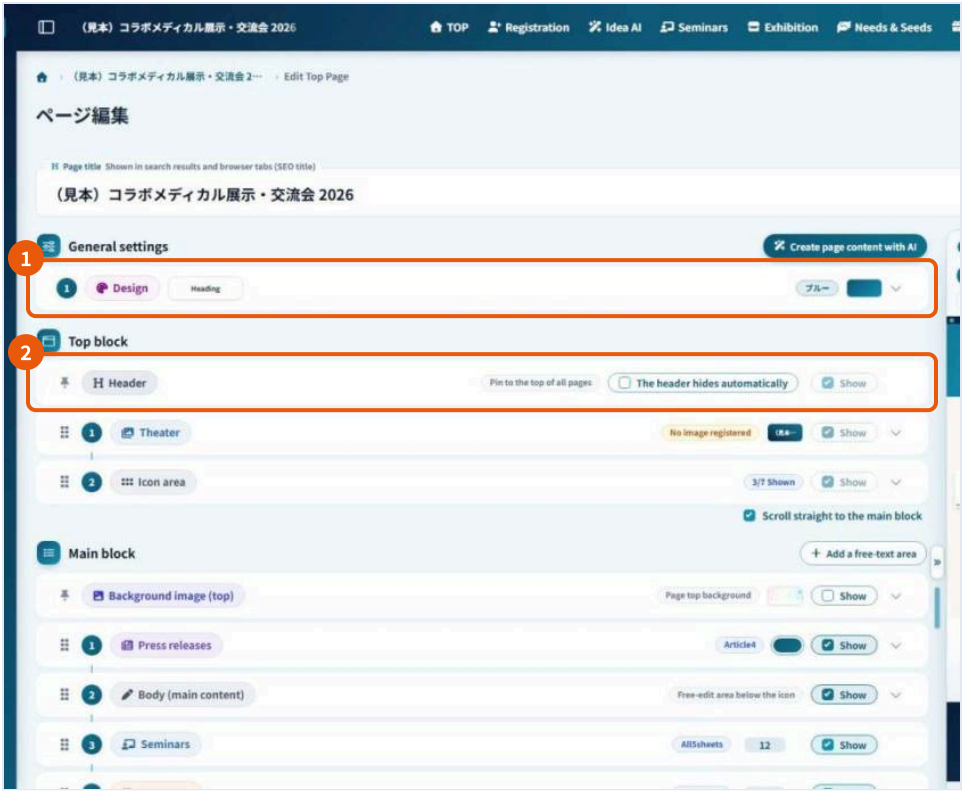
4 Keep as is

Keep as is
Leaves the image unchanged. You can still reduce it later.

5 Undo

Undo
For 30 days after reducing, you can restore the original image.

Editing the top page (blocks, design and order)





General settings

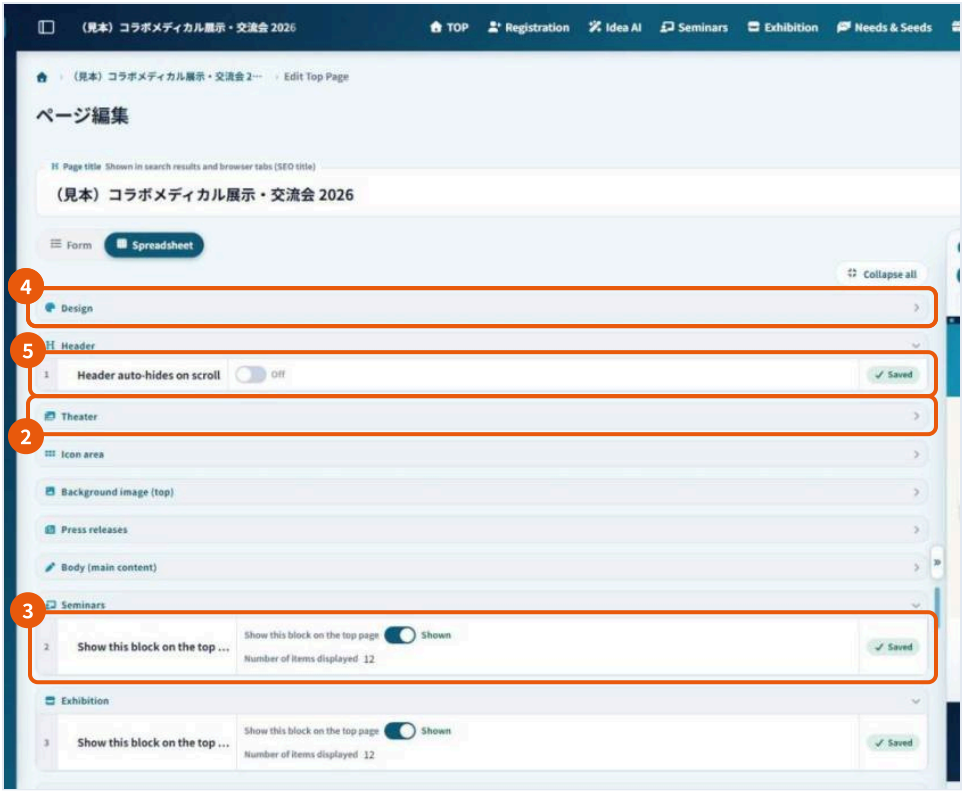
The page title, which appears in search results and the browser tab, and the typeface for the whole conference. Entries save themselves.



The header

It is fixed at the top of every page.

Review and edit everything in the spreadsheet view (top page)



1 Design

Only the common sections are open
Sections you rarely touch are collapsed. Open one from its heading.

2 Theater

Opening a collapsed section

3 Show this block on the top ...

Related items share one row
Items that belong together share a row. The small labels inside the cell name each one.

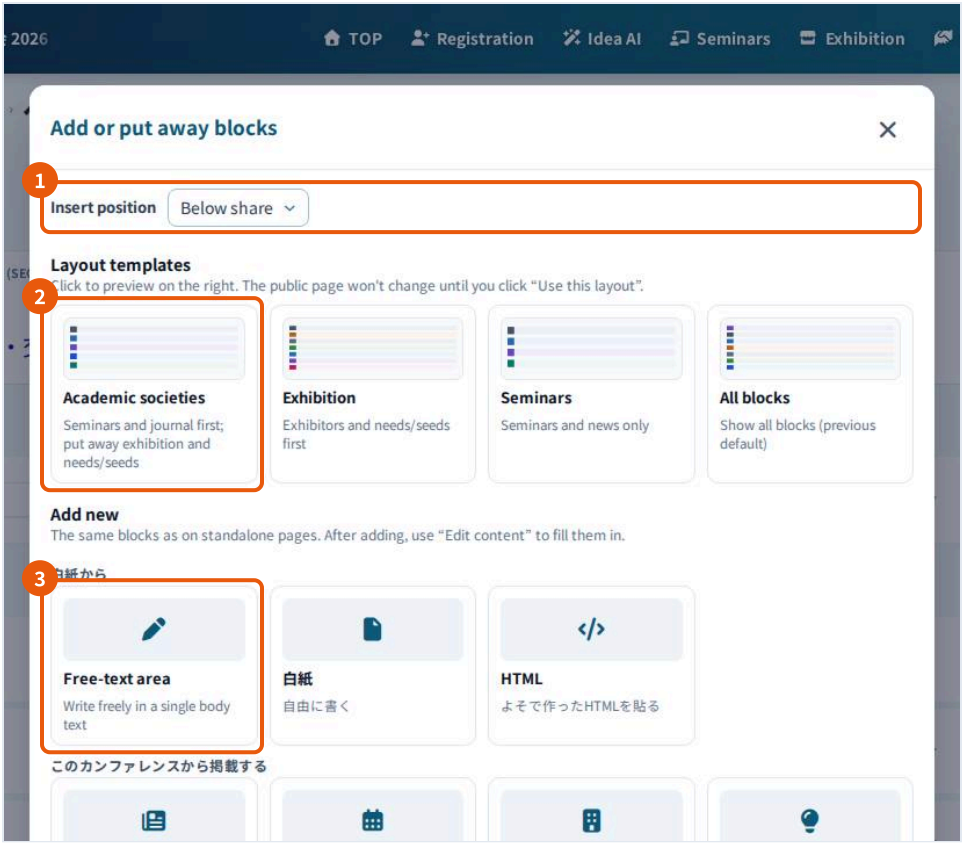
4 Design

Grouped by section
Settings are grouped by section. Press a heading to collapse that group.

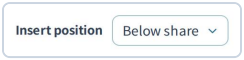
5 Header auto-hides on scroll

Edit in the cell
switch switches in place and pick values inside the cell. Changes save themselves and the preview updates.

Building the top page



1



Where to insert

Choose which block the new or returned block goes under.

2



Layout samples

Society, expo, seminar and all blocks. The picture shows the order.

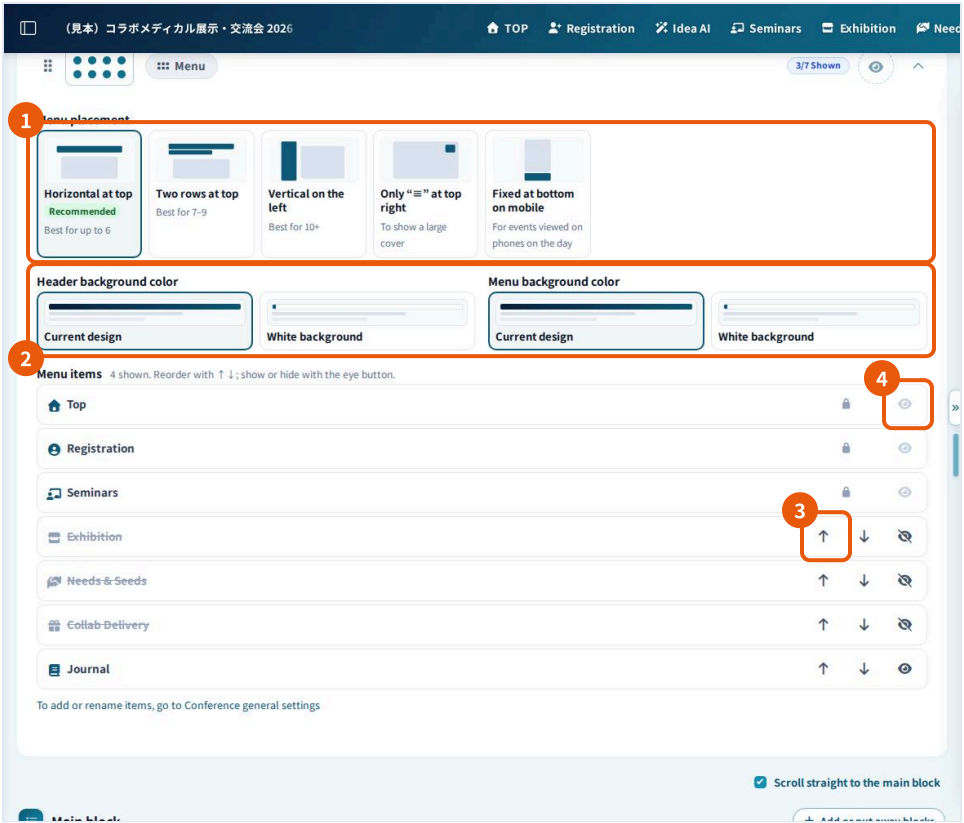
3



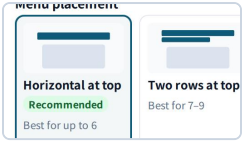
Add new

Add the same blocks as on other pages. Fill them in with "Edit content".

Choosing the menu layout and background colour



1



Menu layout

Across the top, two rows, down the left, the ≡ button, or fixed at the bottom on phones.

2



Header and menu colour

Choose the current design or white for each. Your choice saves itself.

3



Reorder

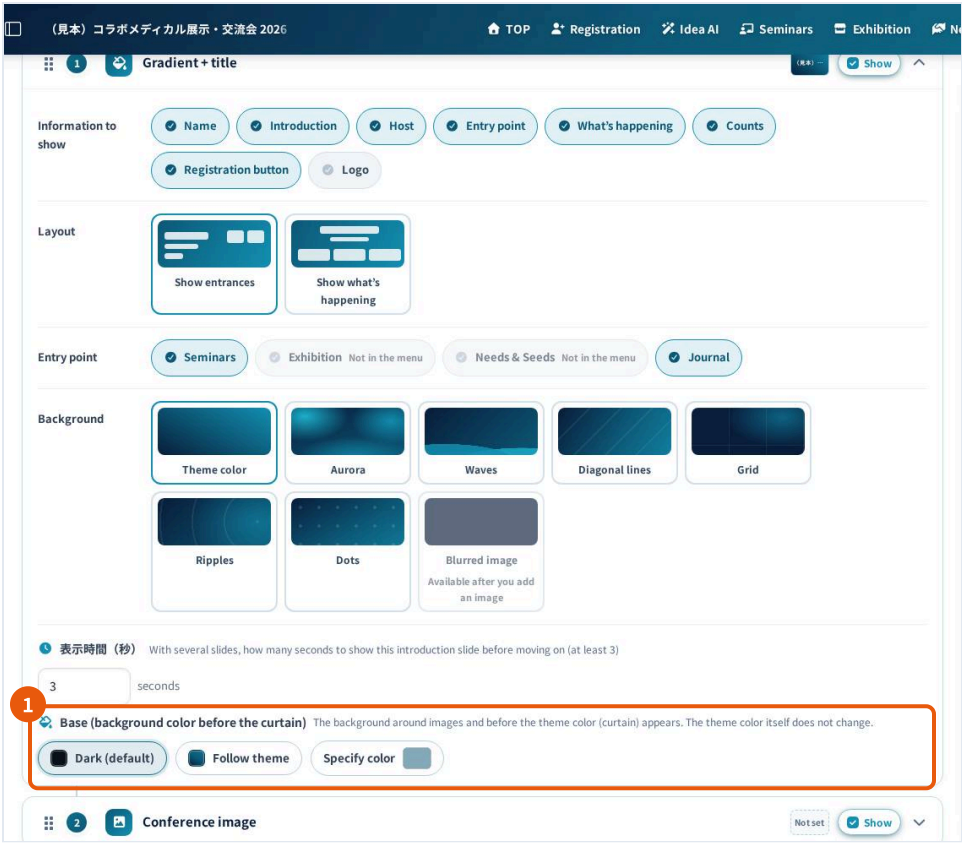
Use ↑ ↓ to change the order. TOP, registration and seminars stay first.

4

Show or hide

Use the eye button. Registration and seminars cannot be hidden.

Choosing the menu layout and background colour

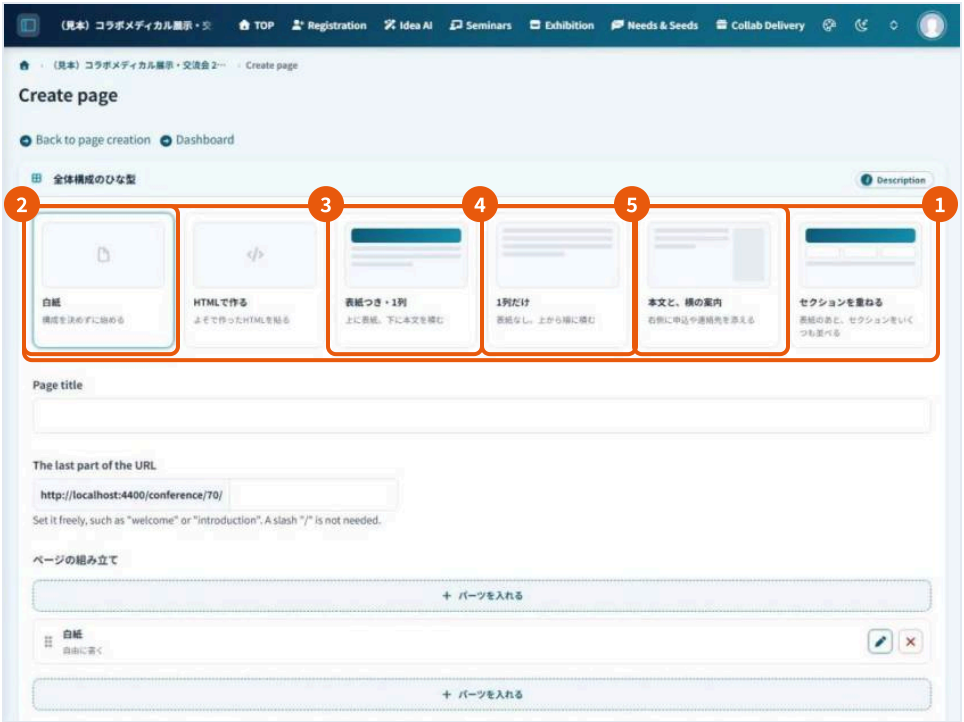


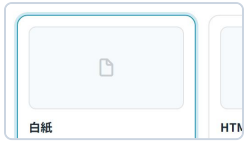


Theater background

With a white header, set the background to white or a light colour too.

Creating a page (first choose the overall layout)



1 

Templates for the whole page
These are skeletons for the page as a whole; parts come in the next screen.

2 

Blank
Start with one blank part, then add more parts as you build.

3 

Cover plus one column
A cover at the top and the body beneath; good for a greeting or an announcement.

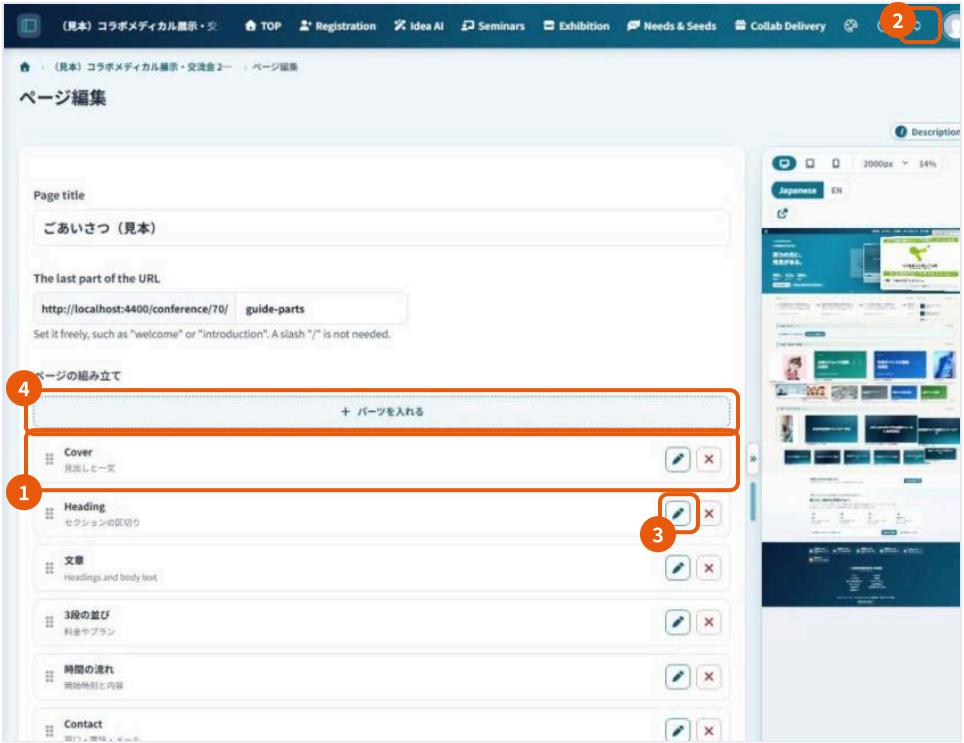
4 

One column only
No cover; simply stack from the top. Good for short notices.

5 

Body with a side note
A note for applying or contacting you, beside the body.

Building with parts (arrange on the left, check on the right)



1



One part

Under the name you see what it is for and how wide it is, without opening it.

2



Show the move buttons

Turn this on and every row gains up and down buttons.

3



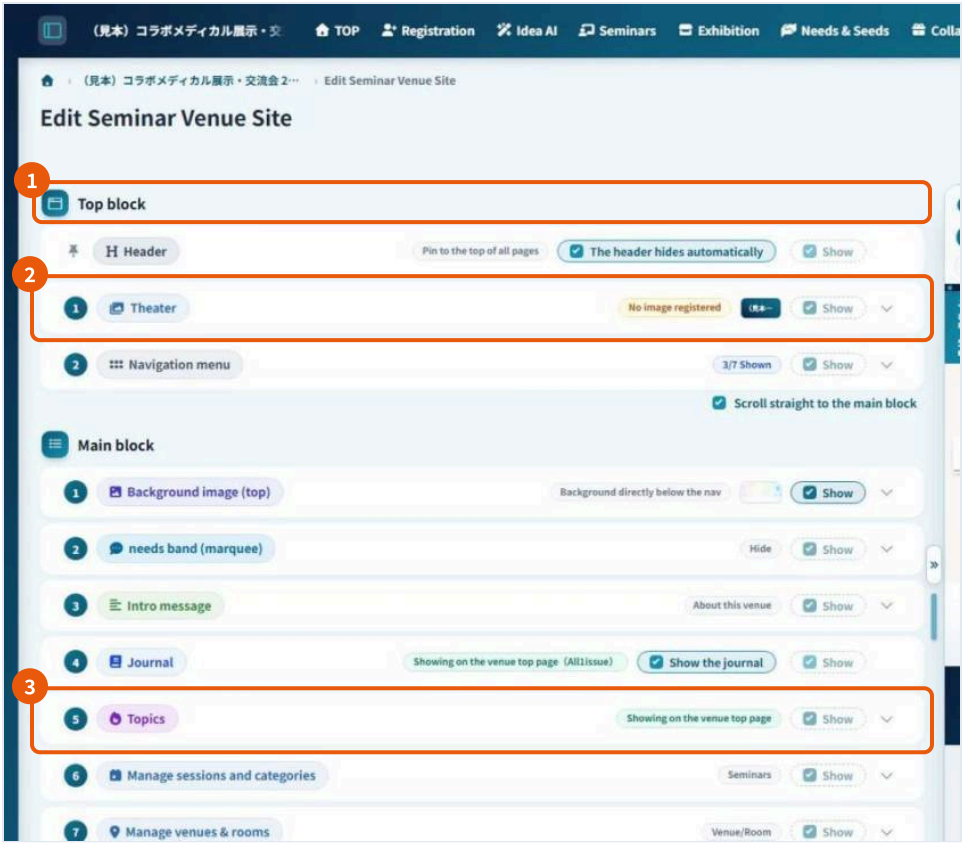
Opening the part

4



Pressing Add a part

Editing the seminar venue site (header and body blocks, choosing topics, managing se…



1

Top block

Choosing which group to edit

The switch on the left chooses the group, and only that group is listed below.

2

1 Theater

The theatre, in three parts

The showpiece at the top of the venue page: the cover (gradient title), the image, and the presentation image.

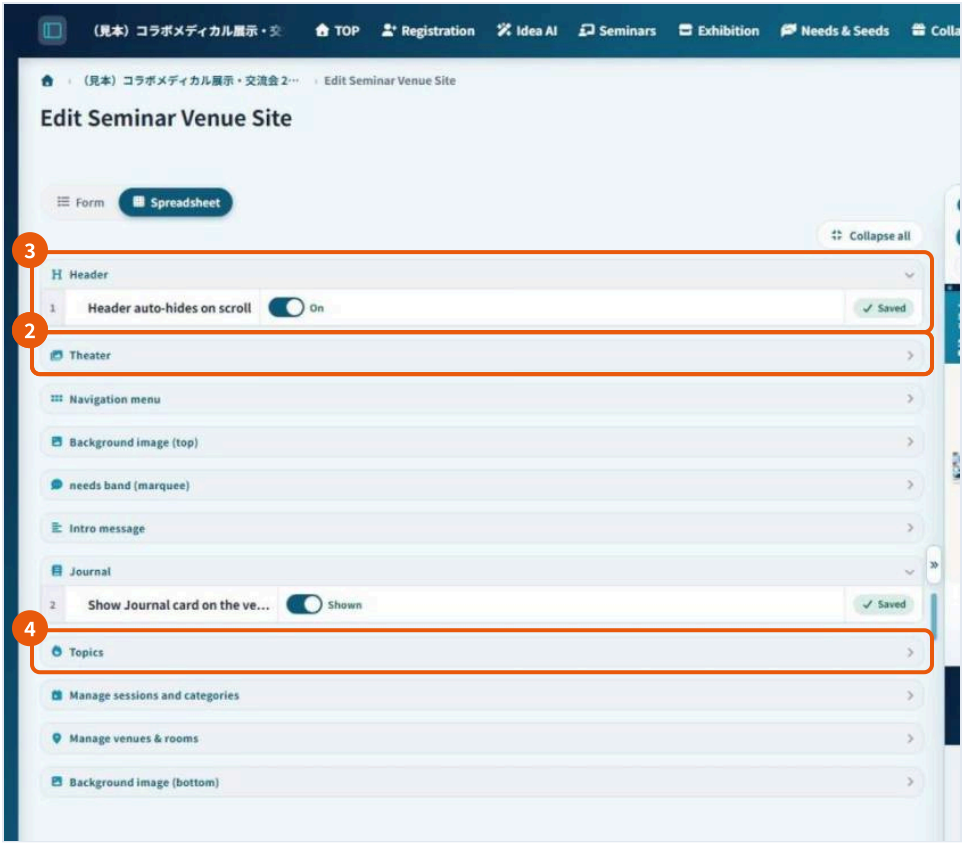
3

5 Topics

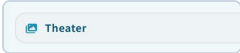
Topics

Choose what appears as featured at the top of the venue page.

Review and fix everything in the spreadsheet view (seminar venue)



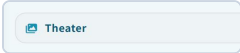
1



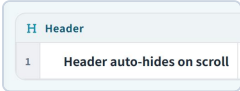
Only the common sections are open

Sections you rarely touch are collapsed. Open one from its heading.

2



3



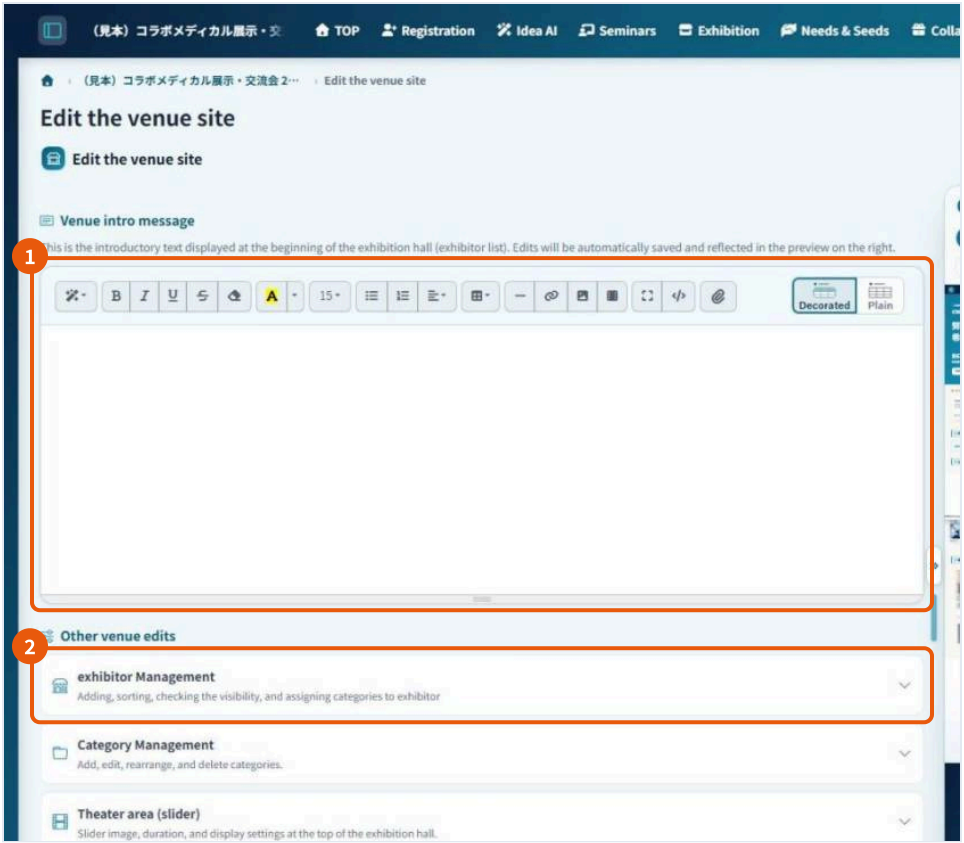
Grouped by section

Settings are grouped by section. Press a heading to collapse that group.

4



Editing the exhibition hall site (intro text, exhibitors, categories, theater and backgrou…



1

Six rows

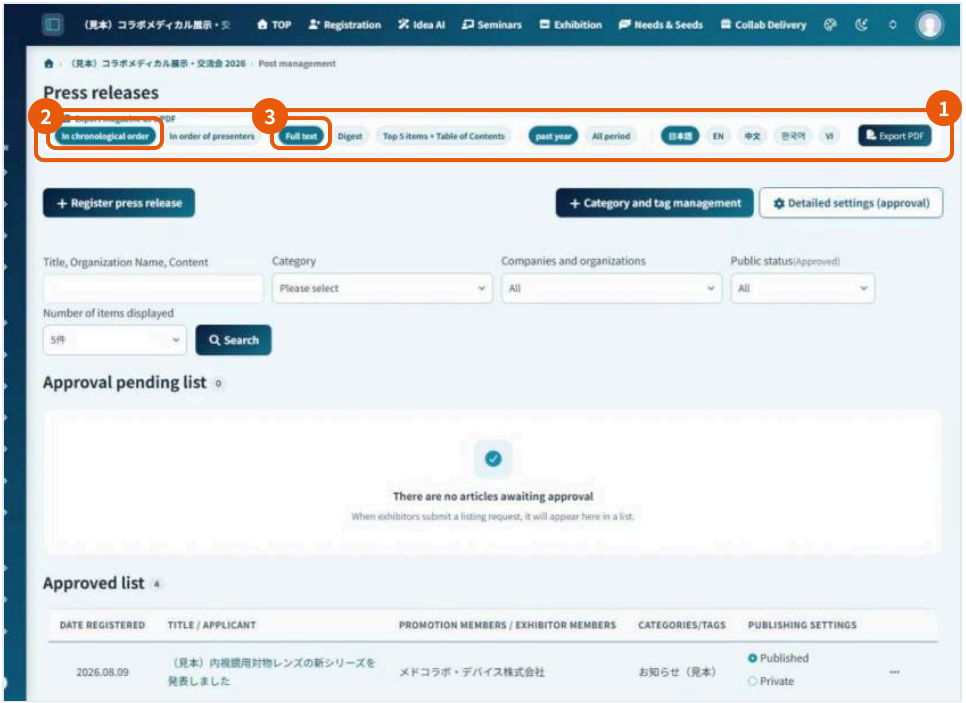
The opening note, exhibitors, categories, theatre area and the top and bottom backgrounds are listed as rows of the same shape. Press one to open it.

2

Where it appears

In the preview on the right, immediately.

Exporting the magazine PDF (order, output method, period, language)



1



The magazine export bar

The bar above the list of press releases.

2



Order

By date, or grouped by the exhibitor who published.

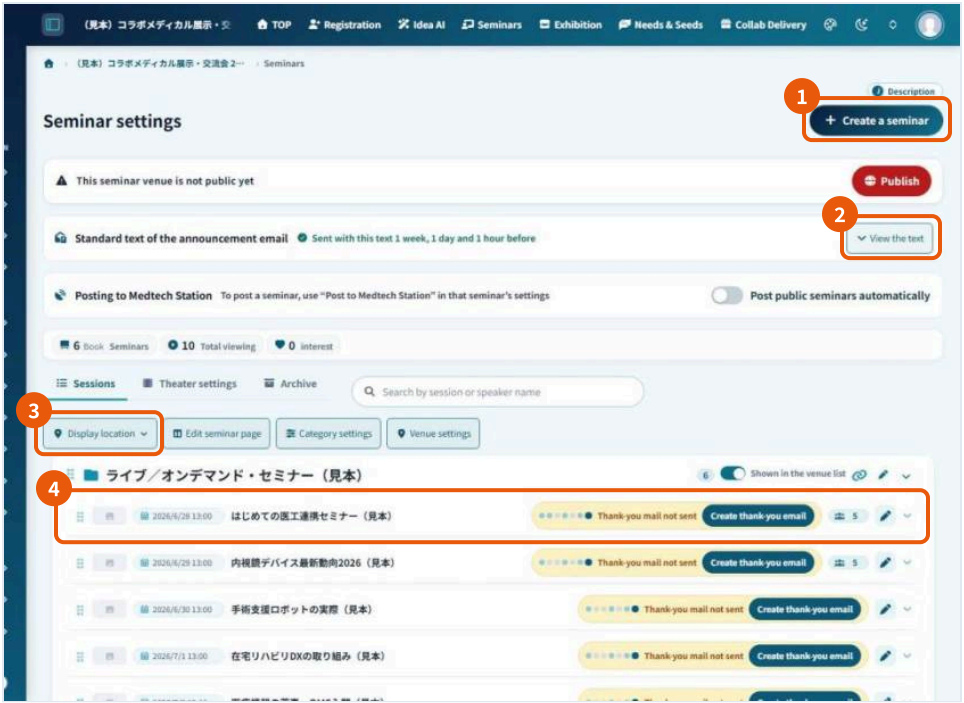
3



Form

Full text, digests, or five featured articles with a contents page.

Seminar settings (create, order, publish)



1 + Create a seminar

Opening the create dialog

2 View the text

Press "View the text"

The standard text that will go out opens, with the subjects for sending now, one week, one day and one hour before.

3 Display location

Counts

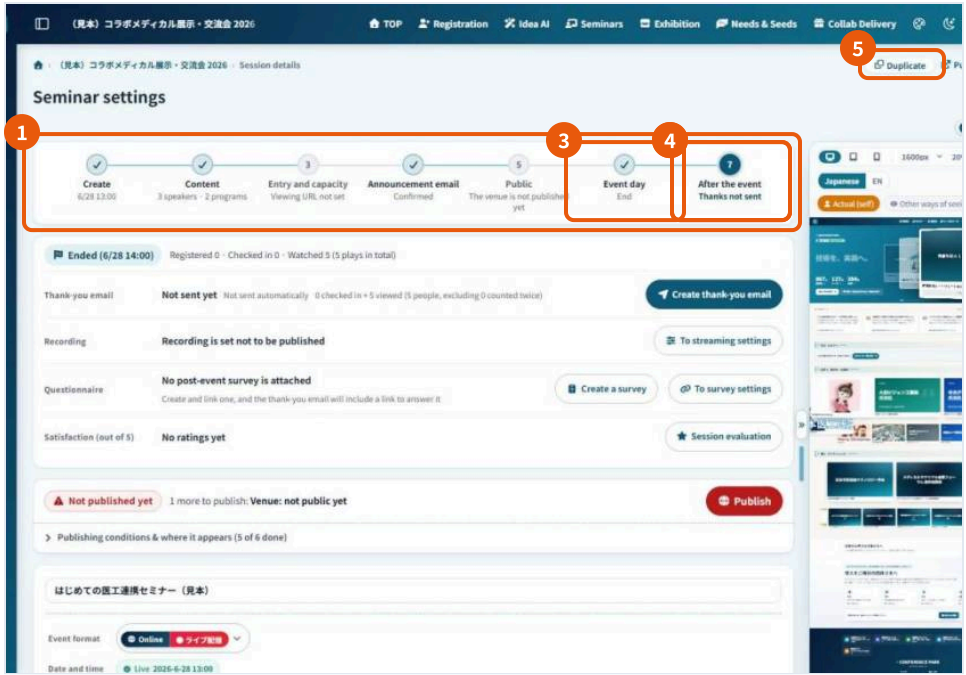
The person icon is unique viewers, the clipboard advance registrations. They appear only when at least one person is counted; press either to see that list.

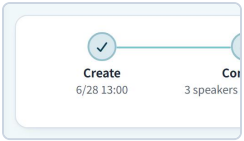
4 2026/6/28 13:00

What the colours mean

Coloured is on, grey is off. On a narrow screen the strip hides and the same switches appear inside the opened row.

Editing a session (date and time, venue, chairs and speakers, and display, all in one pl…



1 

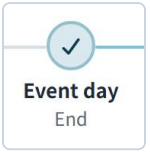
The road to the event

Seven steps: create, content, entry and capacity, announcement, publish, the day, after the event.

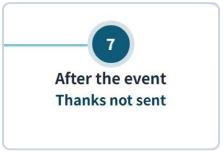
2 

The current step

The filled circle is the current step. Press a circle to go to that step.

3 

Opening the event-day panel

4 

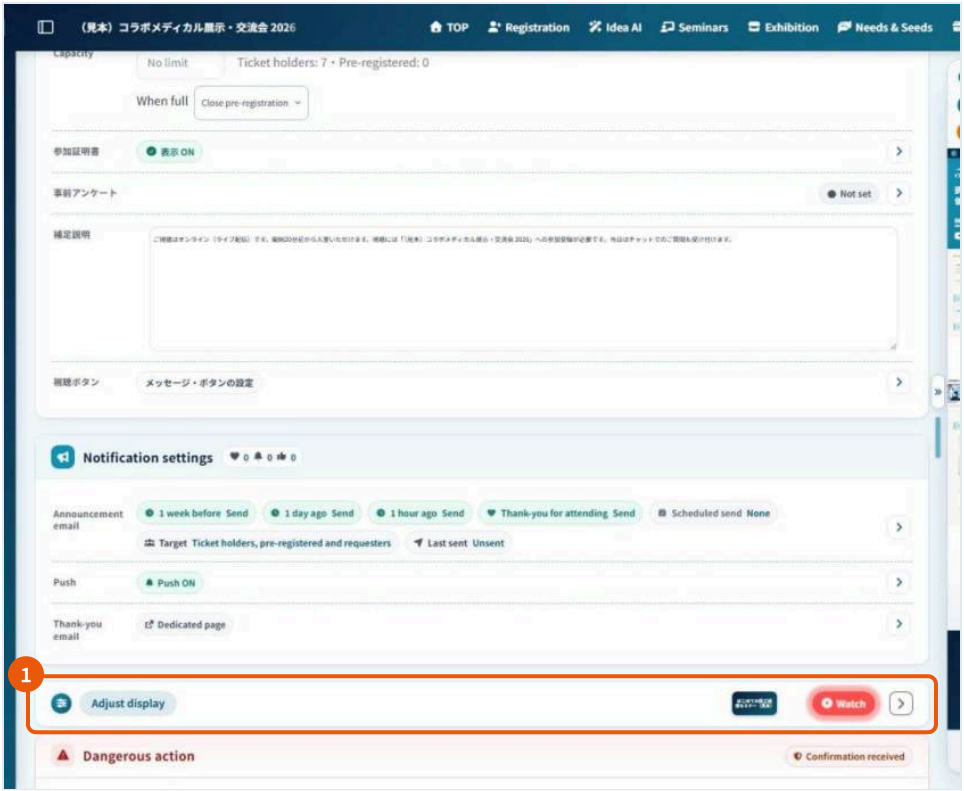
Opening the after-event panel

5 

Attach a journal to this session

Link a journal or similar publication as material for this session.

Session intro slides (the theater when there is no image)

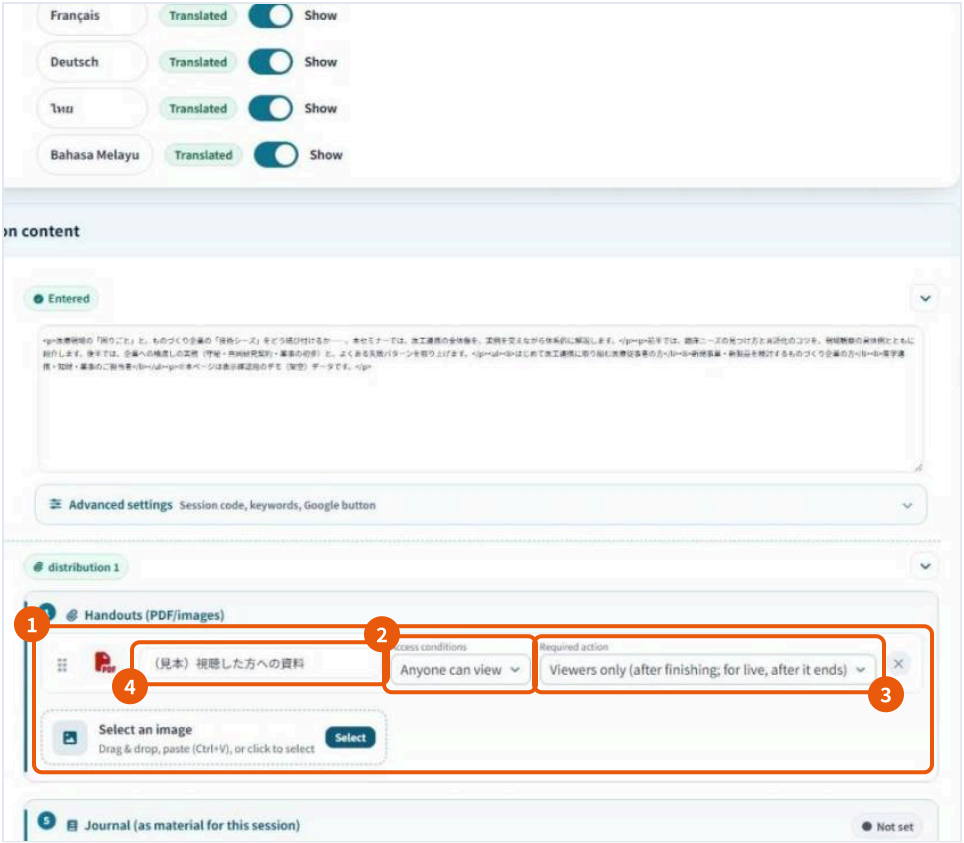


1 Adjust display

Theater

Decide the slides shown at the top of the page in this section.

Showing handouts only to people who watched



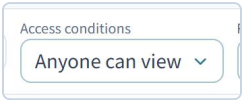
1



Materials

Each material for this seminar is listed in its own row.

2



Who can view

Decides who can view it (by ticket).

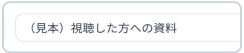
3



Action condition: viewers only (after finishing)

Opens to people who watched to the end, or who joined the live session once it has ended.

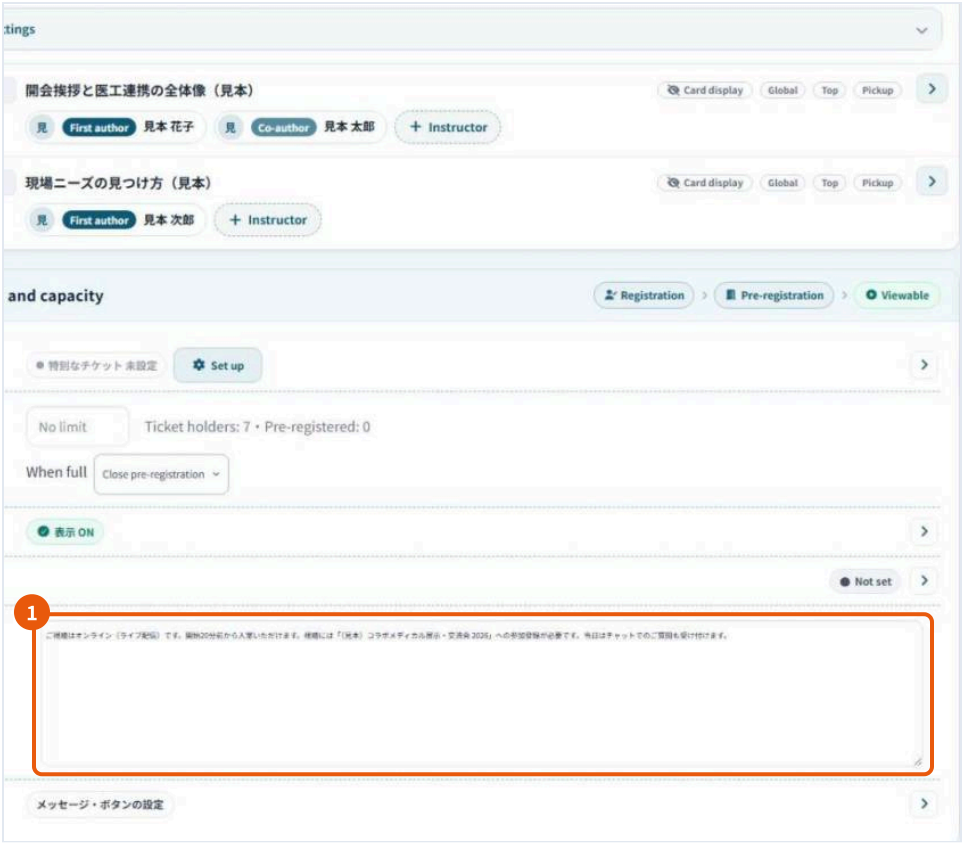
4



On the participant page

People who have not finished see only the name and "Finish watching to view".

Your input is saved automatically (Save now)



1



Type
What you type is saved automatically.

Showing on the screen (the cover before opening and the conference slides)



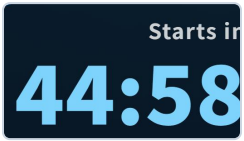
1



The cover

The seminar's title, date and place, shown large.

2



Time until the start

Light blue under an hour, green under twenty minutes; it stops at 0:00 at the start.

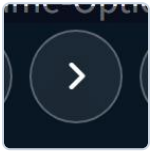
3



The corner window

Shows the ticked kinds one item at a time, every six seconds. The heading names the kind on screen; each code opens that page.

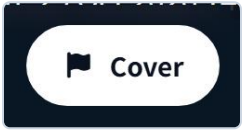
4



What the window shows

Upcoming seminars and on-demand seminars are ticked at the start. Exhibitors, needs and seeds appear only when ticked. This device remembers your choice.

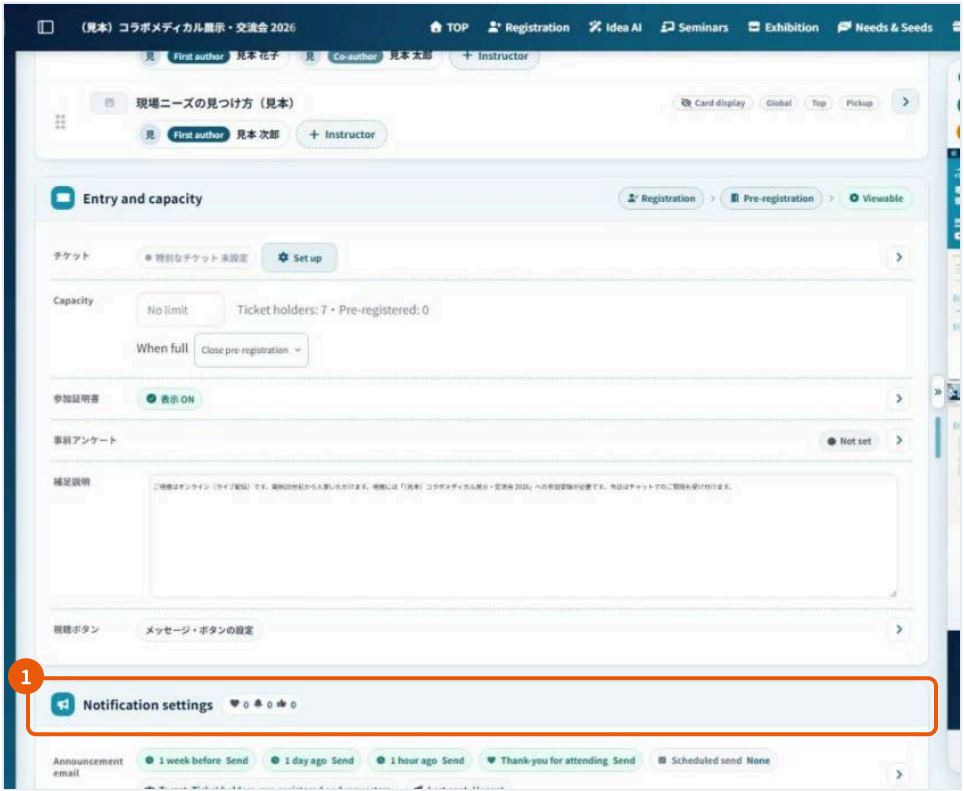
5



Pause

Stops moving on by itself. Press again to resume.

Who gets announcements

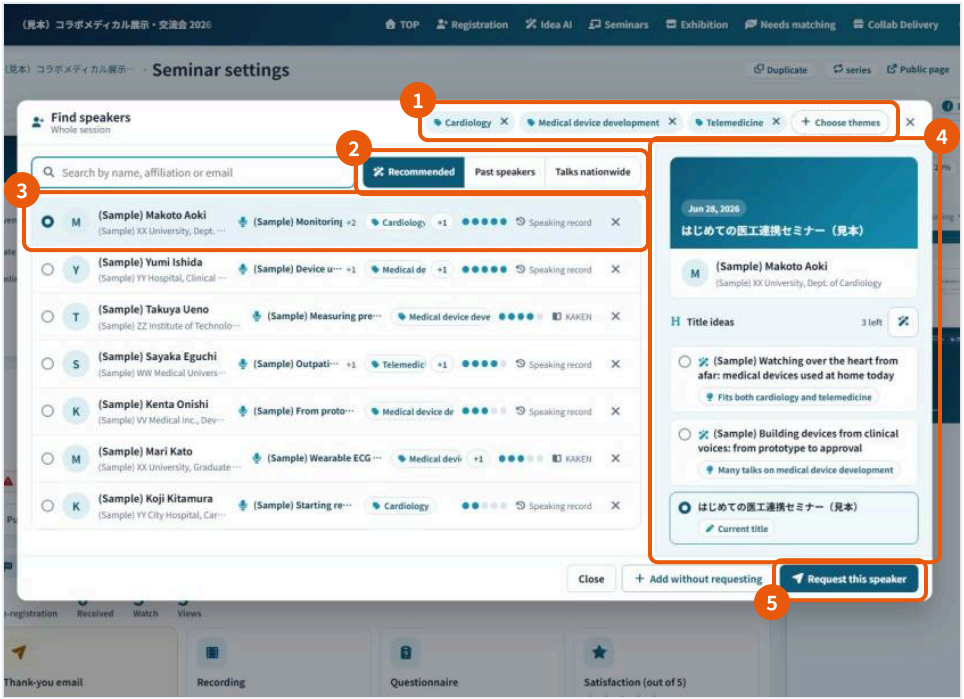


1 Notification settings

Open the notification settings

The announcement settings are together on this one card.

Find speakers





Seminar themes

Candidates are chosen from these themes. Remove one with the × on its chip and add one with “Choose a theme”.



Suggested / Past speakers / Talks nationwide

Switch how candidates are found.



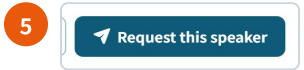
Choose a candidate

The five dots show how close they are; the chips show the matching themes. Remove a candidate who does not fit with the × on the row.



Title ideas

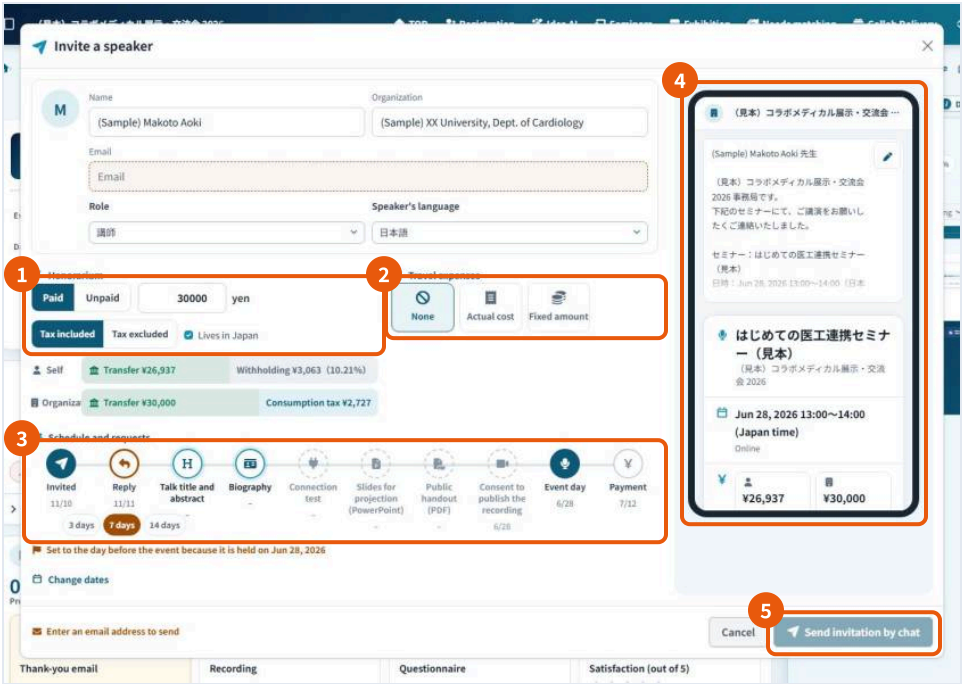
How the speaker will appear on the public page, and title ideas. The wand button asks AI for other ideas.



Invite this speaker

Opens the invitation window with the name, affiliation and chosen title filled in.

Invite a speaker



1



Honorarium

Choose paid or unpaid, the amount, tax included or excluded, and whether the speaker lives in Japan.

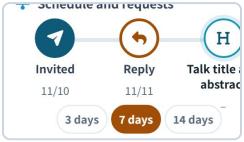
2



Travel expenses

Choose none, actual cost or a fixed amount. Enter the amount for a fixed amount.

3



Schedule and requests

Everything from the invitation to payment on one line. Choose the reply deadline and what you will ask for.

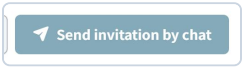
4



What the speaker receives

The invitation message and the card in the chat. It changes as you enter the details.

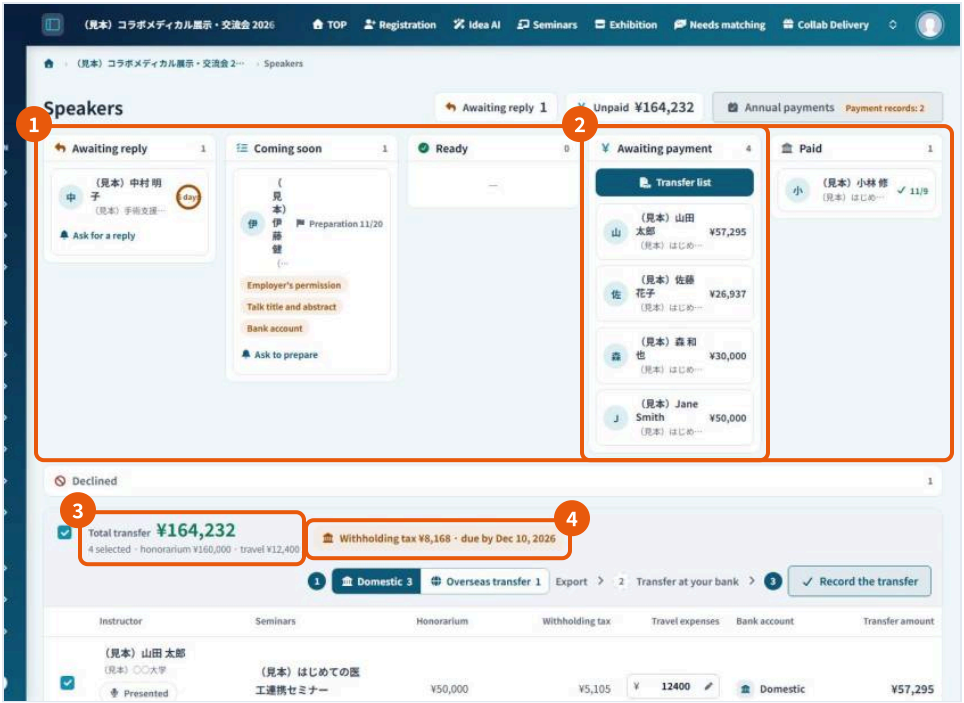
5



Speaker email

Enter the email address to be able to send the invitation.

Speakers



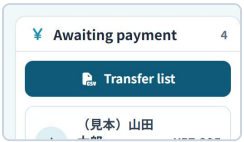
1



Five columns

Each speaker appears as a card in one of five columns: awaiting reply, preparing, ready, awaiting payment and paid.

2



Awaiting payment

Speakers whose seminar has ended and whose preparation is complete. Use the table below to make the transfer list.

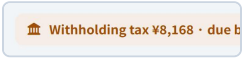
3



Transfer total

The total for the selected speakers updates as you select.

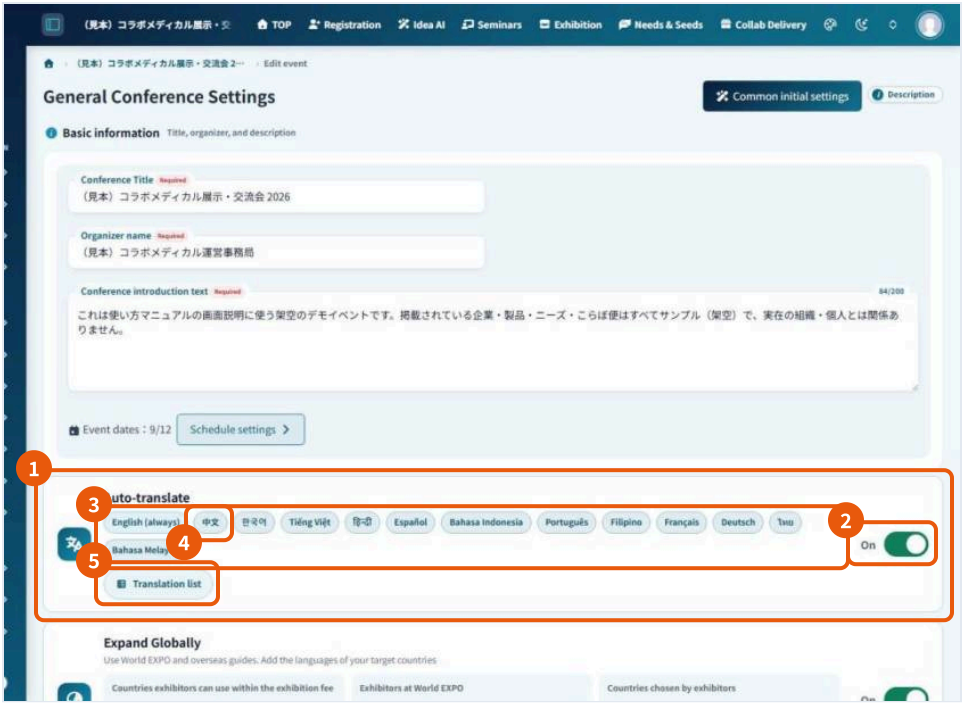
4



Withholding tax due date

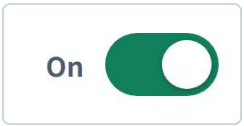
Withheld tax is due to the tax office by the 10th of the following month.

Auto-translate





Auto-translate
Shows everything in the conference in each visitor's language. People's names are not translated.



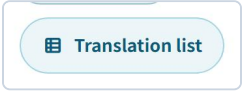
On/off switch
Turning it on saves at once. While off, public pages stay in the original language.



Language chips
The languages you can show. English is always made.

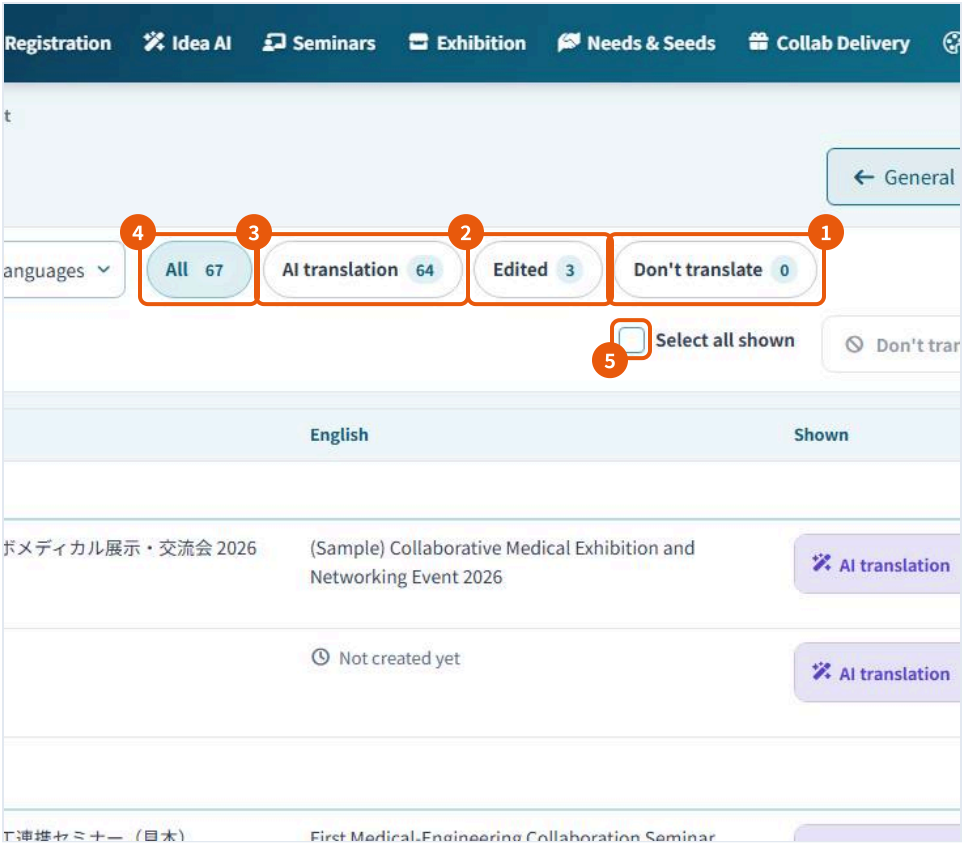


Add or remove a language
Choose a chip to add it and choose it again to remove it. A translation already made is kept.



Translation list
Opens the screen where you check each translation and decide what not to translate.

Translation list



1 Don't translate 0

See only "Not translated"
Shows only the rows you decided to display in the original language.

2 Edited 3

See only "Edited"
Shows only the rows that use a translation a person edited.

3 AI translation 64

See only "AI translation"
Rows that use the AI translation as it is. At first every row is here.

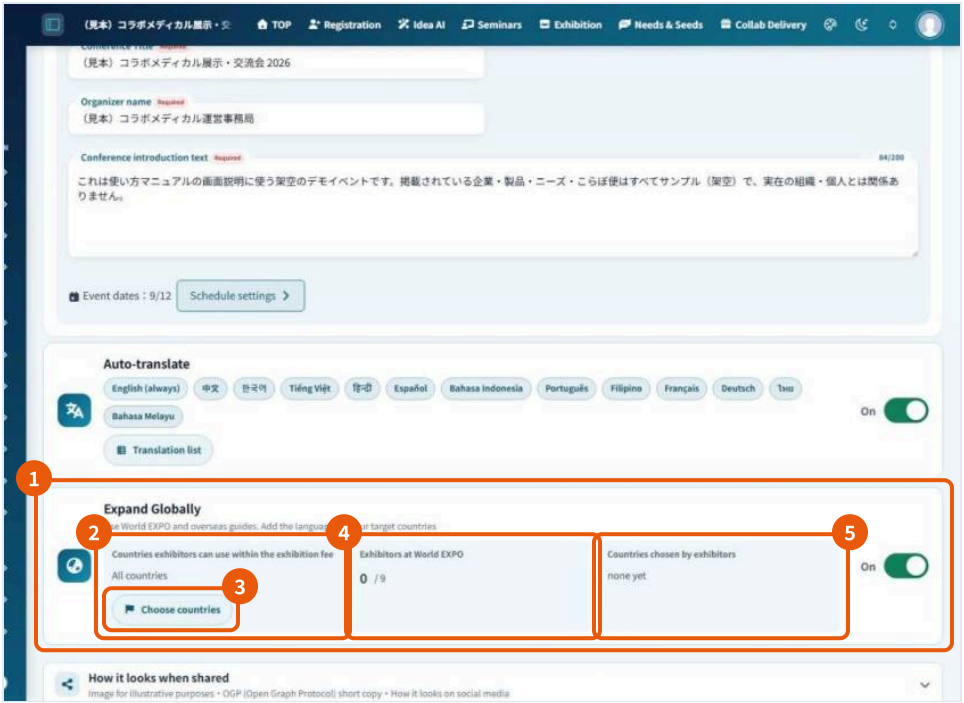
4 All 67

Back to all
Shows every row again.

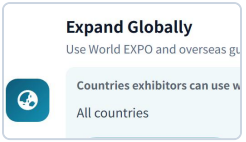
5 Don't translate 0 / Select all shown

Select the visible rows
Ticks every visible row. After filtering, only those rows are selected.

Go global



1



Go global

Enables World EXPO and overseas guidance.

2



Countries within the fee

"All countries" when none is chosen. Exhibitors can add other countries with Global EXPO (monthly).

3



Choose countries

Opens "Languages and countries" below and moves to the country selection.

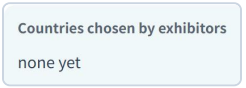
4



Exhibitors at World EXPO

The number of exhibitors who chose countries and appear at World EXPO, out of the total.

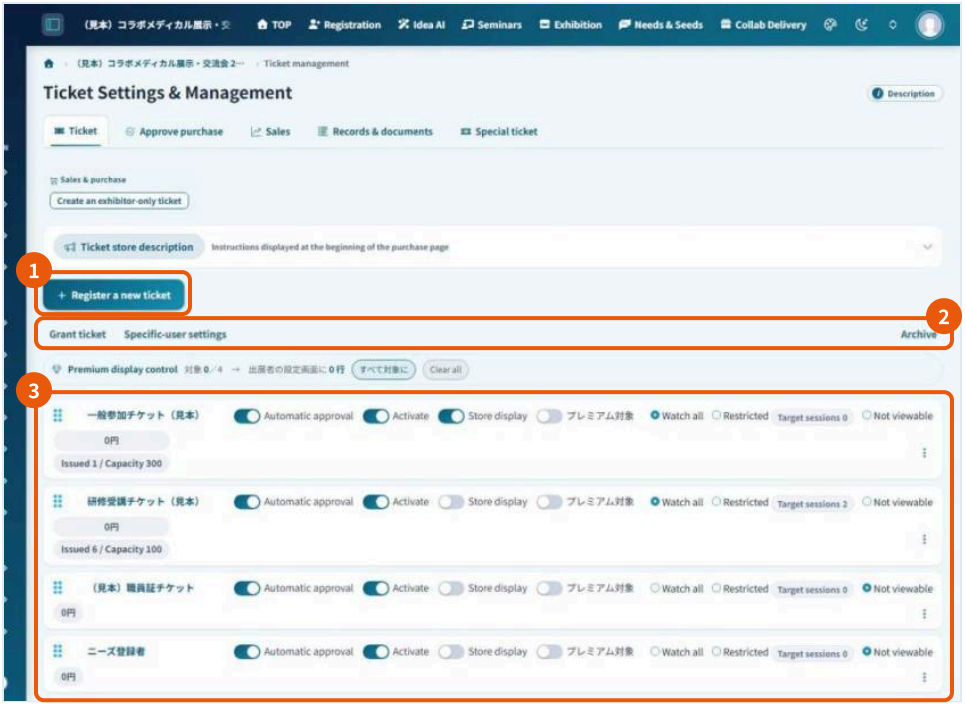
5



Countries chosen

The countries exhibitors chose, most chosen first, with the number of exhibitors.

Ticket settings (creating, publishing and ticket tasks)



1 **Register a new ticket**

Creating a ticket

Make paid or free tickets here; price, sales period and scope follow.

2 Grant ticket Specific-user settin

The main ticket tasks

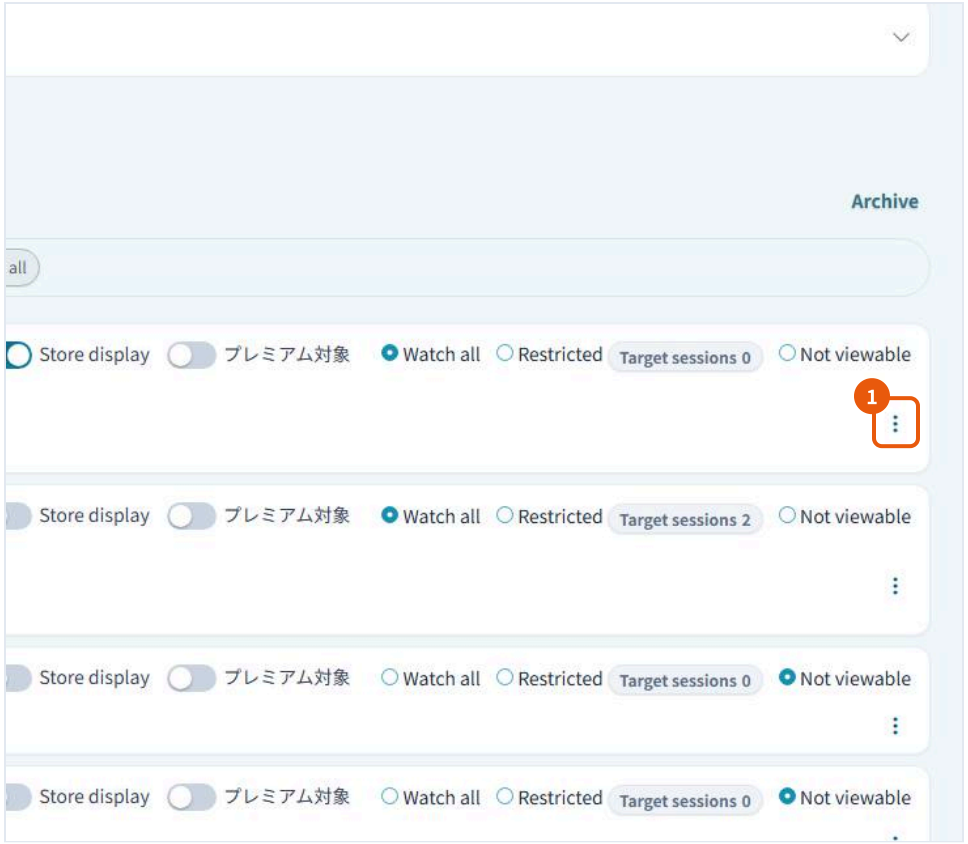
Approving purchases, granting tickets, named holders, and archiving.

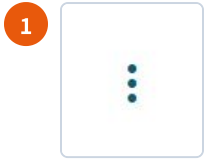
3 一般参加チケット（見本）
0円
Issued 1 / Capacity 300

The tickets

One row each.

Duplicating a ticket (quickly create a similar one)

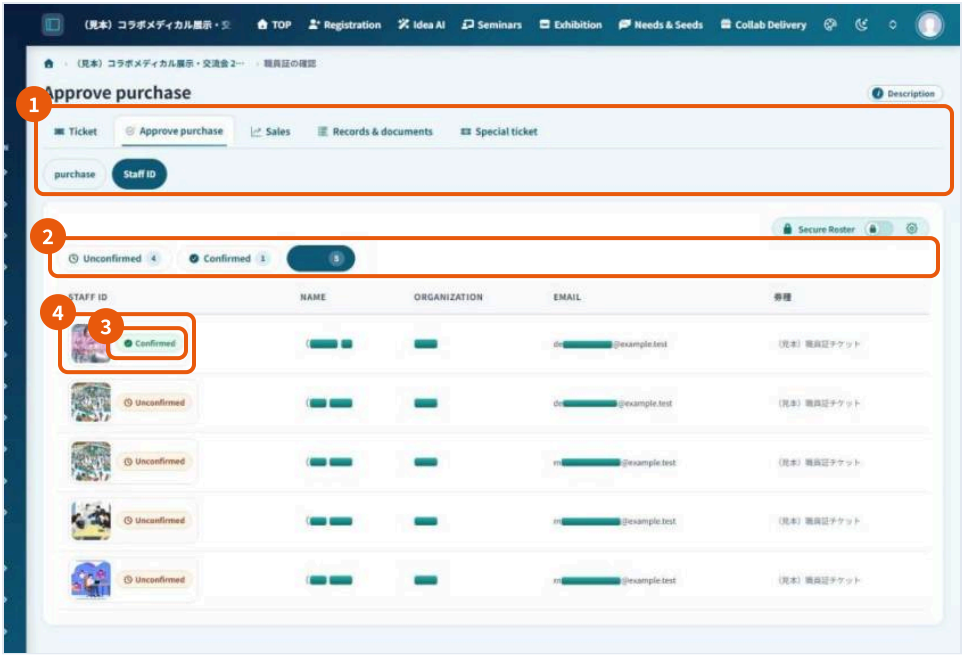




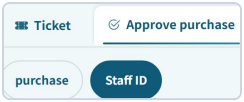
Open the action menu

Press the three dots at the right of the ticket you want to copy.

Checking staff IDs (certificates)



1



The “Staff ID” switch

A switch inside the “Purchase approval” tab. Shown only when a ticket requires a staff ID.

2



Filter to unverified

Switch between unchecked, checked and all; the figures are counts.

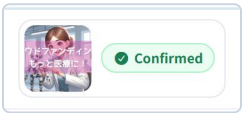
3



Status at a glance

Each row shows an “Unverified / Verified” badge.

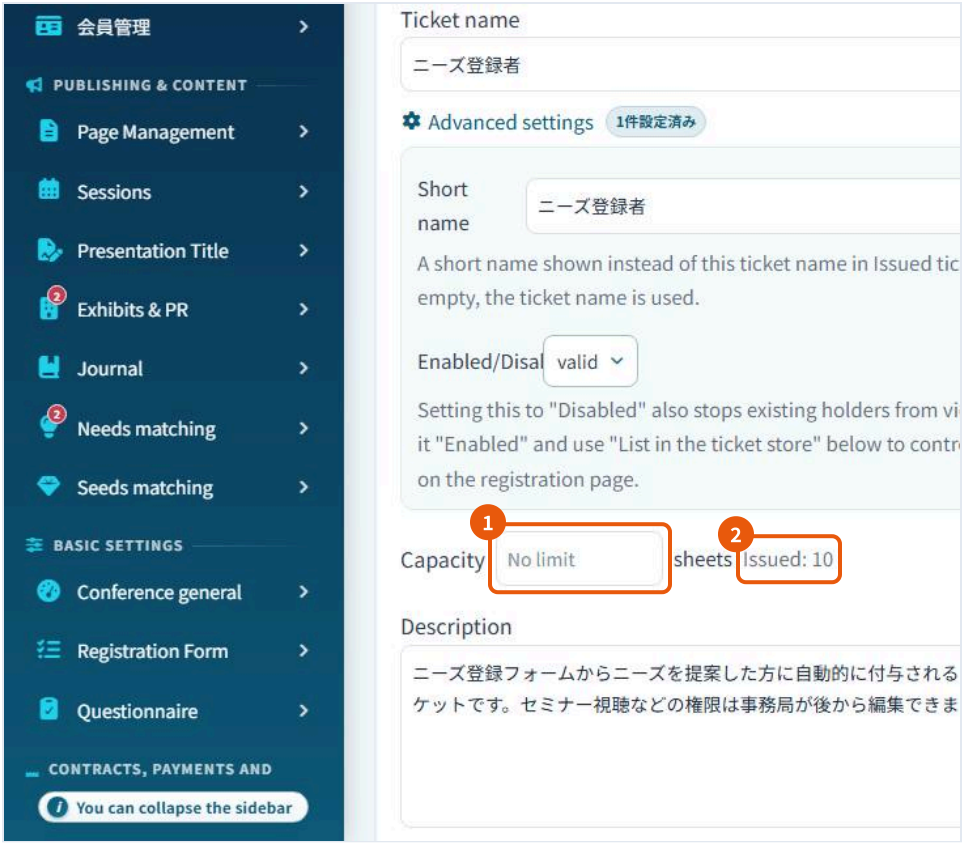
4



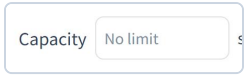
Click a thumbnail to enlarge

Click a staff-ID thumbnail to open the enlarged review window.

Ticket capacity (deciding when it sells out)



1



The capacity field

Left blank, there is no limit and any number of people can apply.

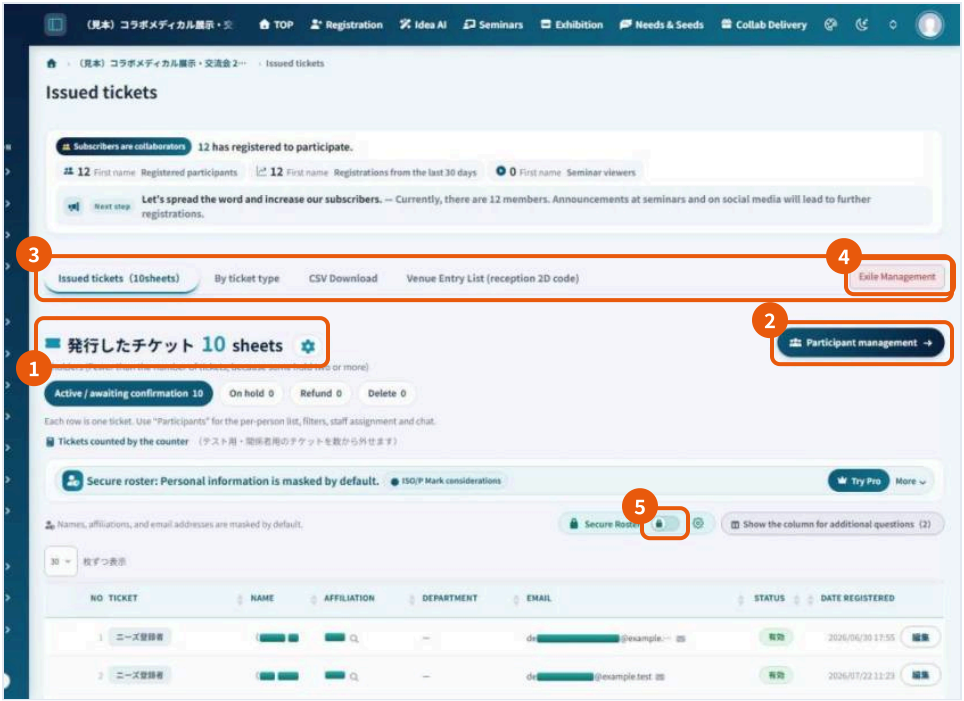
2



Tickets issued so far

The number issued is shown to the right of the field. As you type, the seats left, or a sold-out warning, follow it.

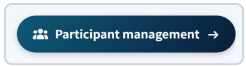
Issued tickets (who holds which ticket)



1 

Tickets issued

With the split into valid, pending, on hold and refunded.

2 

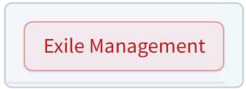
To participant management

Opens the one-row-per-person list. People can hold more than one ticket, so the head count can be lower.

3 

Switching tabs

Issued tickets, counts by type, the list export and the venue entry list.

4 

Banned participants

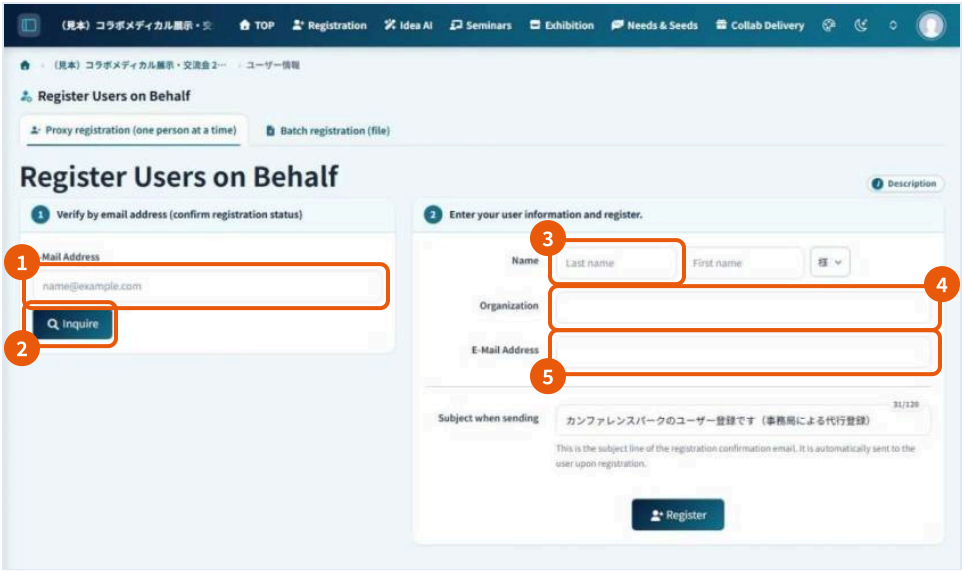
Manage people who may not take part.

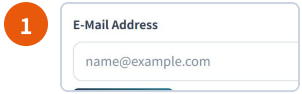
5 

Showing personal data

Reveals the hidden names and e-mail addresses. Leave it off when others can see your screen.

Registering on behalf (the secretariat creates participant accounts)

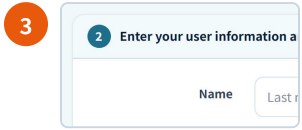




Look up the e-mail
Check first, so the same person is not created twice.



Look up
If the person exists, their details appear.



Name
Family name, given name and title.

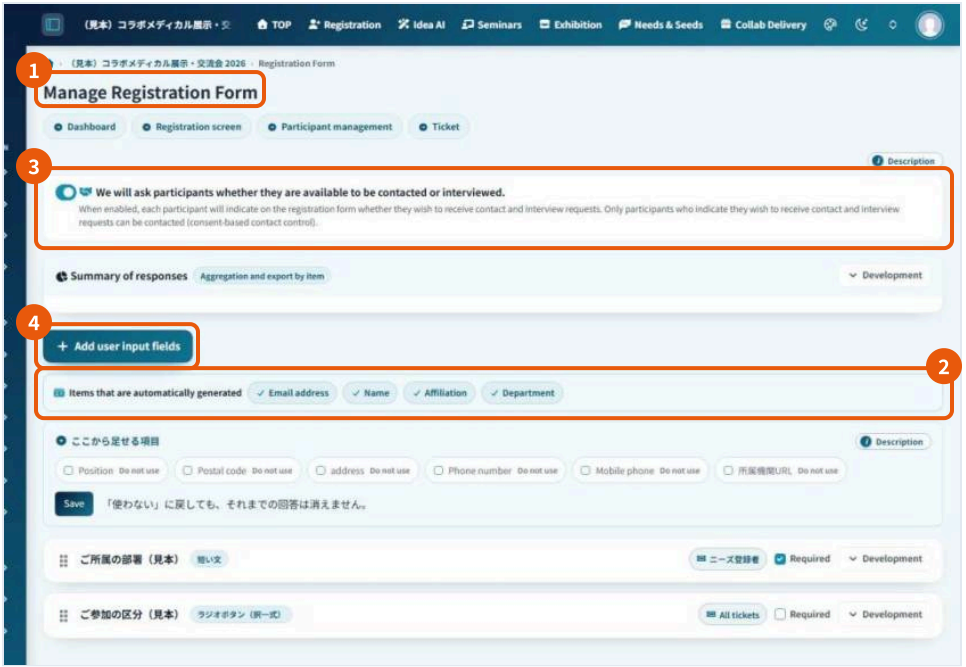


Organisation
Used in lists and on name badges.



E-mail address
Used to sign in and to receive notices.

Registration form (configuring input items)



1 Manage Registration

What this screen does

Set what participants fill in when they register.

2 Items that are automatically genera

Provided for you

E-mail, name, organisation and department.

3 We will ask participants wh
When enabled, each participant will i
requests can be contacted (consent-b

Asking about exhibitor invitations

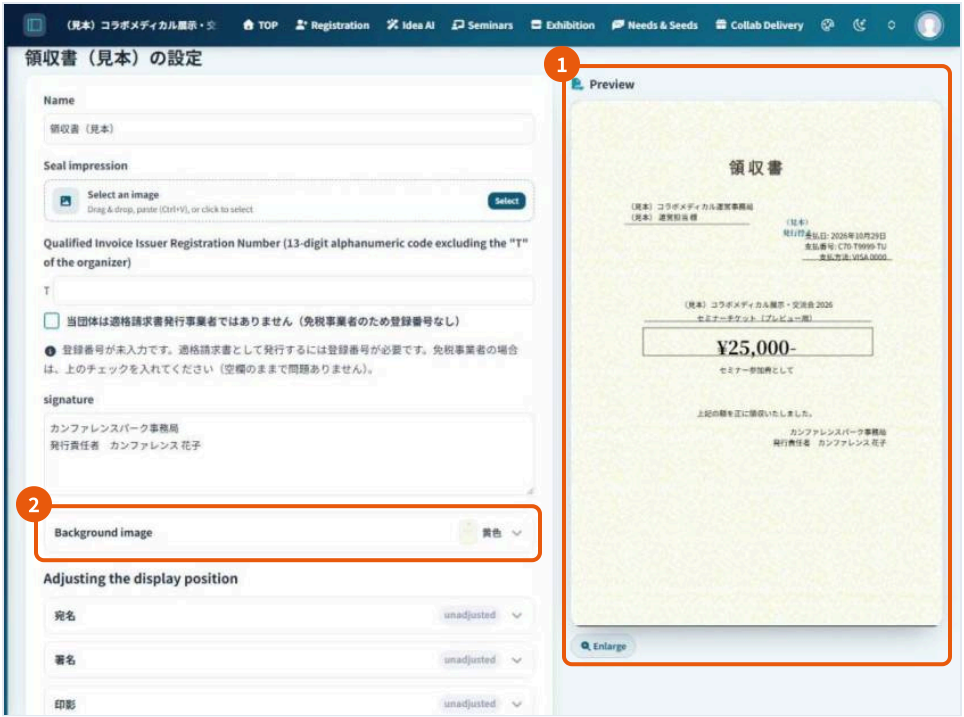
Turn it on and attendees must choose on the registration form.

4 + Add user input fields

Why they are listed

Just under the add button, so you do not create them twice.

Receipts, certificates of attendance and certificates (editing their design)



1



The preview, at A4 size

What you choose on the left shows in the preview straight away.

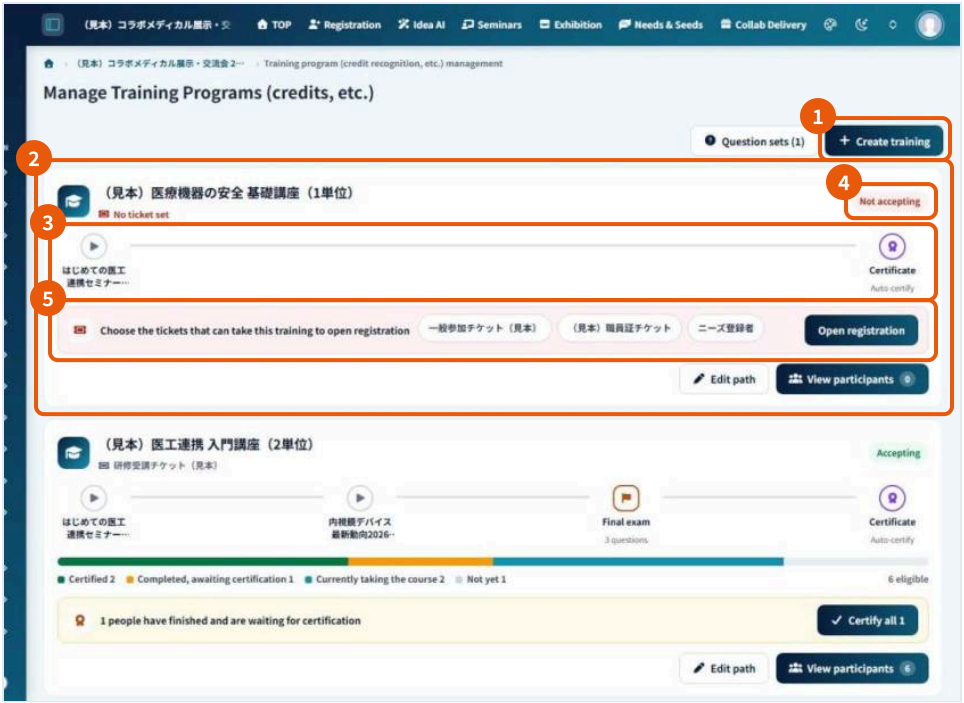
2

Background image

Design

Pick one of 30 shapes and one of 6 colours.

Training programs (credits) and quizzes



1 + Create training

Create a training
Set its name, path, credits and tickets.

2 （見本）医療機器の安全
No ticket set
はじめての医工

Training card
Name, credits, tickets and whether it is open.

3 はじめての医工
連携セミナー…

Path
The order learners follow: sessions, quizzes, final exam, certificate.

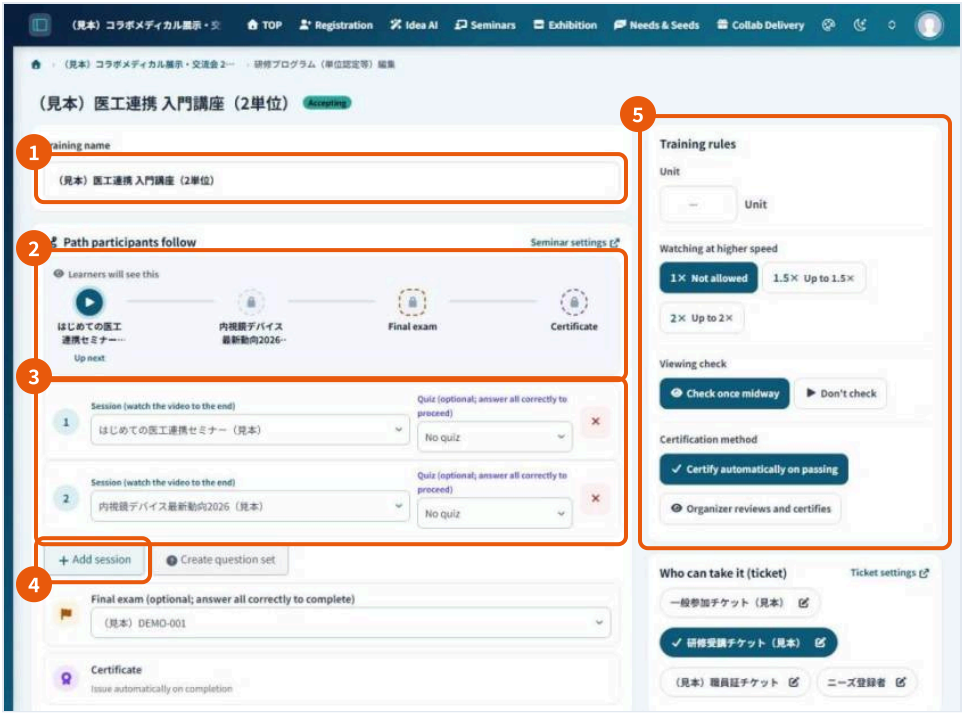
4 Not accepting

Open or not
It is open when a ticket is set.

5 Choose the tickets that can

Open registration
Choose the tickets that can take it, then Open registration. No need to go to the edit screen.

Setting the training path and attendance rules



1 Training name

Shown on the learner's page and the certificate.

2 How learners see it

This is how the path looks to learners. The first step is "next"; the others open once the previous one is done.

3 The path

Choose, from the top, the sessions to watch and the quiz after each. Watching a video to the end unlocks the next step.

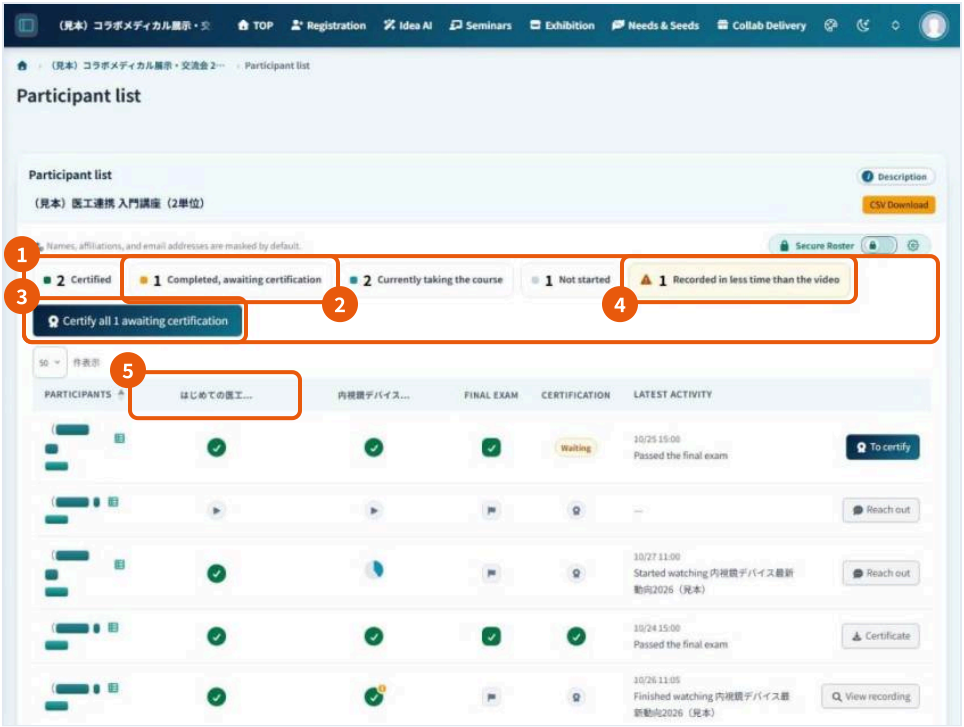
4 Add a session

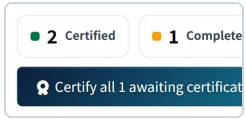
Adds one session to the path.

5 Training rules

Credits, playback speed, the viewing check and how to certify, all in one place. The chosen option is shown in a dark color.

Learner progress and certification



1 

Counts

How many are certified, awaiting certification, in progress and not started. Choose one to show only those people; press again to show all.

2 

Awaiting certification

People who finished but are not certified yet. When there are any, a button to certify them all appears.

3 

Certify everyone waiting

After a confirmation, certifies everyone who finished and is waiting. Each change is kept in the change history.

4 

Recorded in less time

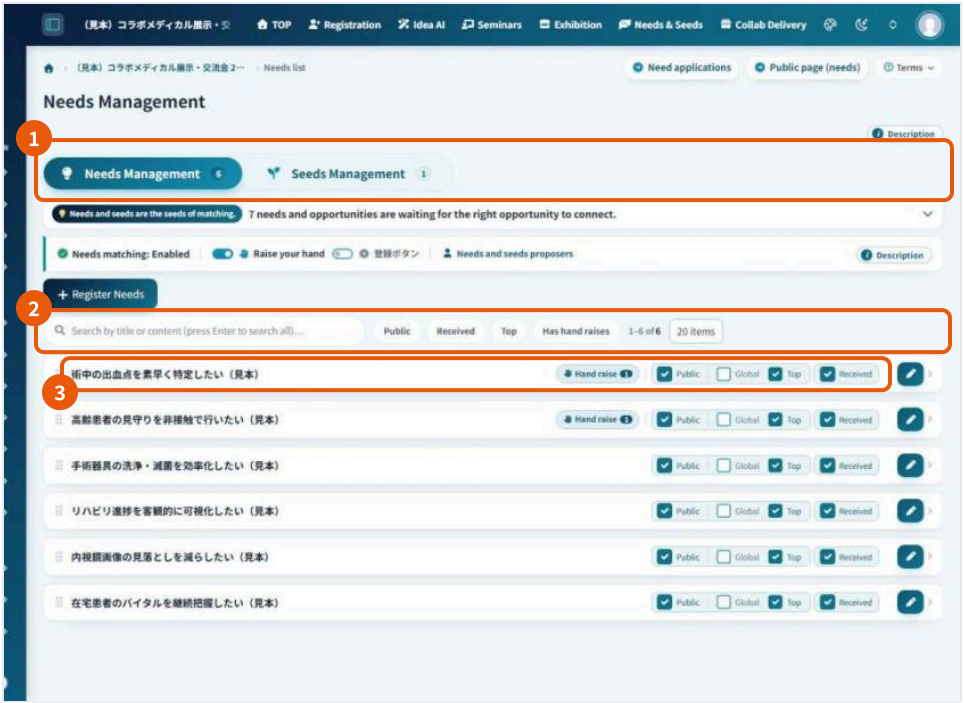
People whose video was recorded as watched in less time than its length. Press to show only them.

5 

One column per step

Each step of the path (sessions, quizzes, final exam, certification) has its own column. Green is done, partly filled is in progress, and a marked circle was recorded in less time than…

Needs and seeds settings (reading the list, compact one-line view)



1 Needs Management 6

Switching between needs and seeds

The tabs at the top, with a count on each.

2 Search by title or content (press E

Search, filter and how many to show

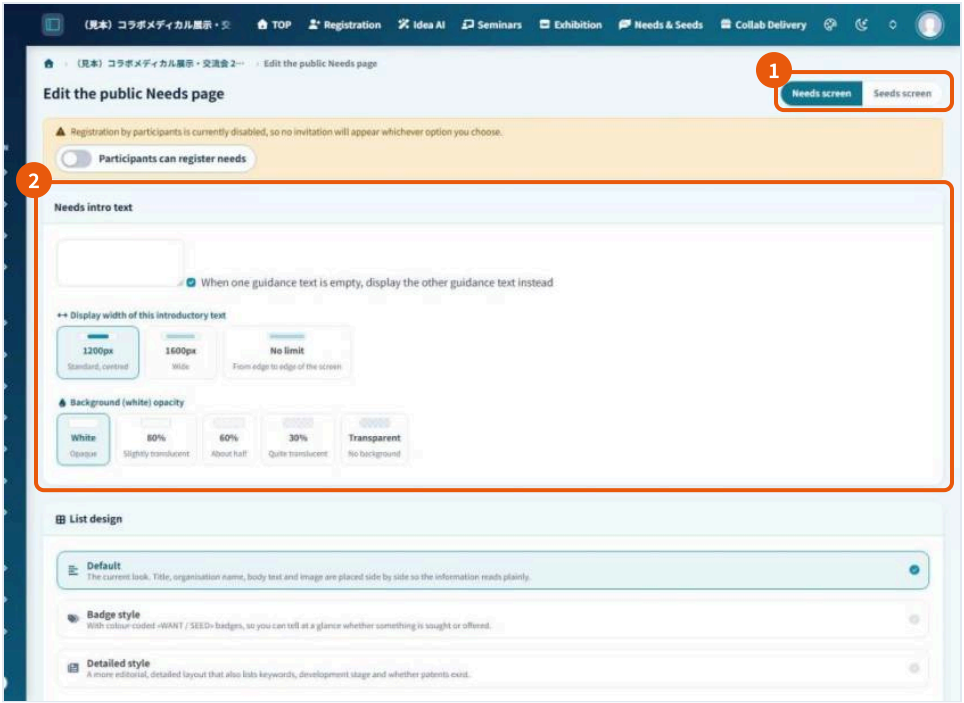
Search titles and text; Enter searches everything.

3 術中の出血点を素早く特定したい（見

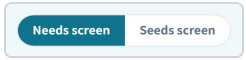
Tap a row for the summary

The summary, notes and the proposer's affiliation open below.

Needs page and seeds page editor (edit on the left, public page on the right)



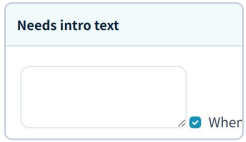
1



Switching between needs and seeds

The pill at the top right chooses which page you are editing.

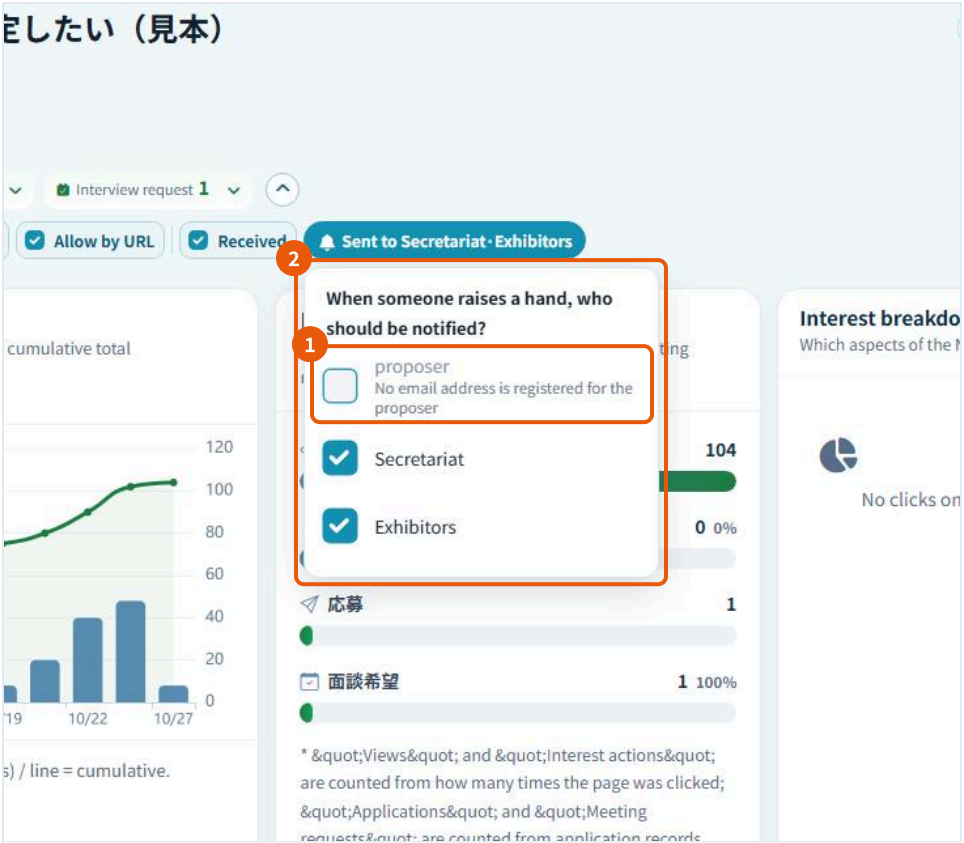
2



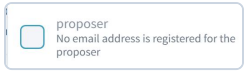
Open

Press the heading to open it.

Who to notify when a meeting request or comment arrives (recipients per need)



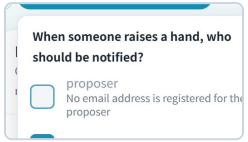
1



The proposer needs an email address

Without one it cannot be ticked, and the reason is shown.

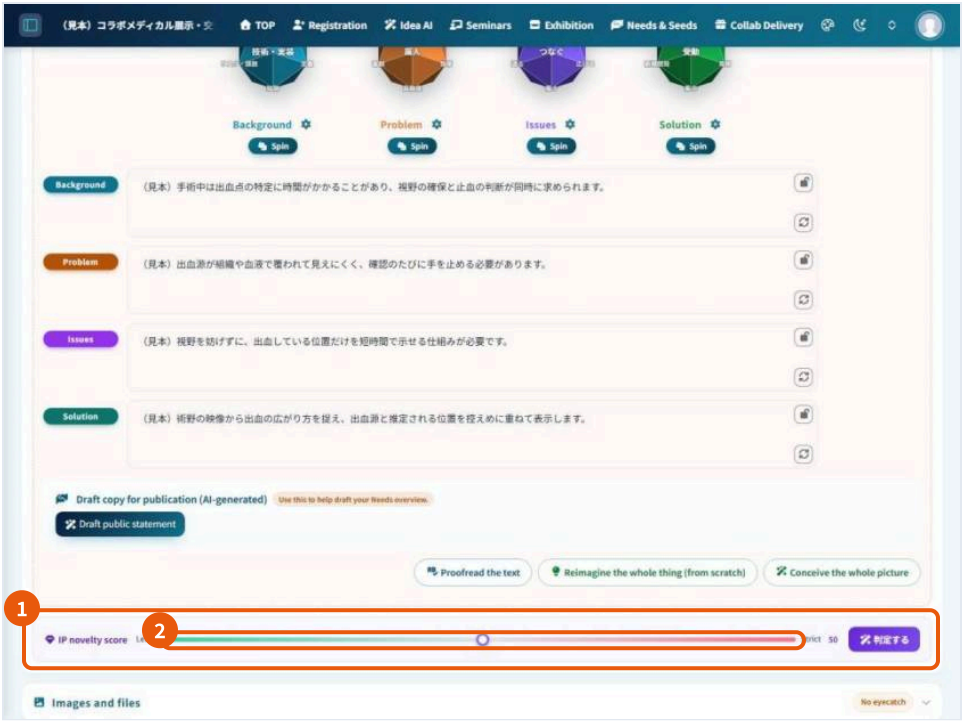
2



The last one stays

So that no meeting request / comment goes unheard. It saves on its own.

IP novelty score and “Suggest what to withhold” (autosave, earlier private versions)



1



The novelty score

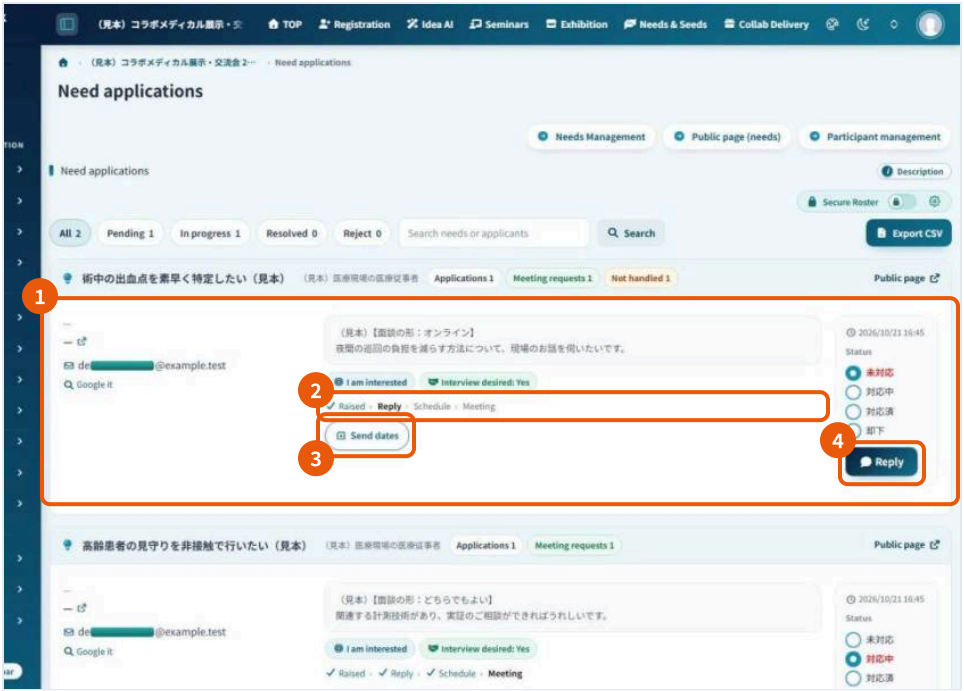
It judges whether the four parts hold anything genuinely new.

2

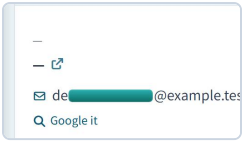
Lenient or strict

To the left, it picks up anything that might grow into something.

Inbox for meeting requests and comments (progress and sending candidate dates)



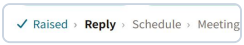
1



One card per meeting request / comment

Who, what they wrote, their purpose, whether they want to meet, and where it stands.

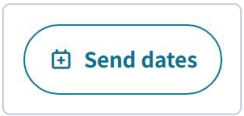
2



The progress line

Done steps are ticked; the next one waiting is in bold.

3



Send date options

Opens room for up to three times.

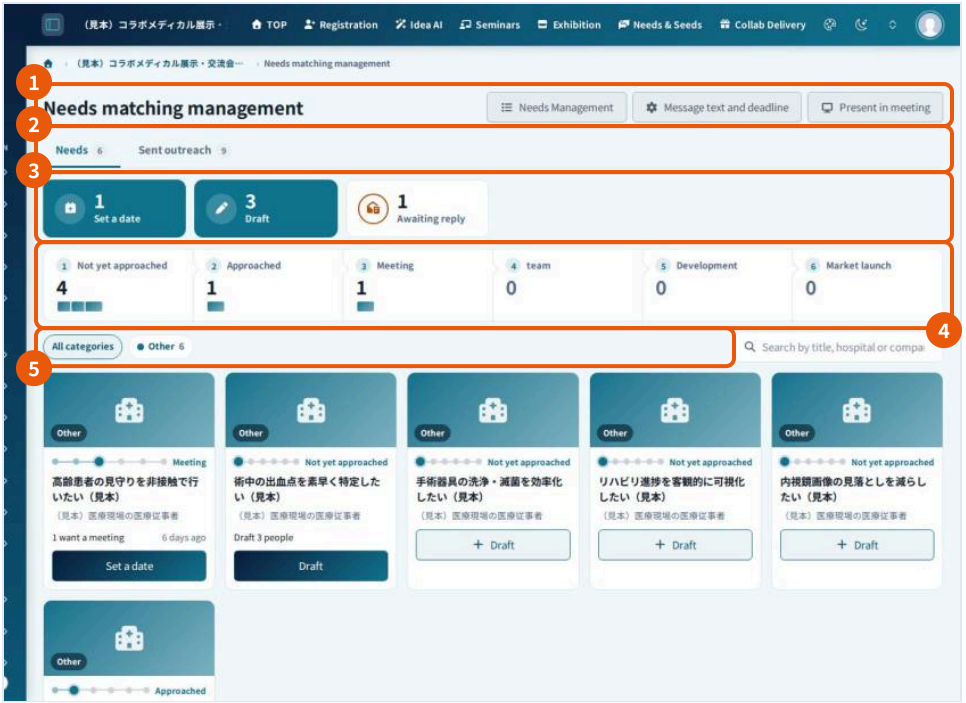
4



Reply in the chat

Opens the conversation for this meeting request / comment.

List: see needs and projects as cards





What this screen does

Send needs from clinical settings to participants and move them from meetings to projects and commercialization, all in one place. Outreach arrives by chat.



Three views

"Needs" shows needs and projects as cards, "Sent outreach" lists by the person you sent to, and "Outcome metrics" shows the numbers from outreach to launch.



What to do now

Counts to set a date, record results, drafts and more. Orange is waiting for the other side. Press one to open them.



Stage band

How many are at each of the six stages, from validating the need to launch. Press a stage to show only those cards.



Categories

Categories taken from the proposer's department (nursing, pharmacy and so on). The dot color matches the card picture.

Page for each need: the replies and what to do next



1 Contacted 5 people at 5 organizations (

Contacted and deadline

How many people and organizations were contacted, and the days left until the reply deadline. The circles just below show people by state.

2 Contacted 5 people at 5 organizations (

Time left to the deadline

A bar shows the time left from the outreach date to the answer deadline.

3 5 All 1 Not answered

Filter by state

People in each state; press one to filter. Filled circles are for you to do, outlined circles await their reply, green is done.

4 Set a date
They asked for a meeting

The person's state

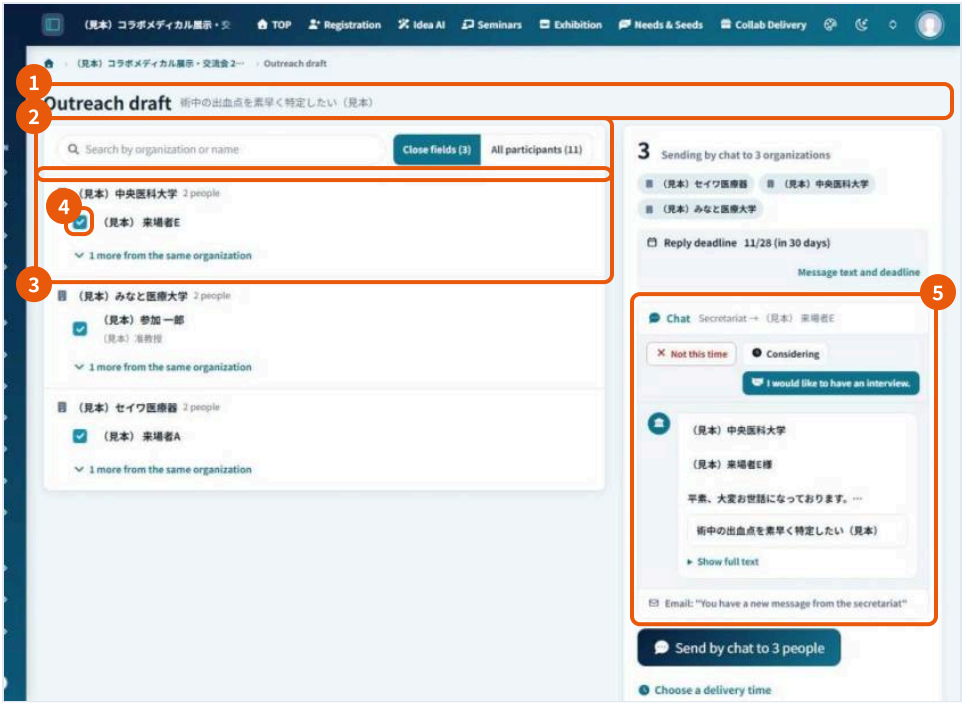
The same circle and name as the ladder above. The line below says what happened, such as a meeting request or days left.

5 I am interested
“（見本）夜間の見守りで、看護師の巡回
と考えています。”

What they answered

The kind of interest and the comment the person wrote.

Drafting the outreach: choose recipients by organization and send by chat



1 **Outreach draft**

Decide who to contact about this need. Nothing is sent until you press send.

2 Search by organization or name

Search and narrow

Search by organization or name, and switch between close fields and all participants.

3 （見本）中央医科大学 2 people
（見本） 来場者E
1 more from the same organiz

Candidates by organization

People from the same organization are grouped and the rest are folded, so one organization does not get the same outreach many times.

4

Check to add

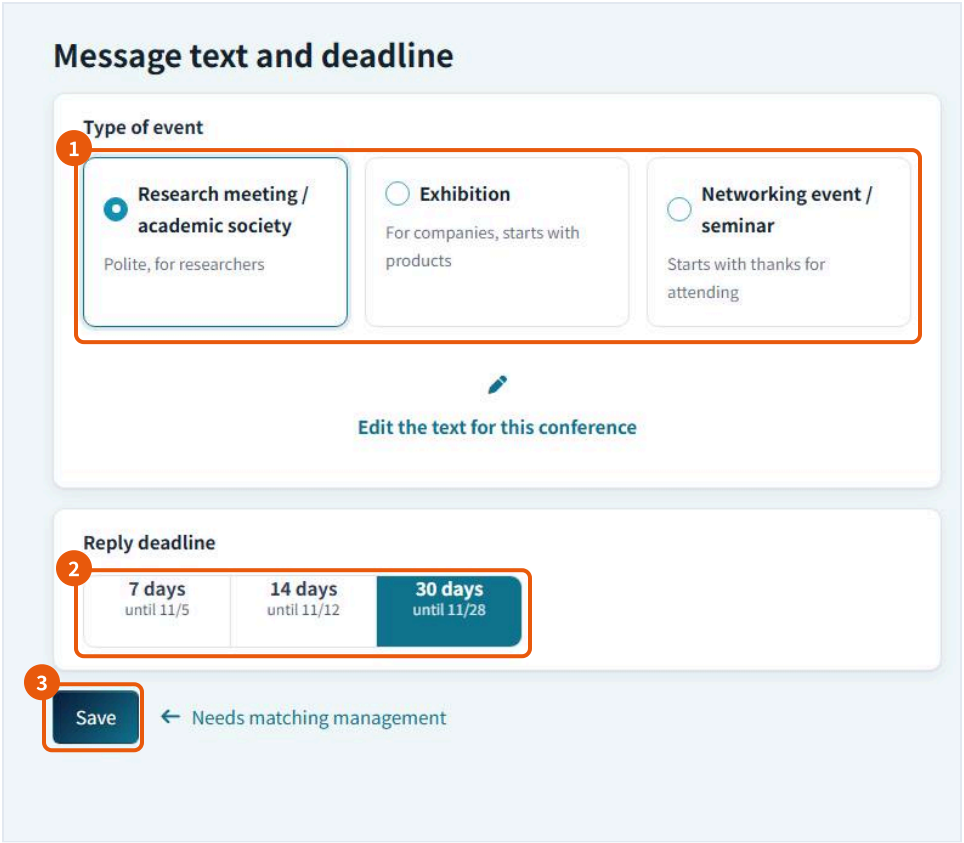
Checking adds the person to the draft immediately; unchecking removes them.

5 Chat Secretariat → （見本） 来場
Not this time
Considering

What arrives in their chat

Outreach arrives by chat; the email only says there is a new message. Use "Show full text" to read it all.

Message text and deadline



1



Type of event

Choose research meeting, exhibition or networking/seminar. Each shows its sample opening.

2



Edit the text

Adjust the opening for this conference. Placeholders such as the name are replaced per recipient when sent.

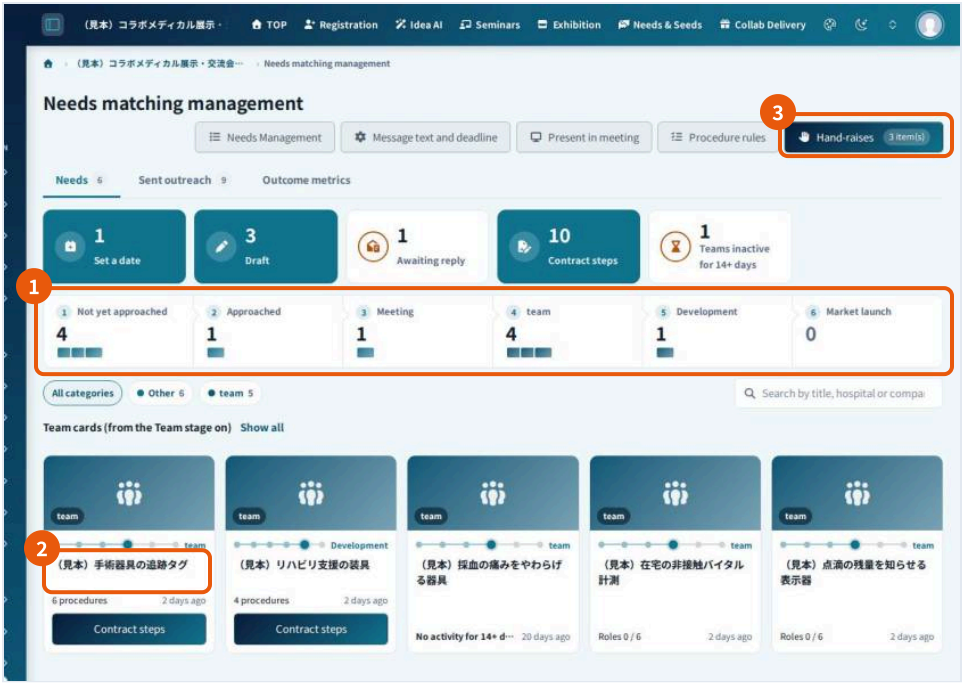
3



Answer deadline

Choose 7, 14 or 30 days after sending.

Projects: project cards





Stage band

Projects count toward the same stages as in project management. Press a stage to show only those cards.



Project page

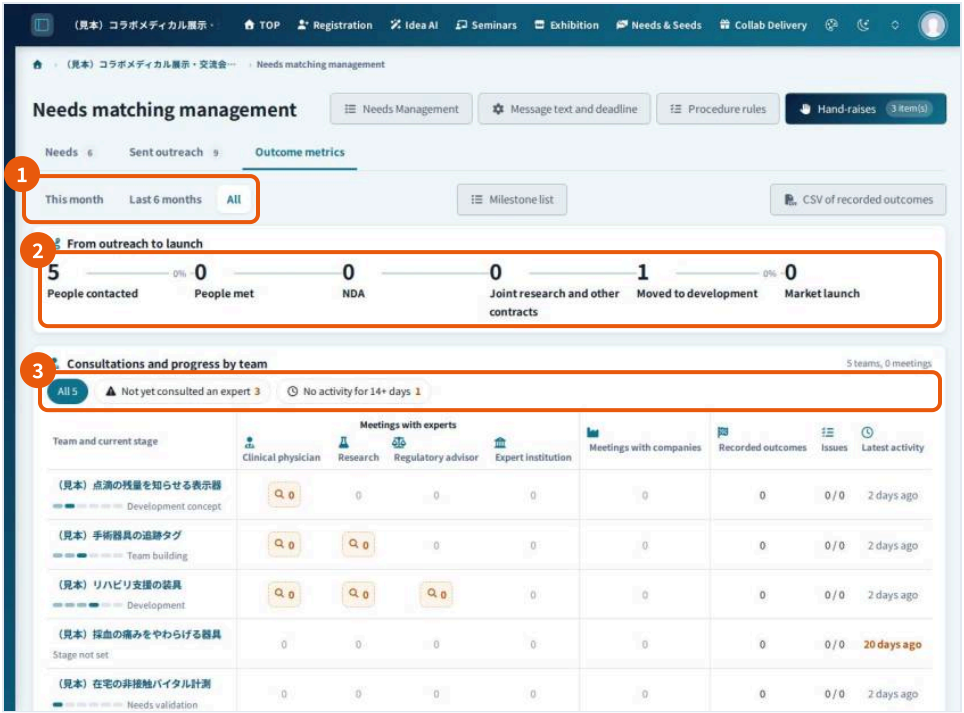
Press a title to open the project page with the contract table, steps, issues and meeting records in a small window.



Meeting request / comment list

Open meeting requests / comments that are not yet projects from here. Procedure rules are next to it.

Outcome metrics: from outreach to launch, consultations by project



1

This month Last 6 months

Period

Choose this month, the last six months or all. Outreach counts by send date, contracts by signing date, meetings by meeting date.

2

5 0% 0

People contacted Peop

From outreach to launch

The counts at each step, left to right. The percentage between steps is the share that moved on to the next step.

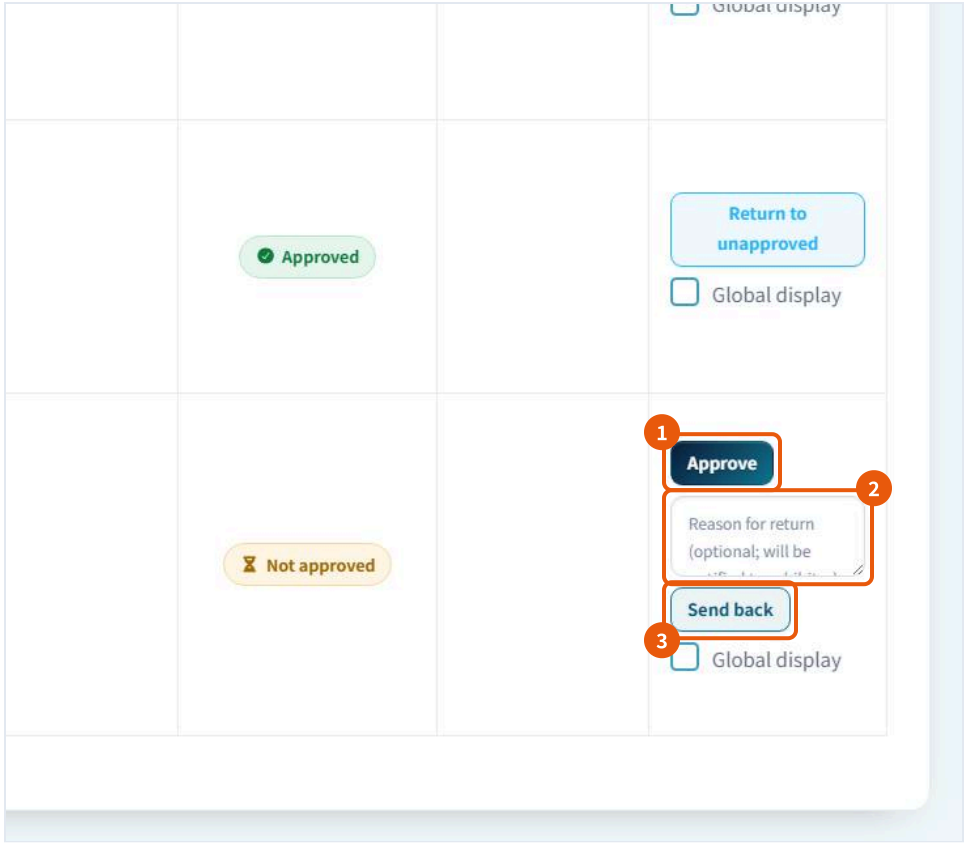
3

All 5 Not yet consulted an ex

Filters

Show only projects that have not yet consulted an expert, or projects with no activity for 14 days or more.

Reviewing a colabo delivery



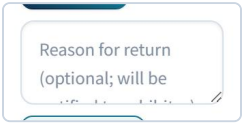
1



“Approve”

Approve it if the content is fine. Once approved, it becomes visible to visitors.

2



Write a reason for sending back

Write what needs fixing (sample). This reason is emailed to the exhibitor.

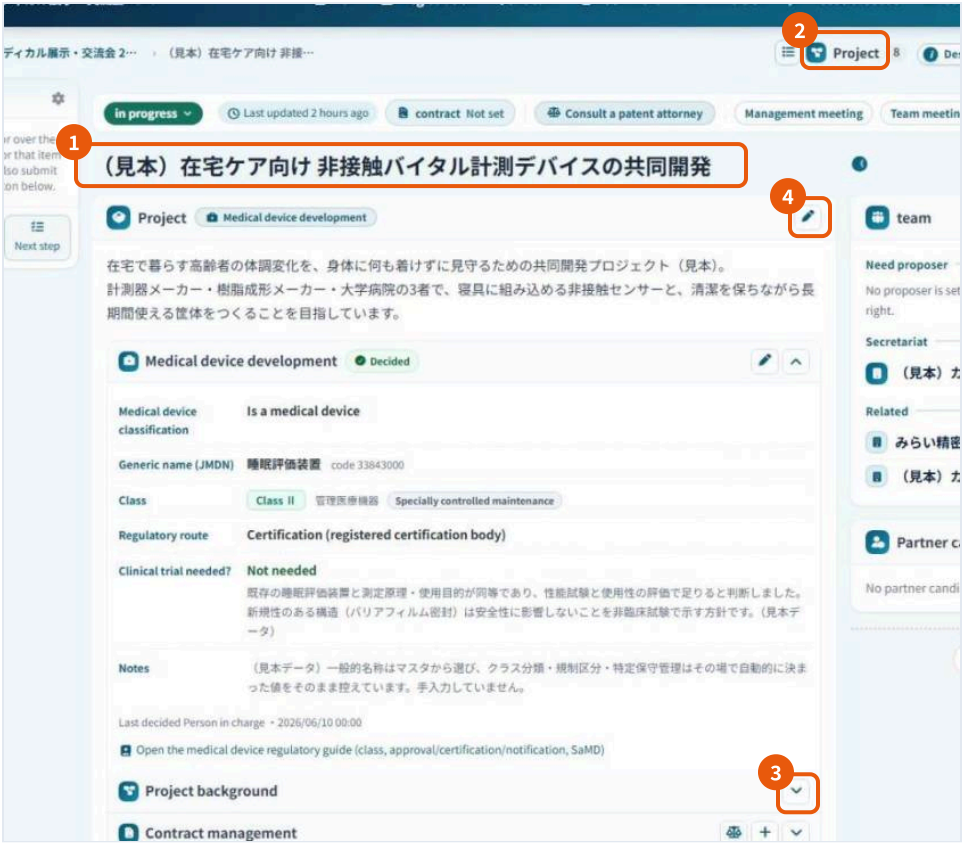
3



“Send back”

Send it back to the exhibitor with the reason (not executed in this sample).

Project details (the workspace for joint development that starts from a need)



1 （見本）在宅ケア向け

What this screen is for
The workshop for a joint development that grew out of a need.

2 Project

Opening the list

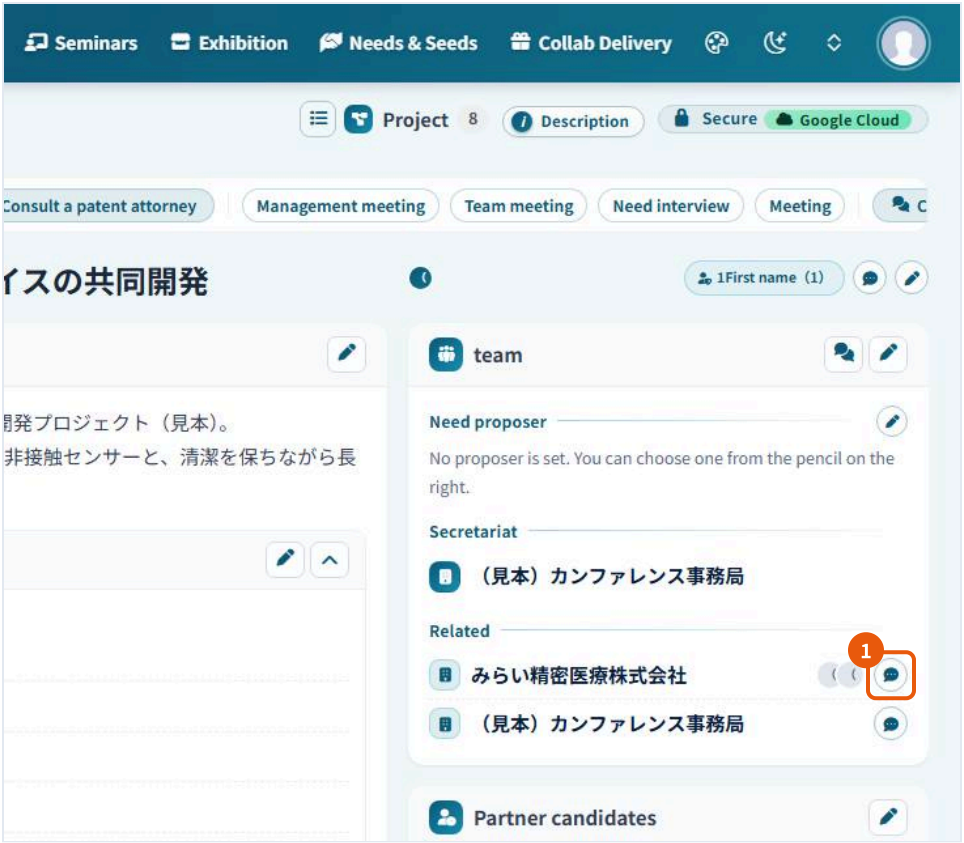
3

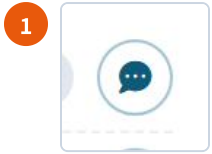
Opening the background

4

Opening the project dialog

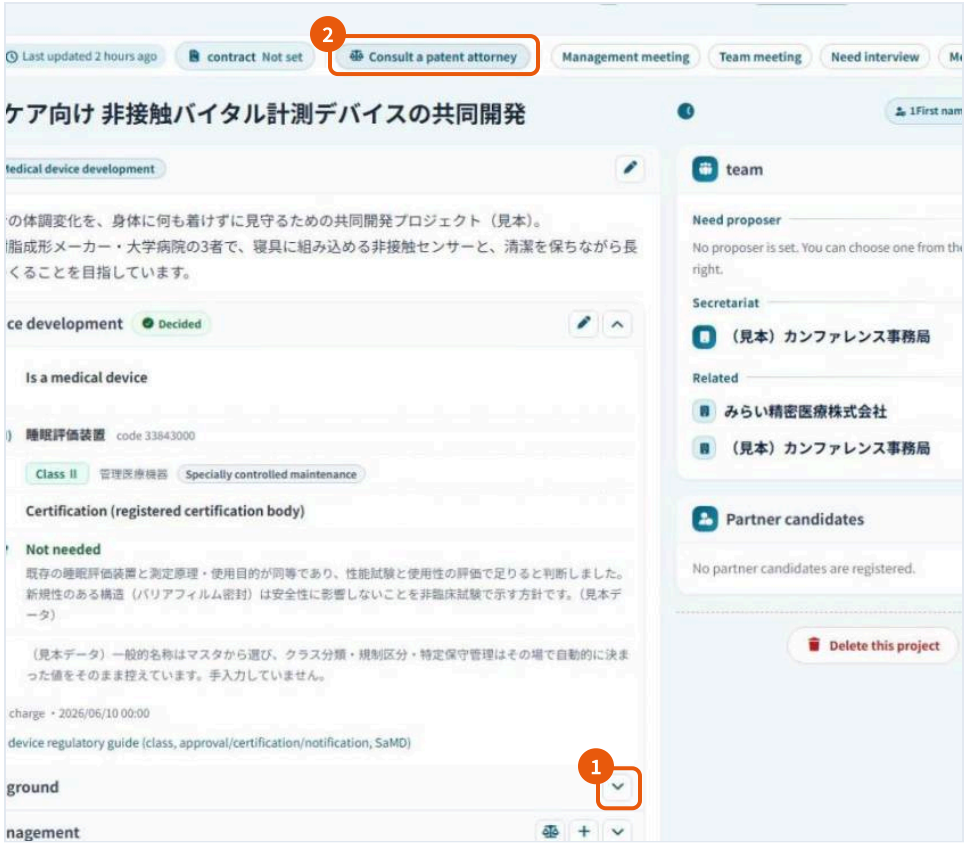
Project conversations (chats with partners and stakeholders, and who can see the rec…





Removing them later
cannot take back what they have already read.

Checks before disclosing outside the company (private version, disclosure materials, c…



1 

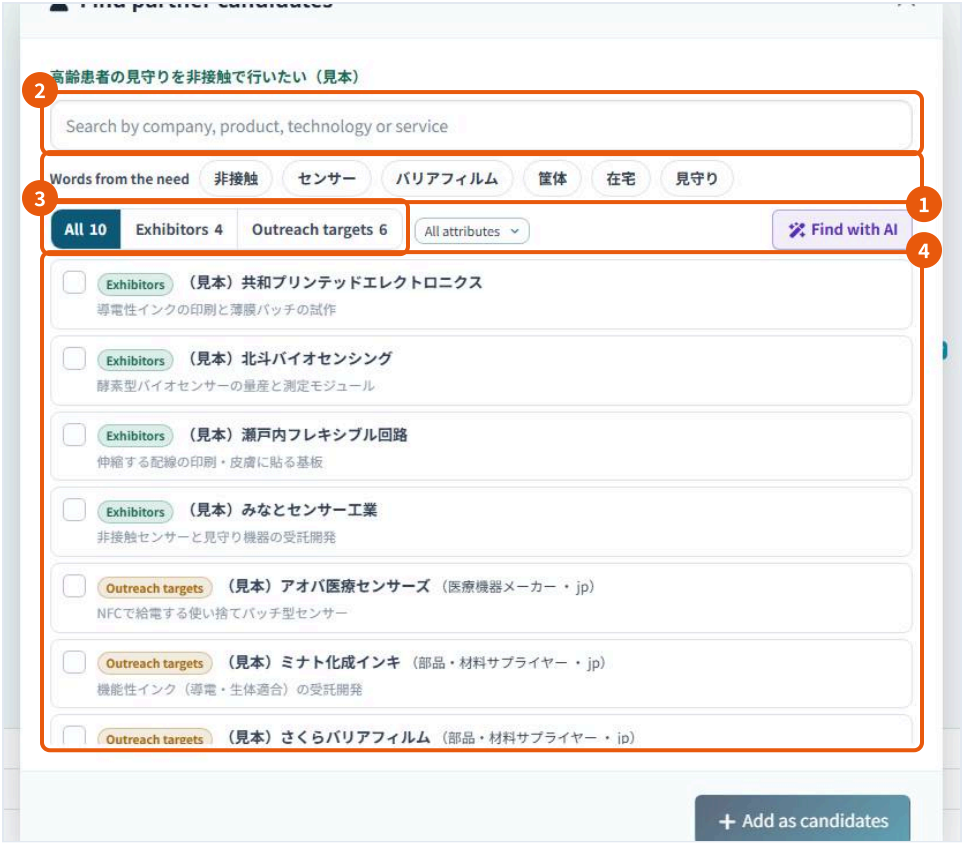
Opening the background

2 

Consulting an attorney

You may consult the attorneys registered here.

Find candidate partners (matching spreadsheet view)

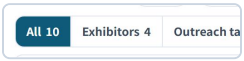


1 

Words from the need
Taken from the need itself. Press one to search with it.

2 

Searching by name
Type a company, product, technology or service. Separate words with spaces to search for each.

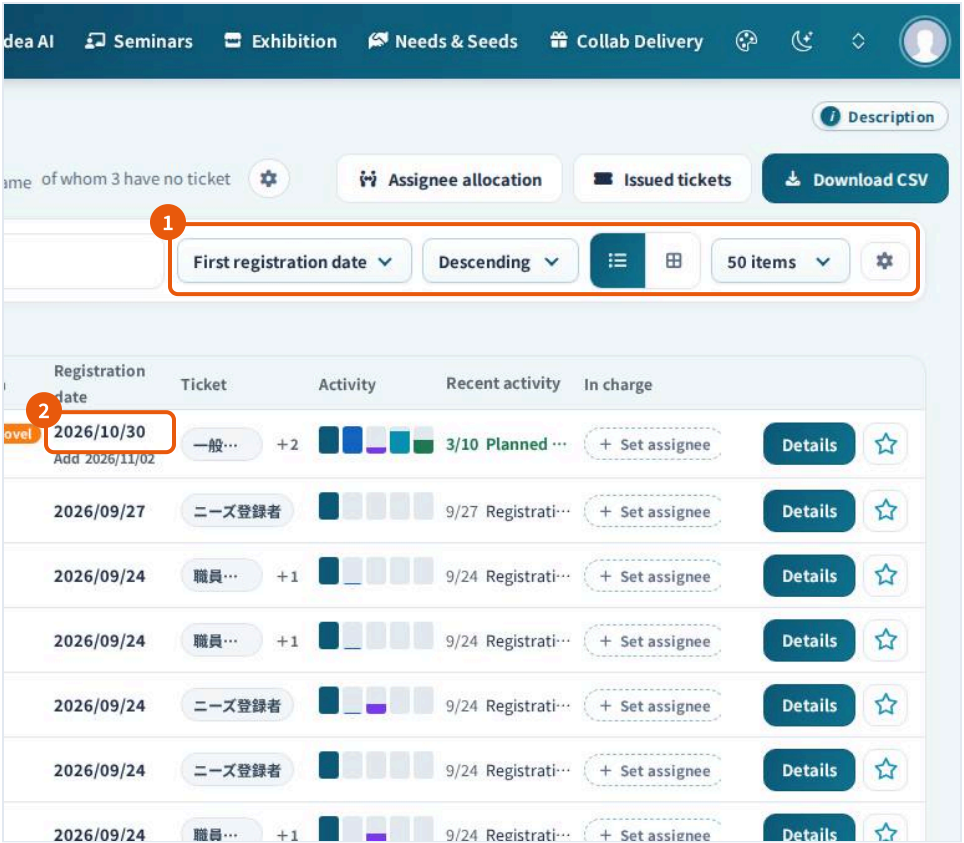
3 

Switching the category
All, exhibitors or outreach targets; the numbers are how many each has.

4 

Where to consult
Support organizations and university liaison offices. Three are shown when you open this. Use "See all" to browse by region.

Three dates for each participant (first registered, latest acquired, last updated)

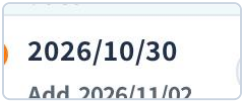


1



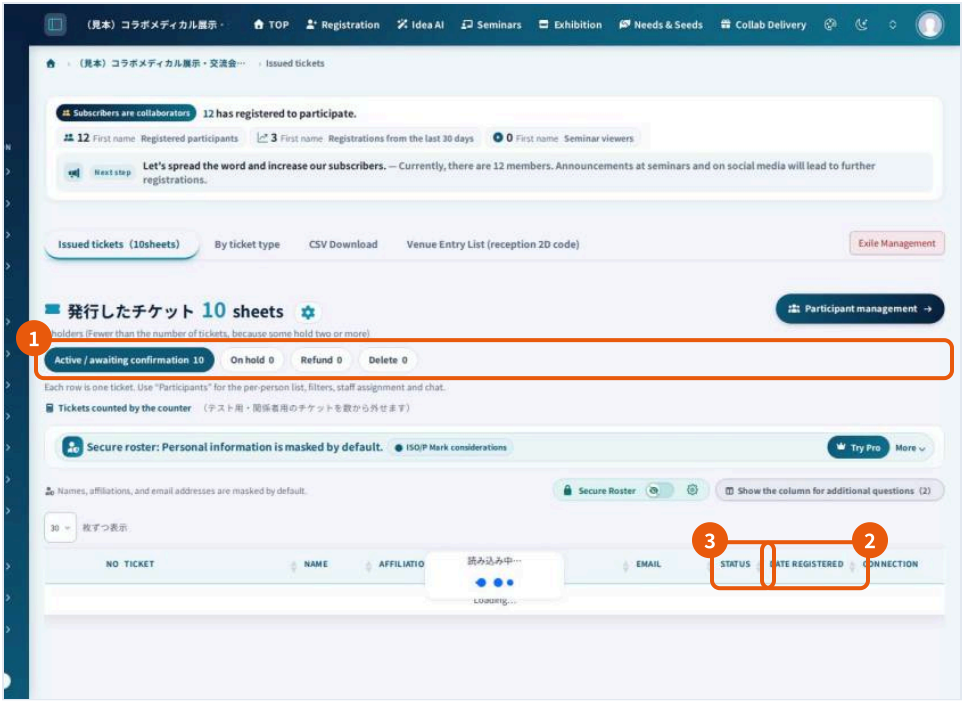
Sorting
At the top right. It applies the moment you choose.

2



The date on the card
The first registration date: when they first registered for this conference.

Managing issued tickets (status tabs and sorting; personal-information columns need …



1



Ticket status

Switch between active / awaiting confirmation, on hold, refunded and deleted. The number is the count of tickets in that state.

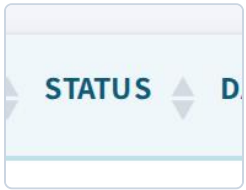
2



Sorting by registration date

The most used sort. Each press switches between newest first and oldest first.

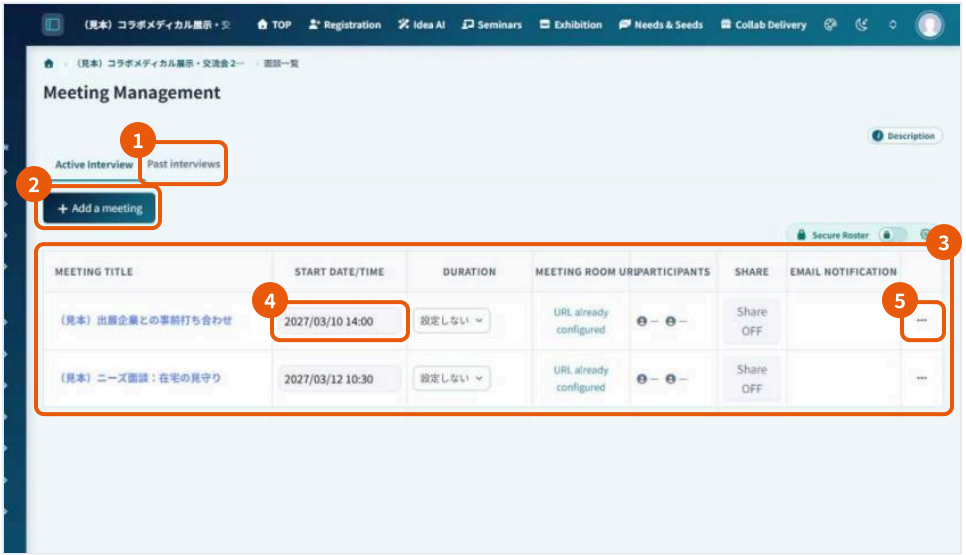
3



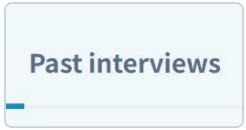
Sorting by status

Useful when you want to see tickets in the same state together.

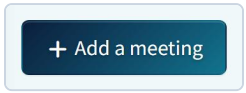
Meetings (creating and sharing meeting schedules)



1 **Upcoming and past**
A meeting moves to Past a week after it ends.



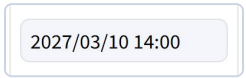
2 **Add a meeting**
Adds a new meeting at the top of the list.



3 **One meeting per row**
Title, start, length, room URL, attendees, sharing and mail reminders.



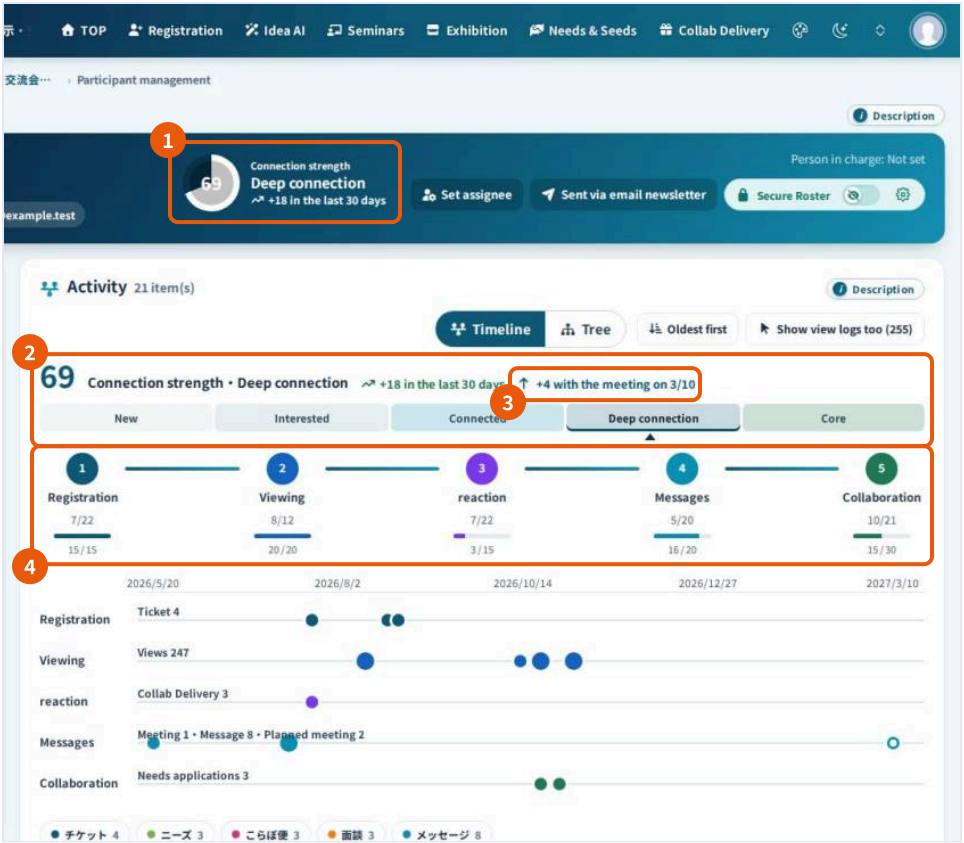
4 **Start time**
Change it in place.



5 **Delete**
Asks you to confirm first.



Participant details



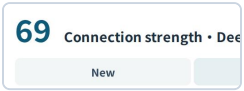
1



Connection strength

A score from 0 to 100 and the name of the current level, with the points gained in the last 30 days.

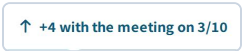
2



Five levels

New, Interested, Connected, Deep connection and Core. The triangle marks the current position.

3



What raises it next

Shows the activity most likely to raise the score, such as an upcoming meeting — a good reason to get in touch.

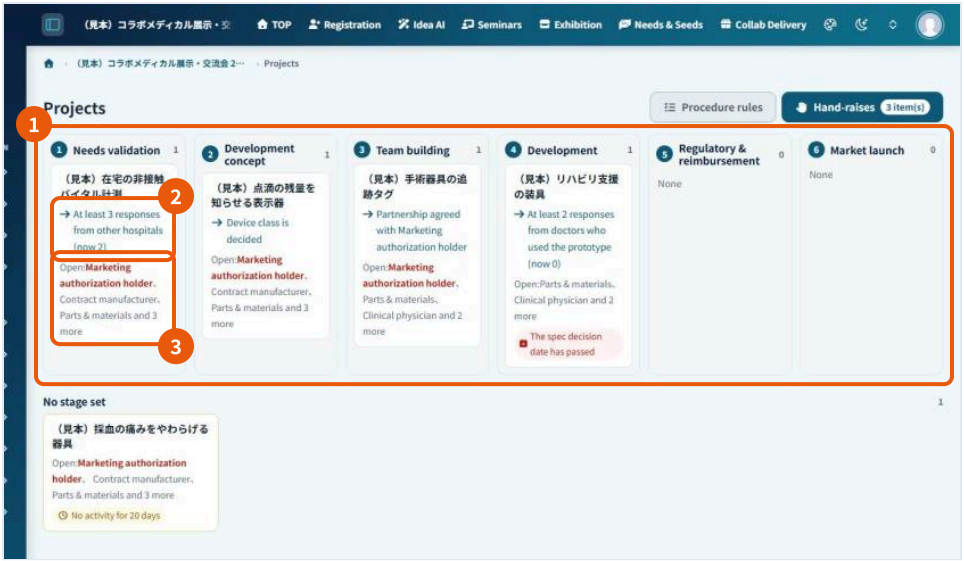
4



Points and caps by stage

Each stage shows "points / cap" with a bar. However much someone browses, viewing gives at most 20 points.

Project list: six stages and what to do next



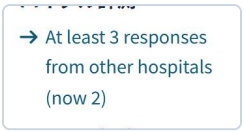
1



Six stages

Needs validation, development concept, team building, development, regulatory and reimbursement, then market launch.

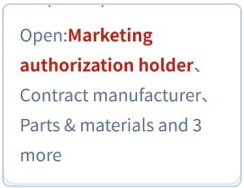
2



Next thing to do

The one thing still missing to finish that stage.

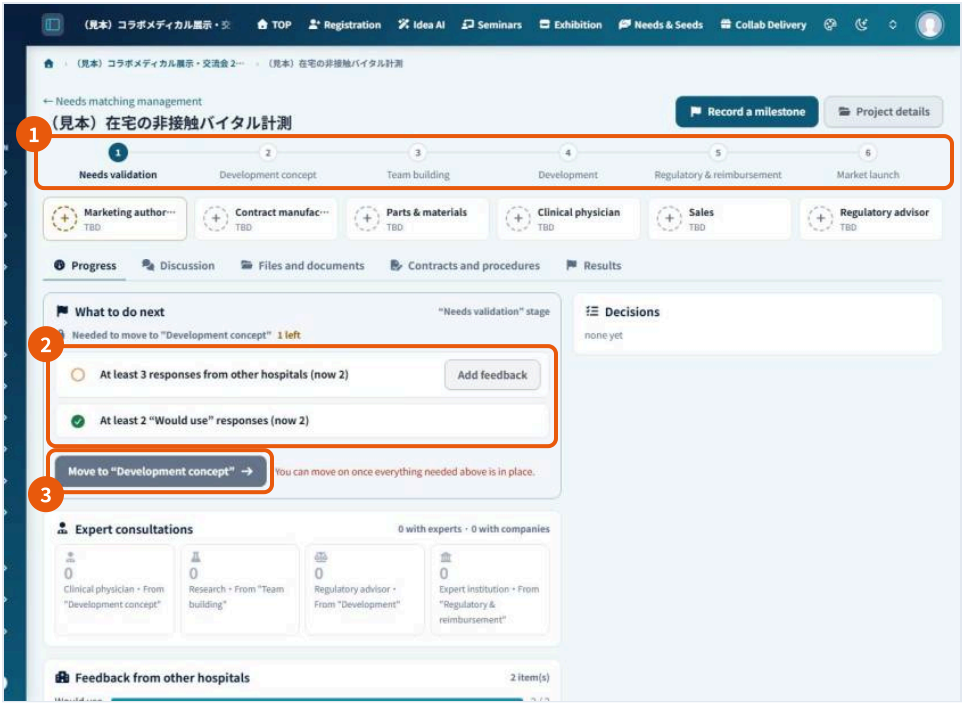
3



Open roles

Red text is a role that must be filled before moving on (the marketing authorization holder).

Needs validation: collect voices from other hospitals



1



Current stage

Shows where the project is among the six stages.

2



What you need to move on

Items already met get a green mark. Use the button beside a missing one to fix it right there.

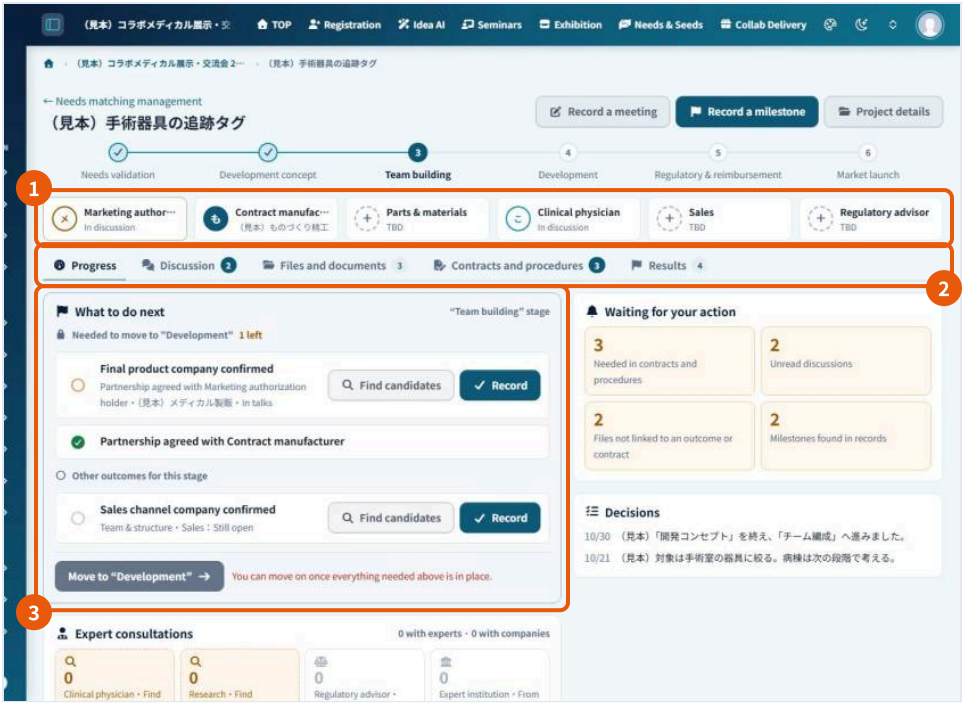
3



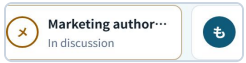
Move to the next stage

You cannot press it until the conditions are met. Moving on is recorded under Decisions.

Project page: progress and what to do next



1



Team roles

The partners chosen for each of the six roles. A required role that is not yet chosen is orange. Press a role to open the search for candidates.

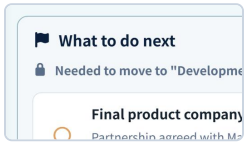
2



Five tabs

The numbers are unread discussions, files, items needed in contracts and procedures, and recorded outcomes.

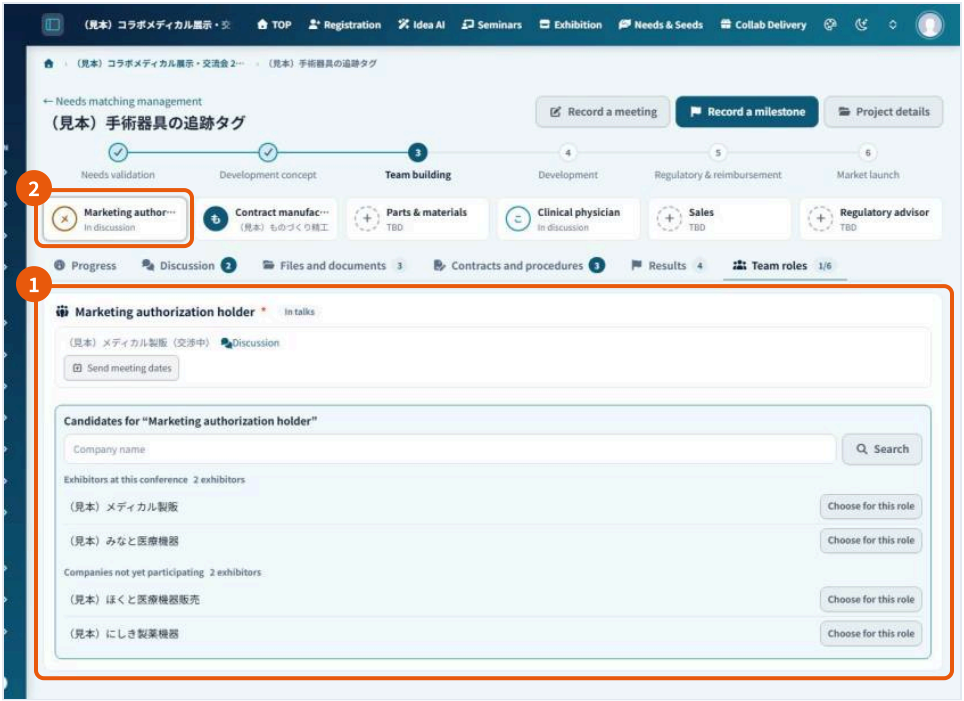
3



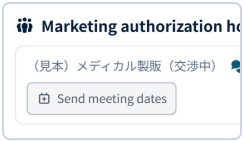
What to do next

At the top is what you need to move on; below are the other outcomes. Act right away with "Open the discussion" or "Find candidates" beside each partner.

Team building: six roles including the marketing authorization holder



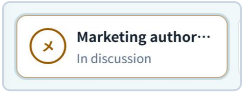
1



Chosen role

Beside the heading: partnership agreed, in talks or not decided. Below are the partners and candidates for this role.

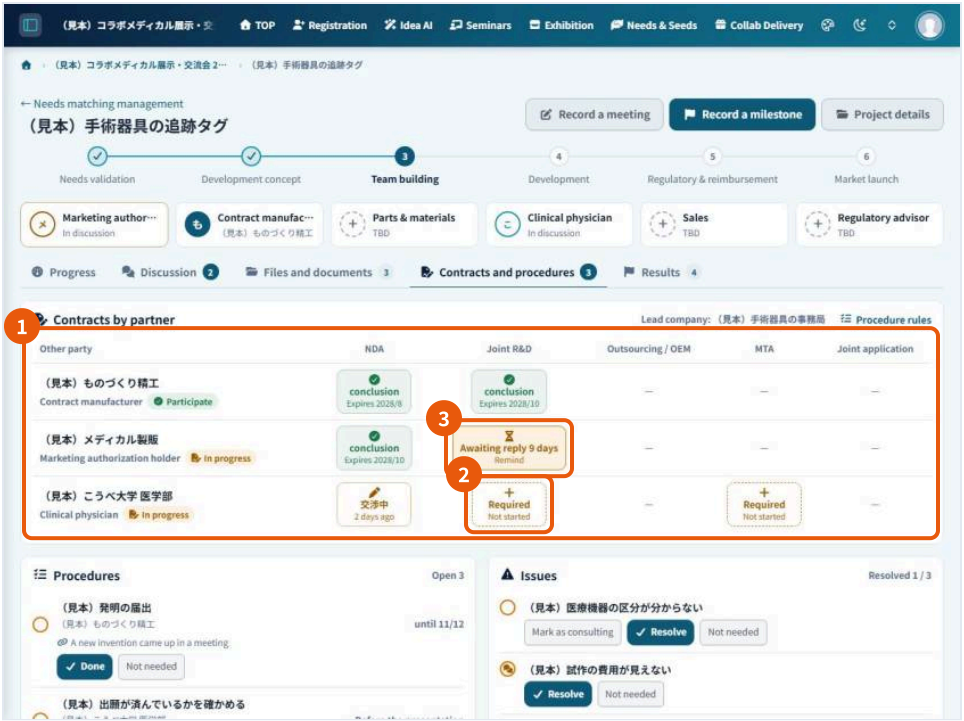
2



Marketing authorization holder (required)

The licensed company that handles regulatory affairs and sales. Development cannot start until it is decided.

Contracts by partner, procedures and issues



1



Contracts by partner

Rows are partners and columns are contract types, so you can see at a glance what is done with whom.

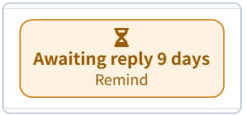
2



Needed

A contract you need but have not started. Press it to create a draft from the template and send it in the chat.

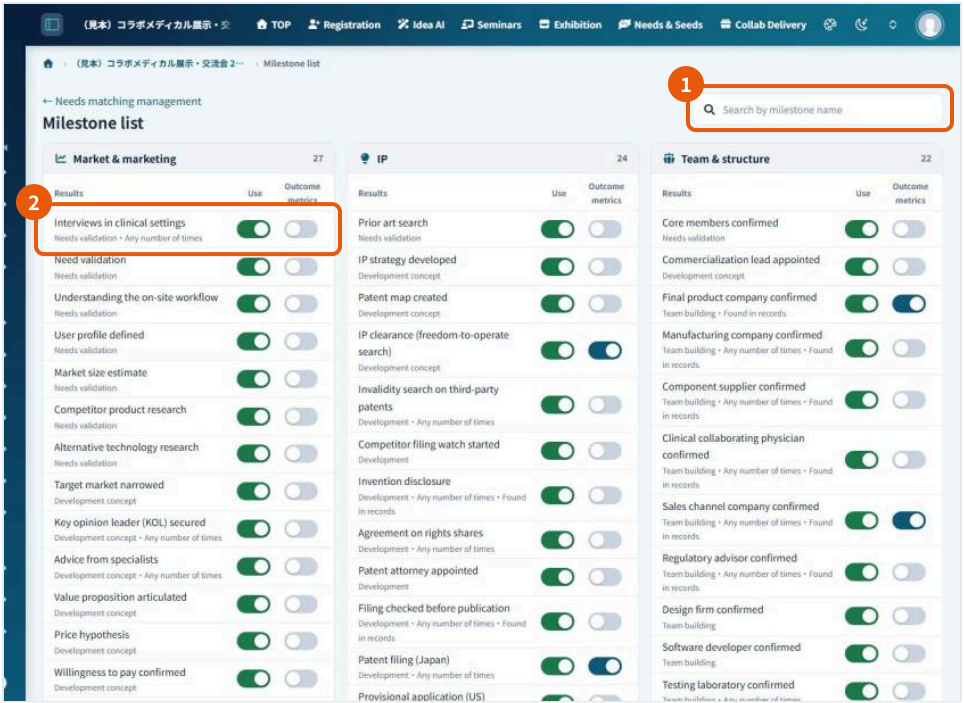
3



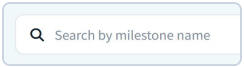
Awaiting reply

If there is no reply 7 days after sending a draft, it turns orange with the day count. You can remind them in the chat from the window.

Milestone list: milestones to use and to show in outcome metrics



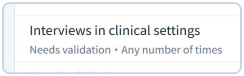
1



Search

Search by milestone name.

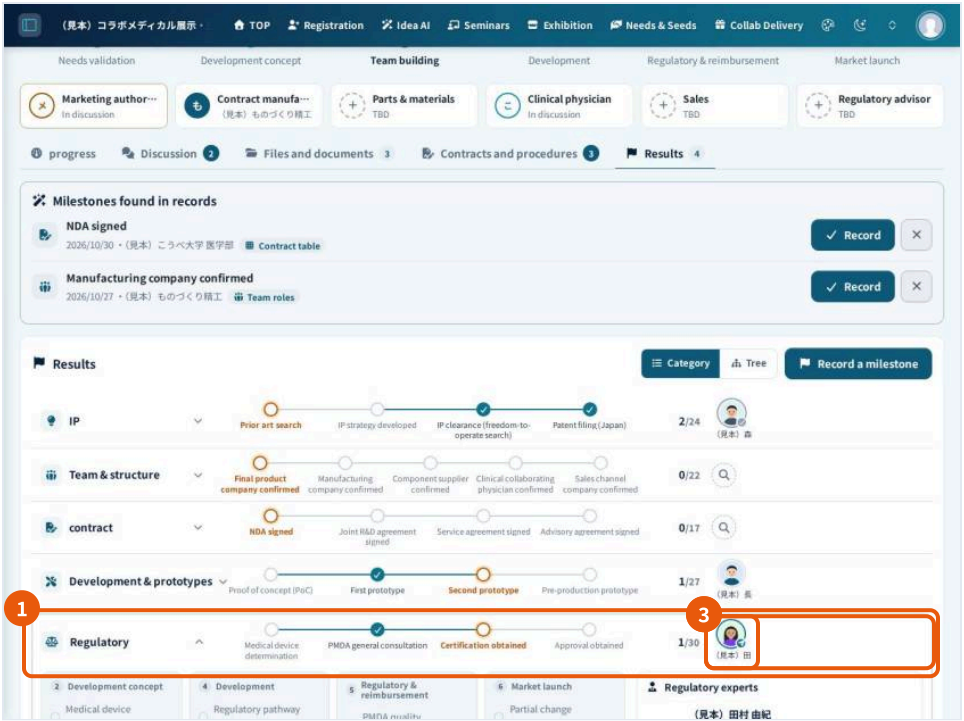
2



One milestone

Below the name: the stage it is usually recorded in, and whether it can be recorded repeatedly or found in records.

Outcomes tab: milestones and experts by category



1



Stage line

Completed, next and remaining milestones are linked in stage order.

2



Experts for this category

Experts you have asked come first, then experts you have not asked yet.

3



Awaiting reply or accepted

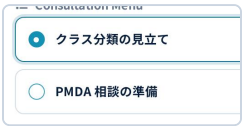
Requests awaiting a reply and requests the expert accepted.

Send a request to an expert





Consultation menus
CP for each menu. Some menus are free.

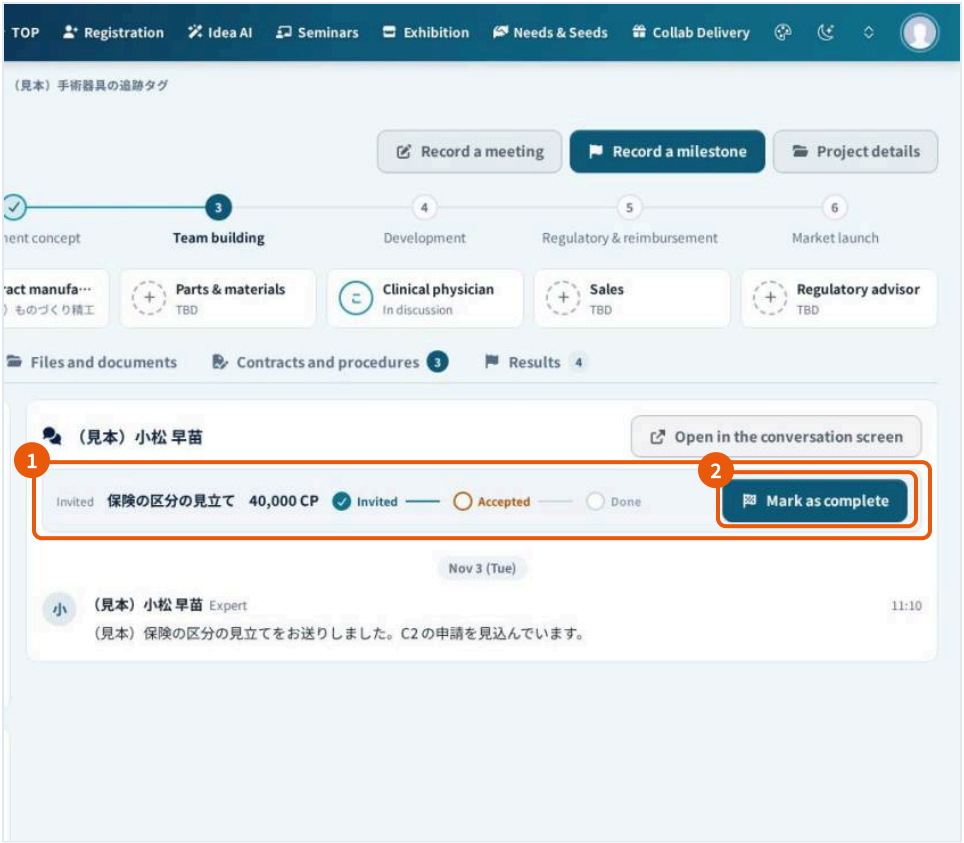


Which project
The request belongs to this project.



Milestones to work on
Unfinished milestones of this category are selected at first. Milestones you clear are not included in the request.

Request conversation and marking it completed



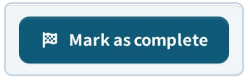
1



Request line

The menu, CP and where the request is: request → accepted → completed.

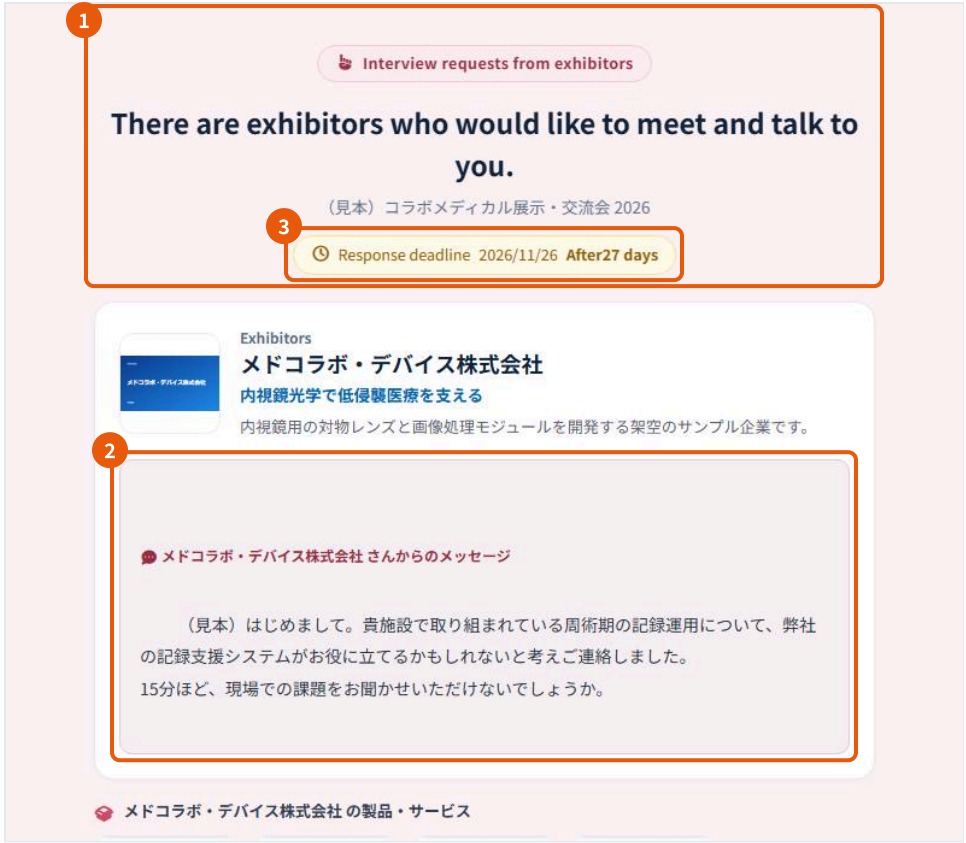
2

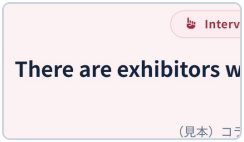


Mark as completed

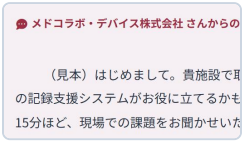
Only accepted requests can be completed. The expert is notified.

The invitation screen visitors receive (accept or decline)

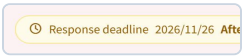


1 

Who it is from
The exhibitor and the conference are shown at the top.

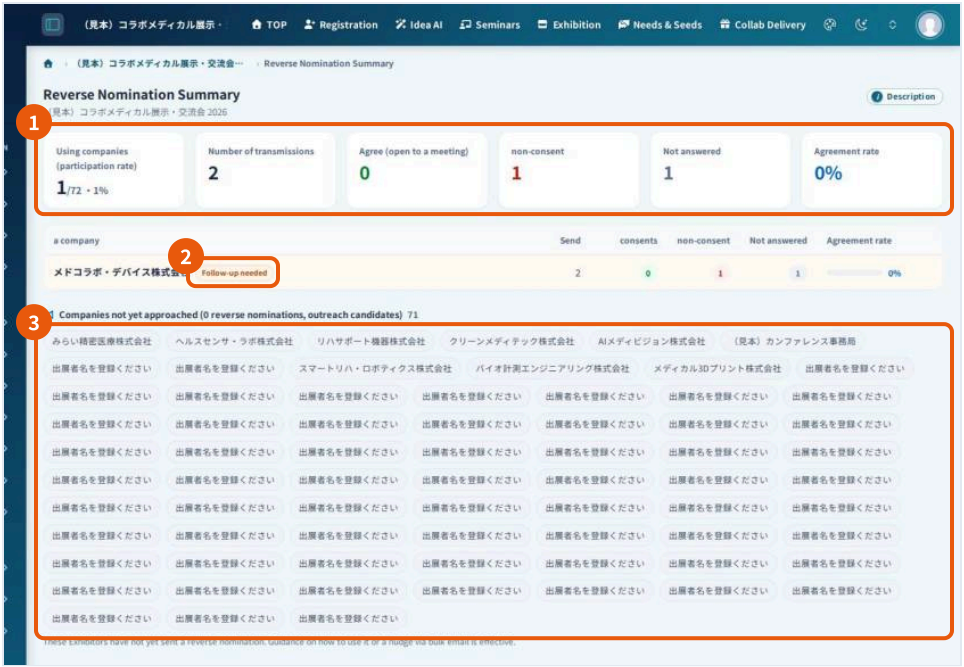
2 

The invitation message
The exhibitor's own words. [Name] is shown as the visitor's own name.

3 

Name, deadline, declining
Three points: the name stays hidden until accepting, the days left to reply, and declining does not share the name.

Reverse Nomination Summary (reading the figures)



1

Using companies (participation rate)
1/72 ・1%
Num
2

Overall figures

Companies using it and their share, the number sent, awaiting reply (opened), accepted, meetings, and the acceptance rate.

2

Follow-up needed

Follow-up needed

Companies that have sent some but have no acceptances. Suggest they review how they reach out.

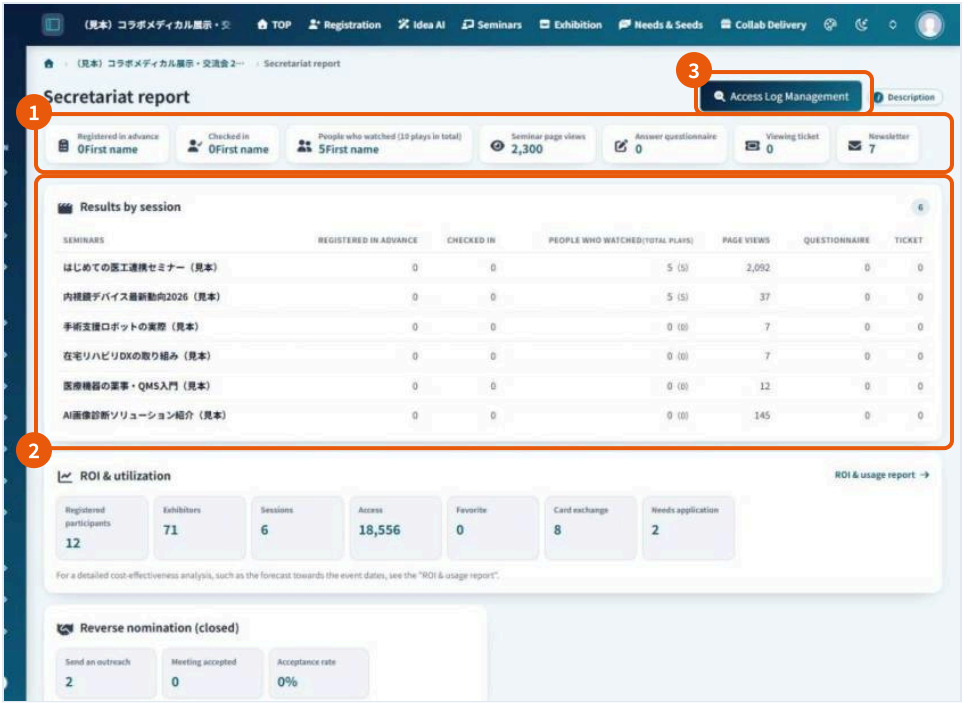
3

みらい精密医療株式会社
出展者名を登録ください
出展者名を登録ください
出展者名を登録ください

Companies not yet approached

Companies that have not sent any yet. Tell them how to use reverse nominations.

Secretariat report (see everything on one screen)



1



Headline figures

Advance registration, viewing, unique viewers, surveys, tickets and the newsletter.

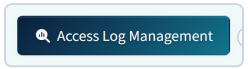
2



By session

The same figures for each seminar, ready to use in a report.

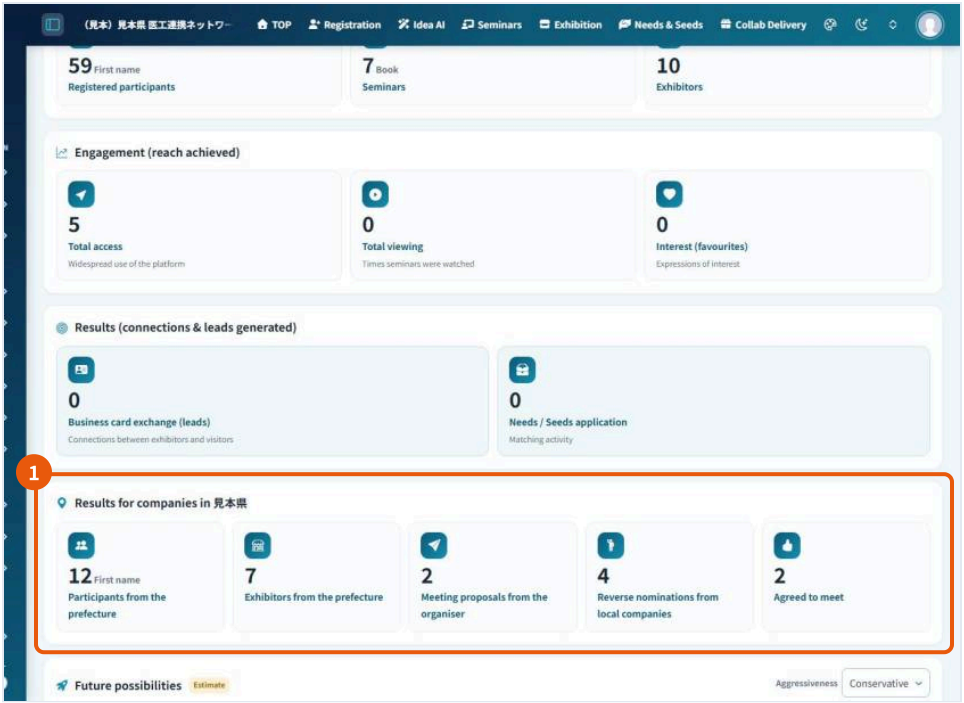
3

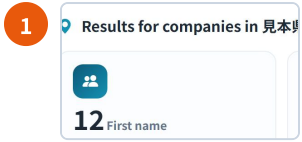


Access log

Arrivals by attribute, cumulative viewers, and reach by language and country open from "Analyse in detail" at the top right.

ROI and usage report (results for local companies)

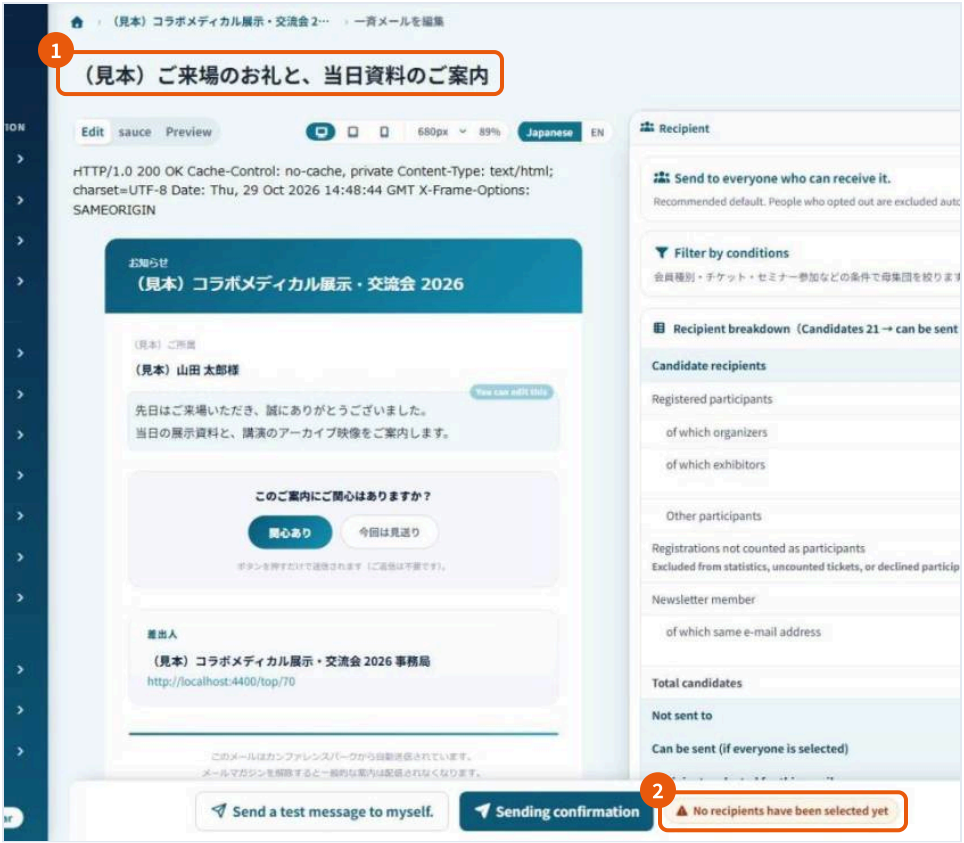




Results for local companies

Local participants, exhibitors, meeting proposals from the organiser, reverse nominations and agreed meetings. Only sent proposals count.

Writing a bulk email (see it as recipients will, and edit it in place)



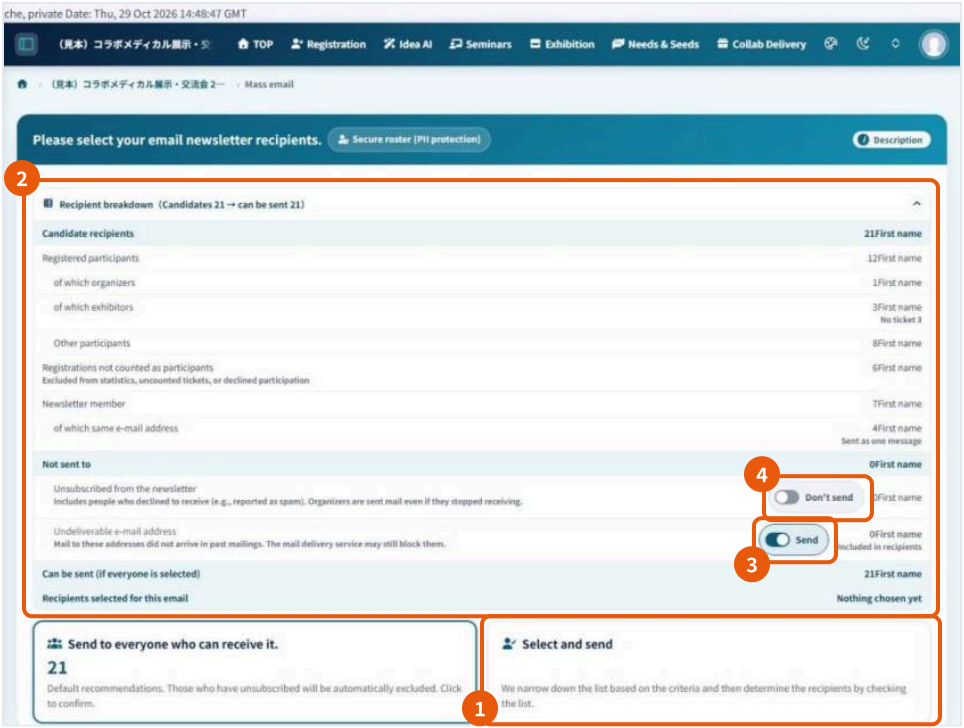
1 （見本）ご来場のお礼と

Enter the subject
The subject line. Edit it right on the page heading.

2 ⚠ No recipients have been selected yet

The pre-send check
It points out what is easily missed.

Choosing bulk email recipients (deciding who receives it by conditions)



1 **Select and send**

We narrow down the list based on the cri
the list.

Opening the filter

2 **Recipient breakdown（Candidates**

Candidate recipients

Registered participants

of which organizers

Breakdown of recipients

Candidates, people not sent to and why, and the final count.

3 **Send**

Addresses mail did not reach

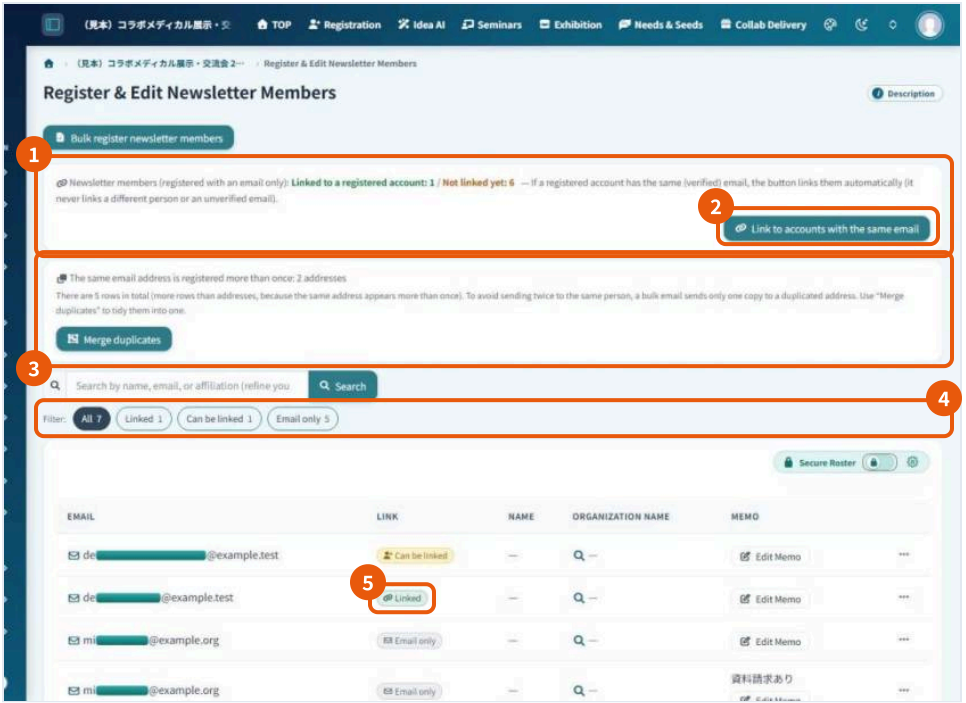
Sent by default. Switch off to leave them out.

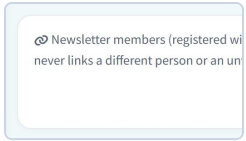
4 **Don't send**

Important notices

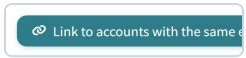
Only for notices with no advertising; then people who stopped receiving also get it.

Newsletter subscribers (links and duplicates)

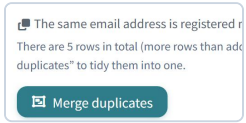


1 

Link status
How many are linked to an account, and how many are not yet.

2 

Link in one go
Links everyone who has an account with the same verified email.

3 

Duplicates
Even when an address is duplicated, a bulk email sends only one copy.

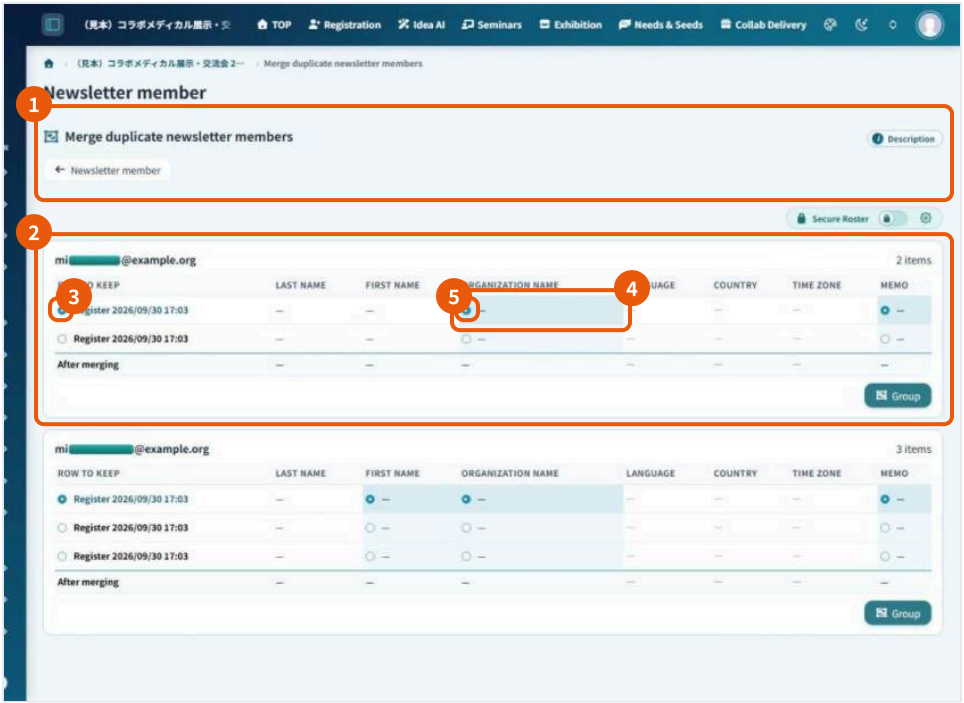
4 

Filter
Filter the list by link status.

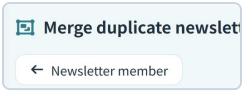
5 

Linked
Linked to a registered account.

Merging duplicate newsletter subscribers (one entry per address)



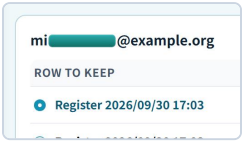
1



What this screen does

Merge newsletter members that share an email address into one.

2



One box per address

Rows with the same address sit in one box, and you merge box by box.

3



Row to keep

Pick the row to keep; the registration time tells them apart. The oldest row is chosen at first.

4



Fields that differ

Fields whose values differ between rows are tinted.

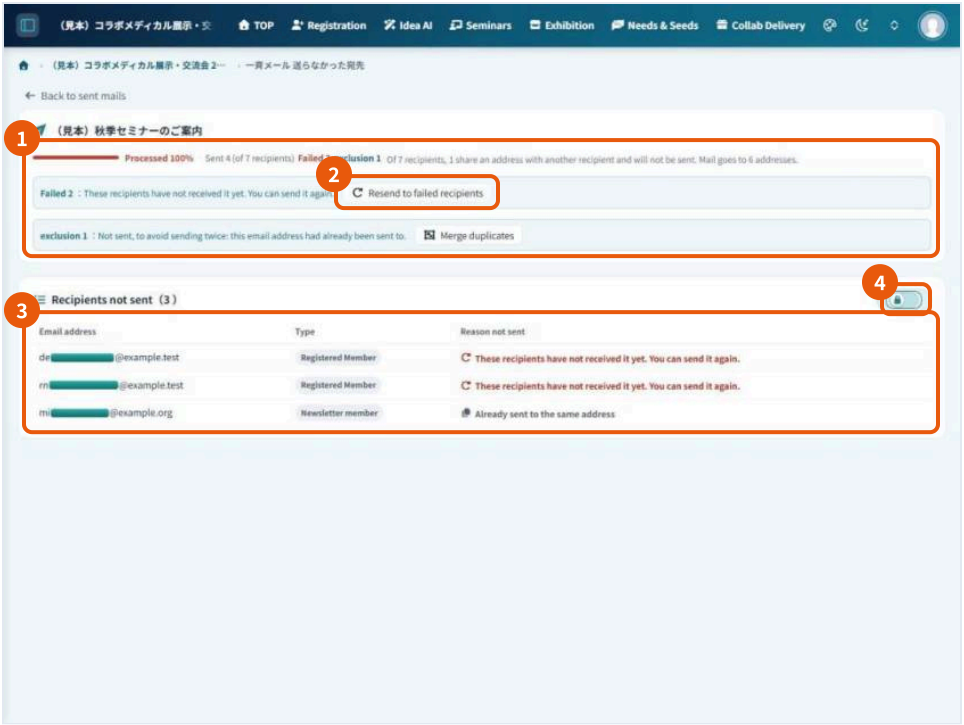
5



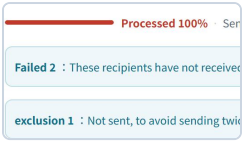
Choose per field

For each differing field, choose which row's value to use.

Resending to addresses not sent to and addresses that could not be reached



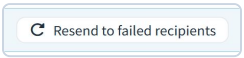
1



Result of the send

Sent and total recipients, with failed and excluded counts. It reads 100% when everyone has been handled.

2



Resend to failed recipients

Sends again only to recipients who have not received it. A confirmation appears first.

3



Recipients not sent

Each recipient is listed with the reason it was not sent.

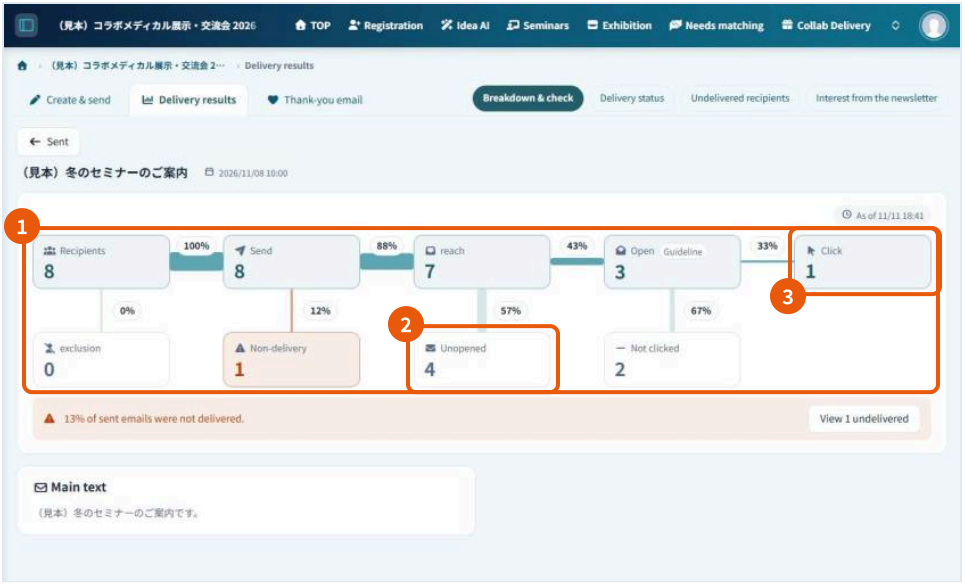
4



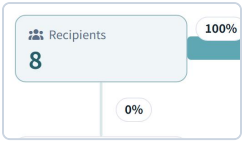
Show addresses

Addresses are hidden at first. Show them only when you need to check.

See the delivery result as a chart



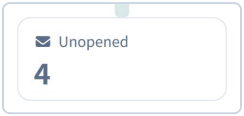
1



Result chart

From recipients to delivered, opened and clicked, in order. Line width shows the number of people.

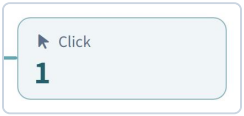
2



Not opened

People who received it but have not opened it. Open the list from this branch to resend.

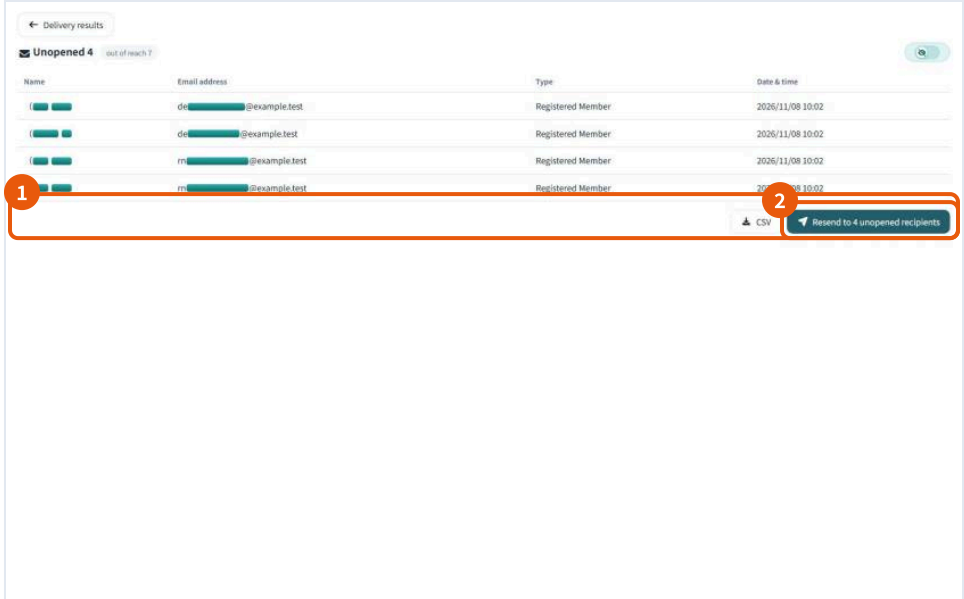
3



Clicked

People who pressed a link in the email.

Resend to people who have not opened it



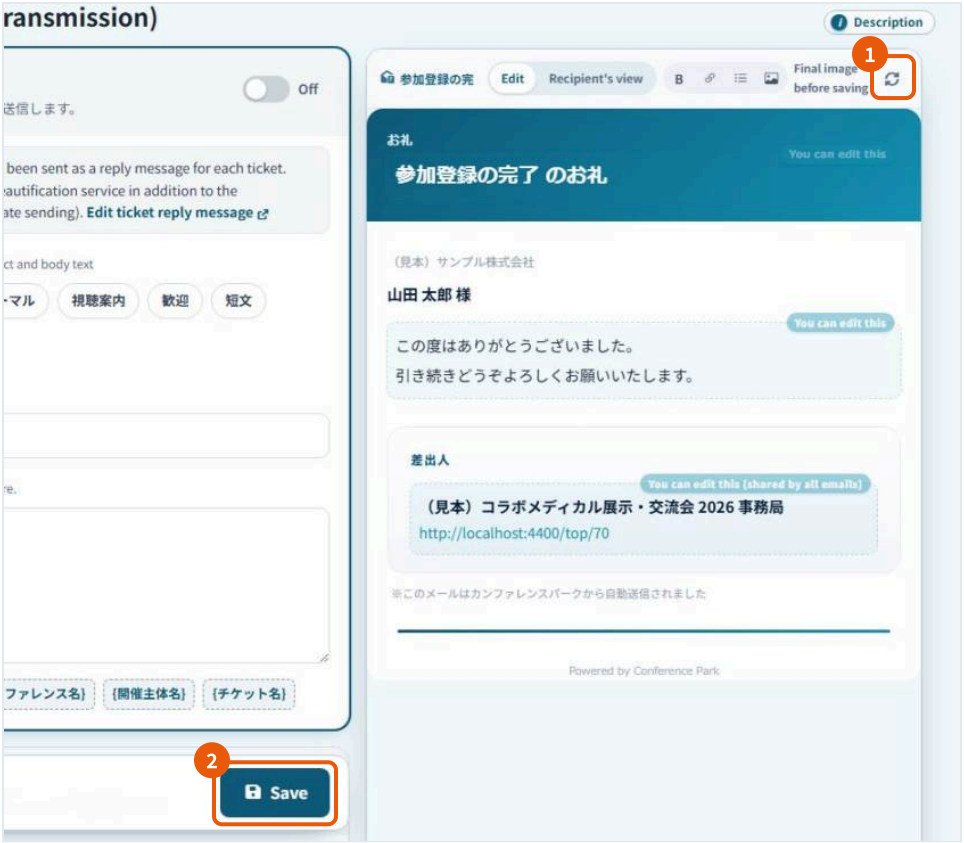
1 CSV | Resend to 4 unopen

People who have not opened it
Addresses are hidden at first.

2 Resend to 4 unopened recipient

Resend
Opens a small window to choose how to resend.

Thank-you messages for seminar attendance (the fixed text and your additions)



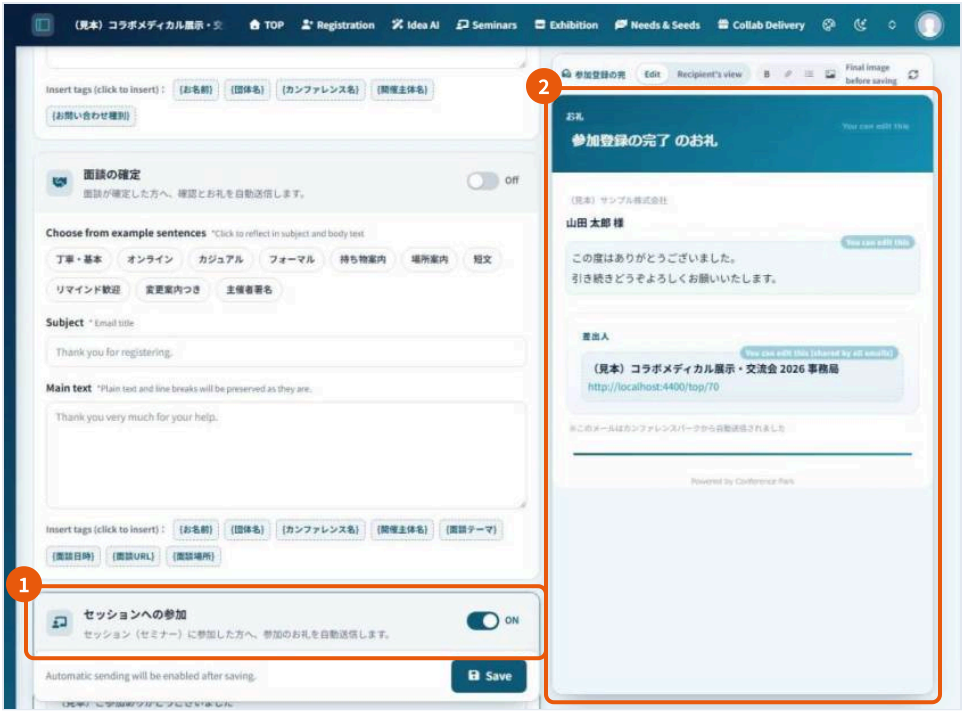
1 

Refresh the preview
Redraws the preview.

2 

Save
Saves the subject, the added text and the send setting.

Seminar thank-you messages with rewritten text (returning to the fixed text)



1 セッションへの参加
セッション（セミナー）に参加し

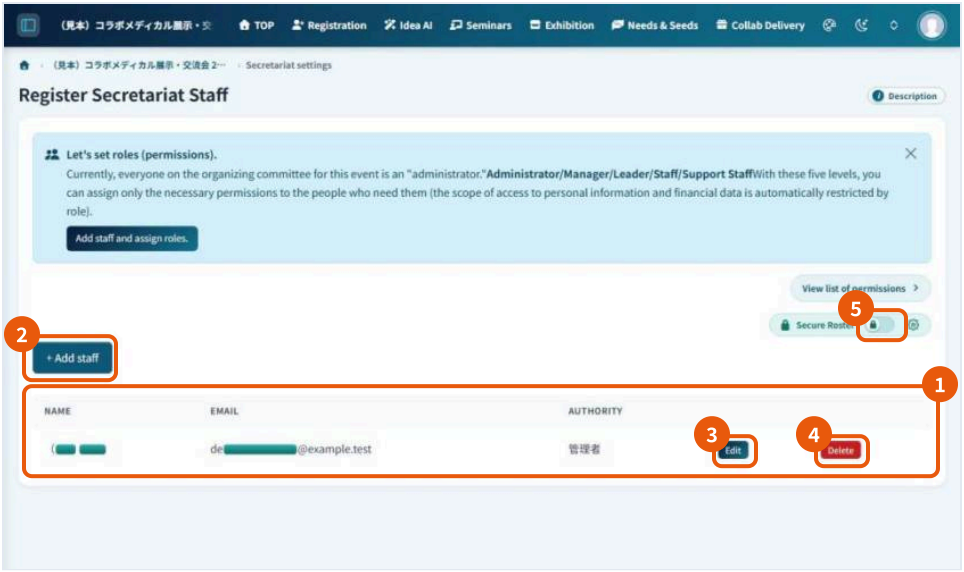
Choosing the seminar thank-you

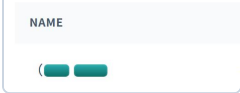
2



Preview
Shows the mail with the rewritten text.

Secretariat staff (roles and what they can do)



1 

What each role can do
For each role, the functions it may use.

2 

Staff list
Name, e-mail and role.

3 

Add staff
Send an invitation with an e-mail address and a role. The person joins when they press “Join”.

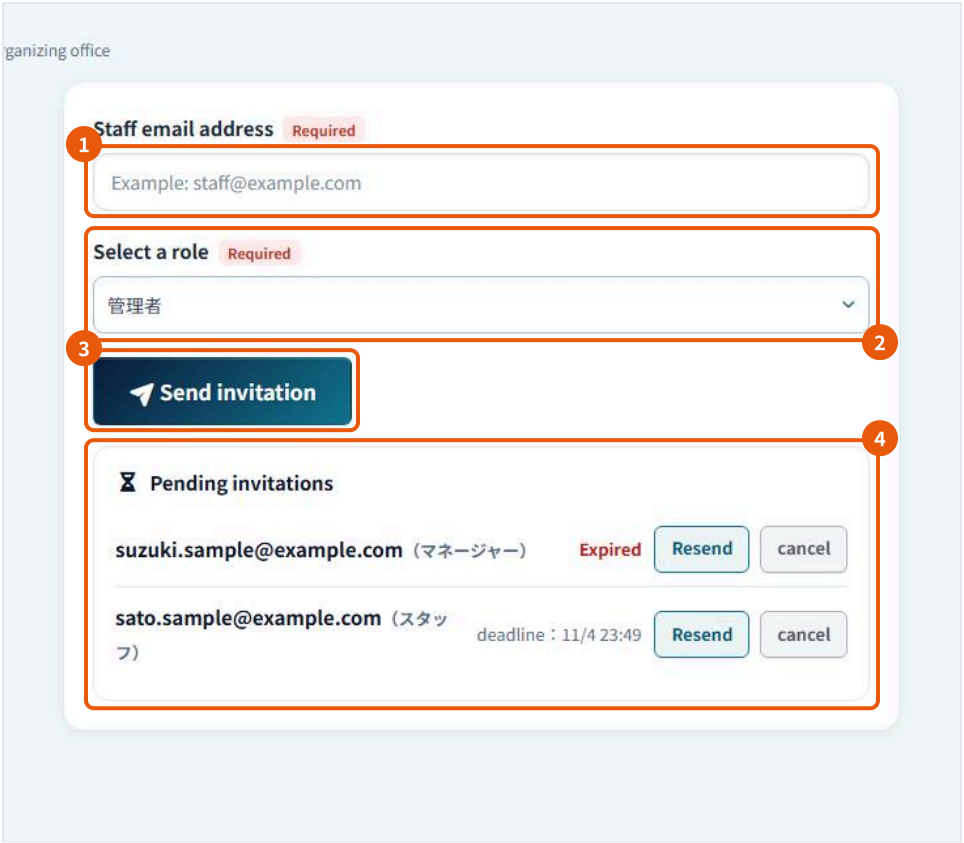
4 

Changing a role
Edit changes that person’s role.

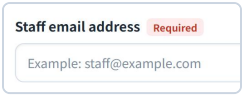
5 

Removing
Removes them from the secretariat, after a confirmation.

Invite secretariat staff



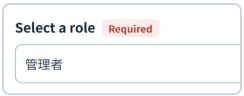
1



Staff e-mail address

Enter the address of the person you invite. They sign in with it to reply.

2



Choose a role

Administrator, manager, leader, staff or support staff. They join with this role.

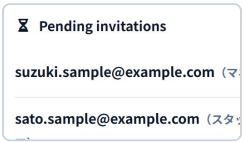
3



Send invitation

An e-mail goes to the person. They are not added until they press “Join”.

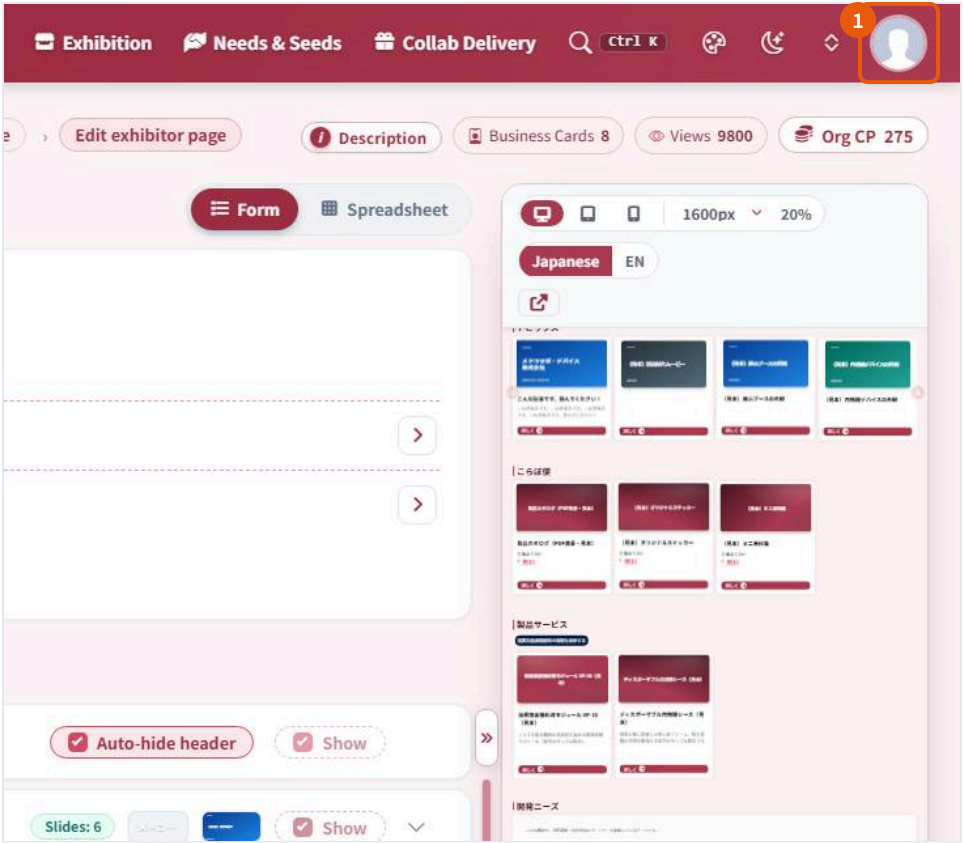
4

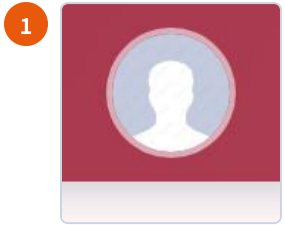


Pending invitations

Invitations not yet answered, with address, role and deadline.

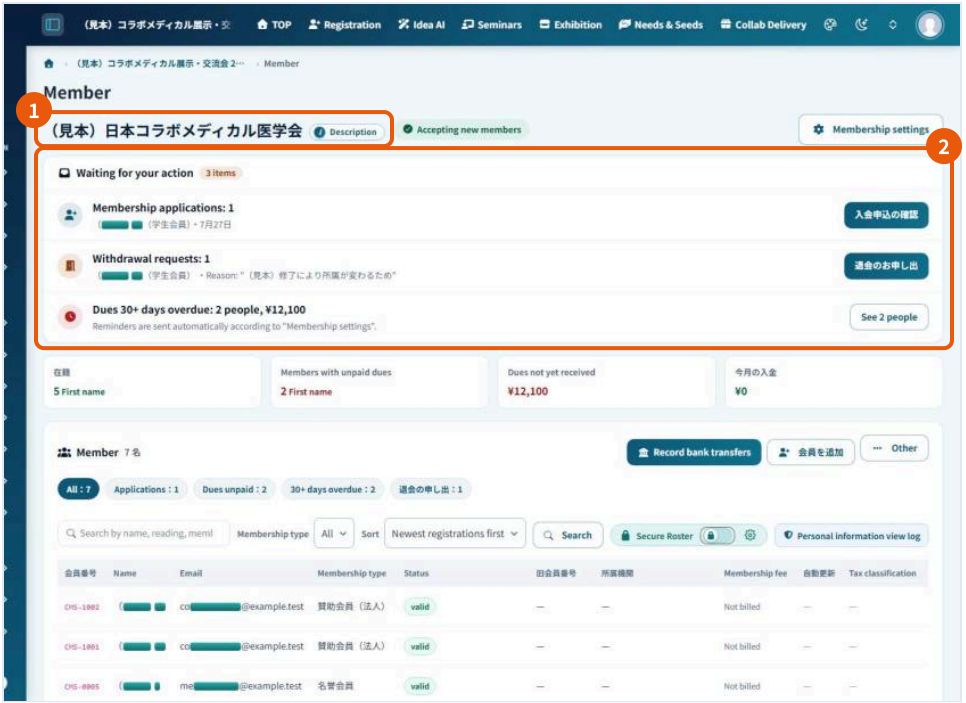
Switching accounts: opening the avatar menu





The avatar
Click it and the account menu opens.

Membership (waiting items, members, bank transfers)

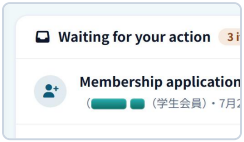


1 （見本）日本コラボメデ

What you can do here

The screen for managing the membership organisation tied to this conference.

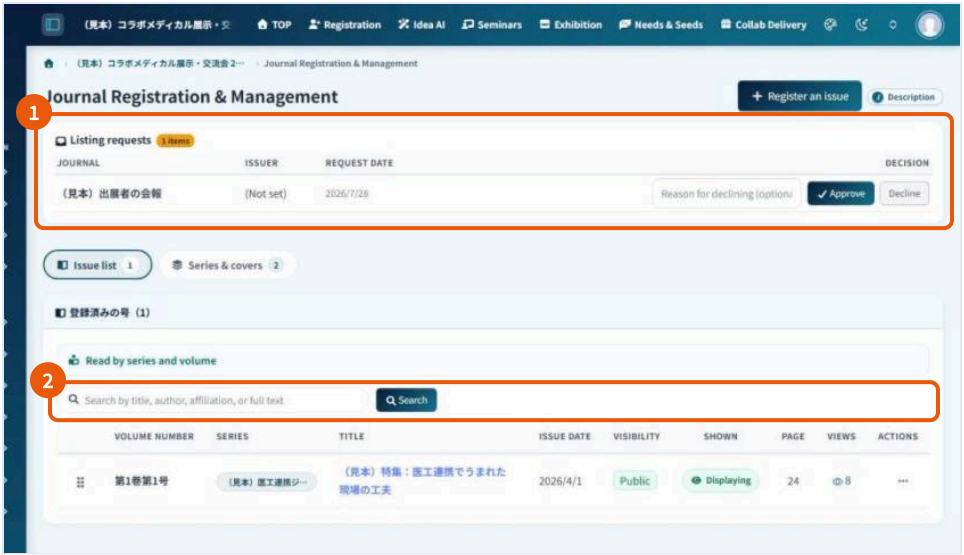
2



Waiting for you

Applications, withdrawal requests, long-overdue dues and old-price renewals, each with its button.

List of registered issues (search, filter, sort)



1



Issues you have registered

They are listed newest first.

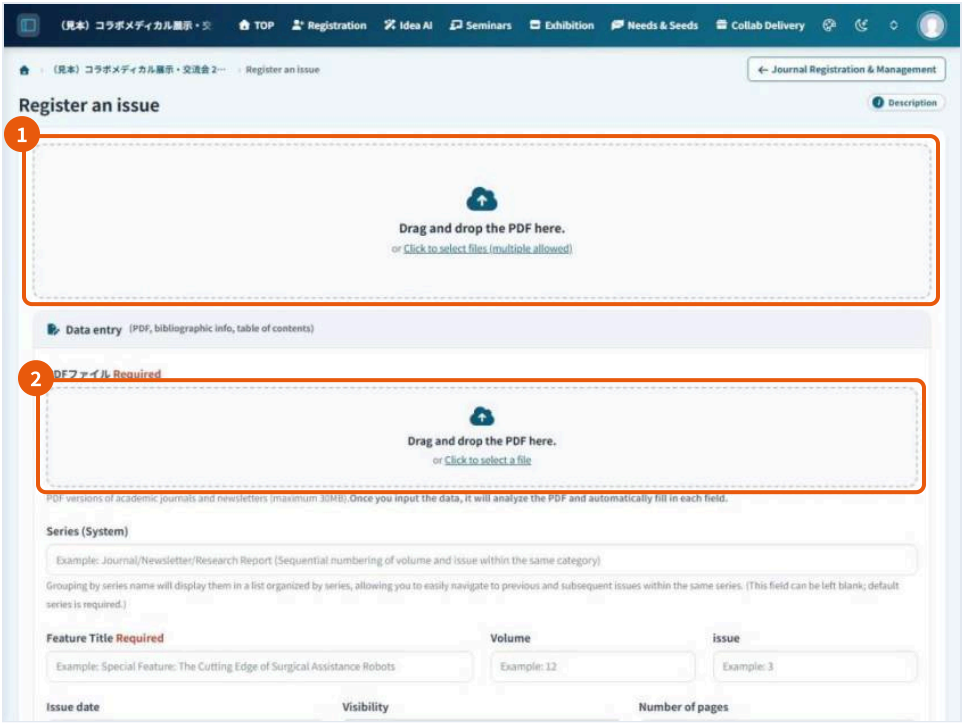
2



Searching, and filtering by series

Not only issue titles: article titles, authors, affiliations and the body text taken from the PDF are all searched.

Registering an issue (add a PDF and the bibliographic details are filled in; several at on…



1

Registering several PDFs at once

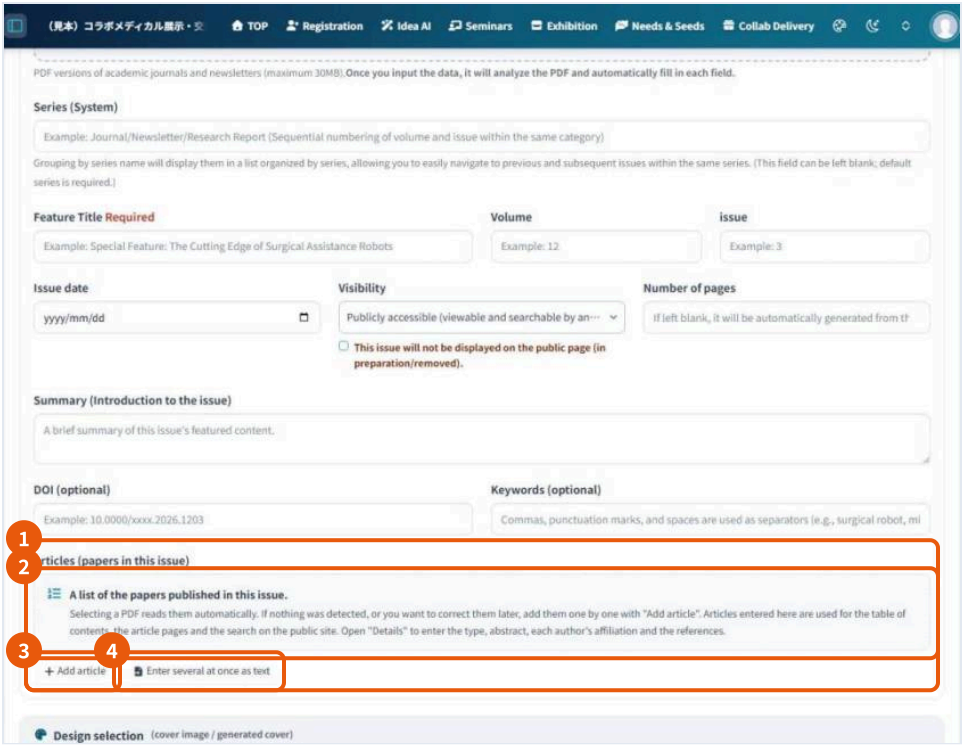
Drag several PDFs here. Offprints and the like can go in together.

2

Registering a single PDF

Put the journal PDF here, up to 30MB.

Registering papers one at a time (type, abstract, each author's affiliation and referenc…



1



This is the Articles section
One row of the table is one paper.

2



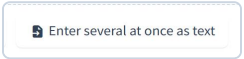
When nothing has been entered yet
Only a short note about what this section is for is shown.

3



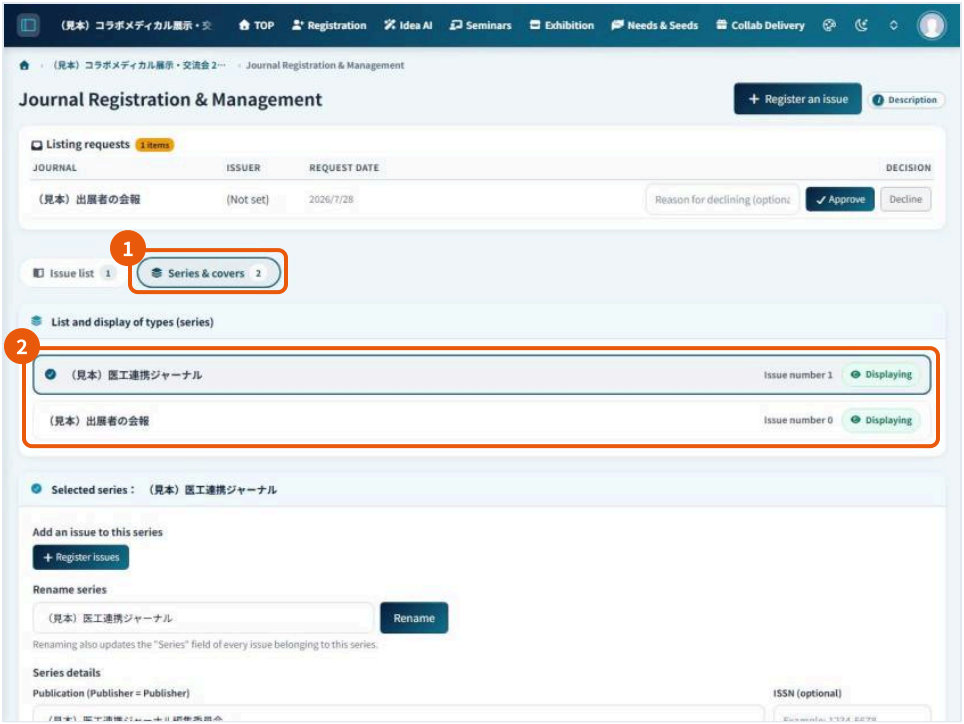
Press "Add article"
One empty row is added.

4



To enter several at once
Paste multiple lines from "Enter several at once as text".

Setting up a series (basic information, cover, languages)



1



The series and covers tab

Everything to do with a series is gathered here; the badge counts them.

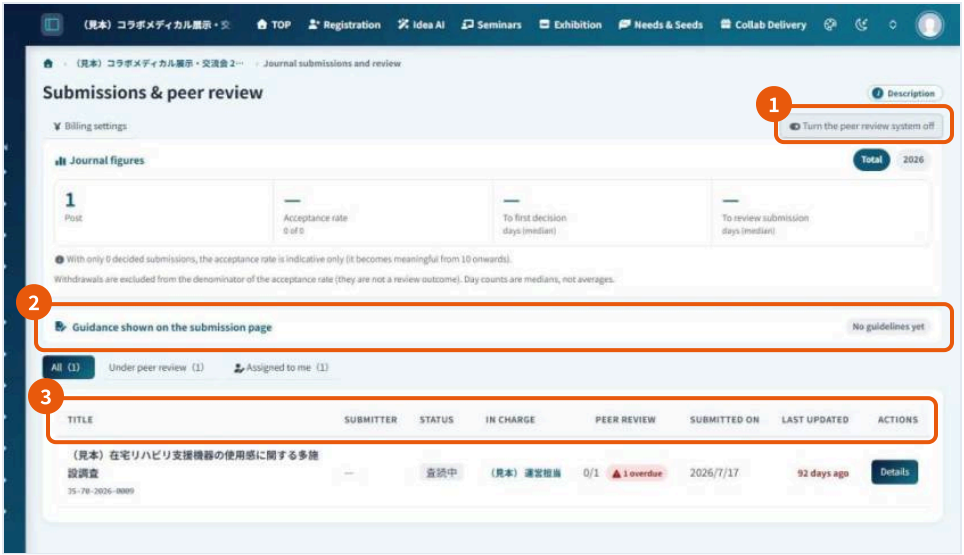
2



Choosing a series

The series you have registered.

Running submissions and review (instructions, assignments, spotting delays)



1 Turn the peer review system off

Whether to use peer review
Some societies do not review at all.

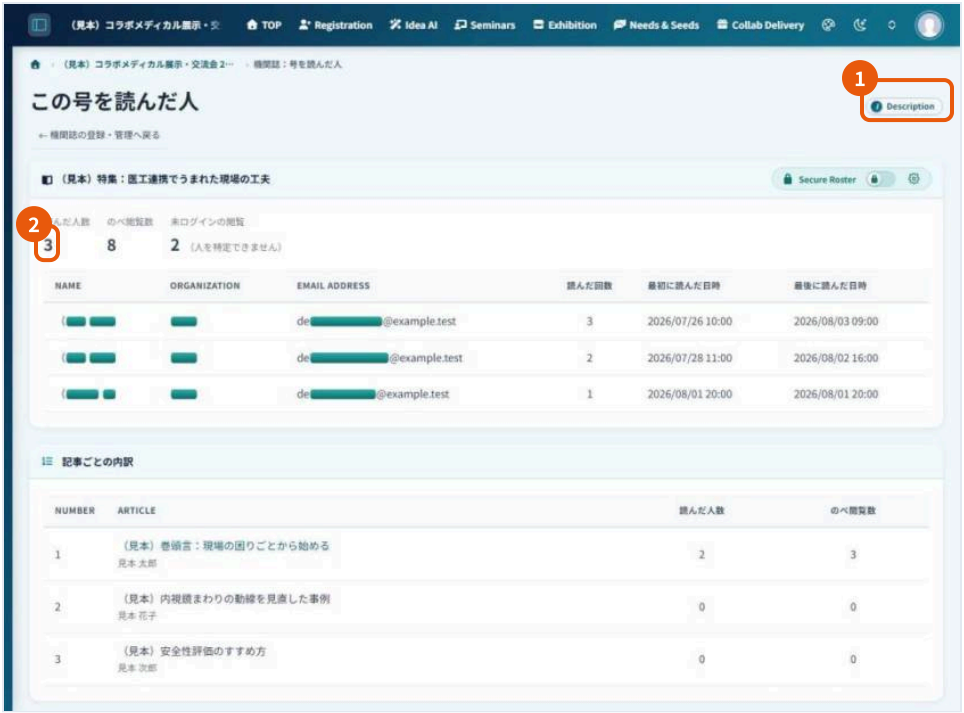
2 Guidance shown on the submis

The guidance shown to authors
Everything you tell authors before they submit is set here.

3 TITLE

Following progress in the list
"Editor" is who has it; "last update" is how long since it moved.

Journal readers (who read what, when and how often)



1

Description

What this screen shows

Who has read the journal you published.

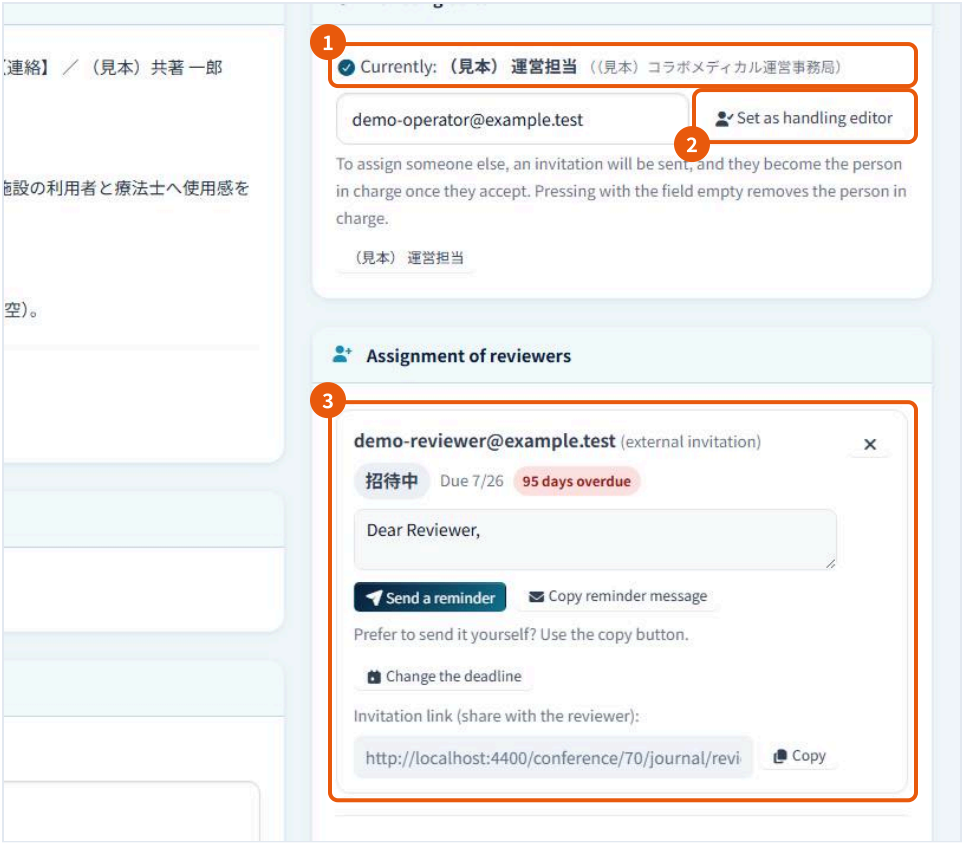
2

3

How many people read it

Those who read it while signed in.

Moving one submission forward (assignment, choosing reviewers, reminders, DOI)

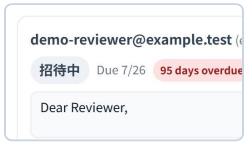


1 

Assigning an editor
Make plain who is looking after this manuscript.

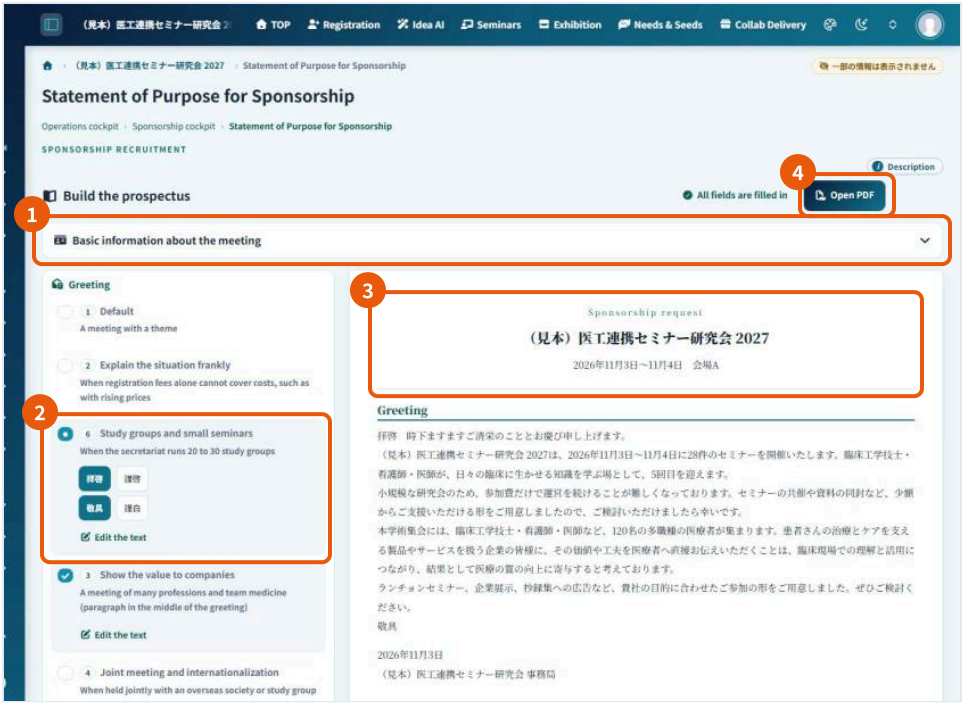
2 

How to assign
Enter a registered person's e-mail address and press to assign.

3 

How the review stands
The reviewers you asked, and where each has got to.

Assembling the sponsorship prospectus





Meeting details

Enter the president, venue, expected attendance, bank account and so on once. They are filled into the prospectus and every sponsorship request.



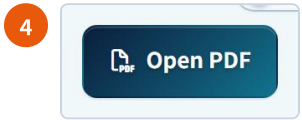
Choose a text for each chapter

Choose one greeting and tick the paragraphs to add. The sample on the right changes as you choose.



The assembled prospectus

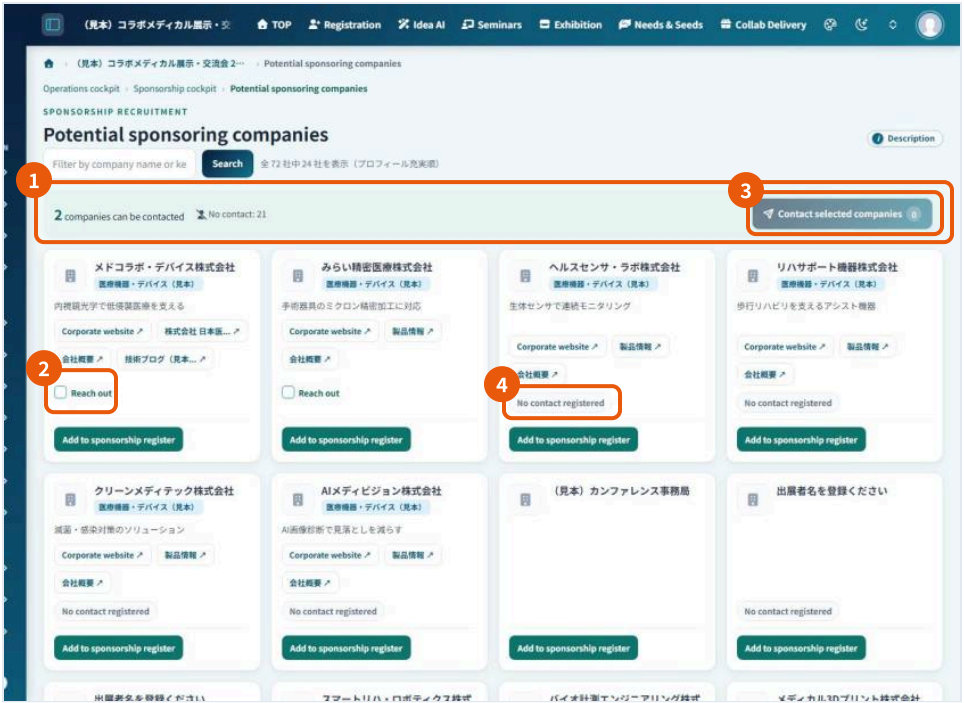
Items not yet entered are highlighted; click one to jump to its field. Budget income is filled in from the sponsorship menus and registration fees.



Open the PDF

When every item is filled in, you can open the PDF. Sponsorship requests include a link to this PDF (valid for 90 days, no login needed).

Send sponsorship requests (request, reminder, decline)



1 **2 companies can be contacted**

Companies you can contact

The number of companies you can contact, and those you cannot (declined or no contact).

2 **Reach out**

Select companies

Tick "Contact". Companies with no reply after 7 days show "Send a reminder".

3 **Contact selected companies 0**

Send together

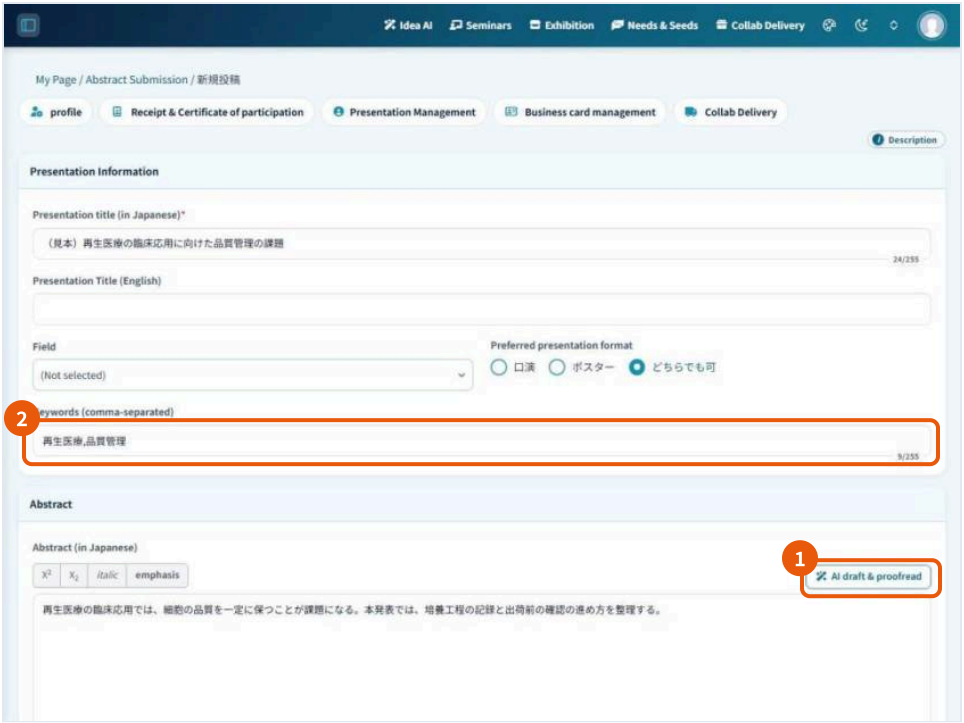
Check the number of selected companies, then send. A chat is created and the card shows "Contacted" with the date.

4 **No contact registered**

Why some cannot be sent

Cards show a label with the reason a company cannot be contacted. Record a refusal with "Declined".

The screen where speakers write abstracts (AI drafts and proofreading)



1



Press it and a panel opens below the abstract

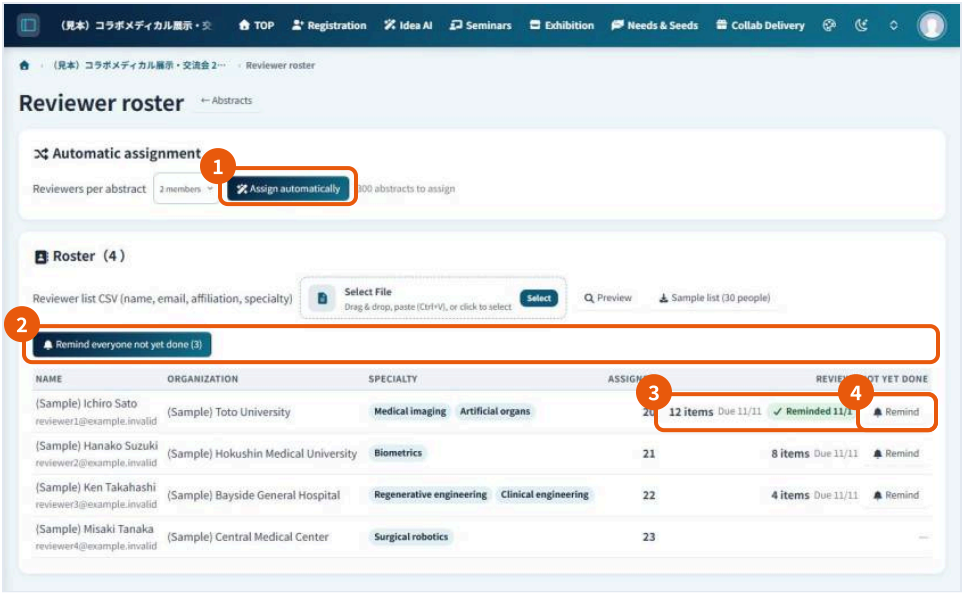
2



Keyword field

Pressing a suggested keyword adds it here, separated by commas.

Assigning reviewers and sending reminders



1 

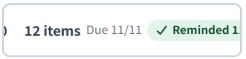
Assign automatically

Choose how many reviewers per abstract and click. Matching, non-conflicting reviewers are chosen evenly.

2 

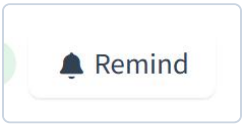
Remind everyone not yet done

Sends one reminder email to each reviewer who has not submitted.

3 

Reviews not yet done

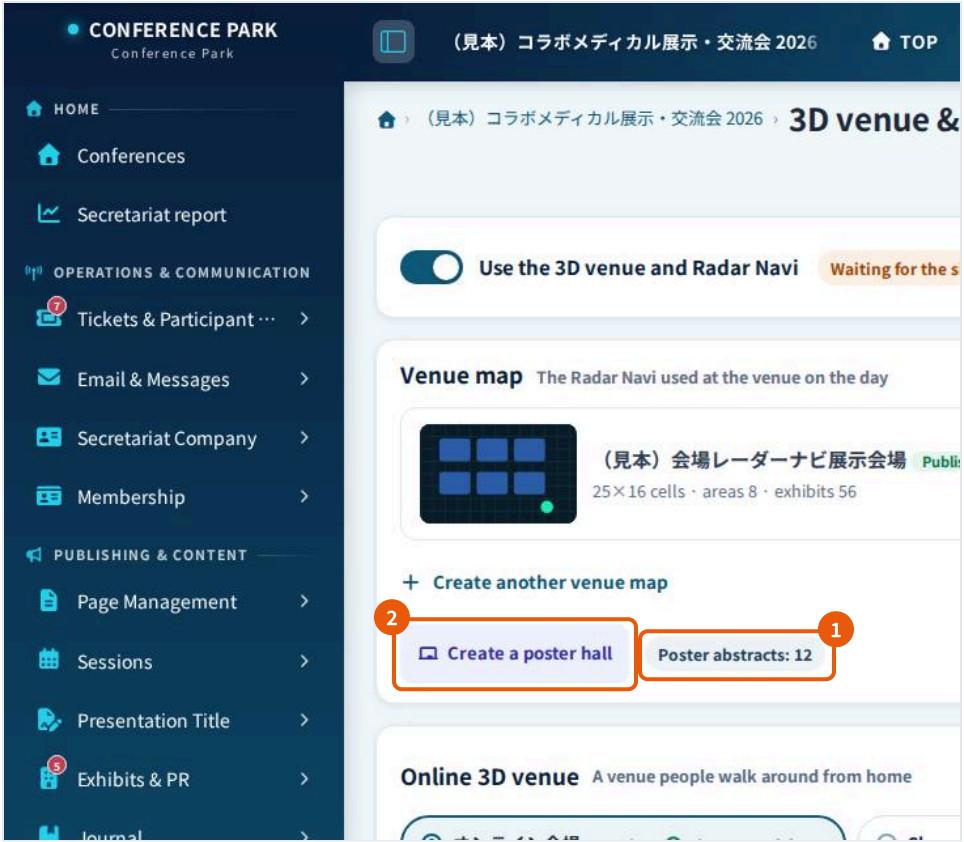
Shows the count, the nearest deadline and the last reminder date.

4 

Remind

Reminds one reviewer. Never twice on the same day. Reminders also go out automatically 3 days before and the day after the deadline.

Creating a hall for accepted posters



1 **Poster abstracts: 12**

Number of poster abstracts

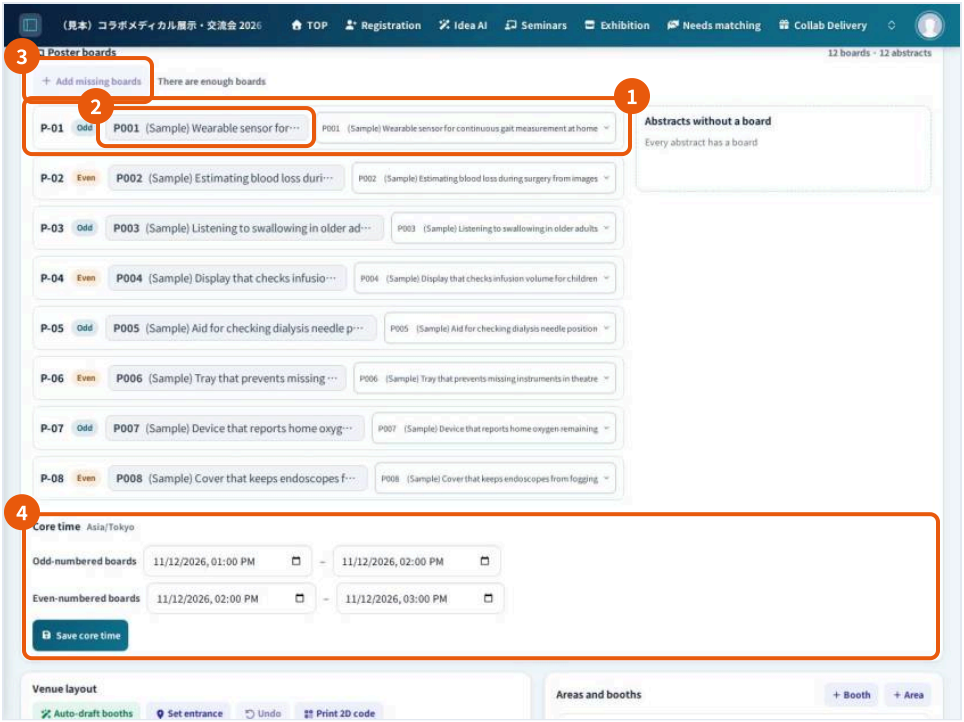
The number of abstracts accepted as posters. This many boards are placed.

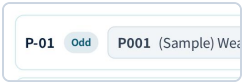
2 **Create a poster hall**

Create a poster hall

Press to create the hall and open its editing screen. With no poster abstracts yet, the button cannot be pressed and the reason is shown beside it.

Assigning boards and setting core times





1

One row per board

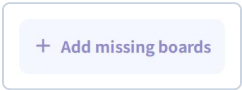
From the left: the board number, its core-time group, the abstract shown, and a selector.



2

Move an abstract

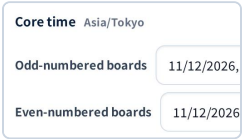
Drag an abstract onto another board row. Dropping it on "Abstracts without a board" below empties that board.



3

Add missing boards

Press when more abstracts are accepted later. Only the missing boards are added; current assignments stay as they are.

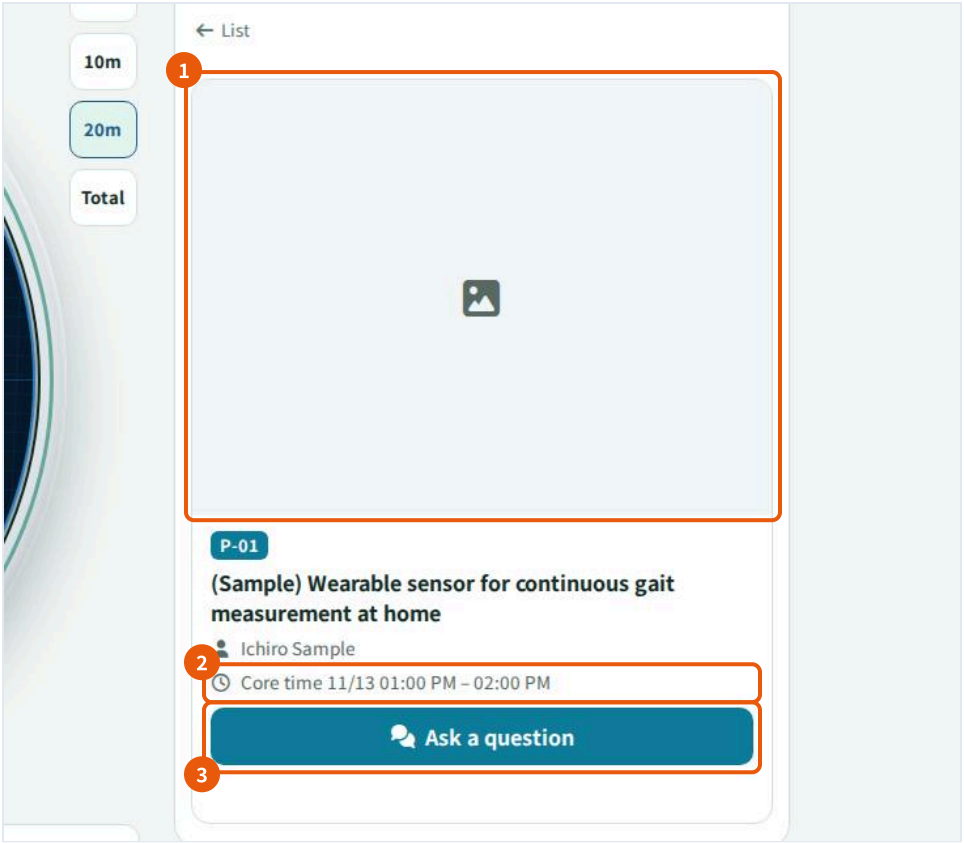


4

Core times

The time presenters stand at their boards. Enter a start and end for odd boards and for even boards.

Visitors going round the poster hall



1



Poster image

Registered participants see the poster the author submitted. Others see a note that they can view it after registering.

2



Core time

When the presenter is at the board. Go then to talk in person.

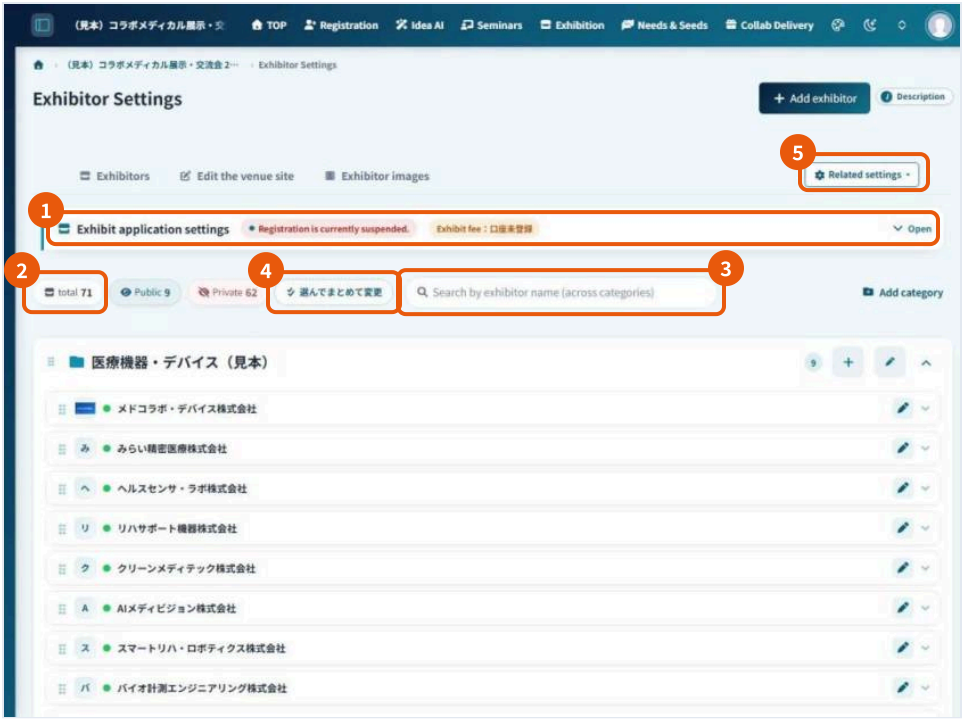
3



Ask a question

Opens a chat with the presenter. If you cannot make the core time, send your question here.

Exhibitor settings (list, publishing, categories)



1 Exhibit application settings

Exhibitor intake
Whether you accept applications, the fee and the requirements. Press to open.

2 total 71

Total, public, hidden
Press one to show only those exhibitors.

3 Search by exhibitor name (acr

Search by name
Searches across all categories.

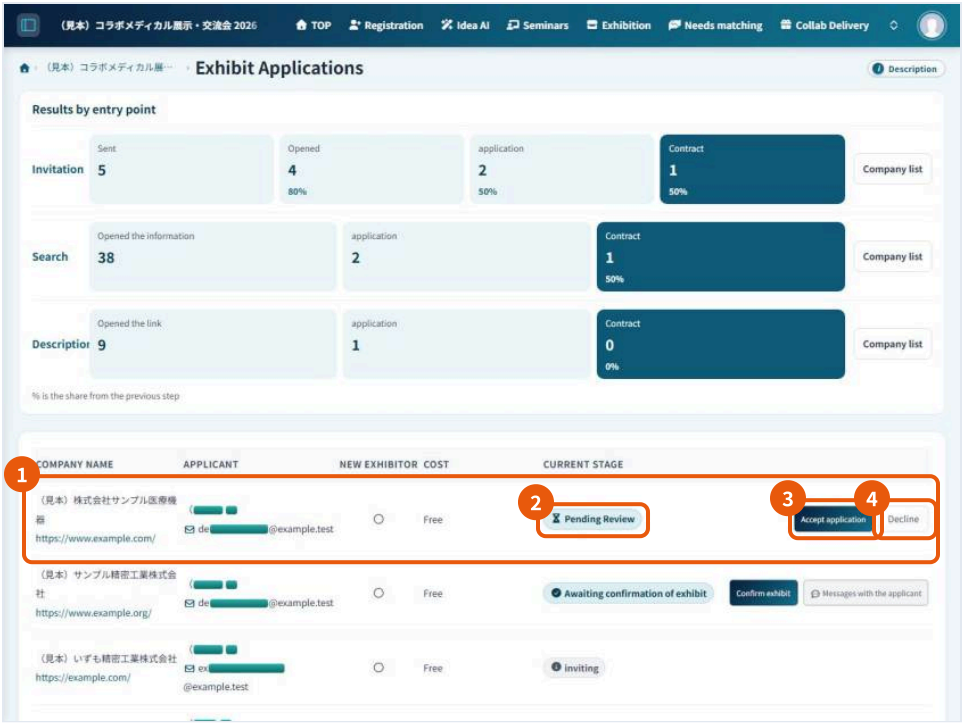
4 選んでまとめて変更

Select and change together
Pick several exhibitors and change them at once.

5 Related settings

Company name
Type the exhibitor's name. The exhibitor can change it later.

Exhibit applications (accept, decline, payment, completion)



1



One application per row

Under the company name: the date applied, the first line of the PR text and the website URL. Click a row to open the application details.

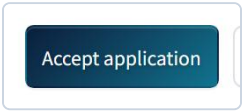
2



Current stage

Awaiting review, awaiting payment, waiting for confirmation (free conferences), checking payment, paid (to complete), exhibiting, declined or cancelled.

3



Accepting

A dialog shows the exhibitor, the fee and the notice first. “Accept and notify” tells the applicant by chat and e-mail.

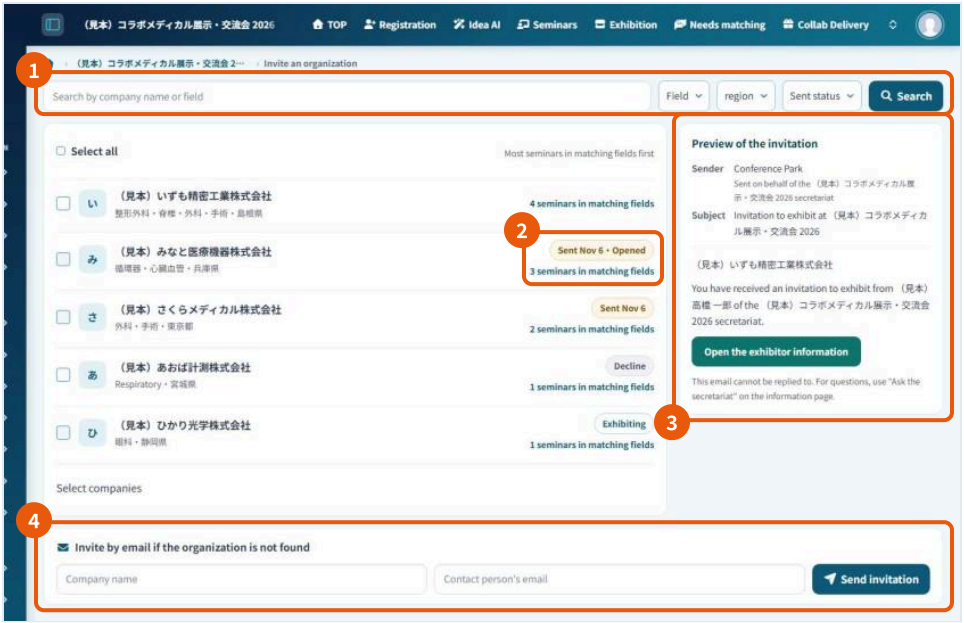
4



Confirming the exhibition

For a free conference, confirms an application the applicant has not confirmed yet. It creates the exhibition page (private) and tells the applicant by message.

Invite organizations to exhibit



1 Search by company name or field

Search and filter

Search by name or field, and filter by field, region and status.

2 Sent Nov 6・Opened
3 seminars in matching fields

Status

Sent, opened, declined or exhibiting. Exhibiting and sent organizations cannot be selected.

3 Preview of the invitation
Sender Conference Park

Invitation preview

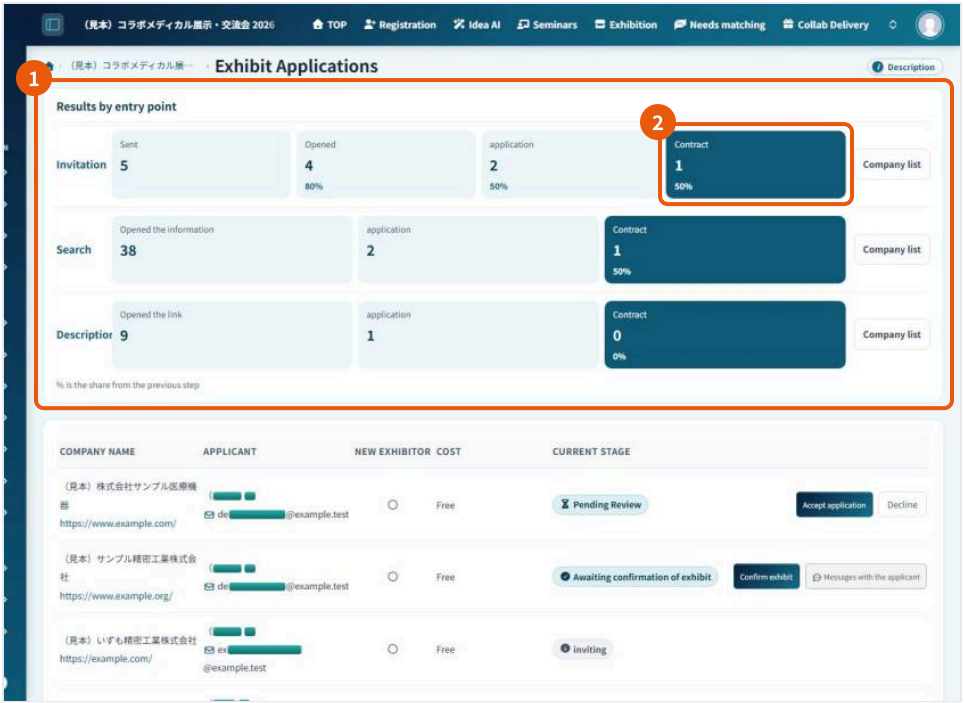
A preview of the email with the selected company name.

4 Invite by email if the organi
Company name

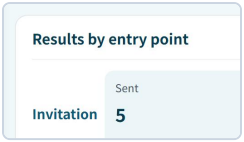
Invite by email

Invite companies without an organization by name and email.

Results by entry point



1



Results by entry point

Shown as one line above the application list. Open it to see how many companies applied and signed up through invitations, search and referrals.

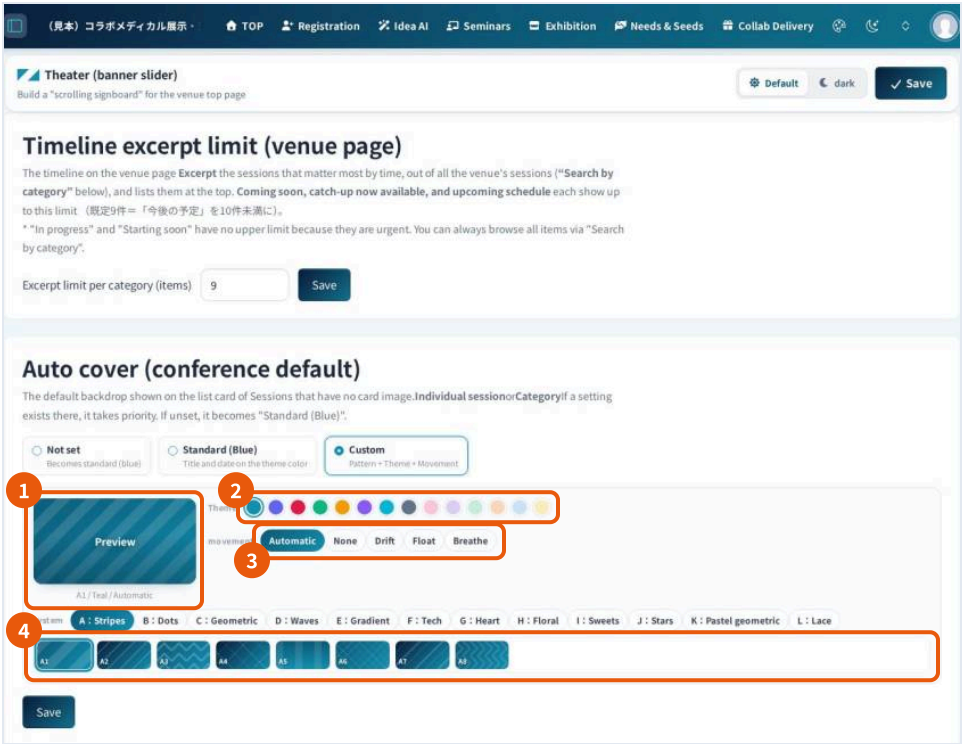
2

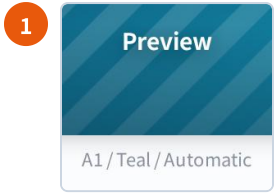


Signed up

Companies that completed payment.

Choose the auto cover (whole conference)





Preview
The card preview changes each time you choose.



Theme color
Pick one of 14 colors. Matching the conference color keeps the list consistent.

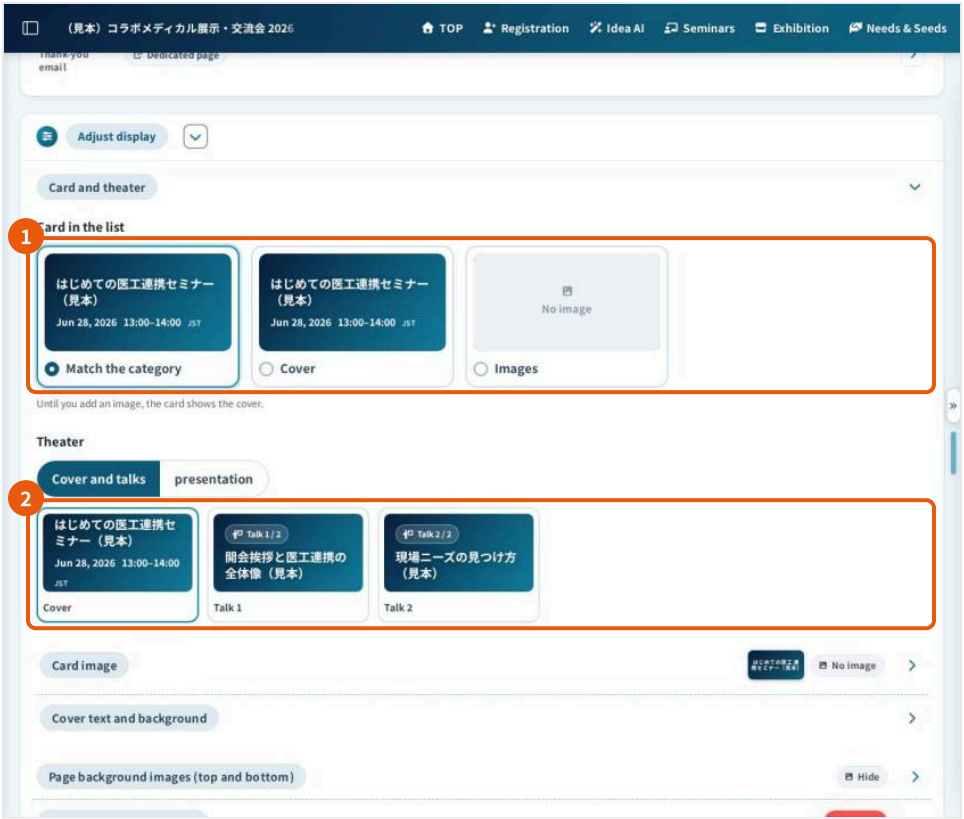


Motion
Pick one of five, including "None".



Pattern
Choose a group above to list its patterns. There are 100 in all.

Choose the card and theater for each seminar



1



Press the small picture left of the title

A window opens to choose how the list card looks. You can also drag an image onto the picture.

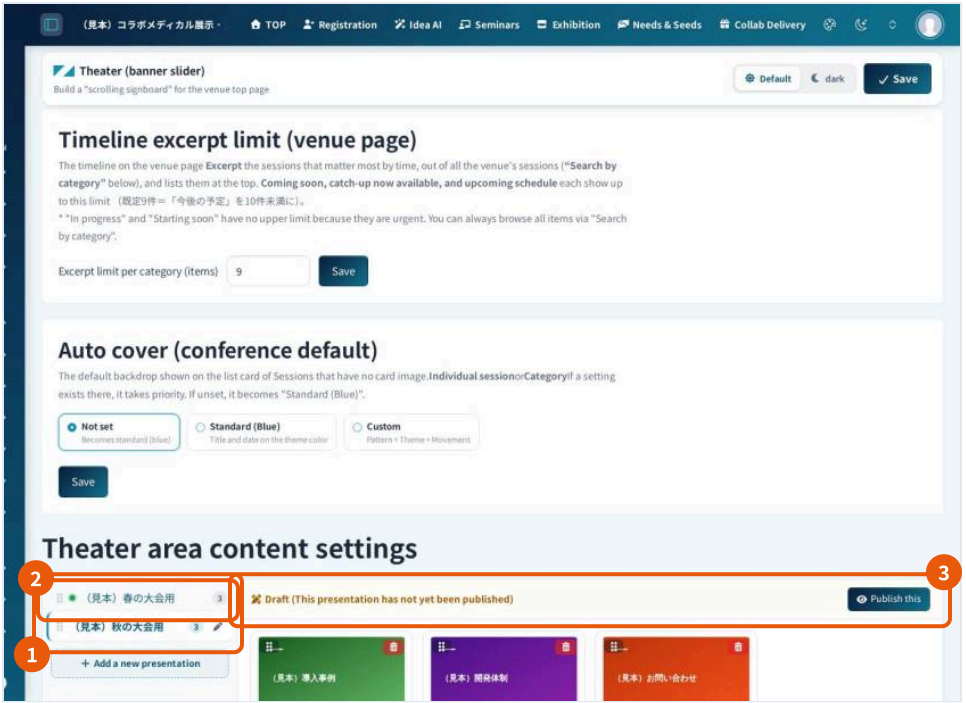
2



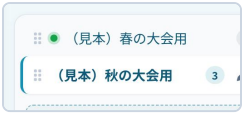
Card look

Pick "Match the category", "Cover" or "Image" by looking at the previews. Your choice is saved right away.

Prepare and publish theater presentations (image sets)



1



Presentations

Your presentations are listed here. The number is how many images each has.

2



The live presentation

The one with the dot is what the site shows now.

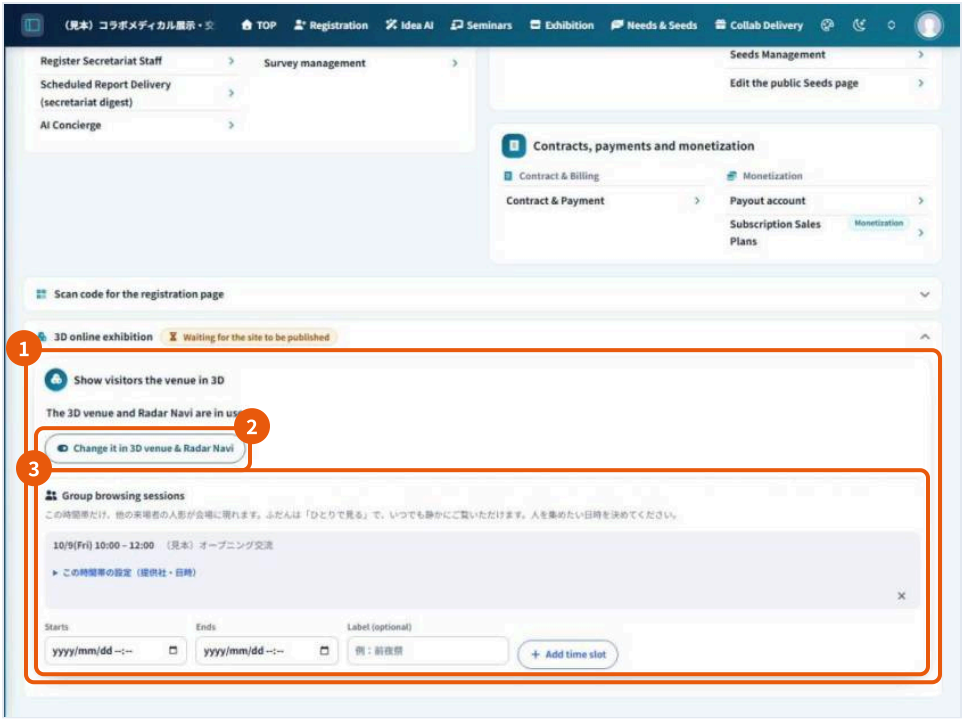
3



Publish a draft

Press "Publish this" to switch to this presentation. The previous live one becomes a draft.

Publish the 3D venue (menu hub)



1



What this panel does

The 3D exhibition panel you just opened.

2



Switching it on or off

This button takes you to the 3D venue & Radar Navi screen. The on/off switch is at the top of that screen.

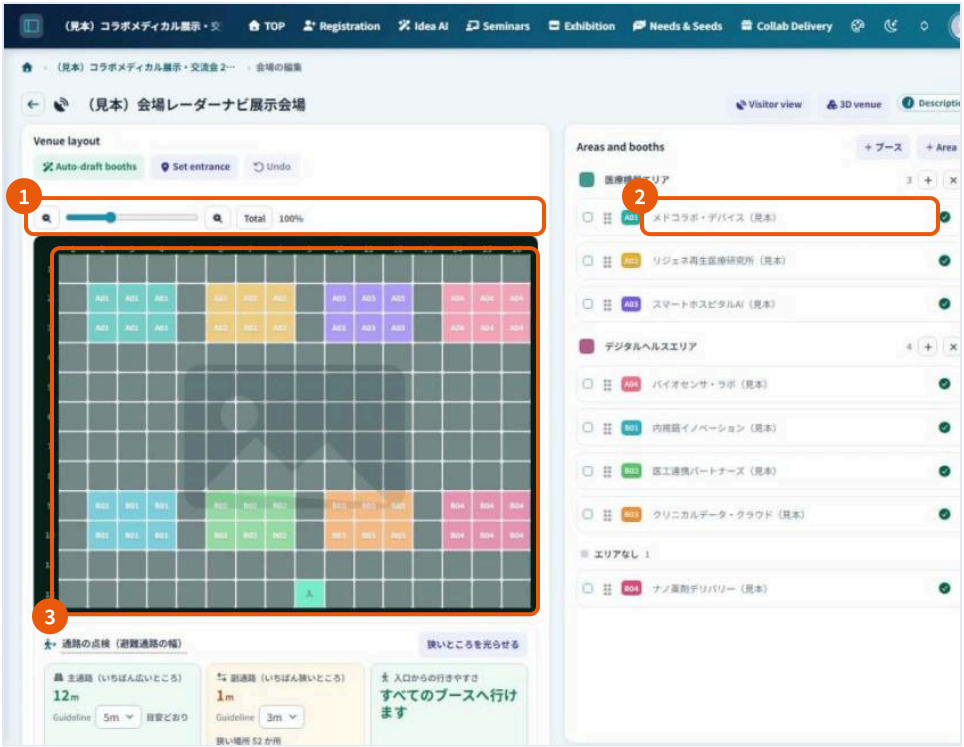
3



Times for viewing together

Ordinarily people view alone, quietly, whenever they like.

Grouping several booths into an area



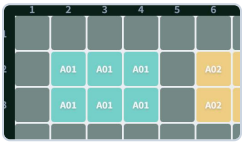
1 

Enlarging the grid

The wheel zooms in and out, keeping the point under the cursor still.

2 

Opening a booth row

3 

Right-drag to paint

Drag with the right button to paint in the colour of the chosen booth.

Choose the hall size and layout

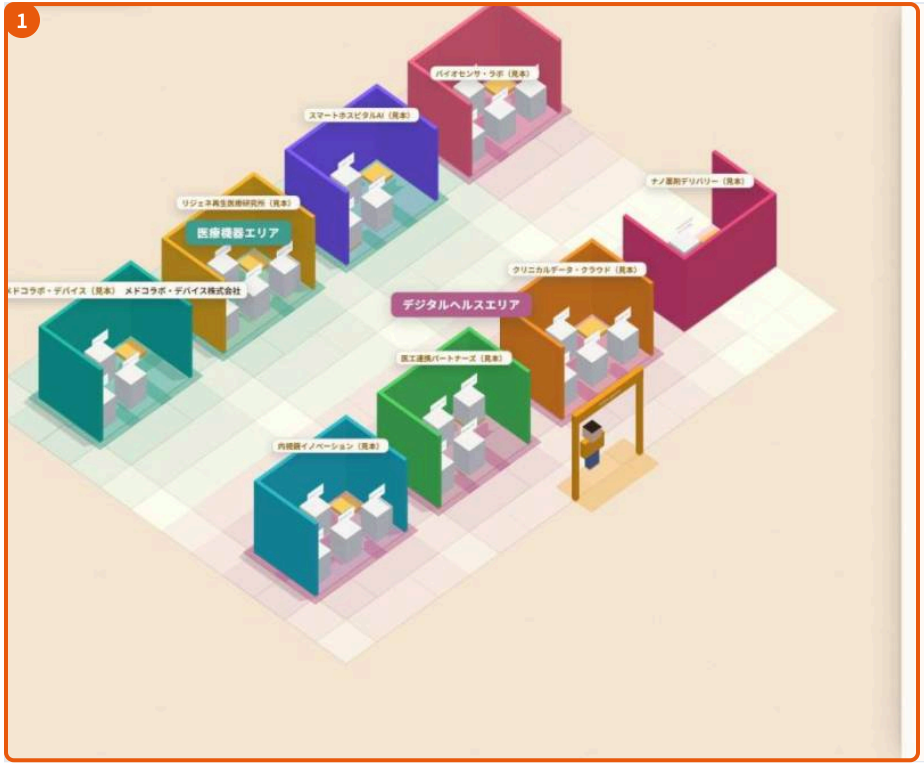


1 **Match the real venue size**
Choose this to enter the width and depth

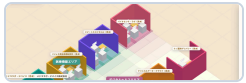
Matching the real hall

Enter the width and depth in metres. If some exhibitors do not fit, you are told how many.

This is what visitors see



1

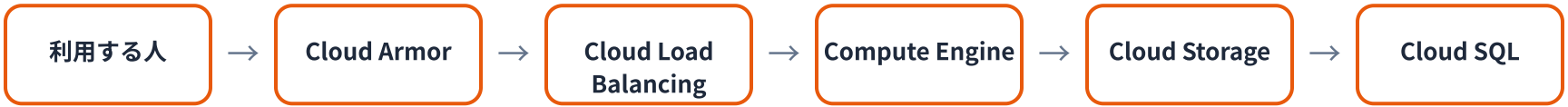


Open a booth, or walk to where you pressed

Click a booth, or touch it lightly: the exhibitor details appear on the right and you walk to the booth.

How your data is protected

- Anyone can see how Conference Park protects data on the public page "Our approach to security".
- We show only what the system has checked and confirmed.
- See the public page at https://cpk.jp/security.



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/operator