

INSTRUCTION – THE 1st PAYMENT FOR WLF5 PUBLICATION

<https://amarys-jtb.jp/wlf5/?&g=1>

1. If you have not been registered yet, please get started with the form (B) for “New registration.”

If you have already been registered for this formal registration system with your Log-in ID assigned but have not paid the early registration fee, please start with the form (C).

If you have already been early-registered and paid the registration fee, you do not need to go through this procedure.

Here follows an example for a new registration.

The image shows four panels labeled (A) through (D) illustrating registration options:

- (A) Application Procedures:** A blue button labeled "Registration" with a date range "01-Oct-2019 10:00:00 to 31-Oct-2020 23:59:00".
- (B) New Registration (If you do not have a Log-in ID):** A blue button with a checkmark and "Registration", followed by a red "Next" button, a "Security" link with a question mark, and a CyberTrust logo with the text "Click to verify" and "09/15/20 06:41 GMT".
- (C) If you already have a Log-in ID, please start from:** Input fields for "Log-in ID" and "Password", both with red error messages "This is a required item.", and an orange "Log-in" button. A link "Forgot your ID or password? Click Here" is at the bottom.
- (D) EU General Data Protection Regulation(GDPR):** Text stating "If you within EU and EEA area, please read 'Privacy Notice in accordance with the EU General Data Protection Regulation (GDPR)' carefully." and a link "For Registration : Privacy Notice by organizer".

2. Fill in your information on the form below, if you agree to the privacy policy, then click on **NEXT** button.

The registration form includes the following sections:

- Progress:** Personal Information / Registration (selected) > Payment.
- Applicant:** A red bar with a progress indicator showing steps: 1. Fill in (selected), 2. Confirm, 3. Select the Applicant(s), 4. Fill in, 5. Confirm, 6. Complete.
- Log-in Information:**
 - Log-in ID:** Input field with a "Check ID" button. Notes: "Enter the desired ID. Must be between 6 to 50 alphanumeric characters. The marks such as hyphens [-], underscores [_], dots [.], at signs or at symbols[@], etc. cannot be used."
 - Password:** Input field with a "Confirm Password" sub-field. Note: "Please reenter your password to confirm it. Use both numbers and letters, between 6 to 20 characters. The marks such as hyphens [-], underscores [_], dots [.], at signs or at symbols[@], etc. cannot be used."
- Personal Information:**
 - Title:** Radio buttons for Prof., Dr., Mr., Ms. (Prof. is selected).
 - Name:** Input fields for Given, Middle, and Family. Example: "e.g. John Y. Smith".
 - Gender:** Dropdown menu "===Select===".
 - Country of Residence:** Dropdown menu "===Select===".
 - Phone Number:** Input fields for Country code and the number.
 - E-mail Address:** Input field with a "Confirm" sub-field. Note: "Please reenter your e-mail address to confirm that it is correct."
- Affiliation Information:** A section header at the bottom.

Affiliation Name

Contact Information

Contact

E-mail Address

Reuse of Personal Information

I agree to have my personal information kept in the system for two years after the conclusion of this event. (The log-in ID can also be used for other events included in this system.)

I agree to have my personal information deleted from six months after the conclusion of this event. (The log-in ID can only be used for this event.)

Add accompanying person(s)

Add accompanying person(s)

*If others will be accompanying you (accompanying persons), please select the number of those persons.

Privacy Policy

Please read carefully our policy on the handling of personal information and consent before proceeding.

[Privacy Policy](#)

I agree to the above policies.

Next

Back

3. Make sure that you have entered information correctly, and click on **Register** button. Immediately after clicking on the “Registration” button, a Personal-information-Confirmation Mail will automatically be sent you.

Personal Information / Registration **Payment**

Confirmation: Personal Information

1. Fill in **2. Confirm** 3. Select the Applicant(s) 4. Fill in 5. Confirm 6. Complete

Registration Information

Log-in Information

Log-in ID	WLF5Secretariat
Password	*****

Personal Information

Title	Dr.
Name	WLF5 Secretariat
Gender	Male
Country of Residence	Japan
Phone Number	Country code:81 080-4010-1628
E-mail Address	wlf5-sec@iclhq.org

Affiliation Information

Affiliation Name	ICL
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Contact Information

Contact	
E-mail Address	E-mail Address

Reuse of Personal Information

I agree to have my personal information kept in the system for two years after the conclusion of this event.

Register

Back

4. Click on “Next” button on the Forum registration page.

Dr. WLF5 Secretariat

My Page
Log-out
FAQs / Contact information

Personal Information / Registration Payment

1. Fill in 2. Confirm 3. Select the Applicant(s) 4. Fill in 5. Confirm 6. Complete

News and Topics
[<Announcement>Correspondence of JT...](#) (08-Apr-2020)

Registration ?

Please select the Applicant(s) from the following list.
 To register an applicant not included in the following list, please [click here](#).

	Name	Accompanying Person List
<input checked="" type="checkbox"/>	Dr. WLF5 Secretariat (Application Representative)	-

Next

5. From the dropdown menu on the item, “Registration,” please choose either of “Publication Fee (Non-Students)” or “Publication Fee (Students)”. In case you are a student, you will be asked to upload a copy of student ID in any of pdf, gif, or .jpeg formats. Please do not choose any other options: they are all for the Second Payment.

Personal Information / Registration Payment

1. Fill in 2. Confirm 3. Select the Applicant(s) 4. Fill in 5. Confirm 6. Complete

Registration

Dr. WLF5 Secretariat

Registration	[Speaker] Regular
Options	[Speaker] Regular [Speaker] ICL Board member [Speaker] ICL Deputy Board member [Speaker] ICL Supporter(up to 2 persons) [Speaker] ICL Associate(up to 2 persons) [Speaker] Students [Non-speaker] Regular [Non-speaker] World Tsunami Awareness Day
Conference Reception	[Speaker/PRS] Regular [Speaker/PRS] ICL Board member [Speaker/PRS] ICL Deputy Board member [Speaker/PRS] ICL Supporter(up to 2 persons) [Speaker/PRS] ICL Associate(up to 2 persons) [Speaker/PRS] Students
WLF5 book	[Speaker/PRS] Students
Lunch for 4 days	Publication Fee (Non-Students) Publication Fee (Students)
Meal Request	
Student ID Upload	

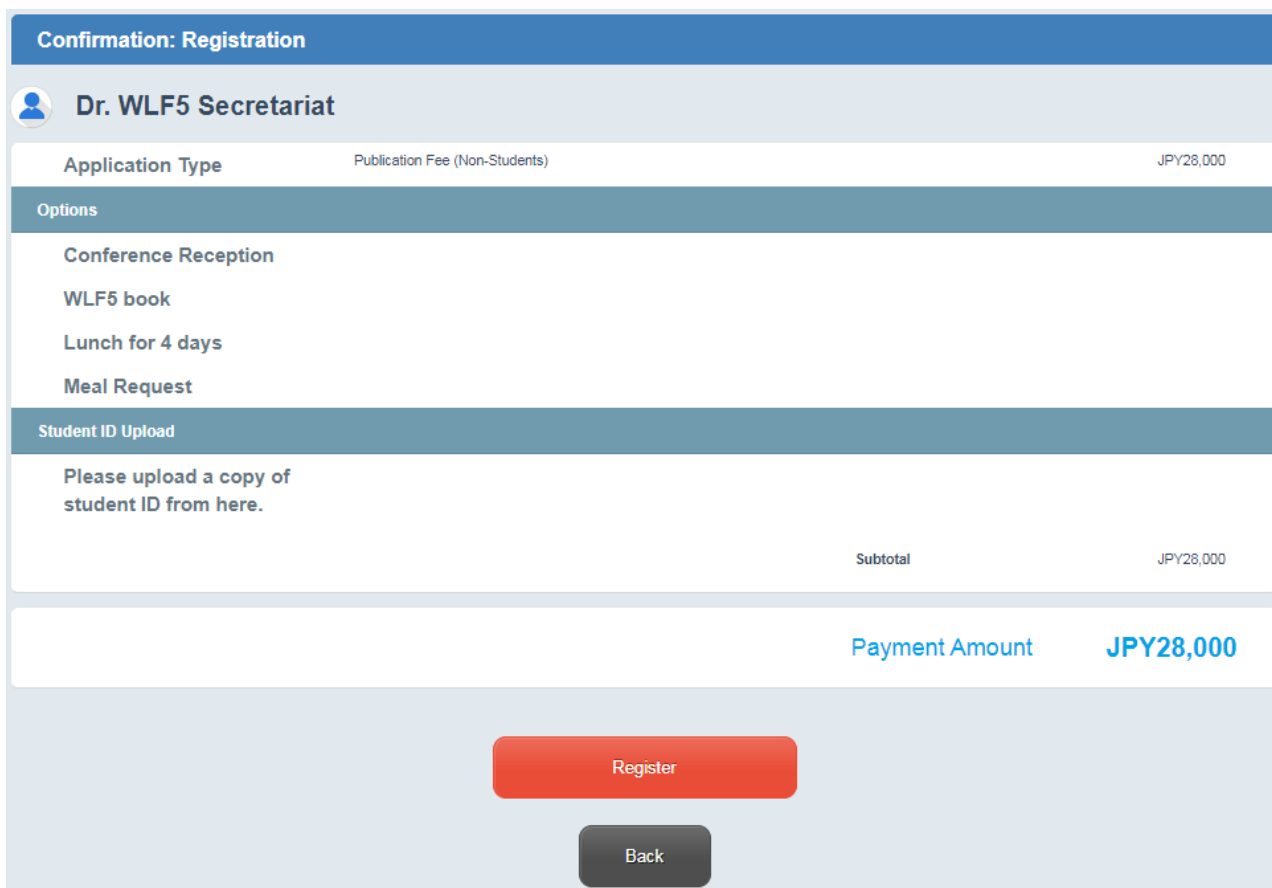
Please upload a copy of student ID from here. **File Upload**

If you choose "Student" registration, please upload a copy of student ID.
 Only files with an extension of *.pdf,*.gif,*.jpeg will be accepted.
 No files larger than 30.0 MB can be uploaded.

Next

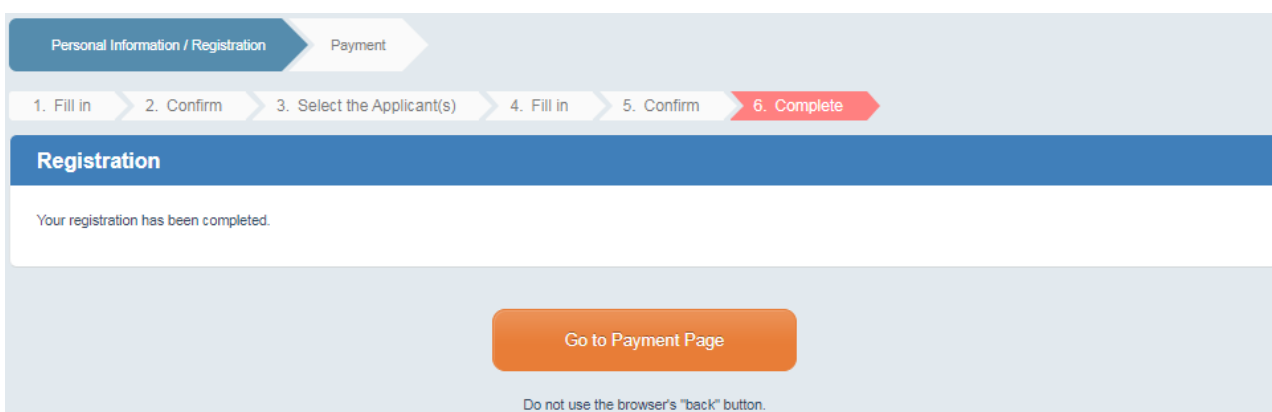
Back

6. Make sure that you have chosen the right option, and click on “Register” button.



The screenshot shows a registration confirmation page. At the top, a blue header reads "Confirmation: Registration". Below this, a grey bar contains a user icon and the name "Dr. WLF5 Secretariat". A table-like section shows "Application Type" as "Publication Fee (Non-Students)" with a value of "JPY28,000". Underneath, a section titled "Options" lists "Conference Reception", "WLF5 book", "Lunch for 4 days", and "Meal Request". A "Student ID Upload" section contains the instruction "Please upload a copy of student ID from here." A "Subtotal" of "JPY28,000" is shown. At the bottom, a white box displays "Payment Amount" as "JPY28,000". Two buttons are centered at the bottom: a red "Register" button and a grey "Back" button.

7. Then your registration has been completed, and a Registration-Confirmation mail will automatically be sent to you. To pay the registration fee online for publication, please click on “Go to Payment Page” button.



The screenshot shows a registration completion page. At the top, a navigation bar has "Personal Information / Registration" and "Payment" tabs. Below this, a progress bar shows six steps: "1. Fill in", "2. Confirm", "3. Select the Applicant(s)", "4. Fill in", "5. Confirm", and "6. Complete", with the last step highlighted in red. A blue header reads "Registration". Below it, a white box contains the message "Your registration has been completed." At the bottom, a large orange button says "Go to Payment Page". Below the button, a small note reads "Do not use the browser's 'back' button."

8. Select the items you wish to pay. Make sure that you have correctly chosen the application contents, and then click on “Credit Card” button.

Personal Information / Registration **Payment**

Payment

Please select the items you wish to pay.

Registration

Details

<input checked="" type="checkbox"/> Please select the items you wish to pay.	Amount of Payment that has been selected for Processing	JPY0
	Amount of Payment that has not been selected for Processing	JPY28,000
	Payment Total	JPY28,000

[About Payment](#)

I have confirmed application contents.

Select payment method

Online settlements

Credit Card Payment **Credit Card**

*You can check the credit cards you may use at the following screen.

9. Please complete your payment following the instruction on the “Payment by Credit Card” page, and you will receive a Payment-Confirmation email from the system.

Payment by Credit Card (*please read)

If you opt to pay with a credit card, you will be asked to enter your credit card information.

The credit cards listed below can be used to make payments.

VISA	MasterCard®	JCB	AMEX	Diners Club

10. Should you require any further information, please do not hesitate to contact:

<p>JTB Corp. Western Japan MICE Branch "5th World Landslide Forum (WLF5)" Desk TEL: +81-6-6252-5044 FAX: +81-6-7657-8412 E-Mail: t_abe724@jtb.com Office Hours: 9:30-17:30 (Weekdays Only)</p>	<p>WLF5 Secretariat TEL: +81-75-723-0640 E-mail: wlf5-sec@iclhq.org</p>
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