ICA 2026

Tradition, Diversity, Innovation

33rd International Congress of Actuaries TOKYO

ICA2026 Official App User Guide

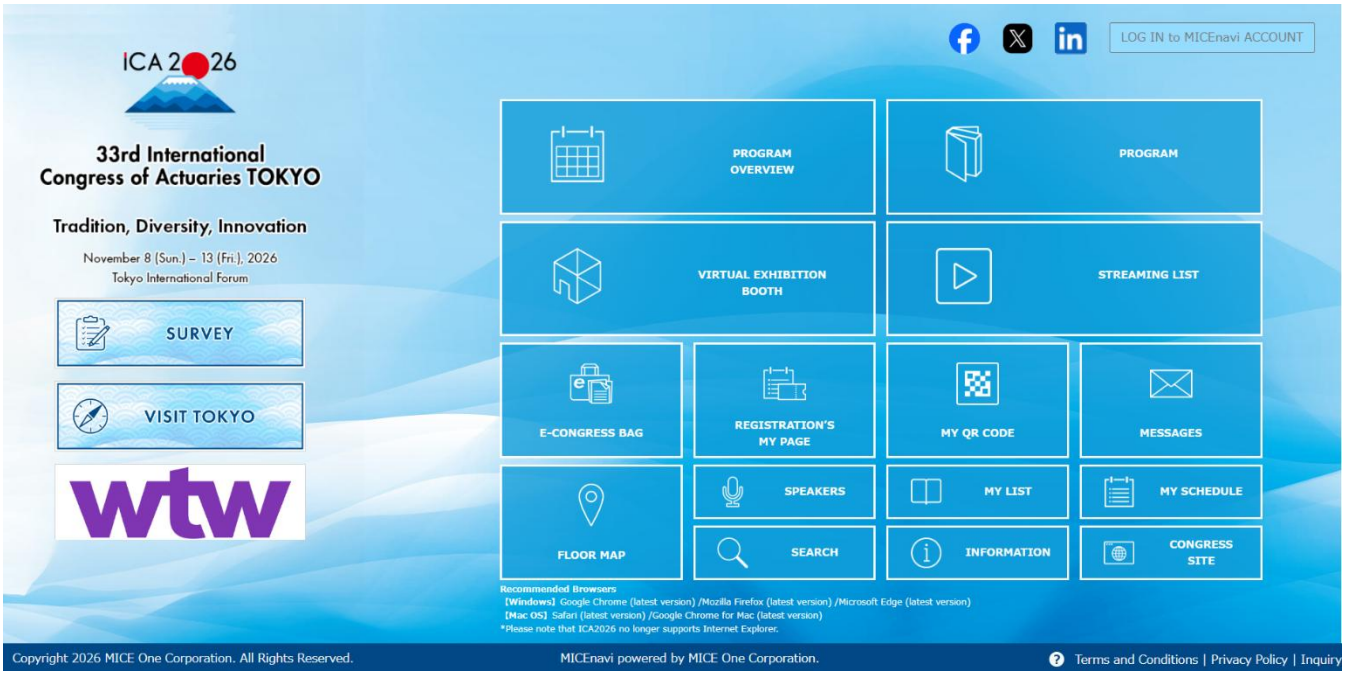
(As of October 30, 2026)

Contents

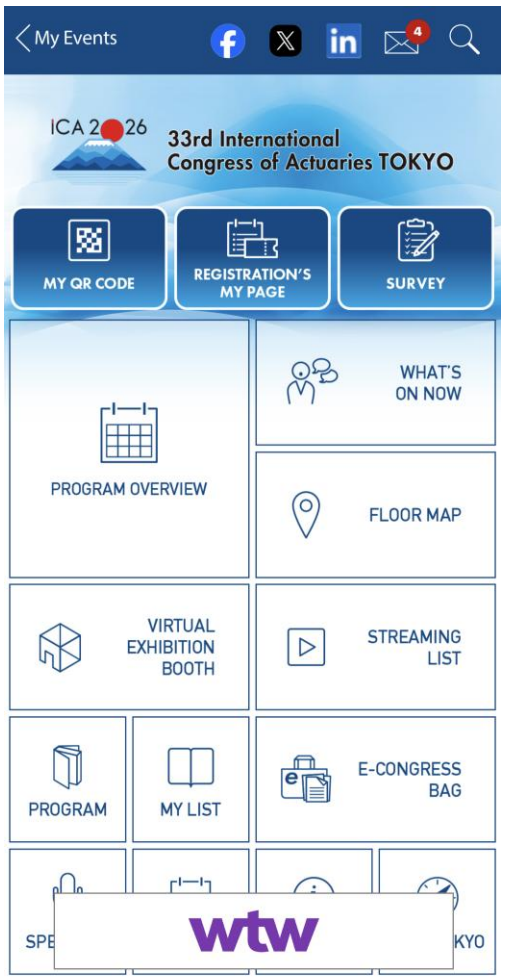
Quick Feature Guide	2
Before You Begin	4
Program & Abstract Search	7
How to Use “MY LIST” and “MY SCHEDULE”	11
How to Add the Event to Your Calendar	19
What You Can Do with a MICEnavi Account	20
Inquiry	24

Quick Feature Guide

- **Web Browser Version Home Page**



- **Mobile App Version Home Screen**



Quick Feature Guide

- **Available Features**

Menu	Function
PROGRAM OVERVIEW	• Browse sessions in a timetable format.
PROGRAM	• View full details of the conference program.
VIRTUAL EXHIBITION BOOTH	• Explore sponsor company booths and profiles.
STREAMING LIST	• View the list of streaming sessions. (Sessions will appear here once live streaming begins.)
E-CONGRESS BAG	• Access promotional flyers from sponsors and related organizations.
REGISTRATION'S MY PAGE	• Check your registration details. (tours, shuttle buses etc.) • For any changes or modifications, please visit the Registration website.
MY QR CODE	• Display your QR code required for check-in at the venue.
MESSAGES	• Check the announcements and notifications from the Secretariat.
SPEAKERS	• View an alphabetical list of speakers.
SEARCH	• Search for sessions, speakers and abstracts.
INFORMATION	• Provides general information and useful guides.
CONGRESS SITE	• Link to the official ICA2026 website.
VISIT TOKYO	• Link to Tokyo's travel guide.
SPONSOR BANNER	• Link to the sponsor's website.
SURVEY	• Answer the survey about ICA2026. (Available after the event.)

Before You Begin

How to Access MICEnavi – Web Browser Version

- Access MICEnavi from your web browser on your PC or mobile devices.
  https://www.micenavi.jp/ica2026
- “WebID” is required to access MICEnavi.
- You can find your WebID on your Registration Mypage once you have completed your registration and payment.
- The recommended browsers for Windows and Macintosh are listed below.

Windows	Google Chrome (Latest version) Mozilla Firefox (Latest version) Microsoft Edge (Latest version)
Macintosh	Safari (Latest version) Google Chrome for Mac (Latest version)

How to Access MICEnavi – Mobile App Version

- Download the MICEnavi app from the Apple App Store or Google Play to access ICA2026 information on your smartphone or tablet.
- The recommended OS versions for iOS and Android are listed below.

Compatibility	For iOS version 16.0 and above For Android version 9.0 and above

Step 1. Download the MICEnavi App

Download the MICEnavi app from the Apple App Store or Google Play.
Search for “MICEnavi” and install the app on your smartphone or tablet.

iPhone/iPad

Download on the App Store

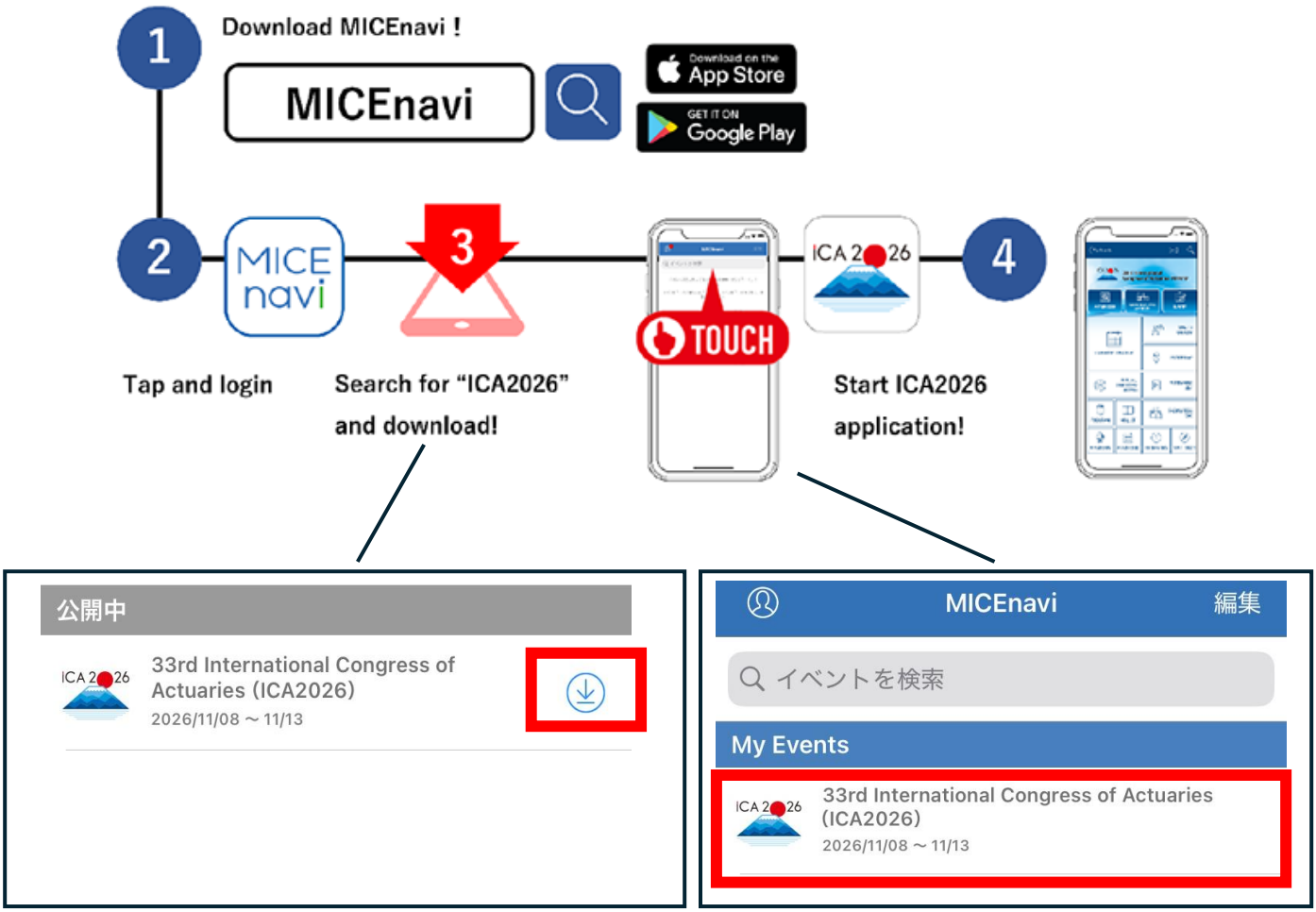
Android

GET IT ON Google Play

Step 2. Open MICEnavi App
Open the MICEnavi app to access the MICEnavi landing page.

Step 3. Search for ICA2026 and Download the Event Data
Search for “ICA2026“ and download the event data.

Step 4. Start Using MICENavi
Select ICA2026 to access the conference program, abstracts, and other event information. “WebID” is required to access MICEnavi. You can find your WebID on your Registration Mypage once you have completed your registration and payment.



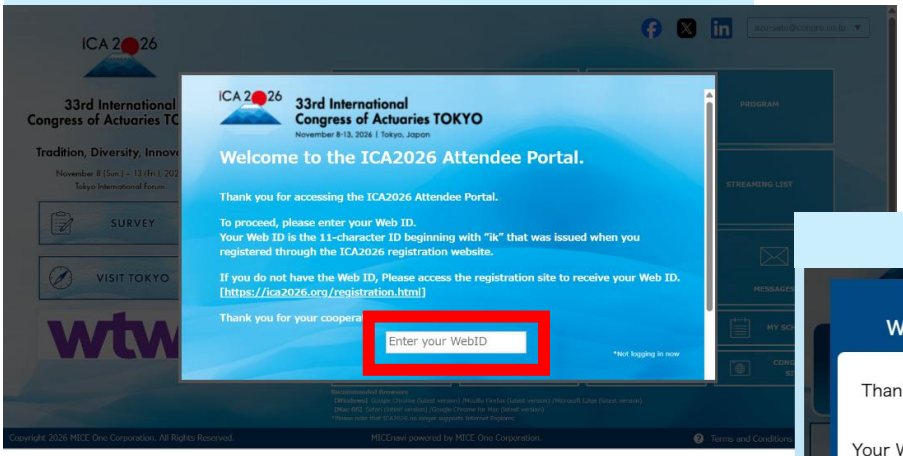
About Your WebID for MICEnavi Login

- After completing your registration, you can find your WebID on your Registration My page. (WebID is an 11-digit code starting with “ik”)
- Registration website: https://www.miceregi.jp/reg/ica2026/my/login/login.html
- Your WebID is required to access online content. Please log in from the MICEnavi home page using your WebID.

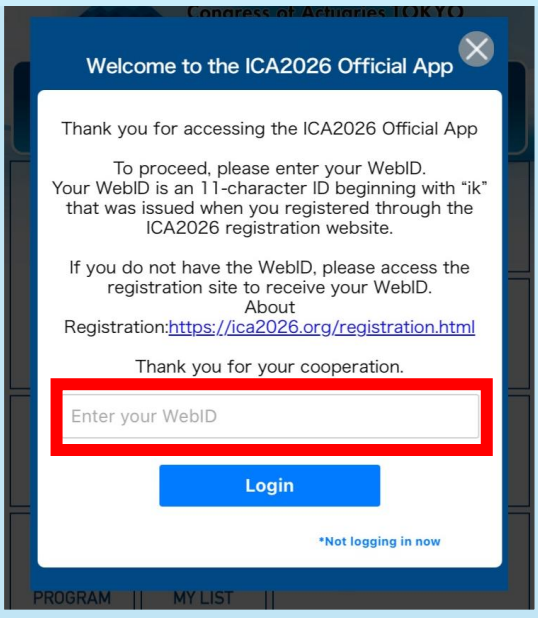
Registration website: https://www.miceregi.jp/reg/ica2026/my/login/login.html



MICEnavi home page: https://www.micenavi.jp/ica2026



Mobile App



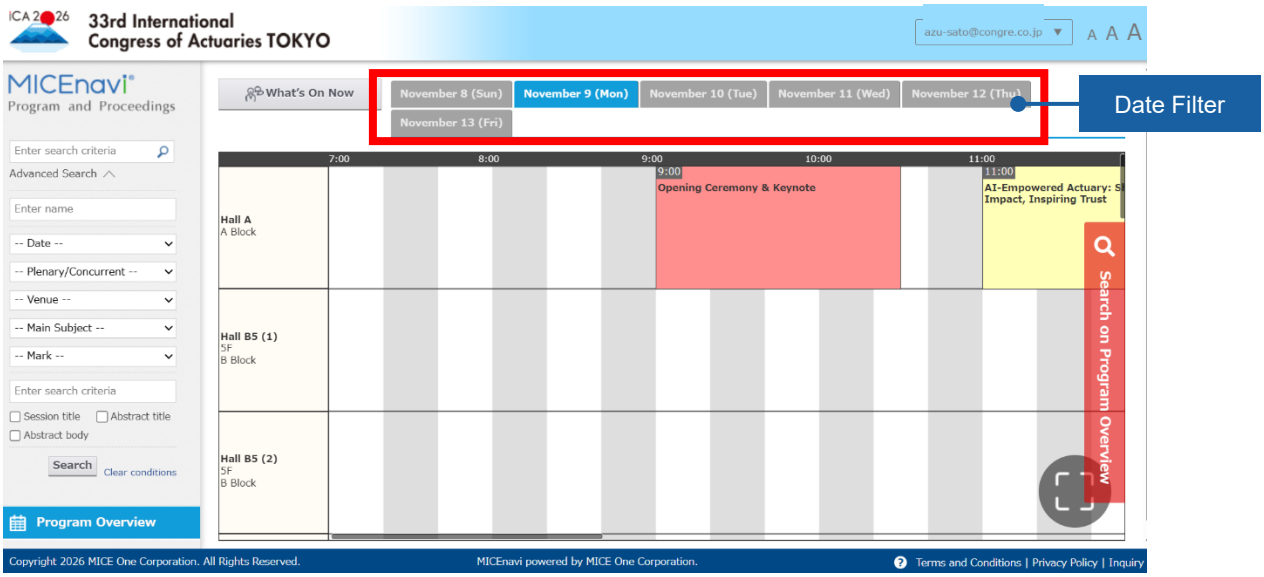
Program & Abstract Search

Searching for Sessions via “PROGRAM OVERVIEW”

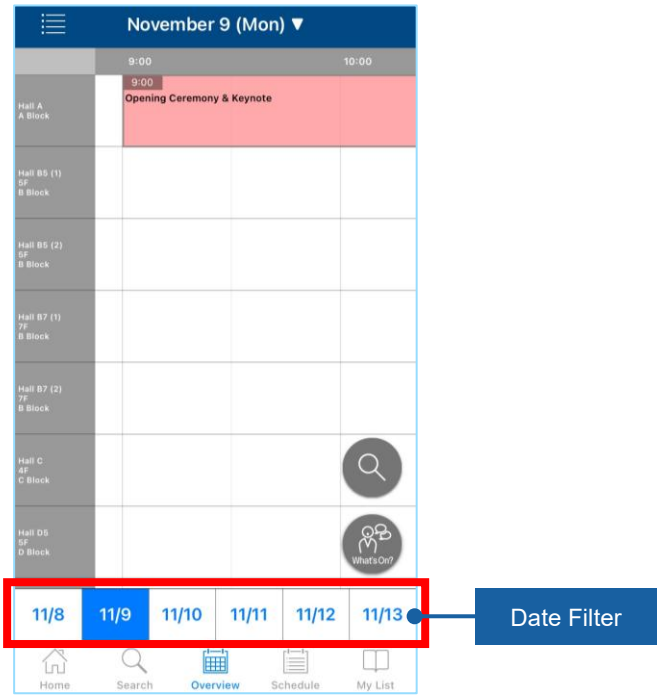
- Select “PROGRAM OVERVIEW” from the Home page to view sessions in a timetable format.
- Click on any session title to see full details, including speakers, and abstracts.

- **Date Filter**: Select a date tab to filter sessions by day.

<Web Browser Version>

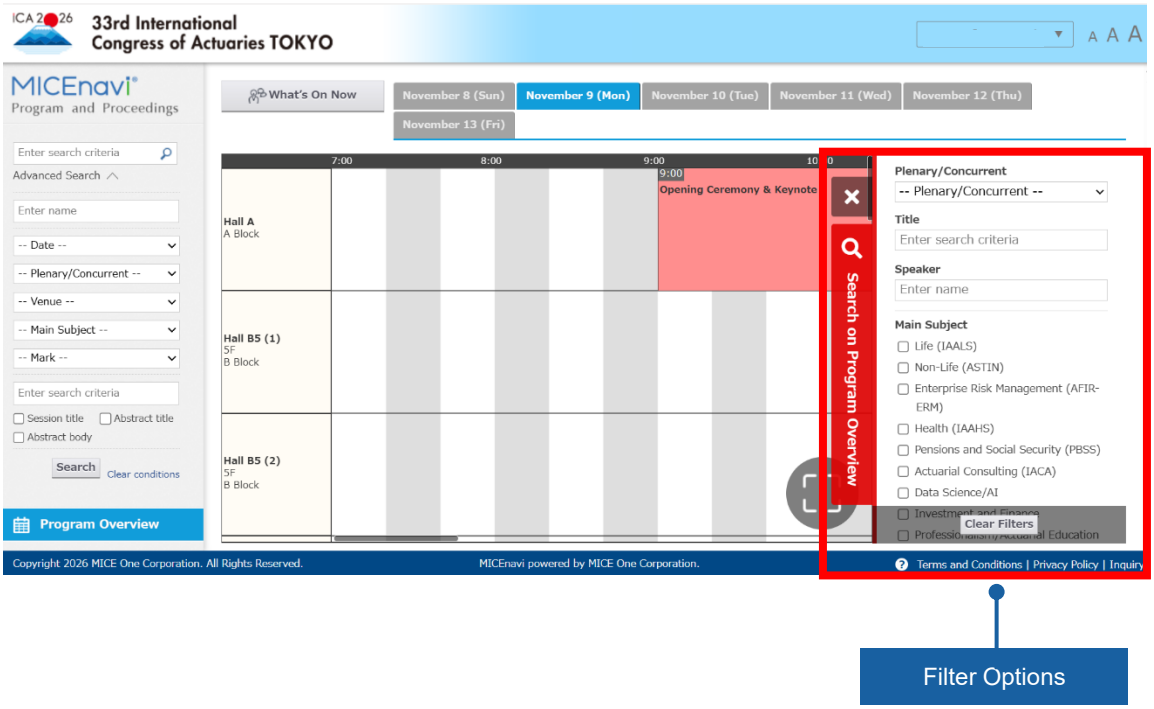


<Mobile App Version>

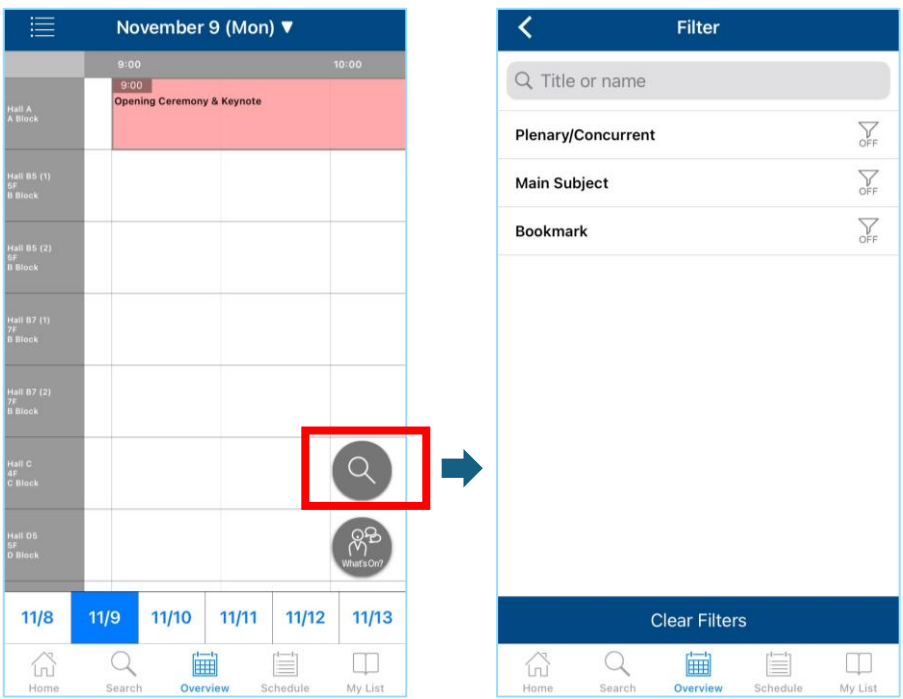


- **Filter Options:**

For the Web Browser Version, Use the “Search on Program Overview” field to refine sessions by specific criteria. Matching sessions will be highlighted automatically.



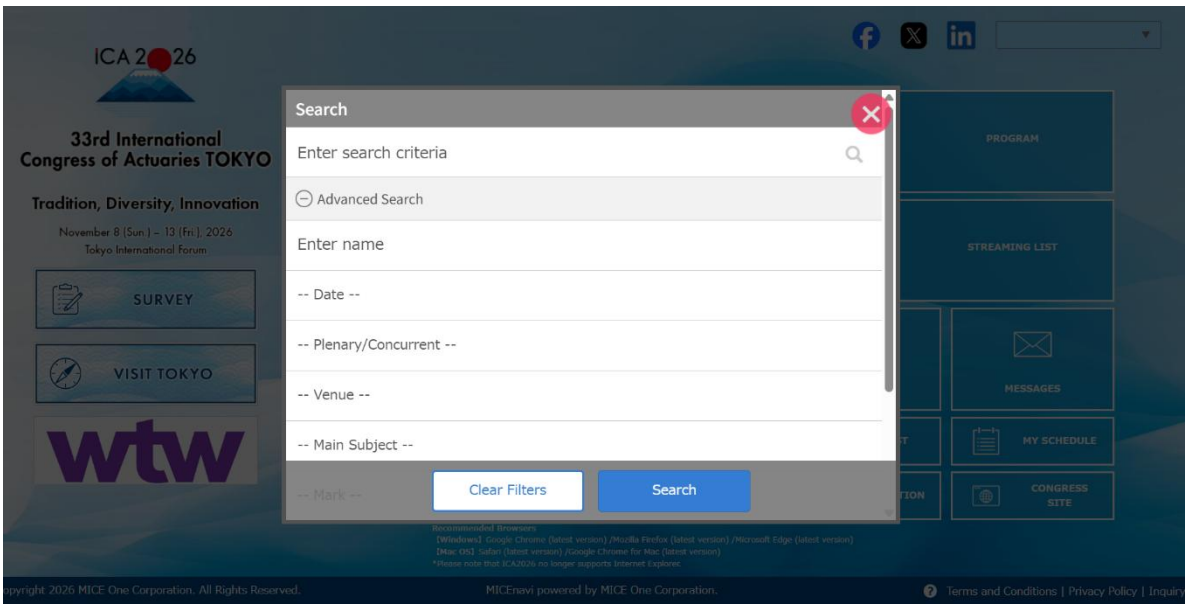
For the Mobile App Version, tap the search icon.



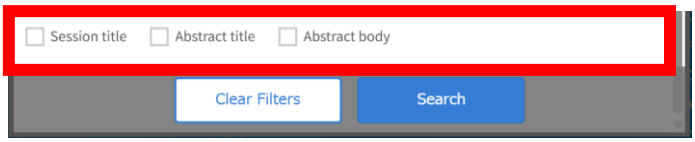
Searching for Sessions via “SEARCH”

- **Advanced Search**: Search and filter sessions by multiple criteria, including speaker names, presentation dates, and more.

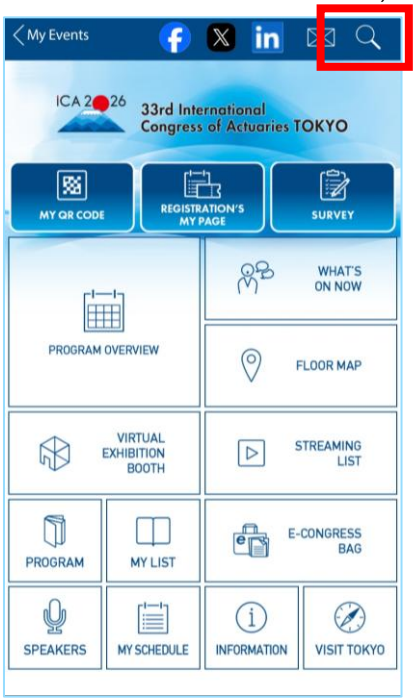
For the Web Browser Version, click "Search" in the Home page, or use the "Advanced Search" function on the left side of the “Program Overview” page.

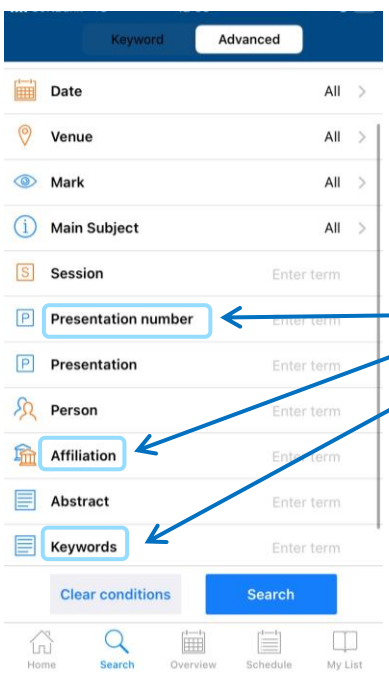


Checking the boxes allows you to refine your search targets before searching.



For the Mobile APP Version, tap the "Search" icon in the Home screen.



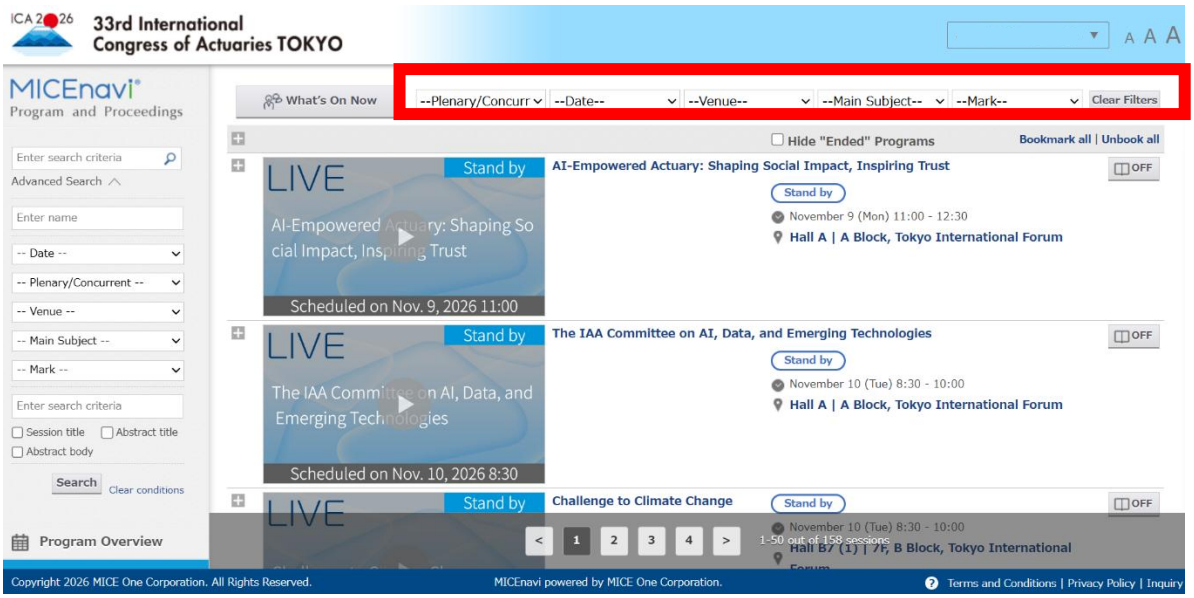


Search by “Presentation number“, “Affiliation“, or “Keywords” is not supported for ICA 2026.

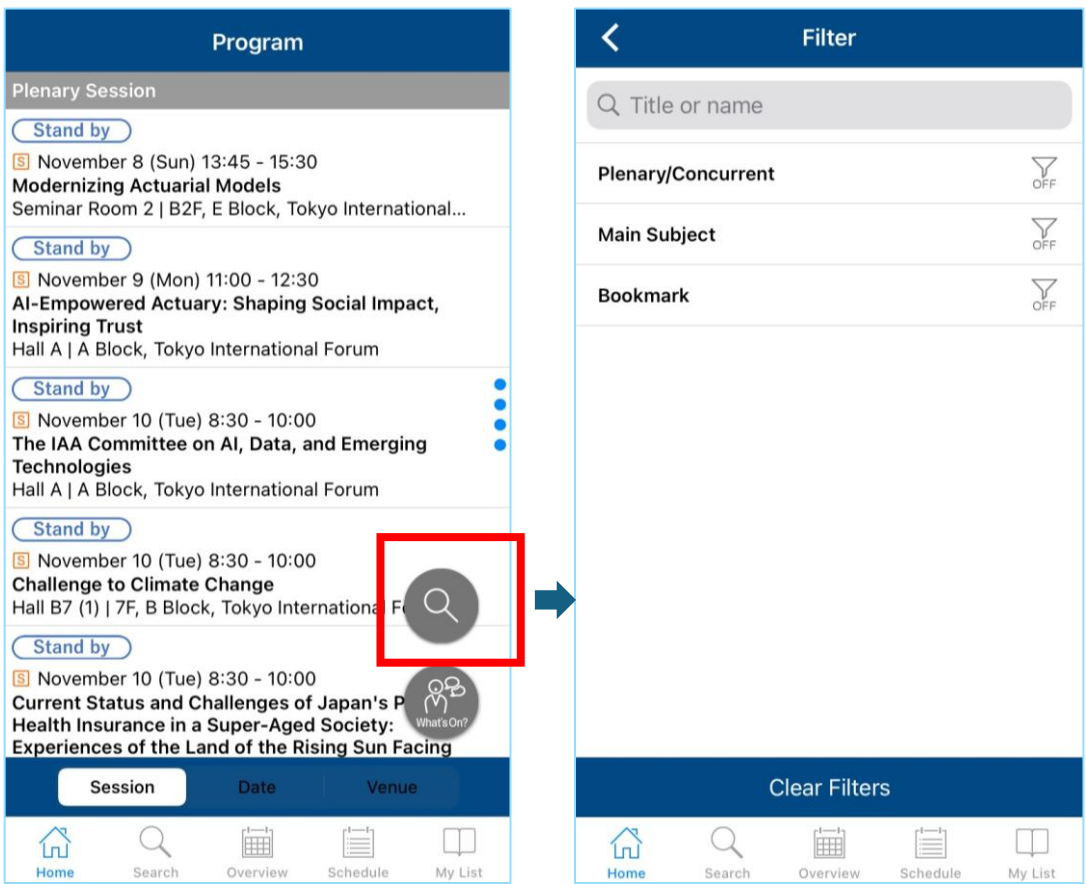
Filtering Sessions via "PROGRAM"

- **Filtering Options**:

For the Web Browser Version, use the tabs at the top of the "Program" page to filter and view sessions by date, venue, main subject, or specific category types.



For the Mobile App Version, tap the search icon on the "Program" screen to search for and filter sessions.

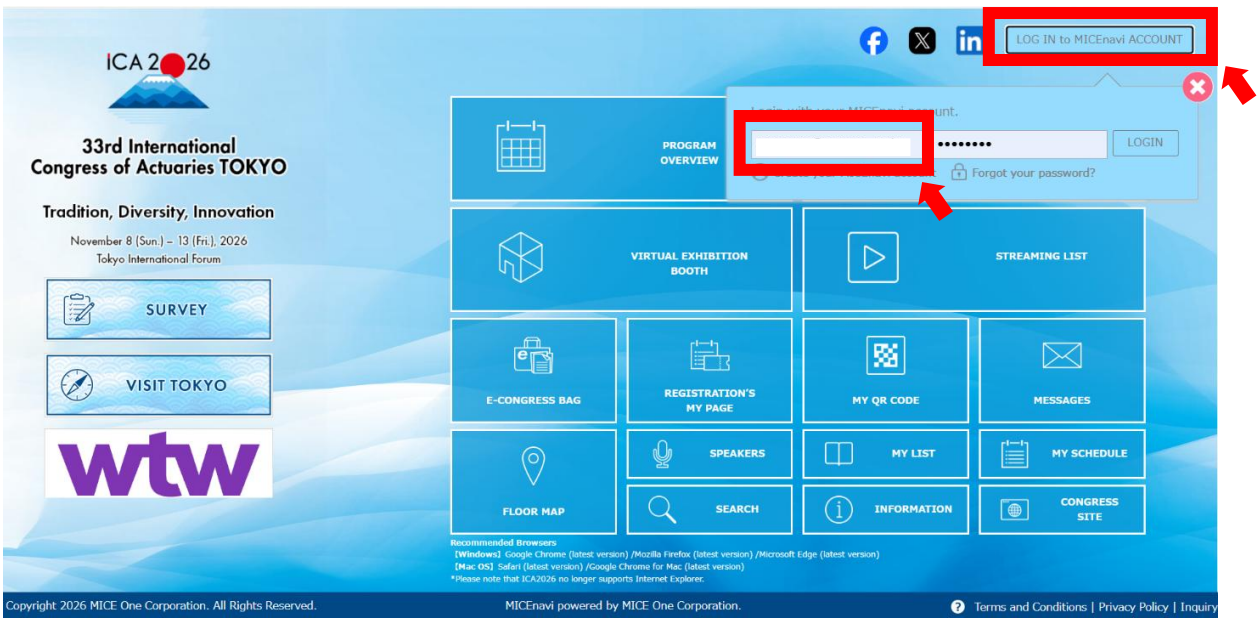


How to Use “MY LIST” and “MY SCHEDULE”

- You can bookmark your favorite programs and create your own schedule.
- Bookmarking items are automatically added to “MY LIST” and “MY SCHEDULE”.
- A “MICEnavi account” is required to use these functions.

Creating a MICEnavi Account

1. **In the Web Browser Version**, click “LOG IN to MICEnavi ACCOUNT” in the top-right corner of the screen.
2. Click “Create your MICEnavi account” in the pop-up window.
   (Note: This screen will also appear if you “MY LIST” or click “MY SCHEDULE” in the menu.)
3. Enter the required information and click the “Start” button to complete your registration.
4. Check your inbox for a confirmation email sent to your registered address.
   (Note: Please note that your MICEnavi account is separate from your account on the registration website.)

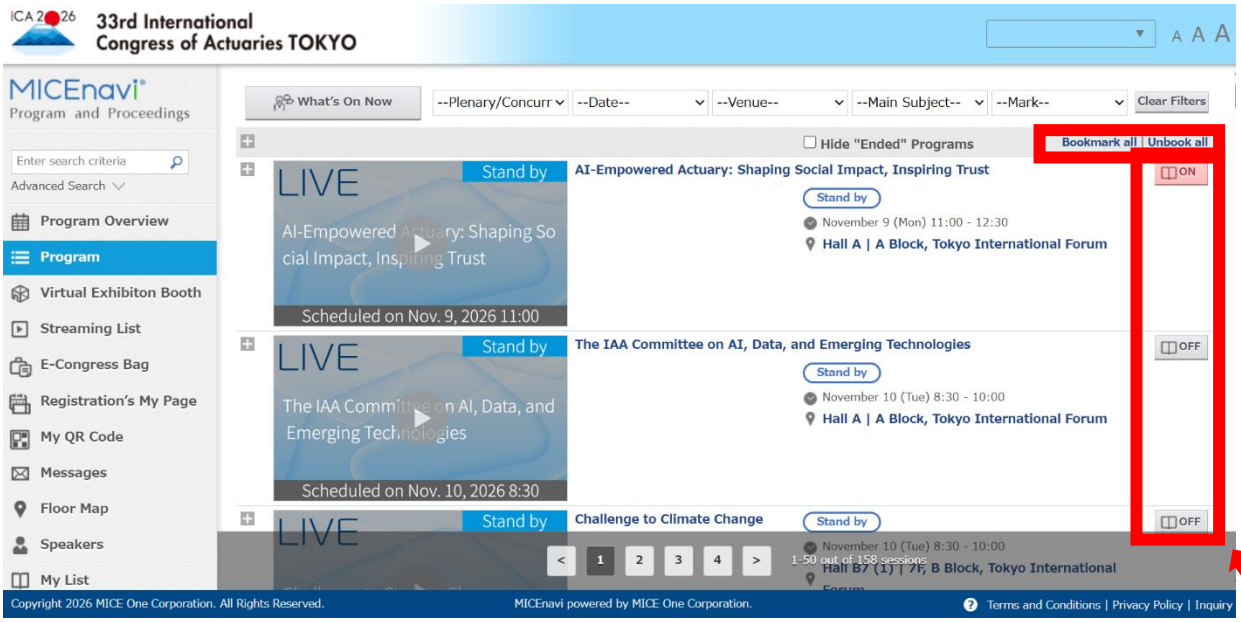


For the Mobile App Version, you can use “MY LIST” and “MY SCHEDULE” without creating a MICEnavi account. To sync your data with the web browser version, please log in to your account. (See page 23 for how to sync.)

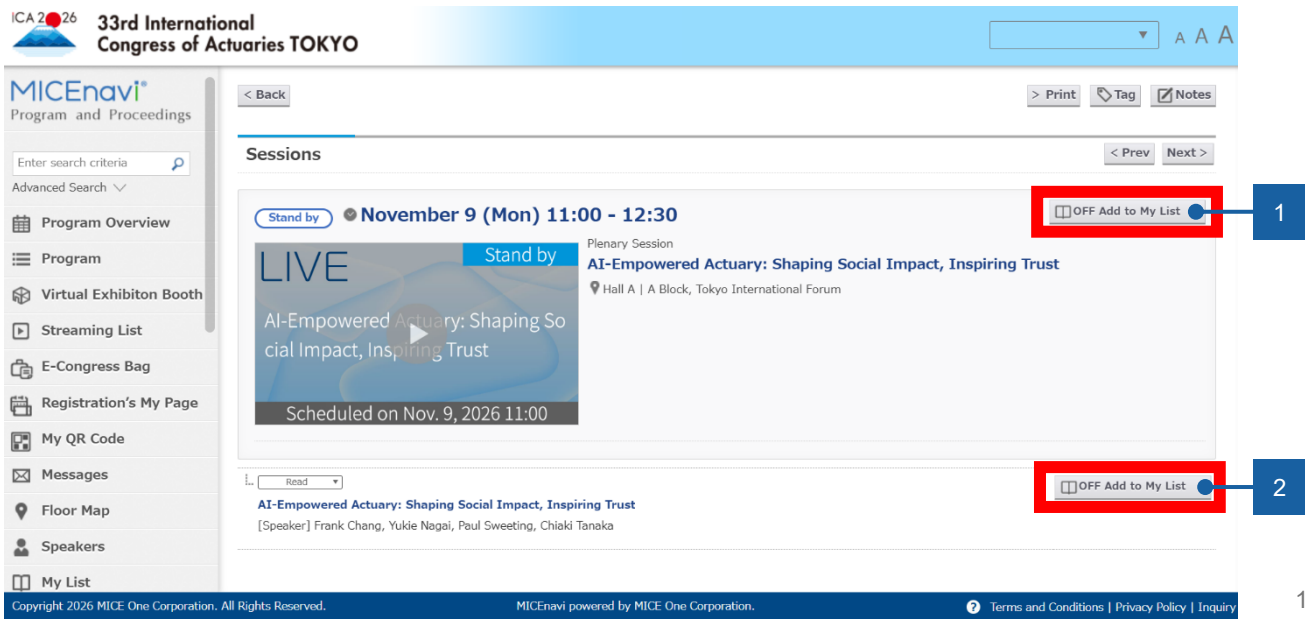
How to Bookmark Programs (Sessions)

<Web Browser Version>

- From the “Program” page, click the bookmark button (OFF/ON) on the right to add or remove a session.
- Click “Bookmark all” or “Unbook all” to add or remove multiple items at once.
  This is especially convenient for bookmarking all filtered sessions at once.



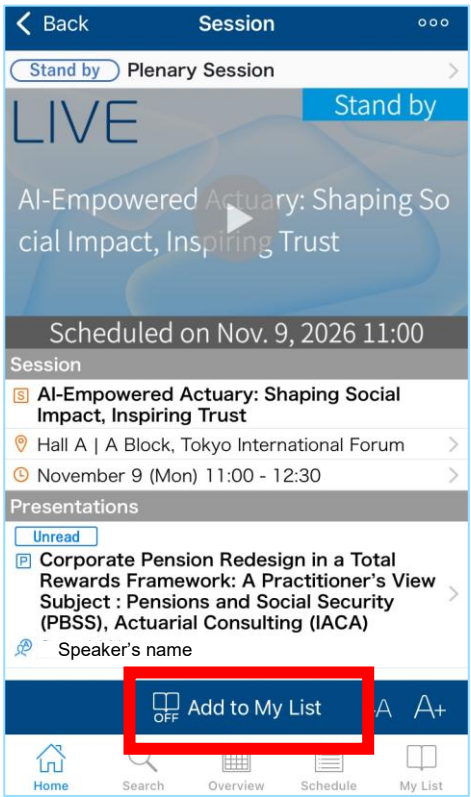
- On the Sessions page, click the “Add to My List (OFF/ON)” button on the individual session page.
- If a session contains multiple presentations:
  Click 1 to bookmark all presentations in the sessions.
  Click 2 to bookmark only the selected presentation.



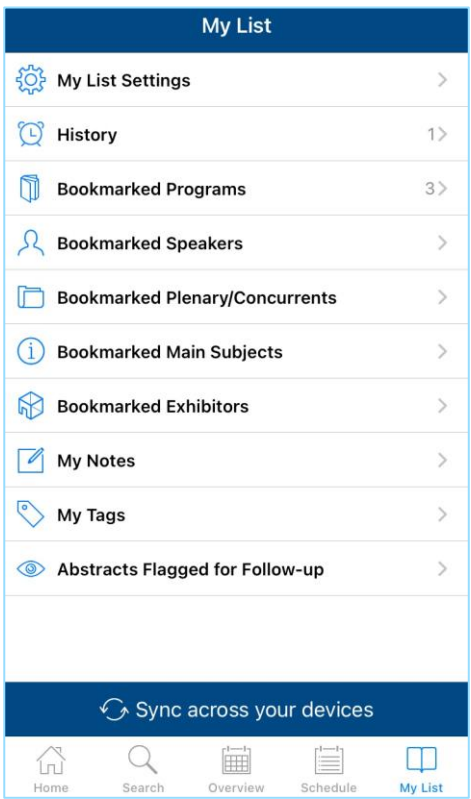
How to Bookmark Programs (Sessions)

<Mobile App Version>

- Select the session you would like to bookmark and tap “Add to My List”.

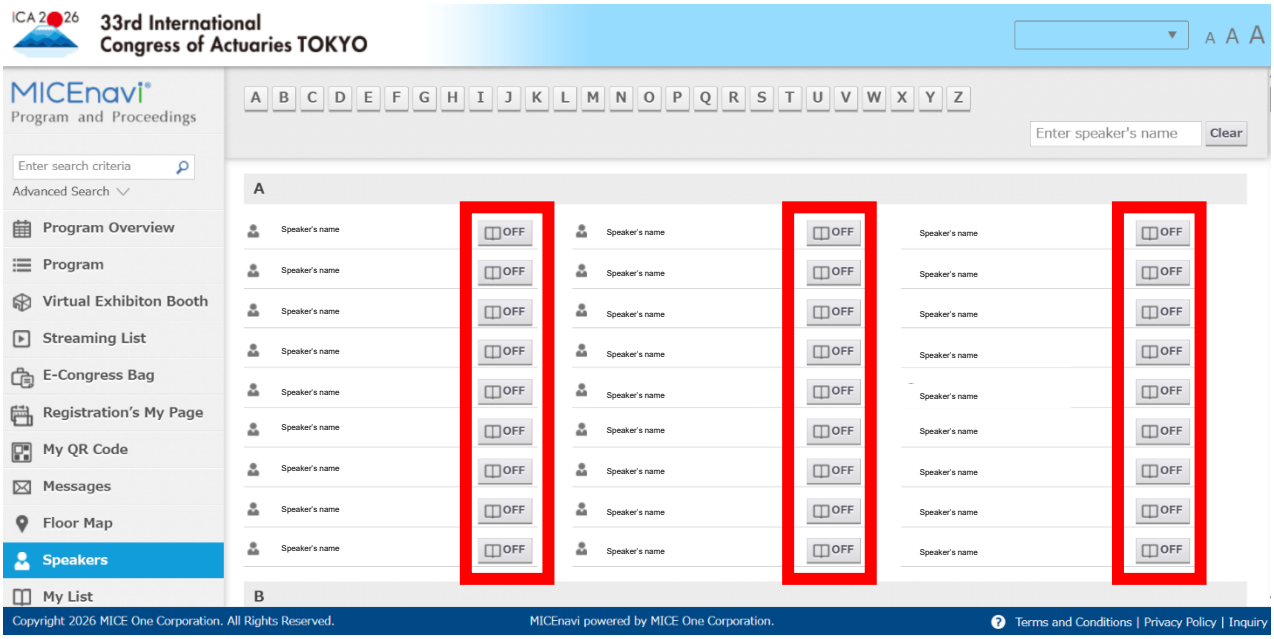


- You can view your bookmarked sessions from the “MY LIST” menu on the Home screen.

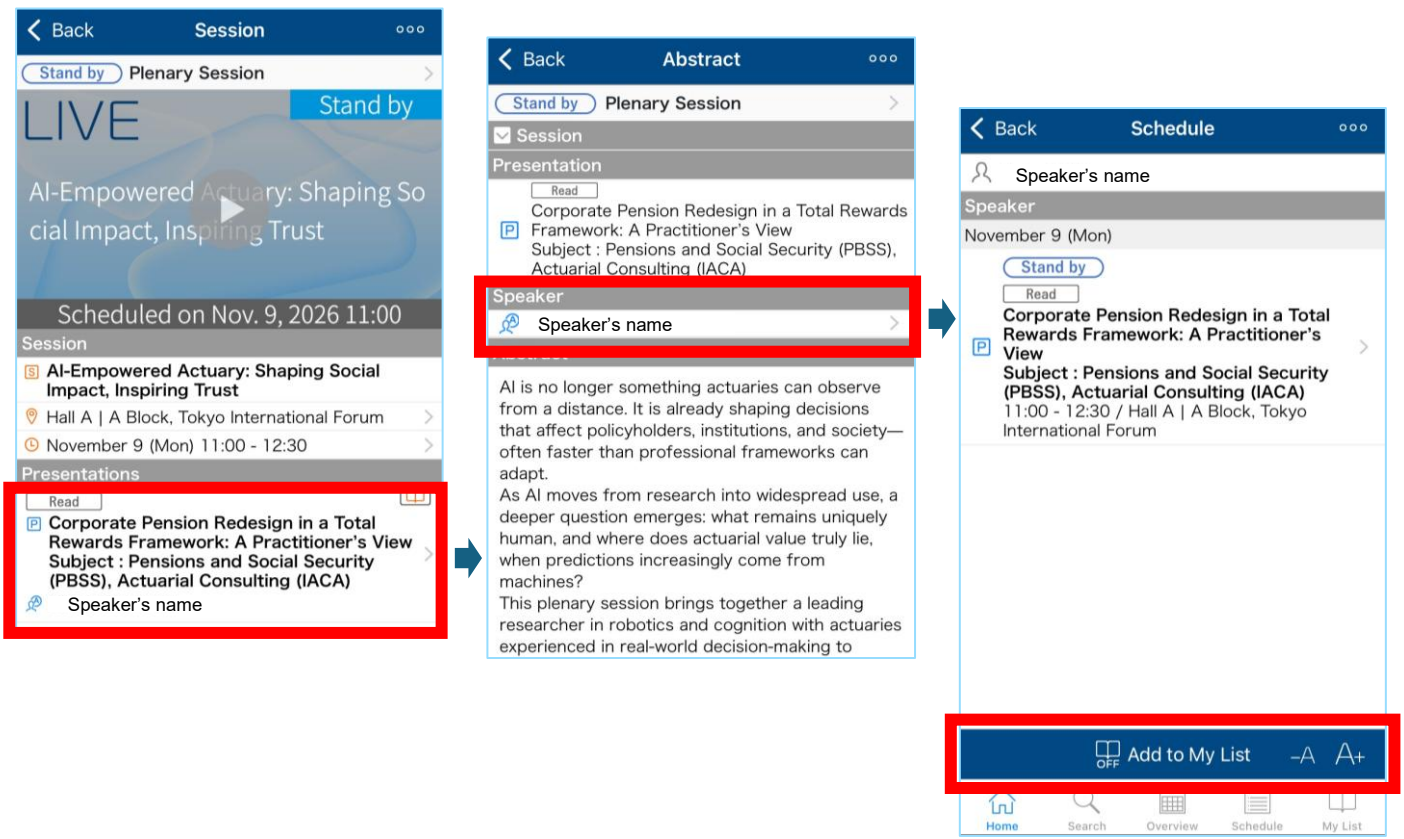


How to Bookmark Speakers

- On the Speakers page of **the Web Browser Version**, click the bookmark button (OFF/ON) next to a speaker's name to add or remove them from your bookmarks.



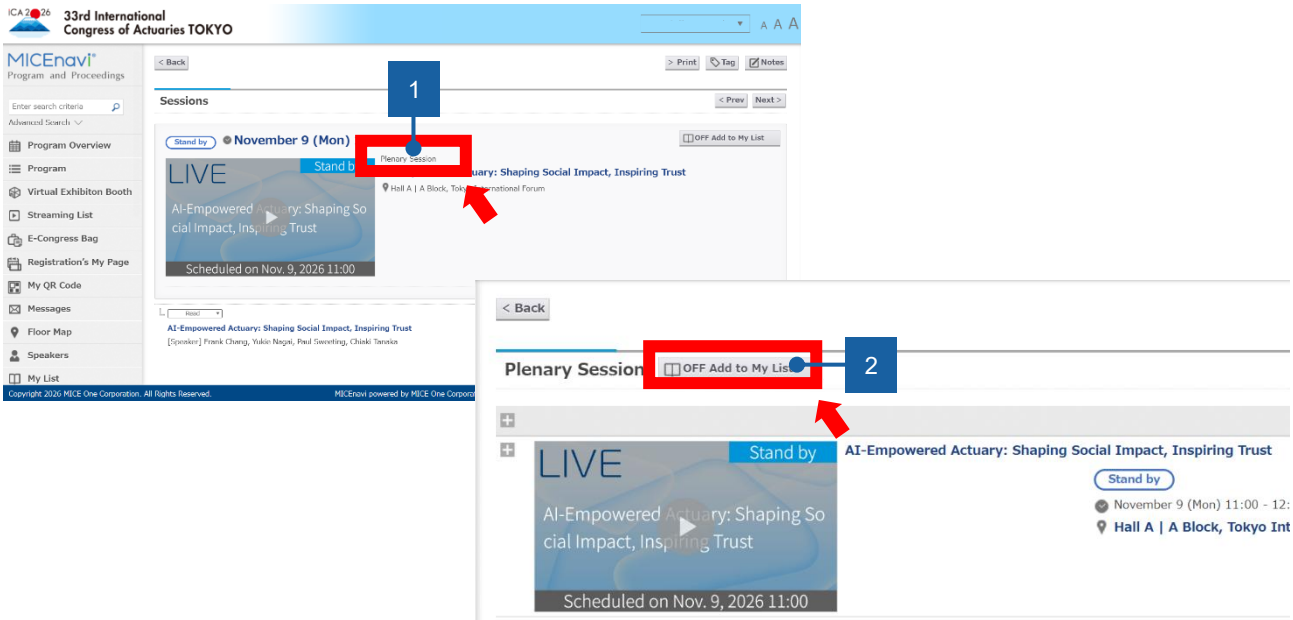
- **In the Mobile App Version,** select a presentation within a session. On the Abstract screen, tap the speaker's name to open the Speaker Schedule screen, then tap "Add to My List."



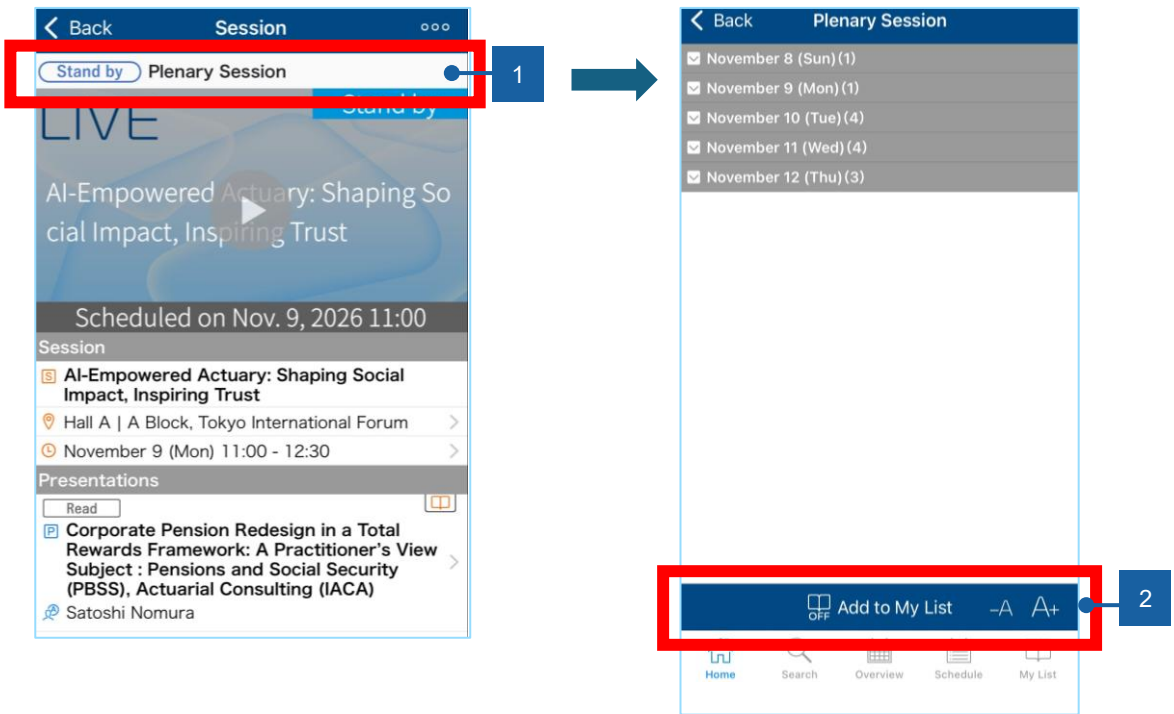
How to Bookmark Plenary/Concurrent

- Click 1 on the Sessions page to filter and display only sessions of the same type. (e.g., selecting Plenary Session will display only Plenary Sessions).
- Click 2 to bookmark all filtered sessions at once.

<Web Browser Version>



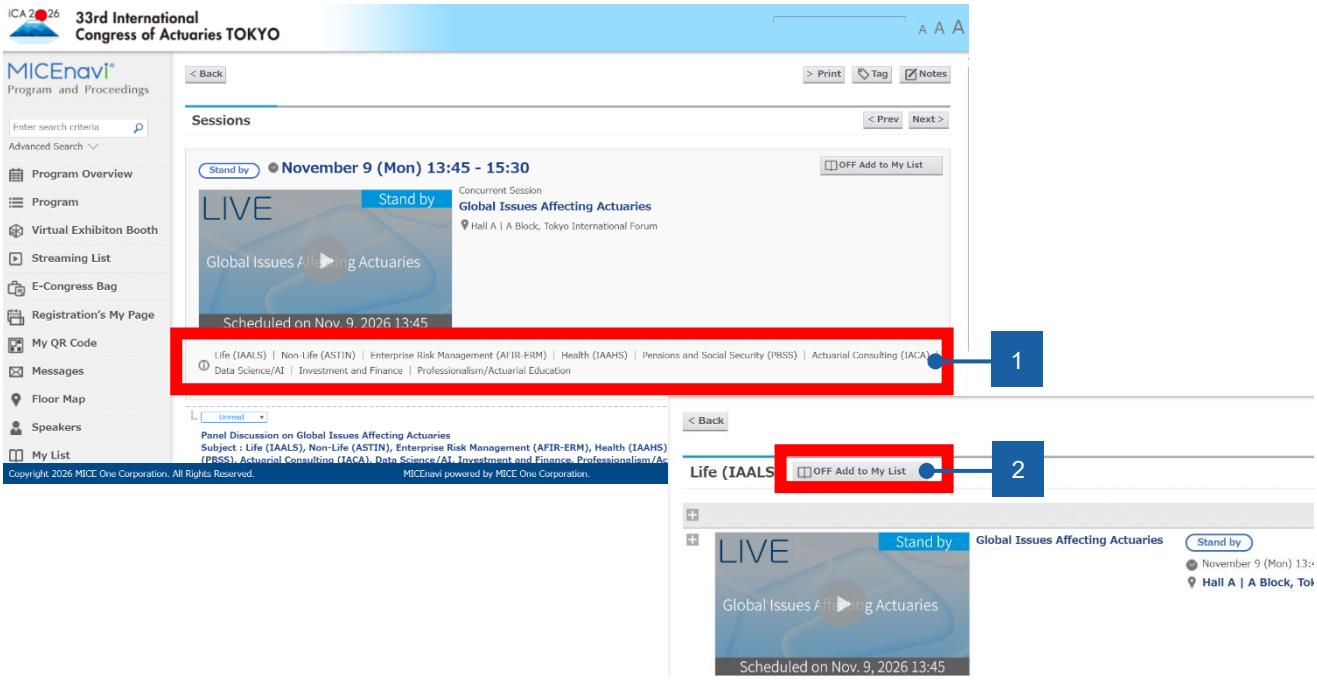
<Mobile App Version>



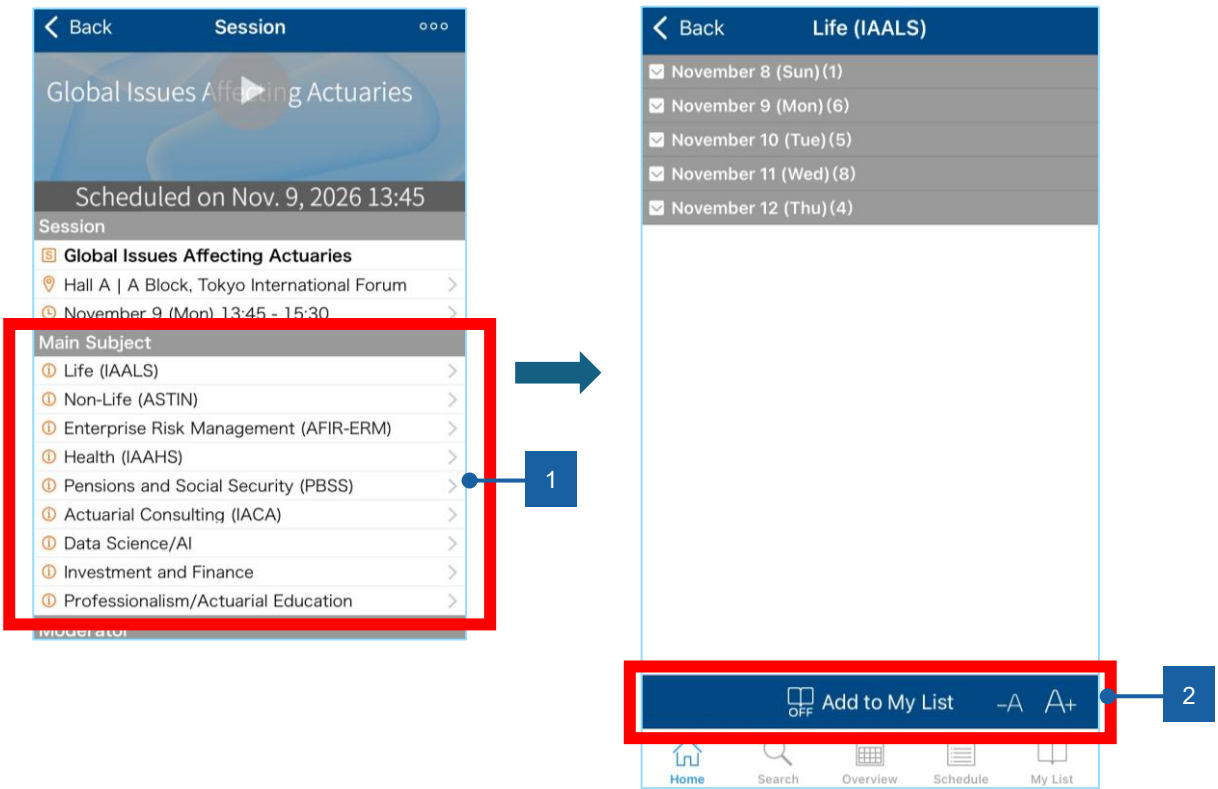
How to Bookmark Main Subject

- Click 1 on the Sessions page to filter and display only sessions of the same Main Subject. (e.g., selecting “Life (IAALS)” will display only sessions under that topic).
- Click 2 to bookmark all filtered sessions at once.

<Web Browser Version>



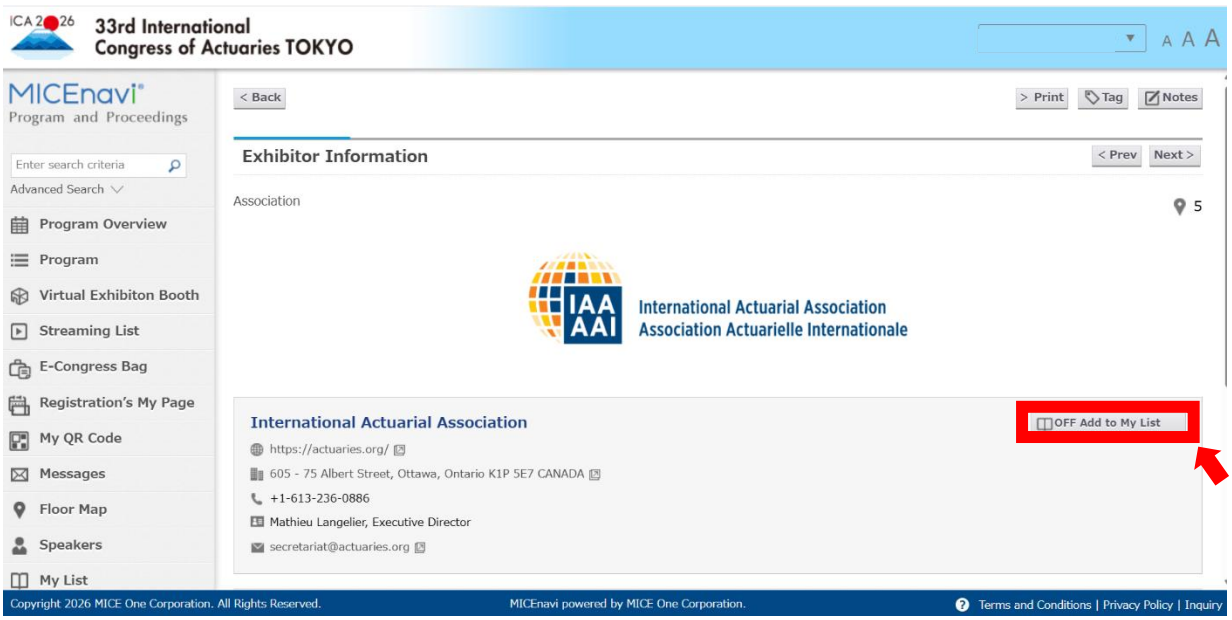
<Mobile App Version>



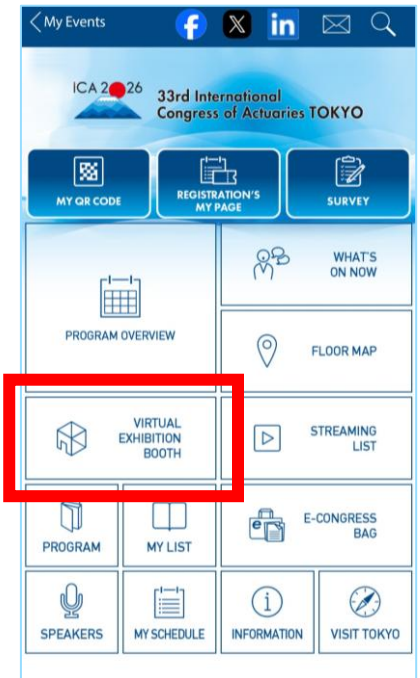
How to Bookmark Exhibitor

- On the Virtual Exhibition Booth page, open the company page you want to bookmark, then click the “Add to My List” button (OFF/ON).

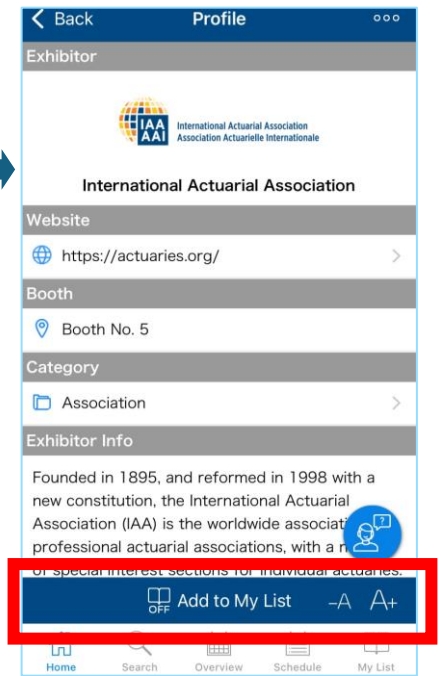
<Web Browser Version>



<Mobile App Version>

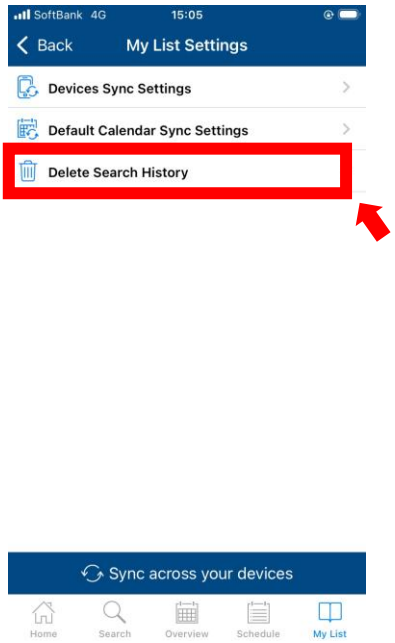






Delete Search History (Mobile App)

- The “Delete Search History” function in the Mobile App Version is equivalent to clearing the cache in the Web Browser Version.
- When viewing a live-streamed session, users may be redirected from the MICEnavi Mobile App Version to the Zoom app or Zoom for Web. In some cases, cached data within the app may cause errors and prevent the session from functioning properly. In such cases, this function can be used to clear the cache and resolve the issue.



How to Add the Event to Your Calendar

How to Add the Event to Your Device's Calendar [iPhone]

- On your iPhone, open the following settings screen:
  Go to **Settings > Privacy & Security > Calendars > MICEnavi**
- Please select "**Full Access**" from the three options below:
  - None
  - Add Events Only
  - **Full Access**
- Once this setting is enabled, any sessions that you bookmark in MICEnavi will be automatically added to your device's calendar.

If You Do Not Want to Add Events to Your Device's Calendar

- Open the MICEnavi and follow the steps below:
  1. Select “**MY LIST**” from the Home screen.
  2. Select “**My List Settings**” at the top of the screen.
  3. Select “**Sync with Default Calendar**”, which appears as the second option.
  4. Turn off “**Allow Sync with Default Calendar**”.
- After completing the above steps, automatic synchronization with your device's calendar will be disabled.

How to Share Your Calendar with Outlook

Events added to your device calendar can be synced with Outlook by following the steps below.

[For iPhone Users]

- Automatic synchronization is not available on iPhones. Therefore, iPhone users must perform the following steps each time:
  1. Open the Calendar app on your iPhone.
  2. Select the session you would like to add to Outlook.
  3. Tap Edit.
  4. Tap Calendar.
  5. Select your Outlook calendar.
  6. Tap Done.

[For Android Users]

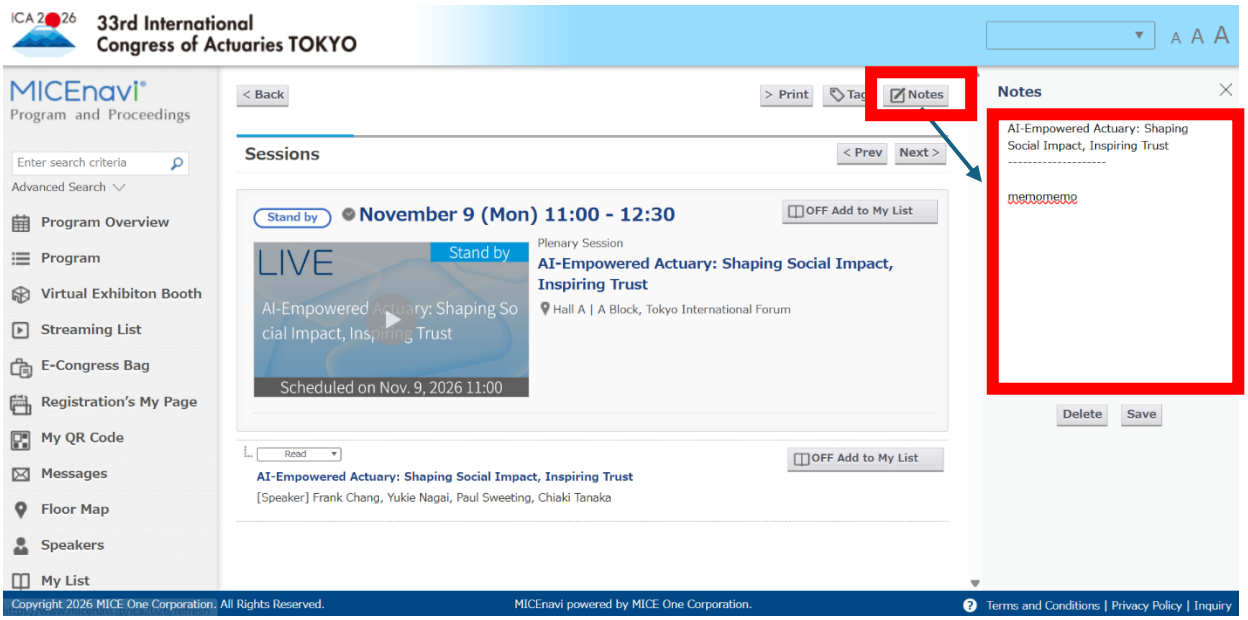
- Please configure the following settings in your Outlook calendar:
  1. Tap the “**Calendar**” menu in the upper-left.
  2. Tap the “**Calendar**” gear icon.
  3. Tap “**Add People**” and select the user you would like to add.
  4. Tap a user to edit their permissions or remove their access.
  5. Tap the checkmark.

What You Can Do with a MICEnavi Account

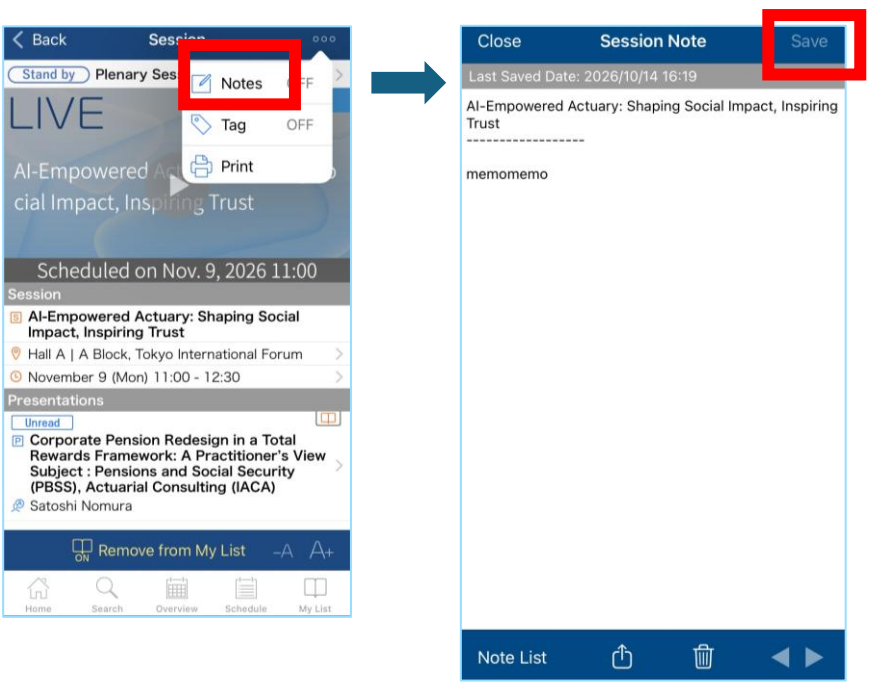
“MY NOTE” Function (Add Personal Notes)

- Take notes for individual sessions or presentations and review them anytime.
- Click the “Notes” button on the Sessions page.

<Web Browser Version>



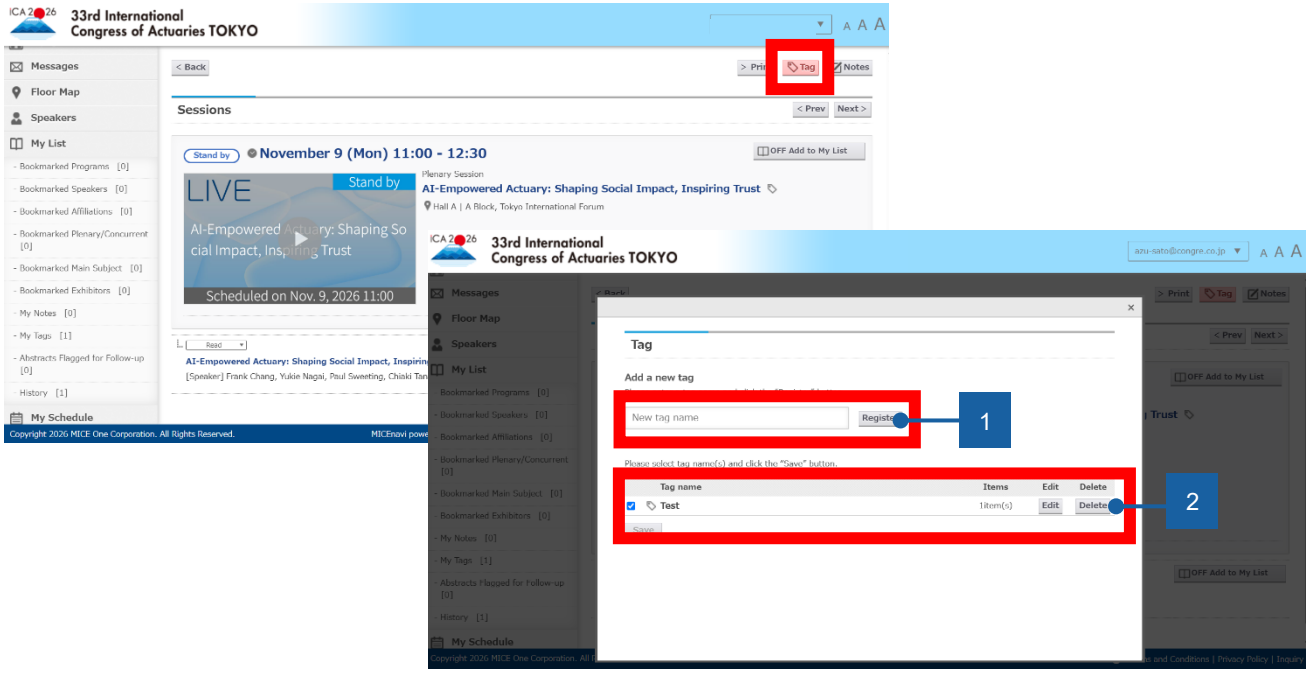
<Mobile App Version>



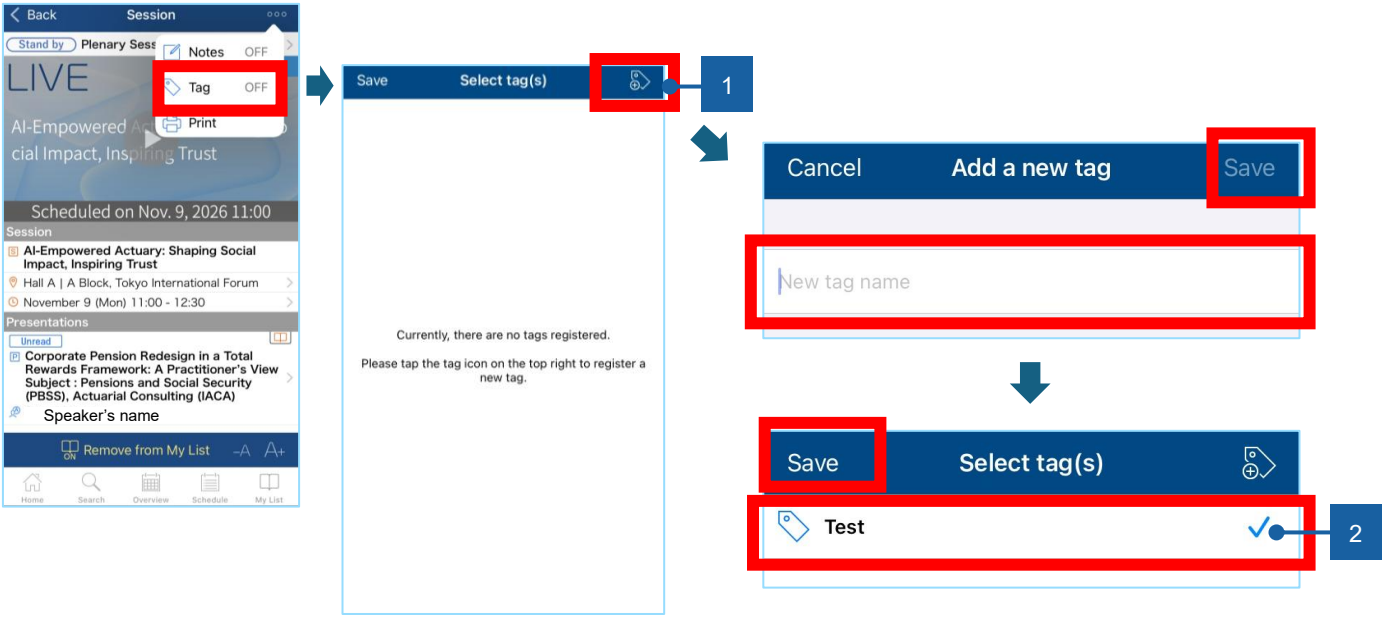
“My Tag” Function

- Click the “Tag” button on the Sessions page.
- Click 1 to add a new tag. You can customize the name of the tag.
- Select the tags you want to apply in area 2, then click "Save" to save the item to "MY LIST" with the selected tags.

<Web Browser Version>



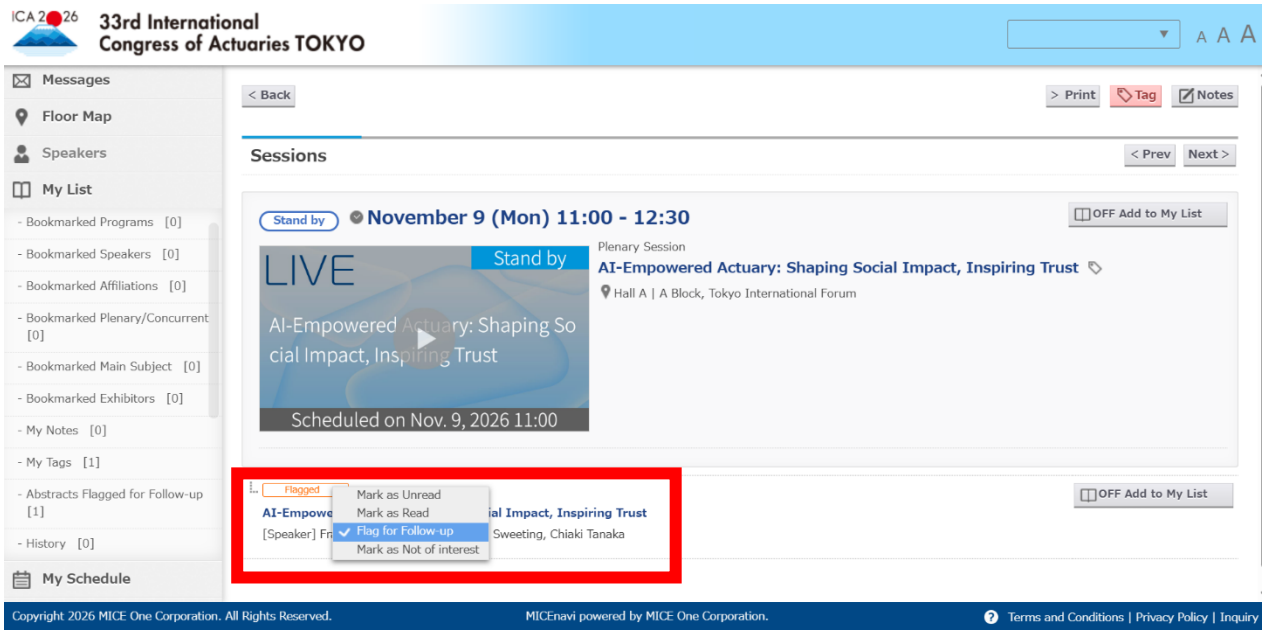
<Mobile App Version>



“Flag for Follow-up” Function

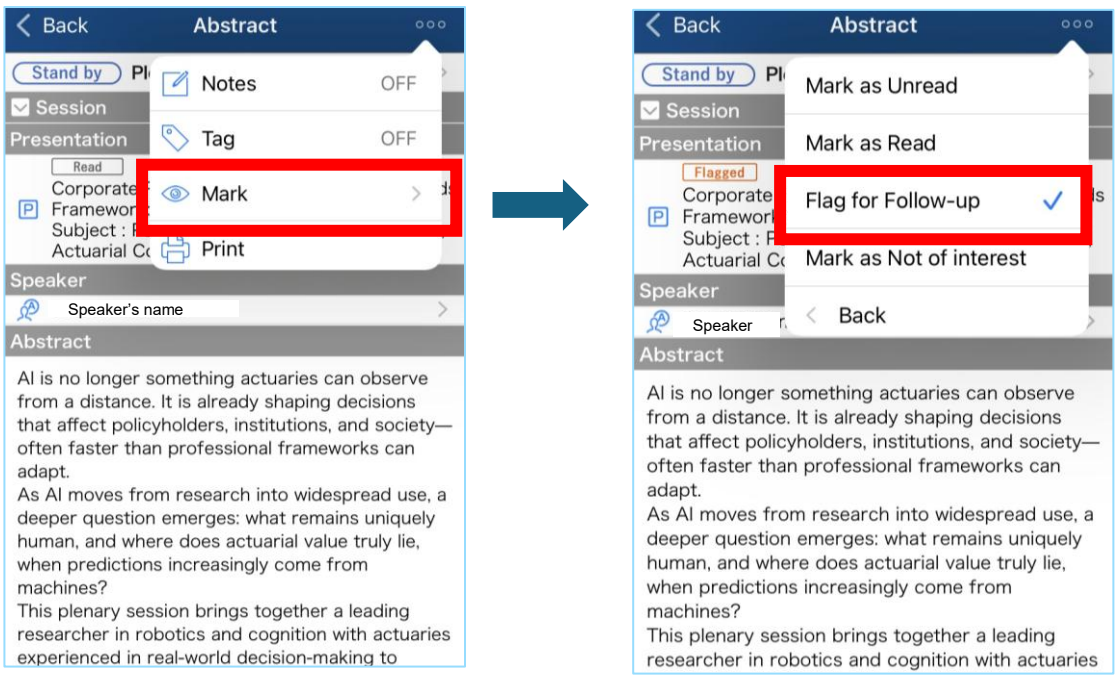
<Web Browser Version>

- On the Sessions page, select “Flag for Follow-up” to mark abstracts you would like to review or read in more detail later.
- Other flags can also be selected depending on your needs.



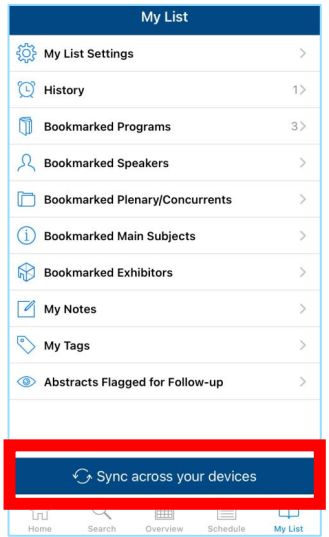
<Mobile App Version>

- On the Abstract screen, select “Mark” and then “Flag for Follow-up” to mark abstracts you would like to review or read in more detail later.
- Other flags can also be selected depending on your needs.



Syncing Bookmark Between Web Browser and Mobile App

- You can synchronize your bookmarked items between the Web Browser Version and the Mobile App Version.
- To synchronize your bookmarked items, tap “Sync across your devices” on the “MY LIST” screen in the Mobile App Version.



- To sync data from the mobile app with another device, a MICEnavi account is required.



Announcements from the Secretariat and Push Notifications

- The Secretariat may send announcements during the event.
- The number of announcements will be displayed as a red notification badge in both the web version and the mobile app. Please check the badge for any new updates.
- To receive push notifications for announcements, please configure the following settings on your device.

1. Open the “**Settings**” app on your Home screen.
2. Select “**Notifications**”
3. Select “**MICEnavi**”
4. Turn “**Allow Notifications On**” to receive push notifications, or “**Off**” to disable them.

Inquiry

- **ICA2026 Registration Secretariat**
  E-mail: ica2026-reg@congre.co.jp
  (Open on weekdays from 9:30 to 17:30 (JST/UTC+9))

- **MICEnavi Technical Support**
  MICE One Corporation
  E-mail: micenavi-inq+ica2026@mice-one.co.jp
  (Open on weekdays from 10:00 to 17:30 (JST/UTC+9))