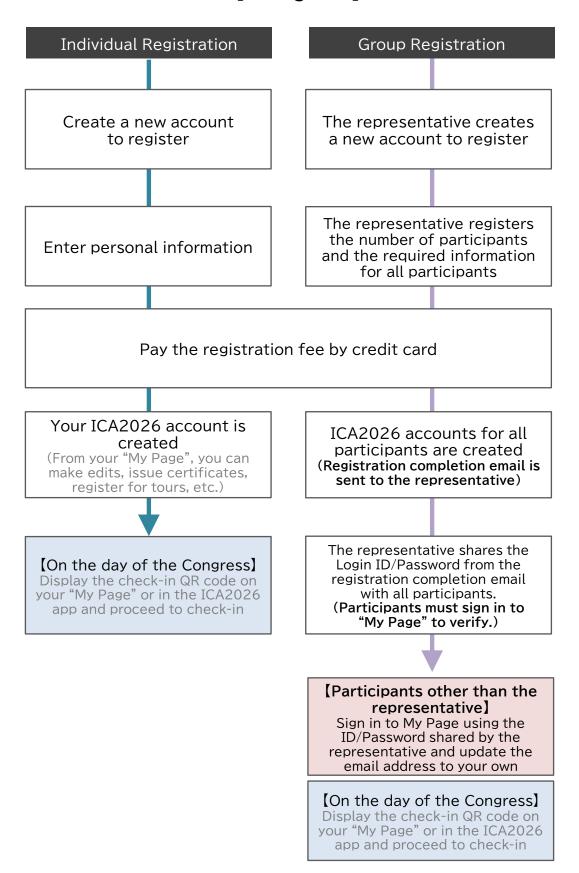
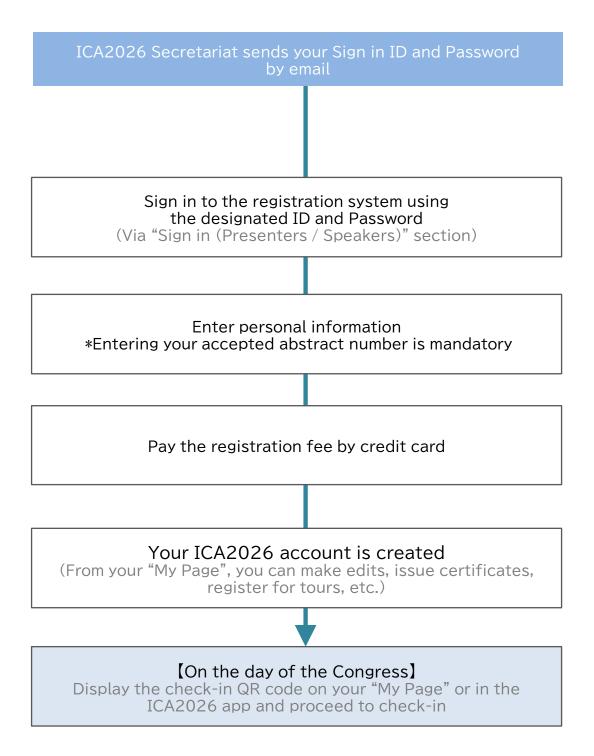
# ICA2026 Registration Manual As of November 6, 2025

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# ICA2026 Registration Flow [Delegates]



# ICA2026 Registration Flow [Presenters / Speakers]



# ICA2026 Registration Flow [IAJ Members]

IAJ Individual Members IAJ Corporate Members 3. Group Registration via 1. Individual/Group via System 2. Individual your company or organization) Sign in with IAJ Sign in with IAJ individual member number and individual member number and the the common password common password The representative registers the number of Enter personal information Enter personal \*For group registration, follow participants and the information Flow 3. required information for all participants Pay the registration fee by credit card ICA2026 accounts for all Your ICA2026 account is created participants are created (From your "My Page", you can make edits, issue (Registration completion email is sent to the certificates, register for tours, etc.) representative) The representative shares the Login ID/Password from the registration completion email (On the day of the Congress) with all participants. Display the check-in QR code on your "My Page" or in the (Participants must sign in to ICA2026 app and proceed to check-in "My Page" to verify.) (Participants other than the representative] Sign in to My Page using the ID/Password shared by the representative and update the email address to your own On the day of the Congress 1 Display the check-in QR code on your "My Page" or in the ICA2026 app

and proceed to check-in

# How to Use the Registration System [Delegates]

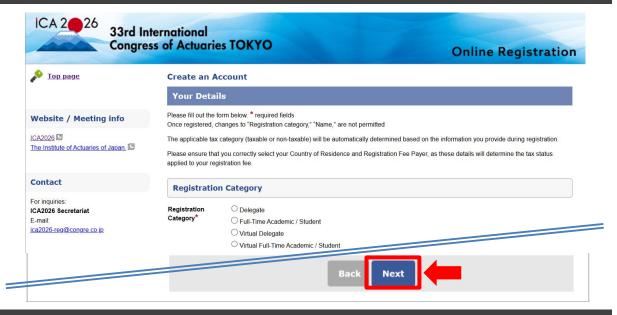
# (1) Access the registration system

◆ URL: https://www.miceregi.jp/reg/ica2026/my/login/login.html

### (2) Click "Create Account"



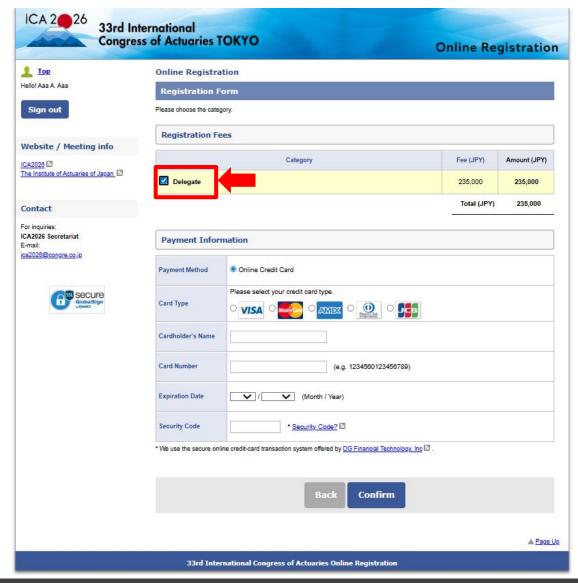
# (3) Enter the required information and click "Next"



# (4) Click "Proceed to Payment" to go to the payment page



# (5) Check the box for the displayed Category, enter your credit card information, and complete the payment



- (6) To confirm/modify registration information, download receipts, etc., log in from "Sign in (Delegates)"
- ◆ Your ID and Password are provided in the registration confirmation email.



# How to Use the Registration System [Presenters/Speakers]

### (1) Access the registration system

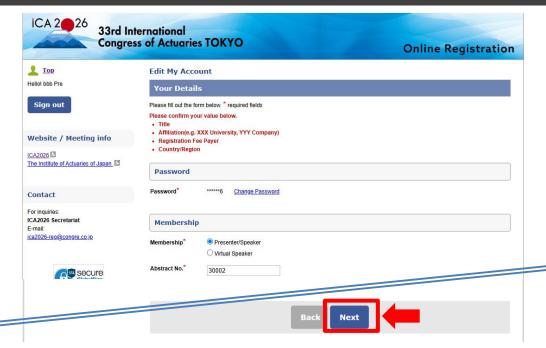
◆ URL: https://www.miceregi.jp/reg/ica2026/my/login/login.html

### (2) Log in from "Sign in (Presenters / Speakers)"

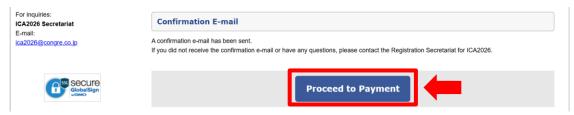
- ◆ A unique ID and password have been provided via email from the ICA2026 Secretariat.
- ◆ Please use the provided ID and password to sign in.



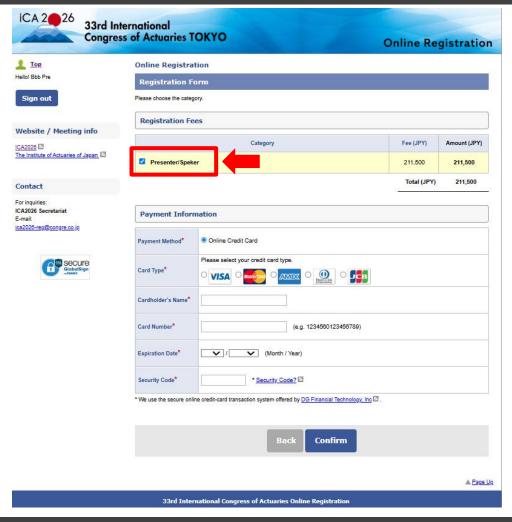
### (3) Enter the required information and click "Next"



# (4) Click "Proceed to Payment" to go to the payment page

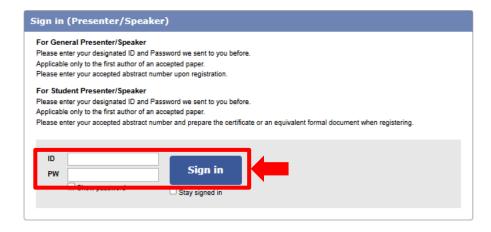


# (5) Check the box for the displayed Category, enter your credit card information, and complete the payment



# (6) To confirm/modify registration information, download receipts, etc., log in from "Sign in (Presenters/ Speakers)"

◆ After completing registration, we recommend logging in to your My Page and resetting the password to your personal one.



# How to Use the Registration System [IAJ Members]

#### (1) Access the registration system

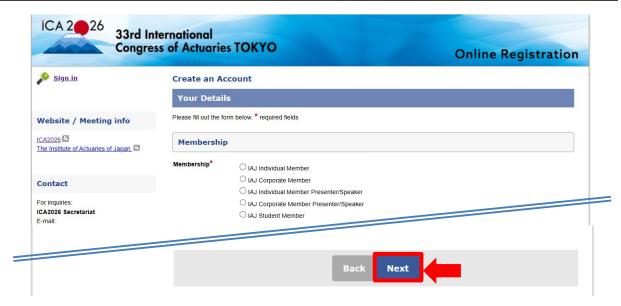
◆ URL: https://www.miceregi.jp/reg/ica2026/my/login/login.html

# (2) Log in from "Sign in (IAJ Members)"

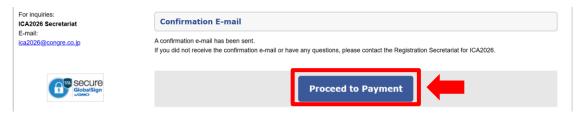
- ◆ Sign-in ID: your IAJ individual membership number.
- ◆ Password: the password posted on the IAJ member page
   \*IAJ Member Page: https://actuaries.smartcore.jp/C00/login



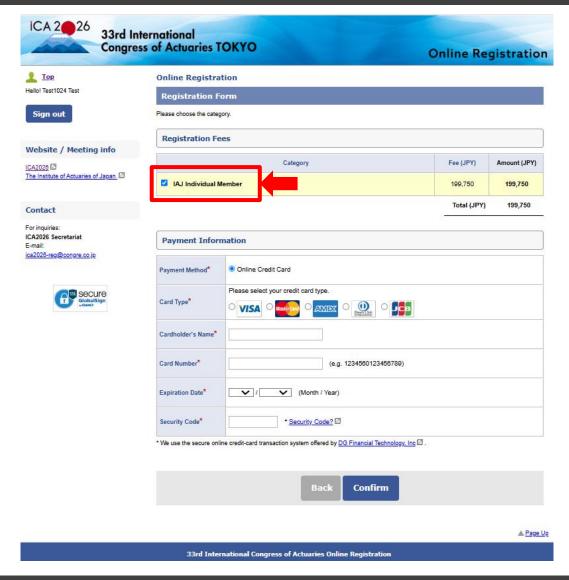
# (3) Enter the required information and click "Next"



# (4) Click "Proceed to Payment" to go to the payment page



# (5) Check the box for the displayed Category, enter your credit card information, and complete the payment



# (6) To confirm/modify registration information, download receipts, etc., log in from "Sign in (IAJ Members)"

◆ After completing registration, we recommend logging in to your My Page and resetting the password to your personal one.



# [ How to Modify Registration Information ]

- You can edit personal information except your registration type, and name in the system.
- Please contact the ICA2026 Secretariat by email for any cancellations, changes to your registration category, or substitute participants.

#### (1) Access the registration system

◆ URL: https://www.miceregi.jp/reg/ica2026/my/login/login.html

#### (2) Enter your Sign-in ID and password

#### ◆ Delegates

- Enter your ID and password in the Sign in (Delegates) dialog.
- ID/PW were emailed in the registration completion email
- \* If you forgot your ID/PW, reset via "Forgot Your Sign-in ID / Password"

#### IAJ Members

- Enter your ID and password in the Sign in (IAJ Members) dialog.
- Sign-in ID is your IAJ Membership Number, and your password can be checked on the IAJ member site.
- \* If you forgot your ID/PW, reset via "Forgot Your Sign-in ID / Password"

#### ◆ Presenters / Speakers

- Enter your ID and password in the Sign in (Presenters / Speakers) dialog.
- Your ID and password have been provided individually via email from the ICA2026 Secretariat.
  - \* If you forgot your ID/PW, reset via "Forgot Your Sign-in ID / Password"

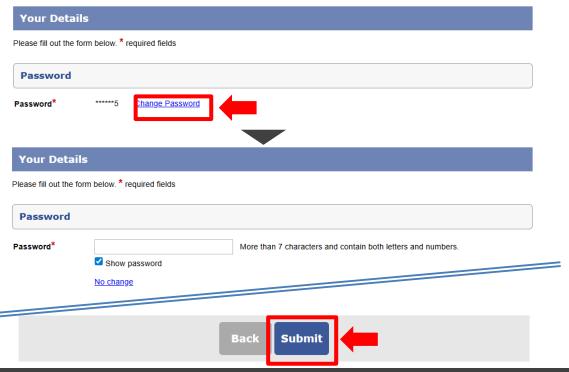


# (3) On the Account Information page, click "Edit My Account"



### □ To Change Your Password

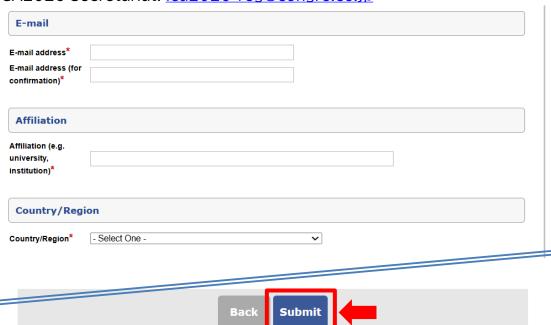
◆ From "Change Password", set a new password with at least 7 alphanumeric characters



# ☐ To Modify Registered Personal Information

- ◆ Personal information items other than Registration Category and Name can be changed from My Page.
- ◆ If you need to change the name due to proxy/substitute registration, please contact ICA2026 Secretariat by email

ICA2026 Secretariat: <a href="mailto:ica2026-reg@congre.co.jp">ica2026-reg@congre.co.jp</a>



### □ To Cancel Registration

◆ Please contact the ICA2026 Secretariat by email for the cancellation and refund process.

ICA2026 Secretariat: ica2026-reg@congre.co.jp

- ◆ When contacting us, please include the following:
  - ·Sign-in ID (\*as shown in your registration completion email)
  - ·Name (\*in registered Roman letters)
  - ·Registered email address
- ◆ Note: From July 15, 2026, no refunds will be issued regardless of reason

#### □ To Change Registration Category

- ◆ To change your registration category (e.g., In-person to Virtual), you must cancel your current registration and re-register.
- ◆ Please contact the ICA2026 Secretariat by email for the cancellation and refund process.

ICA2026 Secretariat: ica2026-reg@congre.co.jp

- ◆ When contacting us, please include the following:
  - ·Sign-in ID (\*as shown in your registration completion email)
  - ·Name (\*in registered Roman letters)
  - ·Registered email address
  - ·Details of the change (e.g., In-person → Virtual)

#### ☐ To Change the Participant (Substitute Attendee)

♦ If you need to change the name for a substitute attendee, please contact the Registration Secretariat by email.

ICA2026 Secretariat: ica2026-reg@congre.co.jp

- ♦ When contacting us, please include the following:
  - ·Sign-in ID (\*as shown in your registration completion email)
  - ·Name (\*in registered Roman letters)
  - ·Registered email address
- Substitutes are allowed only within the same registration category
  - OK Before: Delegates (In-person) ⇒ After: Delegates (In-person)
    - NG Before: Delegates (In-person) ⇒ After: Presenters / Speakers
- Payment arrangements for substitution should be handled between the parties.

# [ How to Issue Receipts and Certificates ]

#### (1) Access the registration system

◆ URL: https://www.miceregi.jp/reg/ica2026/my/login/login.html

### (2) Enter your Sign-in ID and password

#### Delegates

- Enter your ID and password in the Sign in (Delegates) dialog.
- ID/PW were emailed in the registration completion email
- \* If you forgot your ID/PW, reset via "Forgot Your Sign-in ID / Password"

#### ◆ IAJ Members

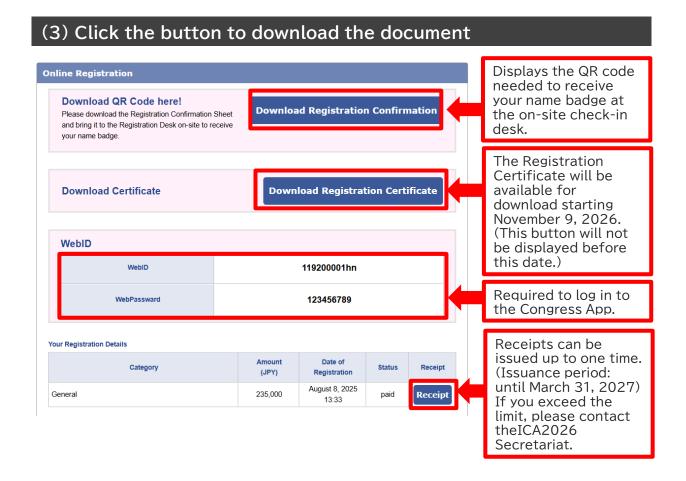
- Enter your ID and password in the Sign in (IAJ Members) dialog.
- Sign-in ID is your IAJ Membership Number, and your password can be checked on the IAJ member site.
- \* If you forgot your ID/PW, reset via "Forgot Your Sign-in ID / Password"

#### Presenters / Speakers

- Enter your ID and password in the Sign in (Presenters / Speakers) dialog.
- Your ID and password have been provided individually via email from the ICA2026 Secretariat.
  - \* If you forgot your ID/PW, reset via "Forgot Your Sign-in ID / Password"

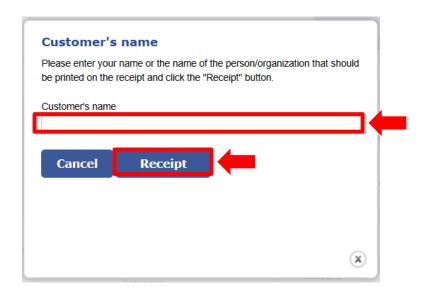


# [ How to Issue Receipts and Certificates ]



# (4) Name on Participation Certificate and Receipt

◆ Enter your preferred affiliation or recipient name in the popup field.



# [ How to Purchase Additional Social Ticket for Accompanying Persons ]

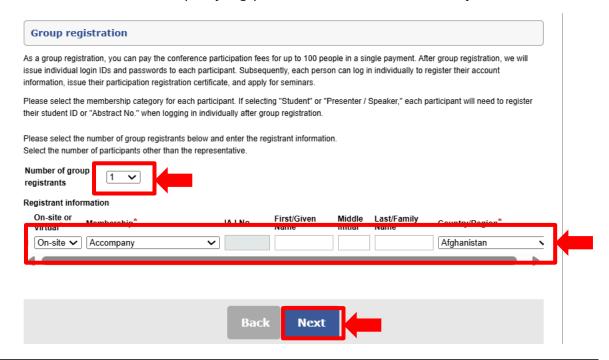
- One accompanying person can be registered per account.
- ◆ You may purchase it together with your own registration.
- ♦ You can also purchase after completing your own registration.

#### (1) Access the registration system

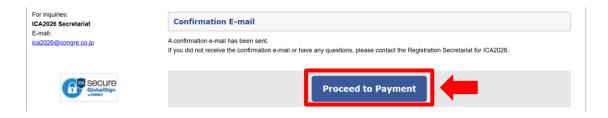
◆ URL: https://www.miceregi.jp/reg/ica2026/my/login/login.html

# (2) On the Personal Information page, in the Group Registration section, select "Additional Social Ticket for Accompanying Persons"

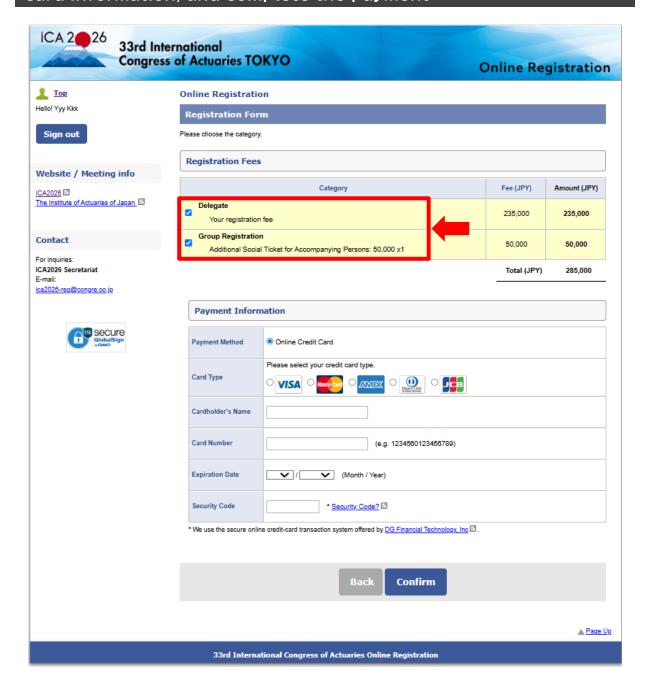
- ◆ Set "Number of group registrants" to 1
- ◆ Select "On-site" → "Additional Social Ticket for Accompanying Persons", then enter the accompanying person's name and country



# (3) Click "Proceed to Payment" to go to the payment page



# (4) Check the box for the displayed Category, enter your credit card information, and complete the payment



#### [Additional Social Ticket for Accompanying Persons]

- One accompanying person can be registered per account.
- This flow is for purchasing an additional ticket after you have completed your own registration and payment.

#### (1) Access the registration system

◆ URL: https://www.miceregi.jp/reg/ica2026/my/login/login.html

### (2) Enter your Sign-in ID and password

#### ◆ Delegates

- Enter your ID and password in the Sign in (Delegates) dialog.
- ID/PW were emailed in the registration completion email
- \* If you forgot your ID/PW, reset via "Forgot Your Sign-in ID / Password"

#### ◆ IAJ Members

- Enter your ID and password in the Sign in (IAJ Members) dialog.
- Sign-in ID is your IAJ Membership Number, and your password can be checked on the IAJ member site.
- \* If you forgot your ID/PW, reset via "Forgot Your Sign-in ID / Password"

#### Presenters / Speakers

- Enter your ID and password in the Sign in (Presenters / Speakers) dialog.
- Your ID and password have been provided individually via email from the ICA2026 Secretariat.
  - \* If you forgot your ID/PW, reset via "Forgot Your Sign-in ID / Password"

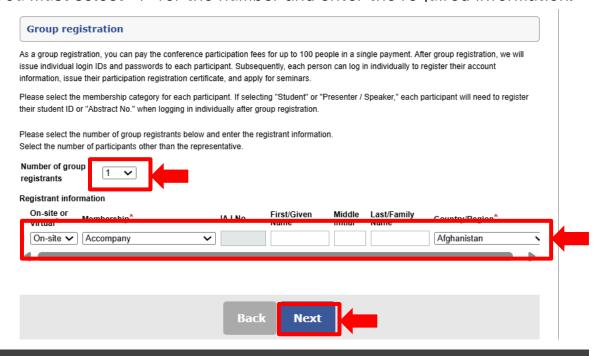


# (3) On the Account Information page, click "Edit My Account"



# (4) In "Group registration", select the "Number of group registrants" as "1" and choose "Additional Social Ticket for Accompanying Persons"

◆ You must select "1" for the number and enter the required information.

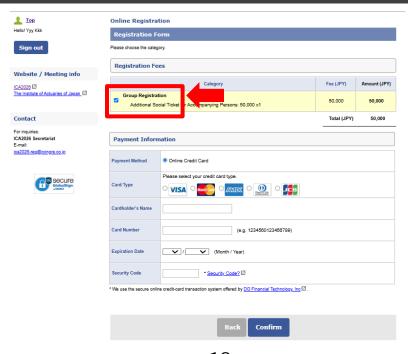


(5) Go to "My Page", choose the "Additional Registration"

For additional registration, please click the following button.

Additional Registration

(6) Check the box for the displayed Category, enter your credit card information, and complete the payment for additional ticket



# 【Group Registration - Delegates】

### (1) Access the registration system

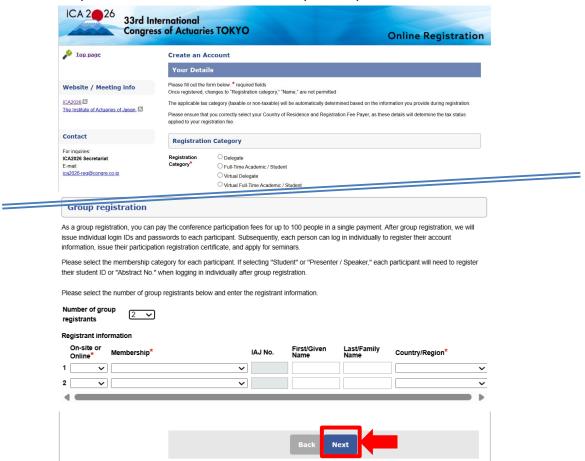
◆ URL: https://www.miceregi.jp/reg/ica2026/my/login/login.html

### (2) Click "Create Account"



# (3) The representative enters their required information

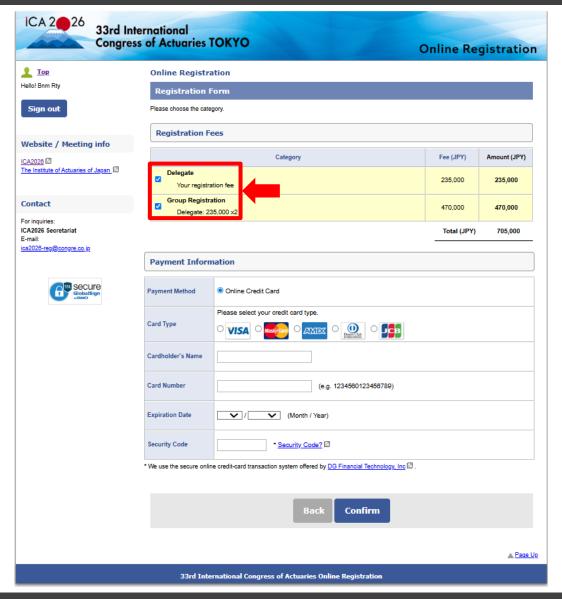
- ◆ Select the number of participants under "Number of group registrants"
- Enter required information for each participant



### (4) Click "Proceed to Payment" to go to the payment page

For inquiries: ICA2026 Secretariat	Confirmation E-mail		
icazozo@congre.co.jp	A confirmation e-mail has been sent.  If you did not receive the confirmation e-mail or have	e any questions, please contact the Registra	tion Secretariat for ICA2026.
SS SECURE GlobalSign		Proceed to Payment	

(5) Check the boxes for the displayed categories (for all participants), enter credit card information, and complete the payment



- (6) Once registration is complete, the My Page login information for all participants will be sent to the representative
- ◆ The representative must share the "My Page" Login ID/Password with all participants.
- ♦ All participants must verify in advance that they can successfully log in to their own My Page using the shared ID/Password.

# [ Group Registration - IAJ Members ]

 Group registration for IAJ corporate members must be applied for via the representative for each company or organization.

#### (1) Access the registration system

◆ URL: https://www.miceregi.jp/reg/ica2026/my/login/login.html

### (2) The representative logs in from "Sign in (IAJ Members)"

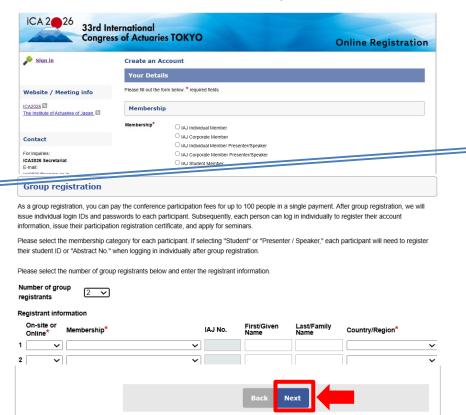
- ◆ Sign-in ID: your IAJ Corporate membership number.
- ◆ Password: the password posted on the IAJ member page

\*IAJ Member Page: https://actuaries.smartcore.jp/C00/login

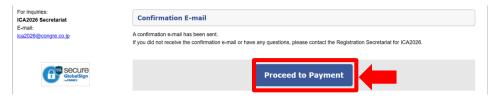


### (3) The representative enters their required information

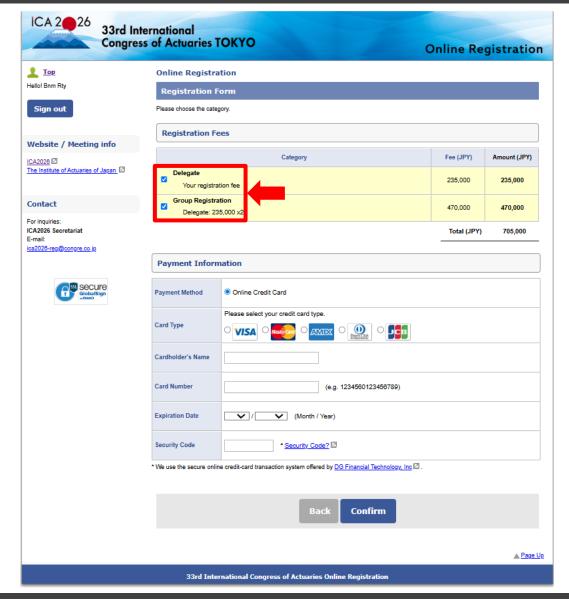
- ◆ In "Number of group registrants", select the number of participants.
- ◆ Enter the required information for all participants.
  - \*Please confirm all member's Membership numbers and names in advance.



# (4) Click "Proceed to Payment" to go to the payment page



(5) Check the boxes for the displayed categories (for all participants), enter credit card information, and complete the payment



# (6) Once registration is complete, the My Page login information for all participants will be sent to the representative

- ◆ The representative must share the "My Page" Login ID/Password with all participants.
- ◆ All participants must verify in advance that they can successfully log in to their own My Page using the shared ID/Password.