

Annual Conference of the Japanese Society of Occupational Therapy

# Submission Guidelines for Presentation Topics

For the best experience with this system, we recommend using the latest browser on Windows OS Ver.7 or later, or Apple OS Ver.10.8 or later.

We suggest using Google Chrome, Microsoft Edge, or Mozilla Firefox on Windows, and Safari on MacOS.

Internet Explorer (IE) versions 8, 9, and any earlier versions are not supported.

Japanese Association of Occupational Therapists

**1. From the homepage, click “To Submit” to access the submission site.**

The XXth Japanese Occupational Therapy Congress and Expo in XX XX. Abstract Submission

To register your abstract on the XXth Japanese Occupational Therapy Congress and Expo., you need a login ID and password for it.

If you don't have login ID, please make registration from "New User Registration" button below.

You cannot use login ID and password from the previous Japanese Occupational Therapy Congress and Expo. Please make registration as new user.

User Login

Login ID:

Password:

**Login**

**Reset**

New User Registration

Click "New User Registration" button opens the registration form to enter your contact information. Then, you will receive a notification mail which includes your login ID. You can also continue to submit your paper, however, if you are submitting your paper later, please login to the system with your login ID and password.

**New User Registration**

[Read Privacy Policy \(separate window\)](#)

If you lost your login ID or password, please contact the secretariat from your registered e-mail address.

**2. If registering a presentation for the first time, click the “New User Registration” button.**

- ✓ To register a new presentation topic, please register your user information via “New User Registration” .
- ✓ If you have already completed user registration and obtained a login ID, enter your login ID and password in the left column and click the “Login” button to access your personal user page.
- ✓ You cannot register multiple presentations using a single login ID. (1 ID = 1 presentation)

Each lead presenter may submit only one abstract. Each co-presenter may be registered for two or more abstracts.

### 3. Register User Information (STEP 1)

New User Registration Form

User Information (Head-Author / Contact Info.)

The items with the **required** are required to enter the information.  
Please enter the head-author's name and work address. If you work at your house, please enter your home address.  
(\*1) All contacts will be by email. Please confirm your registration email address.

Head-Author's Name <small>required</small>	Family name Kennedy	Given name John F.
Title	Prof. Dr. Mr. Ms. etc.	
Affiliated Institution <small>required</small>		
Affiliated Dept./Division		
Address <small>required</small>	Including Prefecture/State, Street, City	
Zip/Post code <small>required</small>	100	
Country / Region <small>required</small>	- Please Select -	
Phone number <small>required</small>	Including country code	
FAX number	Including country code	
Email address (*1) <small>required</small>	Do not use cellular phone address or free mail address. E-mail from the secretariat will be send to the address you enter here.	

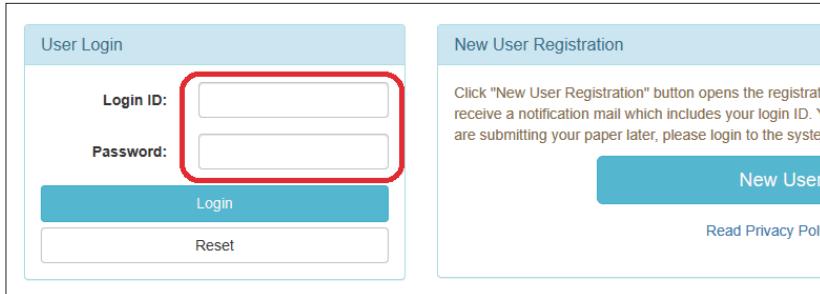
- ✓ Please register user information using the Lead author's contact details.
- ✓ Please be sure to fill in all "required" fields.
- ✓ Press the "Next (Confirm entered information)" button to review your registration details.
- ✓ If the information you entered is correct, click the "Next (Create Your Account)" button.

### 4. Once user information is successfully registered, the new user registration completion screen will open.

- ✓ Once your user information is successfully registered, a confirmation email will be sent to the email address you provided.
- ✓ The confirmation email contains the login ID and registered password required for abstract submission.
- ✓ If you do not receive the confirmation email within one hour, please check your spam folder and then complete the new user registration process again.
- ✓ For inquiries, please contact us at [jotc-office2026@mas-sys.com](mailto:jotc-office2026@mas-sys.com), clearly stating your registered email address and full name.

## 5. Log in to your user page to submit your presentation.

- ✓ Access the presentation registration site URL provided in the confirmation email, enter the “Login ID” and “Password” you received, and log in to your user page.



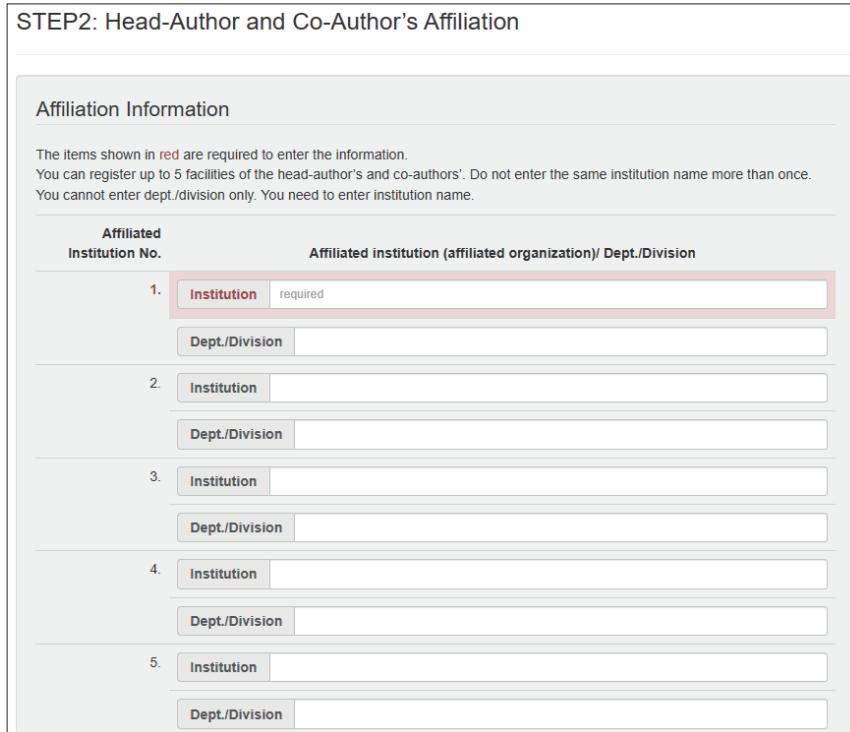
The screenshot shows two side-by-side forms. On the left is the 'User Login' form, which has 'Login ID:' and 'Password:' fields, both of which are highlighted with a red box. Below these fields are 'Login' and 'Reset' buttons. On the right is the 'New User Registration' form, which includes a descriptive text about new user registration, a 'New User' button, and a 'Read Privacy Policy' link.

## 6. Register Presentation Details

- ✓ When registering a presentation topic for the first time, press the **Submit (Affiliation input)** button and register the information in the following order:  
“Affiliation Information” , “Authors’ Information” , “Abstract Information” , “Check the text / Create PDF” and “Confirm PDF / Complete Submission”
- ✓ You can also click each STEP item in the left menu to register them individually.
- ✓ When each item is successfully registered, the status label will display “Registered” or “Complete,” etc.

### **Affiliation Information (STEP 2)**

- ✓ Please enter your affiliations and departments.
- ✓ Affiliation Name 1 is required. You may enter up to five affiliations/departments.
- ✓ Do not enter duplicate information for affiliation and departments.



The screenshot shows a form titled 'STEP2: Head-Author and Co-Author's Affiliation'. It has a section for 'Affiliation Information' with a note: 'The items shown in red are required to enter the information. You can register up to 5 facilities of the head-author's and co-authors'. The form contains a table with 5 rows, each for an affiliation. The first row is highlighted in red, indicating it is required. Each row has two input fields: 'Institution' and 'Dept./Division'.

Affiliated Institution No.	Affiliated institution (affiliated organization)/ Dept./Division
1. <b>Institution</b> required	Dept./Division
2. Institution	Dept./Division
3. Institution	Dept./Division
4. Institution	Dept./Division
5. Institution	Dept./Division

## Author Information (STEP 3)

**Head-Author's Information (required)** ↓Download

▲ To change the name of head-author, please go to **STEP1: Users Information**.

Head-Author's Name	Family name	Given name	John
<b>Affiliation<sup>*1</sup> (Multiple select)</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <small>Select each author's affiliation number from the list you entered (the list is left side of the screen).</small>		
<b>Title<sup>*2</sup></b>	-- select title --		
<b>JAOT member's number (if you select "OT")</b>	JAOT Number Only		
<b>Occupation (if you select "Other")</b>			

**Co-auther1 Information**

Co-auther1's Name	Family name	Given name	John F.
<b>Affiliation<sup>*1</sup> (Multiple select)</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <small>Select each author's affiliation number from the list you entered (the list is left side of the screen).</small>		
<b>Title<sup>*2</sup></b>	-- select title --		
<b>JAOT member's number (if you select "OT")</b>	JAOT Number Only		
<b>Occupation (if you select "Other")</b>			

- ✓ Please enter authors in order starting with the lead presenter. Up to four co-presenters can be registered. The lead presenter's name cannot be changed. To make corrections, please change it from "STEP1: User Information" .
- ✓ If you are not an occupational therapist but wish to participate as a lead presenter, you are required to obtain approval from the President of the Japanese Association of Occupational Therapists. Before submitting an abstract, please request the application form (Application Form for Registration of General Abstract by Other Professions) to the Secretariat of the 60th Congress & Expo at [ot60@intergroup.co.jp](mailto:ot60@intergroup.co.jp).
- NB. if you wish to register as a co-presenter, you are not required to submit the application form.
- ✓ Select each author's affiliation number from the list you entered affiliations. You cannot select affiliation other than you entered.
- ✓ If you select "OT" as your occupational title, please enter your member's number (ID) of JAOT (Japanese OT, only).
- ✓ If you select "Other" as your title, please enter the occupation.
- ✓ The designation of a presenter is required. The primary presenter is typically the lead presenter, but a co-presenter may also be designated as the presenter.
- ✓ After entering all information, click the "Save and Go to Next (enter abstract info.)" button.

## Abstract Information (STEP4)

### ■ Presentation style / Category

- ✓ Please select your presentation style from either “oral presentation” or “poster presentation.”
- ✓ Even if you have registered your abstract for an oral (or poster) presentation, it may be changed to a poster (or oral) registration, due to venue restrictions.
- ✓ Please select the presentation category from A to R.

### ■ Ethical approval / Conflict of Interest

- ✓ Please review the details regarding ethical procedures and conflicts of interest. If applicable, check “Yes.”

### ■ Abstract title

- ✓ Enter the Abstract title (required) and subtitle (optional).
- ✓ total character of title and subtitle is up to 120byte (characters).

### ■ Main text

- ✓ total character of abstract is up to 3000byte (characters).
- ✓ This character count is a guideline. Even within the specified character limit, excessive line breaks or the character count of titles and author information may cause a page overflow error during PDF generation. In such cases, please remove unnecessary line breaks or reduce the main text character count.
- ✓ You can specify text decorations such as superscript, subscript, and bold. You can automatically enter tags by selecting the relevant string (specifying a range) and clicking the character modification button.
- ✓ When you insert a line break within the text input box, the PDF layout will also insert a line break at the same location.

### ■ Keyword

- ✓ Please enter three related keywords.

## Check the text / Create PDF (STEP5)

- ✓ Review the presentation information you have entered so far.
- ✓ To edit your entries, click the “Modify” section for each item to return to the input screen.
- ✓ If your entries are correct, press the **Next (Create PDF)** button to generate the PDF.

## Confirm PDF / Complete Submission(STEP6)

- ✓ Click the "Indicate abstract PDF with separate window (can save it with right click)" button to review the generated PDF.
- ✓ To modify your input, click the relevant section in the left menu, make your changes, and then Confirm the contents and recreate the PDF.

**STEP6: Confirm PDF / Complete Submission**

**Check abstract PDF**

Created abstract PDF. Click the button below and check the content of your abstract.

**Complete Submission**

Your abstract submission will complete by clicking the button below.  
Please confirm the created PDF securely and then click the button.

**Your abstract submission is not completed until you click the button below.**

I checked my abstract PDF and complete the abstract submission process.

- ✓ If there are no issues with the presentation PDF, please click the

I checked my abstract PDF and complete the abstract submission process. button.

Your Abstract submission will not be finalized until you click this button.

If the status of STEP1 to STEP5 is "Complete Registration" and the status of STEP6 is "Complete Submission" or "Complete Modification" on the left side menu of the registration screen, your abstract submission is complete.

**Complete Abstract Submission Process**

The content which is same as below should be email to your registered email address.  
If you do not receive the email after an hour, check your junk mail folder, and contact the system management company (MassCreative) [jotc-office2026@mas-sys.com](mailto:jotc-office2026@mas-sys.com) from your registered email address.

Dear xx xx,  
User ID: xxxxxx

Thank you for submitting your abstract to the 60th Japanese Occupational Therapy Congress and Expo in NIIGATA 2026.  
Your abstract submission is completed.

When you check or modify your abstract, access the following URL and click "To Submit (English)" button.  
<https://www2.mas-sys.com/jotc60/index-e.html>

You can also check your abstract from "STEP5: Check the text • Create PDF" on the left side menu.

When you submit, check, modify, or cancel your abstract, you need to enter your user ID and password.  
Please keep your user ID and password under your responsibility.  
Submission deadline is Friday, February 27<sup>th</sup>, 2026 at 11PM.

JOTC Abstract Submission Office  
<https://ot60.umin.jp/en/index.html>  
Abstract adoption dedicated address: [jotc-office2026@mas-sys.com](mailto:jotc-office2026@mas-sys.com)

**Top page**

**STEP1: Complete Registration**  
User Information

**STEP2: Complete Registration**  
Affiliation Information

**STEP3: Complete Registration**  
Authors' Information

**STEP4: Complete Registration**  
Abstract Information

**STEP5: Complete Registration**  
Check the text / Create PDF

**STEP6: Complete Submission**  
Confirm PDF / Complete Submission

## **7. Modification of the Registered Contents**

- ✓ Enter your login ID and password to log in to your user page.
- ✓ Click the item you wish to edit (STEP1 to STEP4) from the left menu and make your changes.
- ✓ After making a modification entry, be sure to generate a PDF on the page "STEP5: Check the text / Create PDF" for confirmation, then proceed to the page "STEP6: Confirm PDF / Complete Submission" and click the

I checked my abstract PDF and complete the abstract submission process. button