

## ACDR2025 WEBSITE REGISTRATION GUIDE

1. Please go to <https://acdr.adrc.asia/home/acdr2025> and click on [Register Now!].



In the screen that appears, enter the necessary information. All fields marked with \* are required and must be filled.

Please note the following when completing the form:

a. Login ID

For the Login ID, please create a new Login ID for this conference. Please be noted that you can NOT use the same ID as previous ADRC conferences (past ACDR conferences, Tsunami Seminars, DRR Seminars, etc.).

Login ID \*

You can freely decide your own ID.

ADRC1234

b. Full Name

Please enter in order of: Surname (Family Name)/ Middle Name/ Given Name

Full Name \*

(as shown in the passport)

Smith

Surname

John

Given Name

c. Counterpart of the ADRC Member

**If you are joining ACDR2025 from a counterpart organization of our Member country:** please select the checkbox for [Counterpart of the ADRC Member].

\*If you are NOT joining the ACDR2025 as part of the Member country delegation, please skip this item.

Counterpart of the ADRC  
Member

☒ I'm from a counterpart organization of the ADRC member countries.

If you select this checkbox, the secretariat will update your registration status and send you an email. This will allow you to enter the additional information required for Member Country participants on your profile page. If you do not receive an email from the Secretariat within two to three business days confirming the update, please check your profile page to make sure this checkbox is selected.

d. Mode of Participation

Select whether you are attending the conference onsite in Tokyo or online.

---

Mode of Participation \*

☒ Onsite (face-to-face)

☐ Online

---

2. After you have filled in all the necessary information, click [Submit] at the bottom of the page.

Submit

3. On the screen that appears, check that all information you entered are correct. Click on [Register] at the bottom of the page.

Return

Register

4. Registration confirmation will be sent to your email. You will also receive an email from the Secretariat if you selected “I’m from a counterpart organization of the ADRC member countries” in step 3 above.