



HOW TO PARTICIPATE IN A WORKSHOP

■ Registration

Submit an application form via the JPFA Workshop Registration Website.



An automated confirmation email will be sent to the applicant.



The JPFA checks an applicant's status (member type or nonmembership).

↓ JPFA Member ↓

You will receive a participation confirmation email.

* Fees may apply to JPFA members for special workshops, such as those held in a hybrid-format.

↓ Non Member ↓

You will receive a payment link via email. JPFA will send a participation confirmation email once payment has been confirmed.



Attend the live online seminar and/or watch the recorded video, depending on your registration.

👉 Those Who Wish to Attend the Live Online Seminar

Get prepared for a Zoom live meeting according to instructions in the admission notice email.

1. Register for the Zoom meeting in advance through the link provided in a participation confirmation email. ※1
2. You will receive an email confirming your Zoom meeting registration.
3. Join the live online seminar using the link provided in the Zoom registration confirmation email. ※2.

Refer to the following page regarding the Zoom registration. ※1 and ※2.

👉 All Approved Applicants

Instructions for watching the recorded video will be sent by email to all participants, including those attending the live seminar and those registered for video-only viewing.

NOTES:

- Each participant affiliated with a JPFA organizational member must submit individual application.
- The recorded video does not include the Q&A session.
- The recorded video will no longer be accessible after the designated viewing period.

*For more information, email us at benkyokai@npoplantfactory.org



※1

Image of Zoom Meeting Registration Page

※2

Image of Registration Completion Email (How the form appears depends on mailing apps.)

An email from no-reply@zoom.us comes with a title noting the completed registration for the JPFA's xxxth workshop.

beni@skai@npocontactfactory.org'. It also states 'You can cancel your registration at any time.' and 'WAYS TO JOIN ZOOM'. At the bottom, it says '1. Join from PC, Mac, iPad, or Android' and has a blue 'Join Meeting' button. A grey callout box with an arrow pointing to the button says: 'Participate in the relevant online seminar by clicking on the address shown in the registration completion email.'"/>