

Japan College of Rheumatology Abstract Submission System User Guide



STEP.1

Log in to the system from this page. Registered users may log in using their ID and password.

第70回 The 70th Annual General Assembly and Scientific Meeting of the Japan College of Rheumatology
日本リウマチ学会総会・学術集会

演題投稿 / Submission

Sign in

This system is designed for the following computers only:
Windows with Edge, Firefox 34 or later ver. Or Chrome latest ver.
Macintosh with Mac OS X Safari 9 or later ver. Or Firefox 34 or later ver.
Please don't move the screen "Forward", "Back" button in your browser.

Sign in

Please sign in here.
If you are JCR member or Japanese living abroad, please use the Japanese system.

ID number

Password **Sign in** [Forgot Your User ID / Password ?](#)

Create New Account

Please create your account first to submit your abstract.

Registration as the head author

News & Topics

2025/09/● Online abstract submission has been opened.
Abstract submission for invited lectures and sponsored seminars will start at the beginning of November.
Please note that even if you create your account, it is not possible to submit your abstract for these seminars before then.
Please submit your abstract after creating your account.

▲ Page Up

The 70th Annual General Assembly and Scientific Meeting of the Japan College of Rheumatology On-line Registration System

● Enter login details

Registered account holders may log in here using the ID and password issued during initial registration.

● New Registration

First-time registrants may submit their abstracts after registering their personal details here.

①-1 Create a new account

STEP.1-1

Upon initial registration, register your personal information.

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 secure GlobalSign v10000

Create a New Account

Your Profile

Please complete the form below and click on the "Next" button. * Required

Name

Title* ☐ Prof. ☐ A/Prof. ☐ Dr. ☐ Mr. ☐ Mrs. ☐ Ms.

Last/Family Name*

First/Given Name*

Middle Initial ☐ *One letter

E-mail

E-mail address*

E-mail address (Re-entry)

Affiliation

Affiliation* (e.g. university, institution)

* Please input your Affiliation, City and Country, typing the first letter of the name in upper case, and subsequent letters in lower case, (as below).
(ex.) Institute of Medical Research Center, Gakujutsu University School of Medicine, Tokyo, Japan

Address

Mailing Address* ☐ home ☐ office

Department, University/Institution

Street*

City/State*

Zip Code

Country/Region*

Telephone* - - Country Code - Area Code - Number

Fax - - Country Code - Area Code - Number

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The 70th Annual General Assembly and Scientific Meeting of the Japan College of Rheumatology On-line Registration System

● Account Creation

First-time registrants are required to enter their personal details on the information registration page.

STEP.2

After logging into the system, submit the abstract.

To modify the personal information, click "Edit your profile" and register the appropriate details.

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1. Your Profile

Name	Test T. Test	City/State	B
Affiliation	TEST, Tokyo, Japan	Country/Region	Japan
E-mail	jcr2025-abs@congre.co.jp	Telephone	+81-000-0000

[Edit Your Profile](#)

2. Abstract Submission / Modification

[Abstract Submission](#)

Please click on the "Abstract Submission" button.

[Abstract Submission](#)

[Late Breaking Abstracts](#)

[Late Breaking Abstracts](#)

[Abstract Submission for Invited Speakers](#)

Please click on the "Abstract Submission for Invited Speaker" button.

[Edit Your Career and Profile](#)

[For Invited Speakers] please submit an abstract by clicking the "Abstract Submission for Invited Speakers" button.
"Abstract Submission for Invited Speakers" button is valid after submit of your career.

[Abstract Submission for Invited Speaker](#)

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● Information Correction

Corrections to personal information can be made here.

● Submitting to Call for Abstracts

To submit to Call for Abstracts, click the "Abstract Submission" button.

● Late Breaking Abstracts

To submit to Late Breaking Abstracts, click the "Late Breaking Abstracts" button.

● Abstract submission for Invited speakers

After registering your profile, please click on "Submit Abstract for Invited Speakers" to proceed next step.

③-1 Abstract submission page

* Only for Invited speakers

Japan College of Rheumatology

STEP.3

For Invited Speakers, register profile before submitting abstracts

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Your Career and Profile

Your Career and Profile

Your Career

Career/
Honors and Awards/
Research Overview

A brief summary of your career. (Up to 2,000 letters.)

Test Data

Number of letters: 9

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Your Career

Confirmation

Your Career

Career/
Honors and Awards/
Research Overview

Test Data

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To complete your profile registration, enter your profile, click "Next", verify the information, and click "Submit". Then the abstract registration page will be activated.

③-1 Abstract submission page

STEP.3

Proceed to the abstract submission page and respond to questions about conflicts of interest / ethical considerations.

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Abstract Submission

Provision >> Registration(1) >> Registration(2) >> Confirmation >> Completion

Conflict of Interest (COI)

In accordance with the policies and procedures established by the COI Management Committee on Japan College of Rheumatology, first author of an abstract for JCR annual meeting must declare any financial or personal relationships that may pose conflicts of interest upon acceptance for presentation at annual meeting.

Please choose "Yes" if any of following 9 relationships that first author of an abstract may be in with companies or for-profit organizations currently, in the past 3 year, is relevant to an abstract being submitted.

- COI status declared through abstract submission will be appeared as [Conflict of Interest: Yes (or No)] in JCR 2025 publication.
- COI Status also needs to be declared in the presentation slide or poster. Please refer to slide/poster format for COI declaration.

(1) Employment / Leadership position / Advisory role (1,000,000 yen or more)
(2) Stock ownership or options (Profit of 1,000,000 yen or more / ownership of 5% or more of total shares)
(3) Patent royalties/licensing fees (1,000,000 yen or more)
(4) Honoraria (e.g. lecture fees) (500,000 yen or more)
(5) Fees for promotional materials (e.g. manuscript fee) (500,000 yen or more)
(6) Consignment study without non-disclosure agreement (1,000,000 yen or more)
(7) Scholarships (grants) (1,000,000 yen or more)
(8) Belong to lecture or course financially maintained by private donations of company.
(9) Others (e.g. trips, travel, or gifts, which are not related to research) (50,000 yen or more)

*COI declaration procedures set forth for JCR annual meeting is different to that for manuscript submission for Modern Rheumatology.

☐ Yes ☐ No

● Basic Policy on Information Disclosure and Conflicts of Interest
Register your consent to the Basic Policy on Information Disclosure' and declare any Conflicts of Interest.

● Ethical Considerations
Upon answering each question, the relevant ethical category will be displayed.

Ethical considerations for abstract submission of Clinical Research/Case study

Concerning the abstract submission at the scientific meeting of the Japan College of Rheumatology, in accordance with the "Ethical Guidelines for Human Genome/Genetic Analysis Research" and the "Ethical Guidelines for Medical and Health Research Involving Human Subjects," established by the Authorities of Japan, latest revision in February 2017, it is now essential that the abstract submissions of the clinical research must obtain the approval by the Institutional Review Board (IRB), or comparable ethical review board and Informed Consent (IC) from the patient or relatives. For the case study, must obtain Informed Consent (IC) from the patient or relatives.

* Reference website
Matters concerning guidelines in Japanese (Ministry of Health, Labour and Welfare of Japan)
<http://www.mhlw.go.jp/stf/seisakunitsuite/bunya/hokabun/kenkyuindex.html>

1. About the abstract submission of clinical research or case studies

1-1. Is this abstract related to clinical research or case study? (Check all that apply)
☐ It is the abstract of clinical research ☐ It is the abstract of a case study ☐ It corresponds to neither

1-2. For the clinical research, did you obtain the approval by the Institutional Review Board (IRB) and informed consent (IC) from the patient(s), their relatives, or next of kin? (Check all that apply)
☐ IRB approval obtained ☐ IC obtained ☐ No, neither

1-3. For the case study, did you obtain informed consent (IC) from the patient(s), their relatives, or next of kin and/or the approval by the Institutional Review Board (IRB)? (Check all that apply)
☐ IC obtained ☐ IRB approval obtained ☐ No, neither

2. Concerning abstract submission related to the "Specified Clinical Research" under the Law on Clinical Research

"In association with the enactment of the Law on Clinical Research in April 2018, [1] Clinical Research conducted by using drugs and medical devices not approved under the Pharmaceuticals and Medical Devices Law or involving off-label use of drugs and medical devices, and [2] Clinical Research conducted by using certain MAH (marketing authorization holder)'s drugs and medical devices, currently marketed or planned to market, and at the same time, that receives Research Grants from such MAH, are that fall under the definition of "Specified Clinical Research". As such, Specified Clinical Research must be reviewed and approved beforehand by the "Ministry of Health, Labour and Welfare of Japan-Certified Clinical Research Review Committee" (certified IRB). Therefore, if the abstract that would be subject to the Specified Clinical Research with no appropriate certified IRB approval, it may not be accepted for presentation.
The abstract subject to the specified clinical research that was completed by the end of March 2019 does not necessarily require a Certified IRB approval. However, based on the purpose of this law, it is required at least to obtain an IRB approval and IC from the subjects of the Specified Clinical Research.
The above conditions are regulated under the law, and we therefore request you to realize not only the first author but all authors will be required to complete this procedures.

Please refer to the website of the Ministry of Health, Labour and Welfare of Japan for more detail related to the Law on Clinical Research and Specified Clinical Research.

* Reference website
Matters concerning the Law on Clinical Research in Japanese (Ministry of Health, Labour and Welfare of Japan)
<https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/g0000163417.html>

2-1. Does this abstract include clinical research corresponding to Specified Clinical Research under the Law on Clinical Research described in the above section?
☐ Yes ☐ No

2-2. (If Yes) Does it correspond to specified clinical research of type [1] or type [2]?
☐ [1] non-approved drug/off-label drug use
☐ [2] Receiving grant from pharmaceutical and medical devices industry

2-3. (If Yes) Has the abstract been approved by the Institutional Review Board (IRB)?
☐ Yes ☐ No

2-4. (If Yes) Is this IRB a Ministry of Health, Labour and Welfare-Certified Clinical Research Review Board (certified IRB)?
☐ Yes ☐ No

2-5. (If Yes) Does informed consent (IC) obtain from the subjects?
☐ Yes ☐ No

STEP.4

Affiliation and Co-author Registration

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Provision >> **Registration(1)** >> Registration(2) >> Confirmation >> Completion

Registration (1) - Affiliation(s) / Author(s)

Affiliation(s)

Up to 20 affiliations can be registered. (incl. the main author's affiliation)
Please select number of affiliations.
You can drag each affiliation to change the order.
* Please input your Affiliation, City and Country, typing the first letter of the name in upper case, and subsequent letters in lower case, (as below).
(ex.) Institute of Medical Research Center, GakujutsuUniversitySchool of Medicine, Tokyo, Japan
* No changes can be made after the deadline.
The main author must be responsible for providing the correct name and affiliation of the co-author(s).

Number of Affiliations: **1**

1. TEST, Tokyo, Japan

2.

3.

1. First author
Last/Family Name First/Given Name Middle Initial
Test Test T
☒ TEST, Tokyo, Japan
E-mail jcr2025-abs@congre.co.jp

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Set the number of affiliated institutions (maximum 20) and the number of authors (maximum 30). Items from the second onwards can be rearranged by dragging the boxes.

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Registration (1) - Affiliation(s) / Author(s)

Affiliation(s)

Up to 20 affiliations can be registered. (incl. the main author's affiliation)
Please select number of affiliations.
You can drag each affiliation to change the order.
* Please input your Affiliation, City and Country, typing the first letter of the name in upper case, and subsequent letters in lower case, (as below).
(ex.) Institute of Medical Research Center, GakujutsuUniversitySchool of Medicine, Tokyo, Japan
* No changes can be made after the deadline.
The main author must be responsible for providing the correct name and affiliation of the co-author(s).

Number of Affiliations: **3**

1. TEST, Tokyo, Japan

2.

3.

Author(s)

Up to 30 authors (incl. the main author) can be registered.
Please select number of authors.
You can drag each author to change the order.
* No changes can be made after the deadline.
The main author must be responsible for providing the correct name and affiliation of the co-author(s).

Number of Authors: **3**

1. First author
Last/Family Name First/Given Name Middle Initial
Test Test T
☒ TEST, Tokyo, Japan
E-mail jcr2025-abs@congre.co.jp

2. Co-author
Last/Family Name First/Given Name Middle Initial
☐ TEST, Tokyo, Japan
E-mail

3. Co-author
Last/Family Name First/Given Name Middle Initial
☐ TEST, Tokyo, Japan
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STEP.5

Final page of the submission.
Register the abstract title and body text.

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Abstract Submission

Provision >> Registration(1) >> **Registration(2)** >> Confirmation >> Completion

Registration (2) - Category / Title / Abstract

Category

Please select category. (Required)

- Select One -

Current Place of Residence

Please select country of current residence. (Required)

- Select One -

Nationality / Region

Please select nationality / region. (Required)

- Select One -

Award

Please select whether or not you wish to apply for the Travel Award. (Required)

Travel Award ☐ Apply ☐ Do not apply

Date of Birth

Year Month Day (Required if you select "apply" for the award)

Please note that applicants must be under 45 years old on April 1, 2025.

Please be sure to write the common name (not the trade name) of the chemicals in the abstract title and body. If it is not written in the common name, it will be corrected.

● Category

Select a category and enter information for each item.

Title

Abstract

Abstract should be within 2,000 letters, including spaces and punctuation.

You can style your text by highlighting it and clicking the style buttons below.
You can also copy your styled text from MS Word and paste it.

Style Bold Italic Underline Superscript Subscript Remove Decorated Palette Insert Symbol

[Objectives]
[Methods]
[Results]
[Conclusion]

Number of letters: 42

Keyword

- Select One - (Required)
- Select One -
- Select One -

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● Title and Abstract Text

Enter the title and the abstract text. The abstract text can also be pasted from a Word document while retaining its formatting. Up to three keywords can be set.

STEP.6

After completing all input fields, review the registration details on "confirmation" page.
If no changes are needed, the registration will be completed.

● Confirmation Page Operations

The confirmation page displays the information you entered on the previous pages for review. The system prevents registration completion unless you generate the PDF beforehand. Open the PDF to verify the contents, then click the "SUBMIT" button to complete the registration.

Check your entry in PDF format

[Open PDF in a new window](#)

☐ I have confirmed that the entry in PDF file were correct.

* Checkbox is valid after confirmation of the PDF.

Check your entry in PDF format

[Open PDF in a new window](#)

☒ I have confirmed that the entry in PDF file were correct.

* Checkbox is valid after confirmation of the PDF.

● Verifying the PDF

When registering, click "Open PDF in new window" to generate a PDF.
A check box for abstract registration will be displayed.

STEP.7

After registration, the registered abstract information will be displayed on My Page, where you can review and edit the abstract.

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Entry No	Title	Date(JST)	PDF	Edit	Withdraw
20289	test		PDF	Edit	Withdraw

Please click on the "Abstract Submission" button.

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● Registered Abstract Information
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