2022

JSAE Annual Congress (Spring)

Hybrid Event (in Yokohama & Online)

May 25 – 27, 2022

Guidance for Annual Congress

- For Attendees -

DATE :　　2022.5.25（Wen.）- 2022.5.27（Fri.）
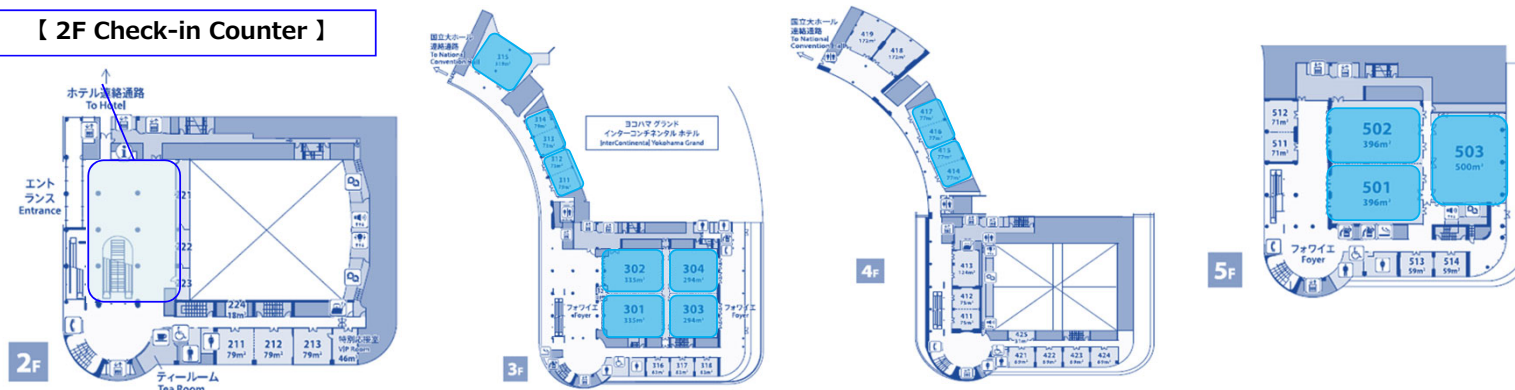
VENUE :　　Pacifico Yokohama Conference Center

METHOD :　　Hybrid Event (in Yokohama & Online)

ROOMS :　　3rd – 5th floor of Pacifico Yokohama Conference Center
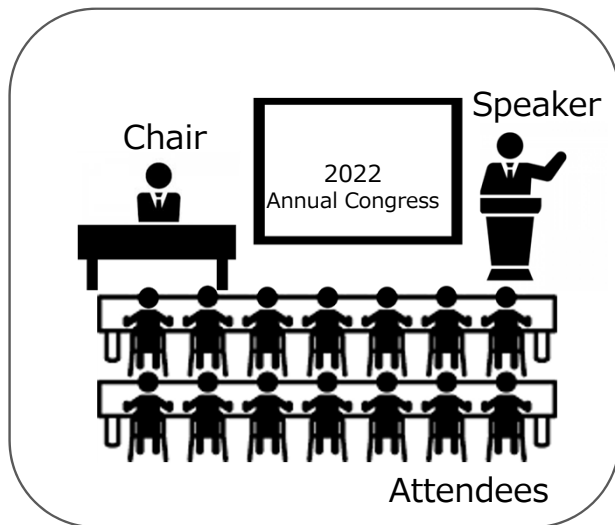　　　　　　（※ Please check your room beforehand)

CONTACT :　　+81-45-228-6375

会議センター

【 2F Check-in Counter 】

◆**How we hold this Hybrid event**

Venue

Chair

2022 Annual Congress

Speaker

Attendees

Teams meeting

※**all participants who attend the event online will access the Teams meeting room**

Online
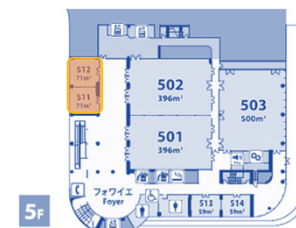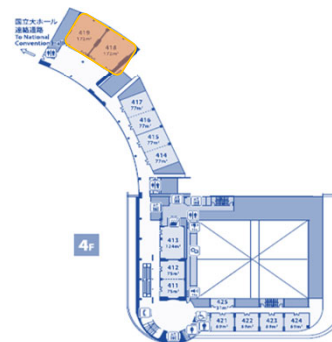
Speakers/Judges/Attendees who attends the event Online

◆ **Audience Rooms at Pacifico Yokohama Conference Center**

there are open rooms for audience. Please feel free to use.

・（418、419）at 4th floor.

・（511+512）at 5th floor.

Please bring your own devices that connect Teams and ear/head-phones.

We have Power Outlets, Wi-fi, earphones

JSEE

1. For those who attends at the venue

◆ Log-in Page for Attendees

① Please go to the log-in page for attendees from https://gakkai-web.net/p/jsae/reg/mod2.php .

② Please enter your registration No. and passwords.

　※ Please refer to the e-mail with the title of 【件名：自動車技術会2022年春季大会 受付のお知らせ】.

③ Please click the "Next" Button.

④ Please click the "Participation Ticket" button and bring the QR code <u>printed out</u> or <u>on your smartphones' screens</u>, etc.

⑤ Please publish the "Name Card" using the automatic ticket machine.

　(Please feel free to bring the strap, program and mask case that are also there.)
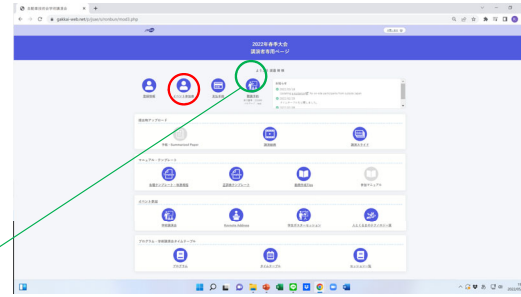
Name Card

Making Reservation is mandatory when you'd like to attend the session at the venue.

entering full-reserved sessions is not possible. Please go to room 418, 419, 511+512 to attend.

# 2. For those who attends Online

◆ Advance Preparation

・Please access the designated Teams meeting room and share your screen to show your presentation slides.

※1. Please make sure to have a stable internet connection. (wired connection if possible.)
   (Due to the unstable connection, your voice and the camera image could be corrupt.)

※2. Please use a proper microphone such as headset-microphone.
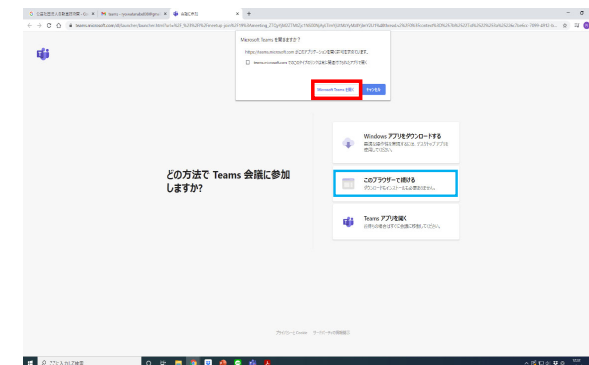
※3. Please download the Teams application beforehand.

① Please log in to "My Page"
   Please click "Annual Congress" or "Program" buttons.
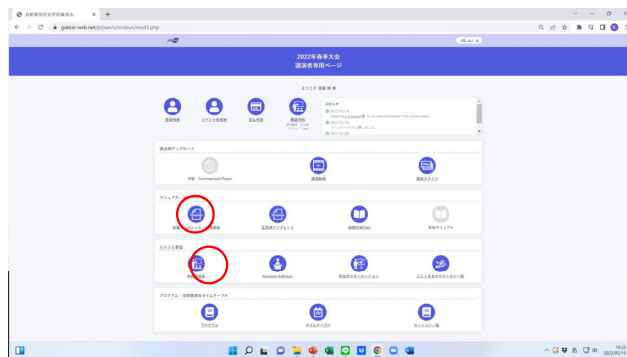
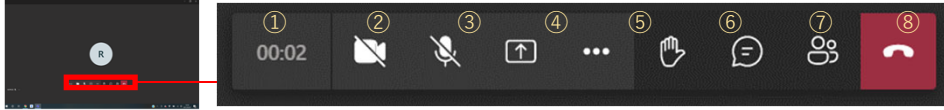② Please click the session title that you'd like to attend.
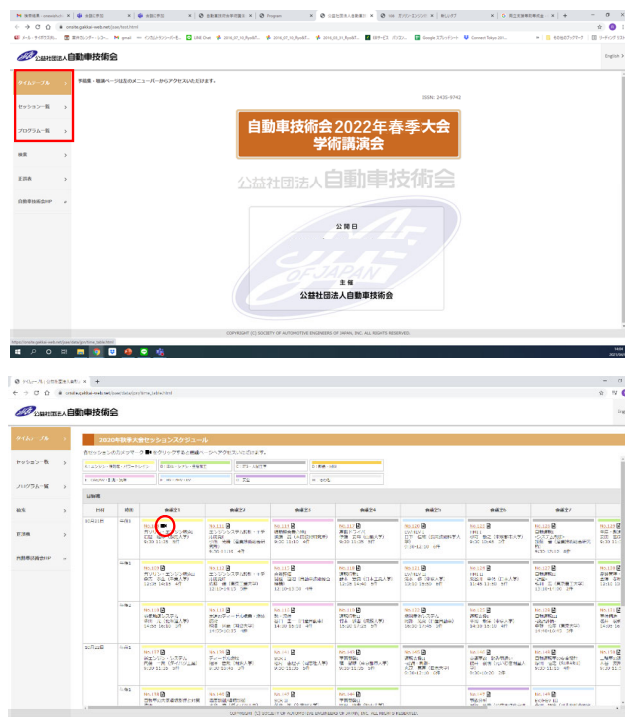
③ Please click "Open Microsoft Teams" button and start the application.
※ Please click "Continue with Browser" button if you'd like to attend the Teams with browser.

◆ How to Operate Teams

Button Operation

Old version of the application

① **the elapsed time since the meeting is started**
② **On/Off of the camera**
③ **Mute/Unmute of the microphone**
④ **Sharing Screen** (to share your presentation slides or desktop, etc.)
⑤ **Others** (you can see the setting of the device or show the meeting memo, etc.)
⑥ **Raising Hand** (to notify others that you have something to mention.)
⑦ **Chat function** (to send messages to all the attendees. It's not a private chat.)
⑧ **Participants List**

To hide the menu bar
・Remove the cursor from the menu bar and click the Screen.
※ Hiding the menu bar is not possible when the cursor is on it.

Latest（Updated）version of the application
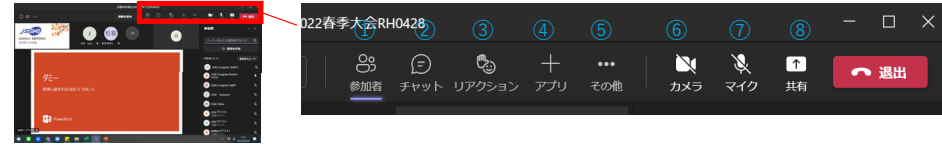
① **Participants List**
② **Chat function** (to send messages to all the attendees. It's not a private chat.)
③ **Reaction**： there are several reactions that you can make including raising hand.
④ **Adding Application**：we're not using this function during the event.
⑤ **Others** (you can see the setting of the device or show the meeting memo, etc.)
⑥ **On/Off of the camera**
⑦ **Mute/Unmute of the microphone**
⑧ **Sharing Screen** (to share your presentation slides or desktop, etc.)

◆about Q & A（there are 3 ways as below）

① Online Chat

② at the Venue → Chair appoints who raise their hands and they question using the microphone.

③ in the Teams → Chair appoints who raise their hands using the reaction function in the Teams, and they unmute their microphones.

◆Question-Box（Online）

Please fill in your questions/comments at Question-Box that is on the homepage,

especially if you didn't have enough time to make questions during the presentations.