2023 JSAE Annual Congress (Autumn)

in NAGOYA CONGRESS CENTER

Wednesday, October **11** to Friday, October **13**, 2023

Guidance for Annual Congress

- for Speakers -

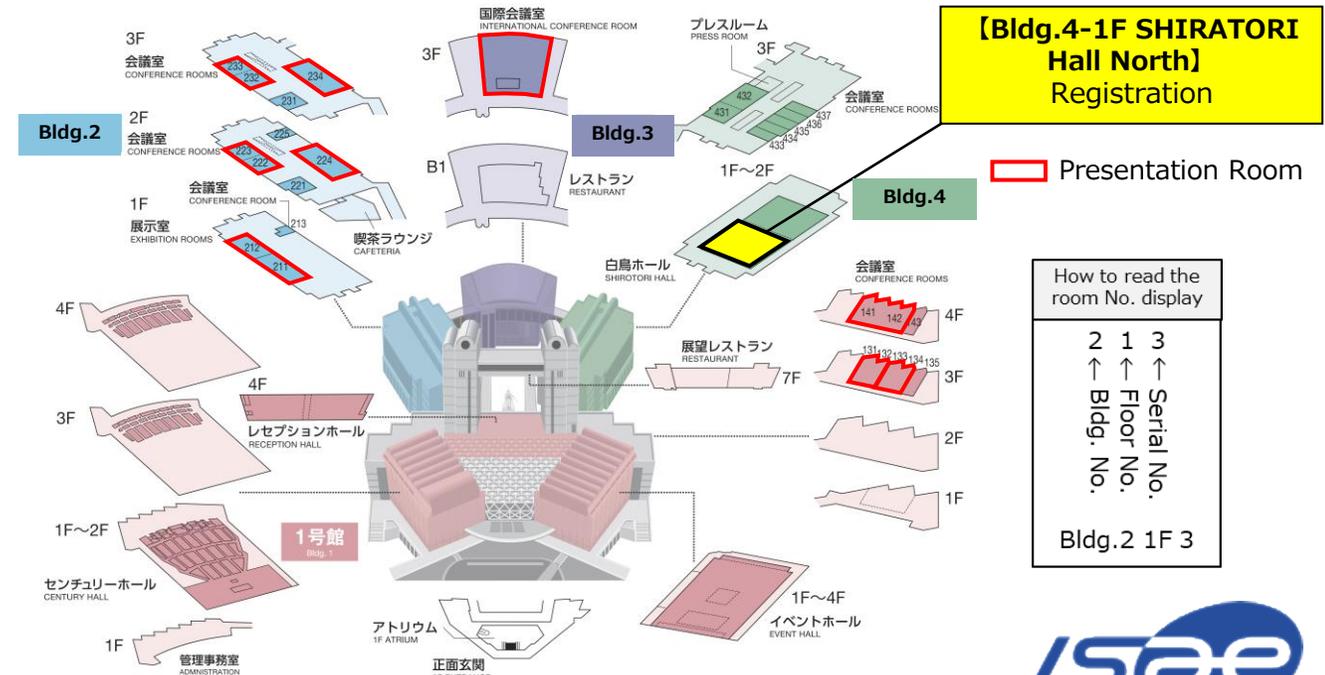DATE : 2023.10.11（Wed.）〜 2023.10.13（Fri.）

VENUE : Nagoya Congress Centre
1-1 Atsuta-nishimachi, Atsuta-ku, Nagoya 456-0036

METHOD : Hybrid Event (in Nagoya & Online)

PROGRAM : Here is the link: Click to view
Please check in at the Bldg.4-1st floor SHIRATORI Hall North
and reach your room **30 mins before** session starts.

ROOMS : Bldg.1 3rd floor – 4th floor
Bldg.2 1st floor – 3rd floor
Bldg.3 3rd floor
※Please check your room beforehand.

CONTACT : +81-90-6928-5976 （（※10.11 – 10.13 Only）

【Bldg.4-1F SHIRATORI Hall North】 Registration

▭ Presentation Room

How to read the room No. display

2　1　3
↑　↑　↑
Serial No.
Floor No.
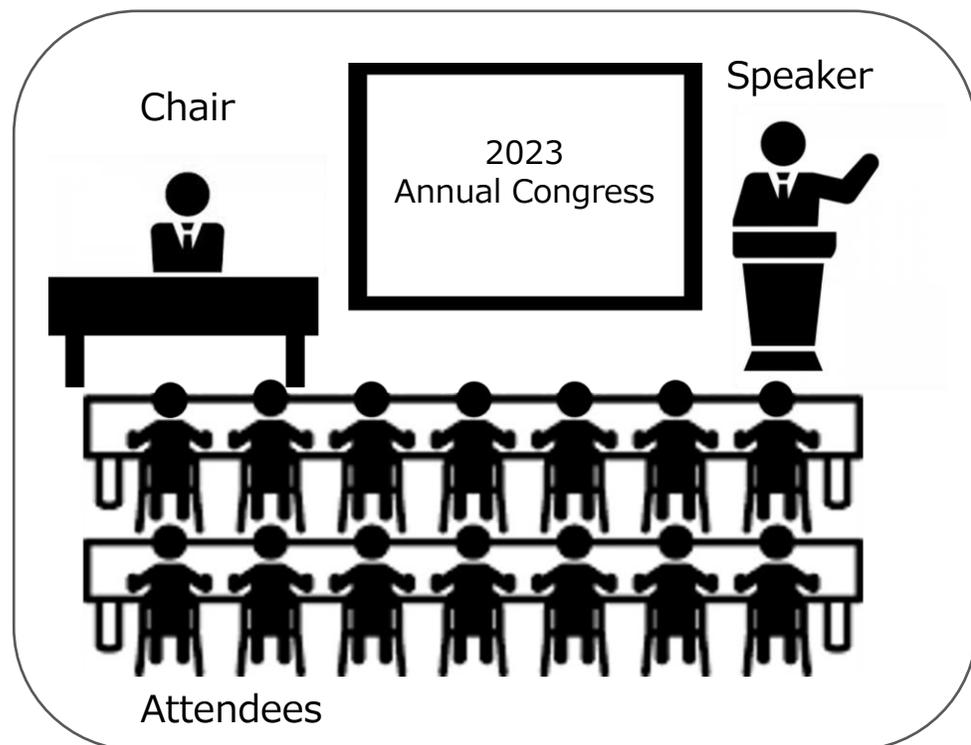Bldg. No.

Bldg.2 1F 3

◆ **How we hold this Hybrid event**

Chairpersons　　: required to be at the venue

Speakers　　　　: required to be at the venue

Attendees　　　　: available to attend for real and online

Venue

Online

Chair

Speaker

2023
Annual Congress

Attendees

Teams meeting

• Only for watching
(The chat box is available)

■ Get your Participation Ticket

   Please go to【2023 JSAE Annual Congress (Autumn) My Page】and click the "Participation Ticket" button

   to bring it printed out.

■ Please go to Nagoya Congress Centre (the Bldg.4-1st floor SHIRATORI Hall North) to find the registration.

   Scan the QR cord and get the program and the name holder to enter the conference rooms.

   ※ Fold the paper in four and put it in the holder by yourself.

■ Please be at your conference room 15 minutes before your session starts.

   ※ the Session Briefing starts at that time.

HDMI Cable　　　**Connecter**

◆**When you arrive at the lecture venue**

   We reserve some seat at the front of the hall. Please take a seat wherever you like in the school seating area.

   We may ask you to connect your PC using **HDMI** at the actual venue.

   ① Please bring a connector or adaptor that can connect your PC and HDMI.

   ② If connecting PC via HDMI is difficult for you by some reasons, you can use the PC provided by us.

      Please prepare your own presentation data on a USB or a similar storage

   ③ Please use hand microphones at the venue.

   ④ There will be time for a Q&A session after your lecture.

◆ Time Control

A count timer will be set up on the podium and at the chairperson's table, so that you can keep track of the time.

The timer is operated by the operating staff, but in some cases, when it is difficult to control the timer,

the time may be controlled by a manual bell installed in the chairperson's seat.

Allowed Time（25 minutes/person）

① Introduction　2min.

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00:00
```

② Presentation 0:00 ～ 14:59 （15 min. ※ A single beep will sound when the time is up.）

```
00:01  ~  14:59
```
Green lamp lights. In some cases, the chairperson will ring a manual bell if time is exceeded.

③ Q&A　　　15:00 ～ 22:59 （8 min. ※ A single beep will sound when the time is up.）

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15:00  ~  22:59
```
Yellow lamp lights.

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23:00
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When the red lamp lights up, it means the end of the time.

◆about Q & A (there are 2 ways as below)

① at the Venue → Chair appoints who raise their hands and they question using the microphone

② Online Chat.

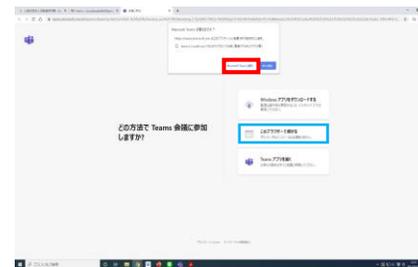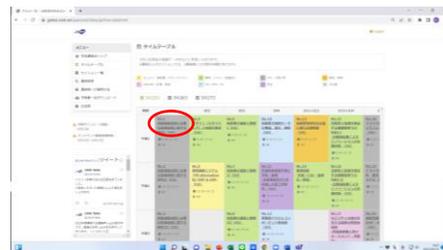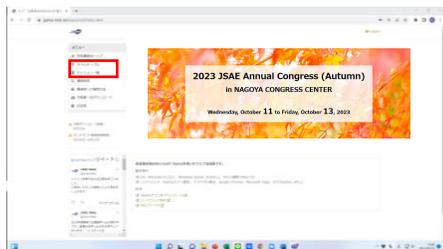## ◆Roles of stage management staff

There is some staff members in each room to support the events. If you have any problems, please call the operating staff.

◆ You can attend all sessions for free in the methods below.

※On-site → Please bring your pass to the venue and participate the lectures.

※Online → Please visit the my page and you can watch them.

① Log in to My Page then
   Please click on 'Timetable' or, 'Session list'

③ It requests starting the app.
   Please click on "Open Microsoft Teams" for starting it.
   ※ If you prefer a browser then please click on "Continued with a browser"

＊Image is for illustration purposes.