

Digital and In-Person



The 26th

S SMALL
POWERTRAINS AND
E NERGY SYSTEMS
T TECHNOLOGY
C ONFERENCE



Himeji, Hyogo, Japan
(Venue: Arcrea HIMEJI)
and online

October 31 – November 3, 2022

Participants Manual for all attendees

1) General Information



Dear SETC 2022 attendees,

We are very glad to announce that SETC 2022 Conference will be held as a Hybrid event in Himeji and online due to COVID-19 situation. Due to hybrid operation, this manual contains for both On-site participants and Online participants.

Table of contents:

- 1) **General Information**
- 2) **Information for On-site Participants**
- 3) **Information for Online Participants**

Some On-site Participants may use this part to utilize online function.

- 4) **Information for Pay Events**

1) General Information



◆ Date and Time

(*) Date is one day early.

October 31	Date	JST	UTC	PDT (Pacific Daylight Time)	Remarks
Opening Ceremony, Keynote Addresses	Oct. 31	13:30 – 15:00	04:30 – 06:00	(*) 21:30 – 23:00 (Oct. 30)	Available only live
Plenary Session	Nov.1 Nov. 2	10:30 - 12:00 15:30 – 18:00	01:30 – 03:00 06:30 – 09:00	(*) 18:30 – 20:00 (*) 23:30 – 02:00	Available only live
Technical Session, NPT Session	Oct. 31 Nov. 1 Nov. 2 Nov.3	15:30 – 18:00 09:00 – 18:00 09:00 – 15:00 09:30 – 11:00	06:30 – 09:00 00:00 – 09:00 00:00 – 06:00 00:30 – 02:00	(*) 23:30 – 02:00 (Oct. 30 – 31) (*) 17:00 – 02:00 (*) 17:00 – 23:00 (*) 17:30 – 19:00	Streaming delivery (Nov. 4 – 30, JST)
Exhibition & Poster Session	Oct. 31 Nov. 1-2 Nov. 3	13:00 – 18:00 09:00 – 18:00 09:00 – 12:00	-	-	Only On-site attendees
Banquet	Nov. 2	19:00 – 21:30	-	-	Option
Award, Closing Ceremony	Nov. 3	11:30 – 12:30	02:30 - 03:30	(*) 19:30 – 20:30	Available only live
Optional Tour	Nov. 3	13:00 – 17:30	-	-	Option

1) General Information



◆ Proceedings

Proceedings will become available at the webpage “My Page” of the SETC2022 registration website and can be downloaded prior to conference.

It will be available from October 31.

◆ Streaming delivery of presentation video (On-demand)

For the online participants who misses session to attend the session live, pre-recorded presentation video will become available for viewing at the “My Page” of the SETC2022 registration website from November 4 through November 30.

Some Q&A text will be also available for reference.

◆ Preparation recommendation prior to conference

Since a final program, and other materials will not be provided at the venue, please download those materials beforehand for your use during the conference.

It is recommended to prepare followings.

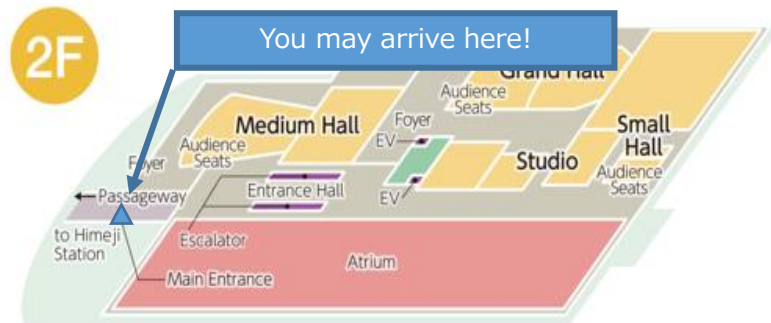
- ❑ Final Program
- ❑ PC/tablet and earphone
(For Online participation)
- ❑ Stuff against for COVID-19
(Masks, sanitary sheets, etc.)

2) Information for On-site Participants

◆ Prior to participation at venue

You may take passageway to reach the avenue and arrive at the main entrance gate on the 2nd floor (one floor up from ground floor) of the venue.

After passing entrance, please check your body temperature and disinfect your hands thoroughly with an alcohol available at venue



Venue opening time: 08:00 – 18:00

Please check the followings.

If any of them does not corresponding to you, please refrain from participation to SETC 2022 Conference at venue and return to your accommodation to participate conference via online.

- ❑ Your body temperature measured at the entrance of Venue is less than 37.5 degrees Celsius.
- ❑ Neither coughing nor pain on your throat.
- ❑ You have cleared “quarantine period (isolation)” in case of exposure to COVID-19 previously.

2) Information for On-site Participants



◆ Behavior inside Venue

Since SETC 2022 Conference is operated under control of preventive measures against COVID-19, you are requested to follow the rule below.

1. Wear a mask properly inside venue and talk with others in a suitable distance.
*You may purchase masks at any drug stores or convenience stores available at your staying hotel.
2. Sanitize your hands and wash your hand diligently.
3. Adjust your movement not to pack at one place, when you go to the break area and exit of the venue on your return.
4. Do not speak in a loud voice even if you wear mask.
5. You may take off mask for your refreshment in case you are alone and keep distance 2 meters away from others.

◆ Online audience room

In case you are not able to find a suitable seat in the session room, please use online audience room “404” on the 4th floor.

Do not forget to bring earphone for this.

Please refer to the instruction for Online participation.

◆ In case you feel bad

In case your health condition gets bad and the body temperature goes up more than 37.5 degrees Celsius, please contact SETC helpdesk to support you.

E-mail: setc2022-regist@or.knt.co.jp

TEL: +81-80-2351-3063

3) Information for Online Participants



◆ Online participation

Since some events are available on live, check the date and time of event schedule described on General Information not to miss them.

Please remind the “not to do” for online participation rule.

1. Do not make voice/video recording.
2. Do not take photographs presentation displayed. Do not capture neither.

Note: Please read “Notice to Attendees” and posted on the side menu of SETC2022 website.

URL: <https://www.setc-jsae.com/>

◆ Zoom Webinar

Online conference will delivered by Zoom Webinar.

Please set up your PC or device to be ready for participation by following the zoom manual available.

URL:

<https://www.setc-jsae.com/resource.html>

4) Information for Pay Events

◆ Banquet

Banquet will be held at the room “Korin” on the 3rd floor of Hotel Nikko Himeji.

Date: November 2

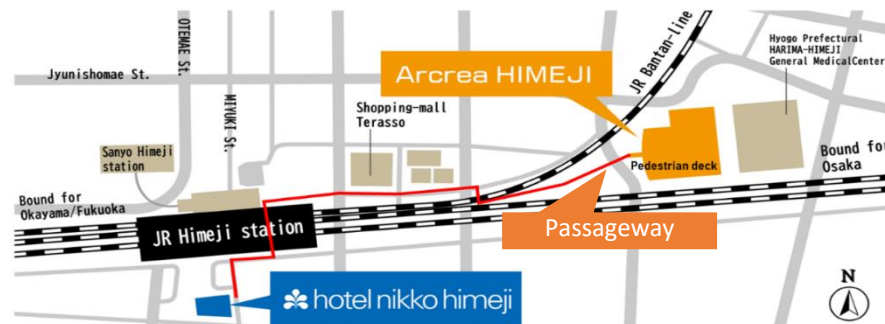
Time: 19:00 – 21:30 (Open: 18:45)

Since the Plenary Session (2nd part) is planned to be held from 15:30 to 18:00, there is an hour to move to the hotel from the venue, Arcrea Himeji.

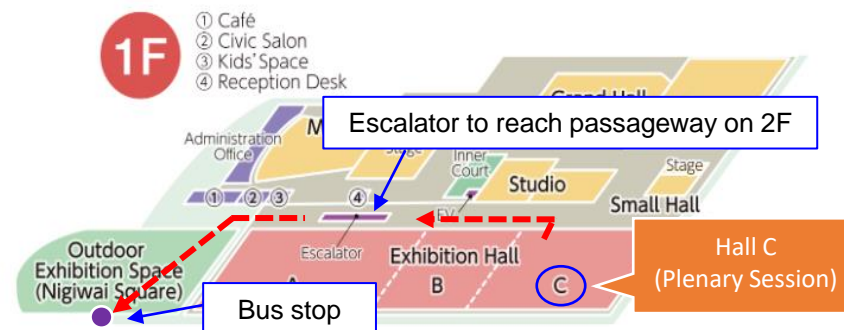
- 1) 15 minutes' walk through the passage way from Arcrea Himeji as shown on the map.
- 2) Shuttle bus transportation (18:00 to 19:00) with the interval of 15 minutes

Note: As the venue is closed at around 18:00, please move out the venue promptly after the Plenary Session. Then move to the hotel either by walk or by a shuttle bus.

(Walking map)



(Venue map)



4) Information for Pay Events

◆ Optional Tour

The optional tour will start at Arcrea Himeji.

Date: November 3

Time: 13:00 – 17:30 (Himeji station)

Visiting place :

- 1) Himeji Castle
- 2) Nadagiku Brewery

Registration: 12:45 – 13:00

The last event of Conference, Awards & Closing Ceremony is held from 11:30 -12:30. After the conference, please move to the shuttle bus stop as shown on the diagram.

Note:

Please do not leave your personal staff at the venue. Because it will be close and locked at 18:00, it is impossible to recover left items at the venue after the tour.

(Registration and starting point)



Digital and In-Person

SETC
2022

The 26th

S SMALL
E POWERTRAINS AND
N ENERGY SYSTEMS
T TECHNOLOGY
C CONFERENCE



Himeji, Hyogo, Japan
(Venue: Arcrea HIMEJI)
and online

October 31 – November 3, 2022