

Manual of International Conference Paper Entry System for “**Technical Session Author**”

SAE/JSAE

Small Powertrains and Energy Systems Technology Conference

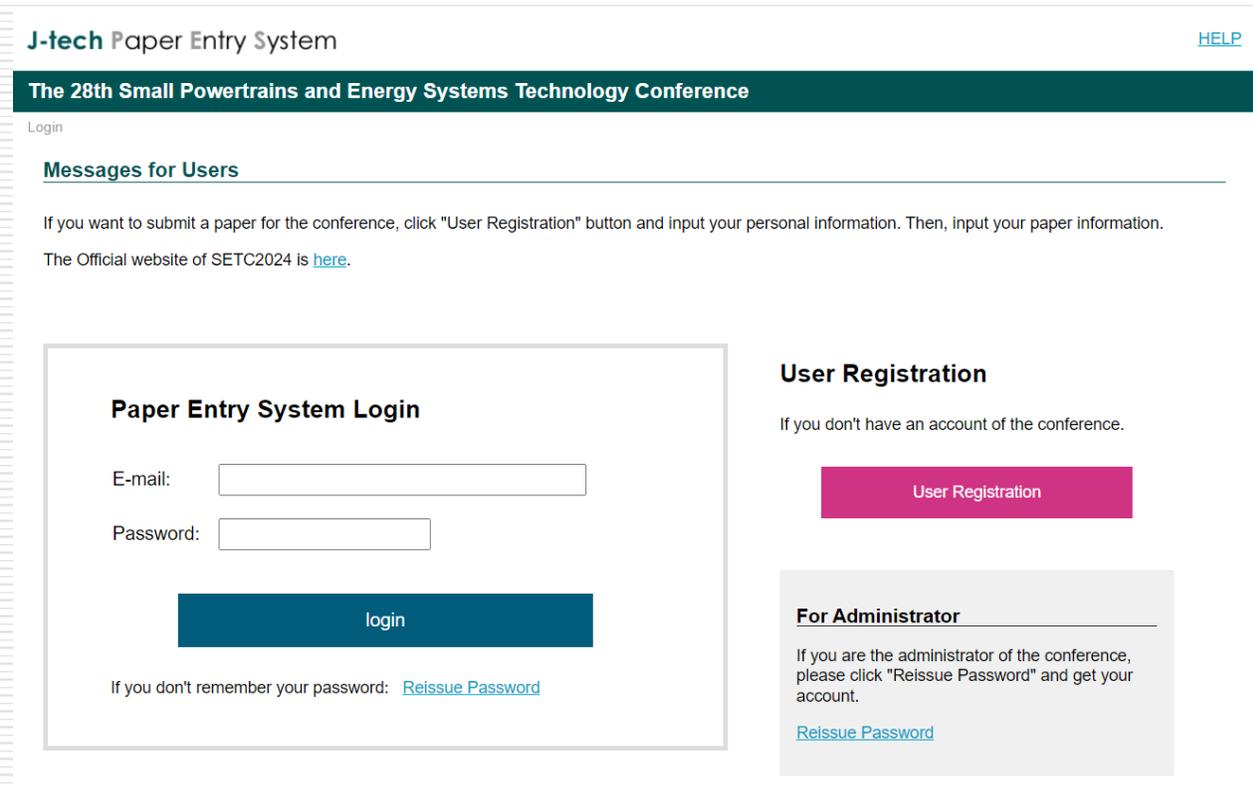
The purpose of this manual is to provide you with an instruction as to abstract for the time being. You will be updated with subsequent instructions in the near future. Your patience would be appreciated.



Society of Automotive Engineers of Japan, Inc.

Step1: Login the Paper Entry system

- Access the Paper Entry System from [URL:https://tech.jsae.or.jp/setc2024/](https://tech.jsae.or.jp/setc2024/)
- If you have no account in SETC, go to “[User registration](#)”.



The screenshot shows the 'J-tech Paper Entry System' interface. At the top, it says 'The 28th Small Powertrains and Energy Systems Technology Conference'. Below this, there is a 'Login' section with a 'Messages for Users' heading. The message states: 'If you want to submit a paper for the conference, click "User Registration" button and input your personal information. Then, input your paper information. The Official website of SETC2024 is [here](#).' On the left, there is a 'Paper Entry System Login' form with fields for 'E-mail:' and 'Password:', and a 'login' button. Below the form, it says 'If you don't remember your password: [Reissue Password](#)'. On the right, there is a 'User Registration' section with the text 'If you don't have an account of the conference.' and a pink 'User Registration' button. Below that, there is a 'For Administrator' section with the text 'If you are the administrator of the conference, please click "Reissue Password" and get your account.' and a 'Reissue Password' link.

Step2: Register Your Personal Information

- ❑ On the next screen, input your personal information.
- ❑ If you are already registered as an administrator, you can skip the above process.

User Registration

Please input your information data before start using the system.

(*) required

Prefix (Mr./Ms./Prof./Dr.) *	<input type="text"/>
Name *	<input type="text" value="First"/> <input type="text" value="Middle"/> <input type="text" value="Last"/>
Email *	<input type="text" value="webmaster@jsae.or.jp"/>
Password *	<input type="text"/> Confirmation <input type="text"/> <small>Please decide your PW and enter 6 or more characters with alphabet or/and numbers.</small>
Address1	<input type="text" value="Gobancho Center Bldg. 5F"/>
Address2 *	<input type="text" value="10-2 Gobancho, Chiyoda-ku, Tokyo"/>
Postal Code *	<input type="text" value="102-0076"/>
Country *	<input type="text" value="unselected"/> <small>Please select your country from the pull-down menu.</small>
Tel *	<input type="text" value="+81-3-3262-8213"/>
Fax	<input type="text" value="+81-3-3261-2204"/>
Affiliation *	<input type="text" value="ABCDE Institute of Technology"/>
Department *	<input type="text" value="E-Net Team"/>
JSAE Membership Number	<input type="text" value="1234567"/> <small>Please enter JSAE Membership Number if you are.</small>
Data Distribution by E-mail *	<input type="radio"/> Yes <input type="radio"/> No <small>JSAE provides various information of upcoming international events.</small>

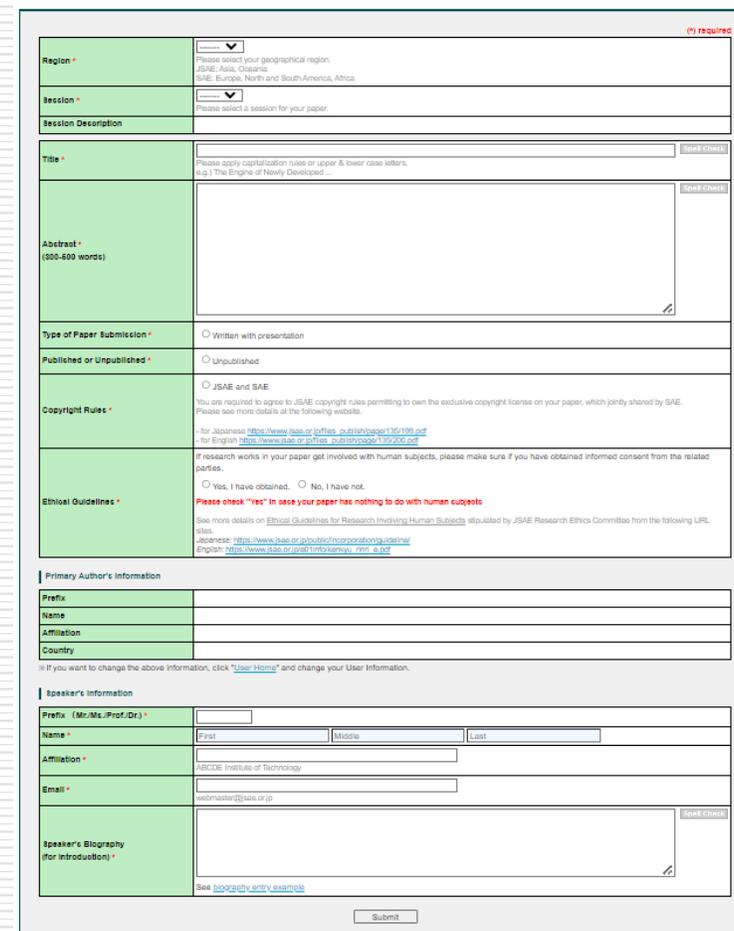
Step3: Input Your Paper Information

- ❑ Click “[Submit an Abstract](#)” and input your paper information.
- ❑ If you have any change in your paper information, don’t forget to update this page.

[Menu for Author](#)

[>> See/Edit User Information](#)

[>> Submit an Abstract](#)



The screenshot shows a web form for submitting an abstract. It includes the following sections:

- Region:** A dropdown menu with a red asterisk indicating it is required. Below it, text reads: "Please select your geographical region. JSAE: Asia, Oceania; SAE: Europe, North and South America, Africa".
- Session:** A dropdown menu with a red asterisk. Below it, text reads: "Please select a session for your paper".
- Session Description:** A text input field.
- Title:** A text input field with a "Spell Check" button. Below it, text reads: "Please apply capitalization rules or upper & lower case letters. (e.g.) The Engine of Newly Developed".
- Abstract:** A large text area with a "Spell Check" button. Below it, text reads: "(300-600 words)".
- Type of Paper Submission:** Radio buttons for "Written with presentation" and "Unpublished".
- Published or Unpublished:** Radio buttons for "JSAE and SAE" and "Unpublished".
- Copyright Rules:** Text indicating that users must agree to JSAE copyright rules. It includes links for Japanese and English versions.
- Ethical Guidelines:** Radio buttons for "Yes, I have obtained." and "No, I have not." Below it, text reads: "Please check 'Yes' in case your paper has nothing to do with human subjects." It also includes a link to the JSAE Research Ethics Committee guidelines.
- Primary Author's Information:** Fields for Prefix, Name, Affiliation, and Country.
- Speaker's Information:** Fields for Prefix (Mr./Ms./Prof./Dr.), Name (First, Middle, Last), Affiliation, and Email.
- Speaker's Biography (for Introduction):** A text area with a "Spell Check" button. Below it, text reads: "See [Biography entry example](#)".

A "Submit" button is located at the bottom right of the form.

Note

- In order to prevent our emails from being classified as spam, we kindly request that you add the email address provided by the SETC2024 Secretariat to your list of trusted senders or whitelist.

This will ensure you are updated with all our correspondence. Your attention to this matter would be greatly appreciated.

[JSAE] Secretariat of SETC2024 setc2024TCoffice@jsae.or.jp

- If you have any questions, please contact the office through the Message Board of the system.

Thank you!