

1. Presentation content

- (1) The presentation shall exhibit originality in terms of its engineering or technical aspects, and shall have lasting value.
- (2) The presentation shall emphasize the contribution of the work to engineering and technology, and the information presented shall be of immediate practical value.
- (3) The title and sub-title (in both Japanese and English) shall make no specific reference to product names.

2. Speaker qualifications

Speakers need not be JSAE members. However, student speakers must be graduate students. Note that as a rule, each speaker shall apply to make only one presentation.

3. Applying for presentations

To apply to make a presentation, submit the Abstract Form to JSAE Secretariat. The form will be viewed and downloadable from the web site of JSAE. (<http://www.jsae.or.jp>)

4. Submitting papers to the JSAE Transactions (Paper submission)

A paper may be submitted to the JSAE Transactions at the same time that the application for a presentation is made. Authors wishing to submit their papers should check the applicable checkbox on the Abstract Form. For papers submitted to the JSAE Transactions simultaneously with the application for a presentation, the allowable number of pages increases from the 2 pages prescribed for the Congress Proceedings to 6 pages.

5. Issuance of confirmation of receipt of application

As a rule, the confirmation of the receipt of the application is sent to the applicant by e-mail.

6. Required expenses for presentation and paper submission

6.1 Method of payment

The expenses detailed below are required for a presentation.

Payment shall be made at the congress venue by cash or credit card.

Note that the Free Participation Coupon that is issued only to the JSAE Corporate members can be applied to the registration fee should it bring to the venue.

	Full or Associate Member	Non-member
Registration fee	5,000 yen (consumption tax exempted)	15,570 yen (including consumption tax)
Paper publication fee (if the paper is accepted for publication as the JSAE Transaction)	40,000 yen/print run Consumption tax not included	60,000 yen/print run Consumption tax not included

- *1 Submitted papers will be examined based on the rules to determine if they will be published in the JSAE Transactions. If your paper is accepted for publication, please pay the paper publication fee as instructed.
- *2 A separate fee will be charged for the prints-off. (For details, please refer to the Congress program. The program is posted on the JSAE Web site two months prior to the opening of the Congress. (<http://www.jsae.or.jp>))
- *3 The Congress Proceedings containing the presented papers at the congress will be for sale only at the venue during the congress. No advance sales will be made.

6.2 Handling of withdrawals

The presentation fee will be charged for any presentation that is withdrawn after it is posted on the Congress program.

7. Presentation

7.1 Official languages

- (1) Presentation (oral): Japanese, English
- (2) Proceedings: Japanese, English

7.2 Determination of acceptance or rejection and scheduling of sessions

The JSAE Convention Program Committee determines whether presentations are accepted or rejected and schedules the sessions. Where it is difficult to determine acceptance or rejection or to schedule a session, the committee may request the submission of materials that describe the content of the presentation in detail.

7.3 Presentation time

As a rule, the time allotted for each presentation is as shown below, but the presentations and question-and-answers within a session may be organized at the discretion of the session chair.

- (1) Presentation time: 15 minutes
- (2) Question-and-answer time: 10 minutes

8. Preparation of manuscripts for the Proceedings (also for the JSAE Transactions) and the Extended Summary

Manuscripts submitted for the Annual Congress Proceedings shall be no more than 4 pages in length. Where a presentation manuscript is also submitted as a paper, it shall be no more than 6 pages in length. Applicants to the Congress shall please be sure to create manuscripts for both the Congress Proceedings and an Extended Summary in order to provide information on the content of the presentation. The Extended Summary manuscript shall be 1 page in length.

To prepare for the manuscript for the Proceedings and the Extended Summary, please refer to the Procedure for Submitting Paper in the JSAE Transactions and the sample papers.

9. Submission of manuscripts for the Proceedings (also for the JSAE Transactions) and the Extended Summary

9.1 Manuscripts for the Proceedings

(1) Submission deadline

Please deliver manuscripts for the Proceedings no later than 5 p.m. on the cutoff date for submissions, either by mail or in person. For the cutoff date, please refer to the application requirements that are posted on the JSAE Web site.

(2) Submitted documents

Please note that the documents to be submitted for a presentation-only application differ from those to be submitted when a paper is also submitted to the JSAE Transactions.

	<Presentation only>	<Submitted to JSAE Transactions>
1 Proceedings manuscript (A4 size):	1 original (4 pages or less)	1 original (6 pages or less)
2 Proceedings manuscript (copy):	1 copy	4 copies
3 JSAE Transaction Application Form (A4 size):	Not required	1 original

Where a manuscript is not submitted by the deadline, it shall not be published in the Proceedings, and a presentation certificate shall not be issued.

9.2 Extended Summary manuscripts

(1) Submission deadline

Please deliver Extended Summary manuscripts no later than 5 p.m. on the cutoff date for submissions, either by mail or in person. For the cutoff date, please refer to the application requirements that are posted on the JSAE Web site.

(2) Submitted documents

- 1 Extended Summary manuscript (A4 size): 1 original (1 page)
- 2 Extended Summary manuscript (copy): 1 copy

Where a manuscript is not submitted by the deadline, the Extended Summary shall not be published.

9.3 JSAE Transaction Application Form

(1) Sending of JSAE Transaction Application Form

If the checkbox on the Abstract Form indicating that the author wishes to submit a paper to the JSAE Transactions is checked when the application for presentation is made, a JSAE Transaction Application Form shall be submitted together with to the presenting author by the JSAE Secretariat, to confirm the submission of the paper. (The Abstract Form for the 2004 Annual Congress will have the checkbox to indicate a paper submission to the JSAE Transactions.)

(2) Submission deadline

Please submit Proceedings manuscript by the submission deadline that is specified when the JSAE Transaction Application Form is sent. If the manuscript is not submitted by the submission deadline, the submission shall be regarded as withdrawn.

(3) Submitted documents

- 1 JSAE Transaction Application Form (A4 size): 1 original (1 page), signed by the author
- 2 JSAE Transaction Application Form (copies): 2 copies

10. Issuance of confirmation of receipt of manuscript for the Proceedings (also for the JSAE Transactions) and the Extended Summary

As soon as the JSAE Secretariat receives the manuscript for the Proceedings (also for the JSAE Transactions) and the Extended Summary manuscript, confirmation that the manuscripts were received will be sent by e-mail. If the confirmation does not arrive, please check with the JSAE Secretariat. Note that when a manuscript is also submitted as a paper, the confirmation of its receipt as a Proceedings manuscript shall also constitute confirmation of its receipt as a JSAE Transactions manuscript.

1. Organization of manuscript

1.1 Official languages: Japanese, English

1.2 Organization

1.2.1 The format of manuscripts for the Proceedings shall be as prescribed in the Rules for Submitting JSAE Papers.

1.2.2 Extended Summary manuscripts shall be organized as described below. (Refer to the Sample Paper on the JSAE Web site.)

- (1) Document control number (numerical, 8 digits): Enter the number in the upper right corner of the first page. The presentation receipt number (user ID) shall become the document control number.
- (2) Presentation number, Title: Please use the title that is written in the Congress program and the presentation number. If the paper is a follow-up report, please write "Report No. n" in parentheses after the title.
- (3) Sub-title: Please use an appropriate sub-title. Please insert hyphens before and after the sub-title (e.g., - XXXXX -).
- (4) Author's names: Please list the presenting author's name first, followed by the names of the remaining authors.
- (5) Employer: Where two or more authors work for the same employer, enter the employer's name once so that it straddles the names of the two or more authors who work there.
- (6) Summary: Write the Extended Summary using uppercase and lowercase letters*. Abbreviations shall not be used.

1.3 Point to bear in mind when writing

Please use the international system of units (SI).

2. Creation of manuscript

2.1 Printing equipment

(1) Equipment

Please use output from a word processor or computer.

(2) Character size, top, bottom, left, and right margins (Refer to the Sample Paper on the JSAE Web site.)

2.1.1 Proceedings

The format of manuscripts for the Proceedings shall be as prescribed in the Rules for Submitting JSAE Papers. (Refer to the Rules for Submitting JSAE Papers.)

2.1.2 Extended Summary

Please use a single-column to write Extended Summary, and use the character sizes indicated below.

- 1 Presentation number, Title: 16 points
- 2 Sub-title, Author's names, Employers, Body text: 9 points
- 3 Title: 11 points
- 4 Author's names, Employers, Keywords: 9 points

3. Editing and proofreading

After completing the manuscript, please edit and proofread it thoroughly. A submitted manuscript is printed in its existing form, even if it contains mistakes. Please double-check the numerical values in figures and tables, and make sure that the consecutive numbering of figures and tables match the corresponding explanations in the body text.

4. Revisions to manuscripts

Revisions to manuscripts submitted to JSAE shall be accepted only in the following cases:

(1) The deadline for submission has not yet passed.

(2) One complete manuscript page that includes the revisions shall be submitted. (The complete manuscript will be used as the block copy.)

Note that revisions submitted by telephone or fax will not be accepted.

Also, where there are revisions or additions after the deadline for submission has passed, the presenting author shall please create 350 copies of corrections sheet in any form he/she desires, bring it to the Congress, and place it on the Corrections Sheet table in front of the venue prior to the presentation. Also, please explain the corrections orally during the presentation.

5. Return of manuscripts

As a rule, submitted manuscripts shall not be returned.

If you wish to have your manuscript returned, please enclose a return envelope when you submit the manuscript. Write your address clearly on the return envelope and affix sufficient postage to it.

6. Copyrights

The copyrights for writings published in publications issued by JSAE, such as the Congress Proceedings, shall be the property of JSAE. Please be sure to fill out the required items on the Copyright Transfer form and submit it together with your manuscript.

7. Items to confirm prior to submission

Manuscripts for the Proceedings will be printed as block copy. Manuscripts are not proofread at the JSAE Secretariat. Before submitting a Proceedings manuscript to the Headquarters, please check the following items once:

- Are the presentation number and the document control number correct?
- Are the page numbers correct?
- Are any heading numbers missing or duplicated?
- Are any figure, table, or photograph numbers missing or duplicated?
- Are there any figures or tables in color?

● Equipment installed at the venue

The equipment described below is provided at each meeting venue for use in the presentations. The equipment can be used at no charge.

1. Available equipment

1.1 The available equipment are such as,

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|---|------------------------|
| (1) Overhead projector | (5) Display screen |
| (2) Videocassette recorder | (6) Laser pointer |
| (3) Liquid crystal projector (for VCR or personal computer) | (7) Lighted lectern |
| (4) Audiocassette tape player (monaural) | (8) Clip-on microphone |

1.2 Applying to use the equipment

If you wish to use any equipment of type (1) through (4), please check the desired equipment on the Abstract Form. The equipment may be used at no charge.

1.3 Equipment operation

Of the equipment listed above, the VCR, the liquid crystal projector, and the audiocassette tape player shall be operated by a member of the JSAE staff. The presenting author shall operate any other equipment.

It is best for the placement and switching of OHP transparencies to be handled by a designated person other than the presenting author, so that the presentation can proceed smoothly.

Please note that in this case, the person responsible for the OHP transparencies must pay the registration fee.

1.4 Equipment specifications

The equipment specifications shall be as shown in the table below.

Equipment type	Specifications	Remarks
VCR (with a projector)	VHS,S-VHS	The image quality will be that of VHS. If there is sound on the video, please contact the JSAE Secretariat in advance.
	Other than the above	Please confer with the JSAE Secretariat in advance.
Personal computer projector	As a rule, the resolution is 800 × 600 or more	The resolution may vary according to the venue. The presenting author shall please be sure to specify the projector manufacturer, resolution and the like, when applying to use the equipment. If there is a soundtrack, please contact the JSAE Secretariat in advance. Refer to section 1.6.
Audiocassette player	Analog, monaural	If stereo playback or digital audio tape is desired, please confer with the JSAE Secretariat in advance.
Equipment brought into the venue by the presenting author		This equipment is restricted to items for which the author has obtained approval from the JSAE Secretariat in advance. Also, JSAE will charge for the required expense of any installation work.

1.5 Installation of equipment brought into the venue

The installation and operation of any equipment brought into the venue by the presenting author shall be entirely the responsibility of the author.

Note that any installation and previewing shall be under the control of the JSAE person responsible for installation in the venue and shall be done within the time period specified by JSAE.

1.6 Cautions for presentations using personal computers

- The standard resolution of the projector used for personal computers is 800 × 600 or greater. The resolution may vary according to the venue. The presenting author shall please be sure to specify the projector manufacturer, resolution and the like, when applying for the presentation. If there is a soundtrack, please contact the JSAE Secretariat in advance.
- If a personal computer will be used, the presenting author shall please bring a laptop personal computer to the venue.
- As a rule, the laptop personal computer used shall be PC/AT-compatible.
- Please confirm that the personal computer is equipped with a mini-D-Sub, 15-pin output jack.
- Please prepare OHP transparencies as a backup in the unlikely event that the personal computer malfunctions.
- The presenting author shall please be sure to specify the manufacturer, model number, and resolution of the personal computer to be used when applying for the presentation.
- Please carry out a demonstration prior to the presentation to confirm that different pieces of equipment are compatible, where that is required.

2. Retrieving OHP transparencies, videotapes, and personal computers

After the presentation is completed, please be sure to retrieve any OHP transparencies and other equipment, and take them with you.