
Rules and Guidelines for JSAE Annual Congress Presentation

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I Rules for JSAE Annual Congress Presentation (Conditions, Application procedure etc.)

1. Presentations Conditions

- (1) The definition of presentation based on this rules is to meet the requirements both making a presentation and submitting a proceedings manuscript and a summarized paper.
- (2) Presentations must be unpublished.
- (3) Presentations must exhibit originality and lasting value in terms of engineering and/or technology.
- (4) Great emphasis is placed on the degree of contribution to engineering and technology, as well as on practicality and currency.
- (5) Main title, sub-title, text and presentation data shall not contain product or company names.
- (6) Must not contain matters under dispute or defamation of others.

2. Qualifications for Presenters

Membership is not required. Undergraduate students may not apply. As a rule, a presenter may make only one presentation application (one presentation).

3. Fee

Presenter must pay "Registration fee". For more information, see the website of JSAE Annual Congress.

4. Application Procedure

- (1) Please apply through the website (JSAE Annual Congress) and observe the deadline for abstract submission.
- (2) At the same time when the presentation application is made, you can apply the following items;
 - ① Simultaneous Contribution to the JSAE Transactions ⇒ see the page 2, content 10.
 - ② Order of Proceedings Reprints ⇒ For fee and more information, see the website of JSAE Annual Congress.

5. Confirming, Correcting, or Changing Registration Information

The "Registration Number" and "Password" will be sent to the registrant by email.

You can confirm, correct and change your registration information on the website "**Presentation Registration System**" where you can log in by entering your Registration Number and Password.

<Note>Changes to the session selection, language, abstract and consecutive presentation after the application deadline has passed, as well as changes to main titles, sub-titles, presenters or co-presenters are not permitted (in either Japanese or English) once the event program has been posted.

6. Cancellation

You can cancel your application by submitting "Request for Withdrawal of Application" downloaded from "Presentation Registration System".

<Note>You can not log in the website "Presentation Registration System" after cancellation.

7. Notification of Acceptance or Rejection

After the Governing Board on Technical Paper Presentations decides whether to accept or reject presentations, the applicant will be notified of the decision by e-mail, along with the session name and presentation schedule if the presentation was accepted.

8. Publication of Program

The program will be published in the Journal of Society of Automotive Engineers of Japan and uploaded on the JSAE website two months prior to the Annual Congress.

9. Preparation of Proceedings Manuscript and Summarized Paper

- (1) Deliverable

A "Proceedings Manuscript" and a "Summarized Paper"* must be prepared.

If you fail to submit your proceedings manuscript and summarized paper by the deadline, your presentation will be cancelled.

- (2) Please refer to the drafting procedure and the samples, and write them using these templates.

Please note that the format in Japanese is not same as the English one.

* Summarized Paper: Summary of your technical paper integrated into one sheet (A4), consisted of "enriched abstract with figures or photos representing your paper". Summaries from all authors will be compiled and published as a book "Book of Summarized Papers", through which we expect that your latest achievement will get known to engineers and researchers in the world.

- (3) Page
- ① Manuscript up to 4 pages*
 - *Simultaneous Contribution to JSAE Transaction (Japanese only) up to 6 pages,
 - Simultaneous Contribution to International Journal of Automotive Engineering (IJAE) (English only) up to 8pages
 - ② Summarized Paper 1 page
- (4) Submission procedure
 We will accept only papers submitted through electronic submission procedure.
 You have to upload your papers in “Presentation Registration System” on the website logged in by entering your Registration Number and Password.
 Please observe the deadline for paper submission. If you miss the deadline, your paper will not be published in the Annual Congress Proceedings and the Extended Summaries.
- (5) Peer-review
 JSAE does not review submitted manuscripts and summarized papers, so please thoroughly check your manuscript and summarized paper prior to submission. (JSAE Transaction and IJAE will be peer reviewed.)
- (6) Revisions to Manuscript
- ① Before the Manuscript Submission Deadline
 You can re-upload the revised full page papers on “Presentation Registration System”.
 - ② After the Manuscript Submission Deadline
 Prepare 350 copies of “Errata” on A4 or B5 paper. The presenter must bring them to the Annual Congress and give them to the person in charge at the venue. Before starting your presentation, announce that the “Errata” is available at the desk in front of the Presentation venue.
- (7) Copyright
 Based on copyright rules of JSAE,
 -the property rights shall be owned by the author.
 -the author authorizes the JSAE to exploit the property rights exclusively both inside and outside Japan free of charge.
 -the author shall not make a presentation on the other occasion using the same title and the content of the proceedings manuscript or the other publications.
 -the author shall obtain the agreement of all the co-authors before submitting a co-created work to the JSAE.

10. Contribution to JSAE Transactions

Manuscripts may be submitted for “JSAE Transactions” (Japanese only) or “IJAE” (English only) at the same time when the presentation application is made.

The manuscripts accepted as a paper by peer-review will be published in “JSAE Transaction” or “IJAE*”.
 “IJAE” will be uploaded only on the website.

- (1) Contribution Procedure
 When you make a presentation application, please check “Paper Submittal” in the Presentation Registration System.
 The secretariat will sent you the guideline for contribution to “JSAE Transactions” or “International Journal of Automotive Engineering” by email approximately one month before the Annual Congress will take place.
- (2) Page
- Simultaneous Contribution to JSAE Transaction (Japanese only) up to 6 pages,
 - Simultaneous Contribution to IJAE (English only) up to 8pages

II Guidelines for Presentation

1. Language

Japanese or English for both presentation and Proceedings manuscript
Change of Language after Programming sessions is not allowed.

2. Presentation time

25 minutes (15 minutes for presentation, 10 minutes for preparation and Q&A)

3. Presentation data

- (1) Please make a presentation according to your manuscript.
- (2) Presentation data shall not be commercial purpose and not contain product or company names or logos.
We have no any templates for presentation data.

4. Presentation Equipment

- (1) Equipments Available in the Presentation Room (at no charge)

- ① Personal Computer Projector*
- ② Screen (1 Panel)
- ③ Laser Pointer
- ④ Microphone

*We do not prepare PC for presentation. Please bring your own PC. For more information, see the website of JSAE Annual Congress, "Important Points Regarding a Personal Computer Brought to the Presentation".

- (2) Equipment Operation

Please operate the personal computer by yourself during the presentation. Please note that anyone who assists you during your presentation must also pay the registration fee for participation.

- (3) Setup and Handling of Equipment (other than computer) Brought to the Presentation

- ① The use of equipment must be approved in advance by the JSAE.
- ② The presenter will be charged for any costs incurred for set-up.
- ③ Presenters are responsible for setting up and handling of any equipment (other than a computer) brought to the presentation.
- ④ When setting up or testing the equipment, please follow the instructions given by the personnel in charge of on-site setup.