
Rules and Guidelines for JSAE Annual Congress Presentations

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1. Presentation Conditions

- (1) Presentations defined under these rules must meet the requirements for both making a presentation and for submitting a manuscript and Summarized Paper.
- (2) Presentations must be previously unpublished.
- (3) Presentations must exhibit originality and lasting value in terms of engineering and/or technology.
- (4) Presentations must emphasize the degree of contribution to engineering and technology, and must exhibit practicality and timeliness.
- (5) The main title, sub-title, text, and presentation data must not contain product or company names or logos representing such names.
- (6) Displays on screens (slides) during presentations must not contain product or company names or logos representing such names (however, this rule shall not apply to the first page of a presentation).
- (7) Presentations must not contain matters under dispute or contents that defame other parties.
- (8) Research involving human subjects must be performed in accordance with the Ethical Guidelines for Research Involving Human Subjects prepared by the JSAE and accepted by an Ethics Review Board or the like, and the participants in these experiments must have provided their informed consent. Manuscripts must state that experiments and so on have been approved by a Review Board.

See the following address for the Ethical Guidelines for Research Involving Human

Subjects: http://www.jsae.or.jp/e01info/kenkyu_rinri_e.pdf

2. Qualifications of Presenters

Membership of the JSAE is not required. However, undergraduate students may not make a presentation application. As a rule, a presenter may make only one presentation application (one presentation).

3. Participation Registration Fee for Presenters

- (1) Participation registration fee for presenters

	Regular members of the JSAE	Student members	Corporate members/general public
Participation registration fee for presenters *	8,000 yen (untaxed)	3,000 yen (untaxed)	21,600 yen (including tax)

* The participation registration fee for presenters includes a compilation of all Technical Presentation Proceedings (one DVD).

- (2) Presenters must pay the participation registration fee before submitting the manuscript.
- (3) Once payment of the participation registration fee is completed, presenters can submit manuscripts using the presentation registration system.
- (4) If participation registration fee payment and manuscript submission are not completed by the manuscript submission deadline, the presentation will be cancelled.
(See Section 7 (Cancellation) for the procedure to be followed by a presenter to voluntarily cancel a presentation.)
- (5) Cancellation of a presentation will not be permitted after submission of the manuscript.
- (6) The participation registration fee for presenters will not be refunded even if the presenter is absent and is unable to make the presentation.

See the website of the JSAE Annual Congress for details concerning contribution to journals.

4. Application Procedure

- (1) Please apply through the website and observe the deadline for presentation submission.
- (2) It is possible to make a simultaneous contribution to the International Journal of Automotive Engineering (IJAE) at the same time as a presentation application. See Section 11 (Contribution of Manuscripts to Journals) for details.

5. Confirming, Correcting, or Changing Registration Information

A registration number and password will be sent to the registrant by email. Registration information may be confirmed, corrected, or changed by logging onto the Presentation Registration System.

<Note> Changes to the session selection, language, abstract, and consecutive presentations are not permitted after the application deadline. Furthermore, changes to main titles, sub-titles, presenters, or co-presenters are not permitted after the deadline for manuscript submission.

6. Notification of Acceptance or Rejection

After the Congress Technical Committee decides whether to accept or reject presentations, the applicant will be notified of the decision by email, along with the session name and presentation schedule. However, the acceptance of presentation could be null and void depending on the contents of the Manuscripts.

7. Cancellation

To cancel a presentation between reception of the notification of acceptance and submission of the manuscript, submit a Request for Withdrawal of Application downloaded from the Presentation Registration System.
In the event that payment of participation registration fee has already been completed, the fee will be refunded, excluding a transaction fee.

<Notes> Applicants cannot log into the Presentation Registration System website after cancellation.

In principle, cancellation of a presentation is not permitted after submission of the manuscript.

8. Publication of Program

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

9. Submission Items

(1) Deliverables

A **manuscript** and **Summarized Paper*** must be prepared.

Failure to submit a manuscript and Summarized Paper by the deadline will result in the cancellation of the presentation.

(2) Drafting Procedure, Samples, Templates

Please refer to the drafting procedure and the samples, and prepare the manuscript and Summarized Paper using these templates without fail. Please note that the format in English is not same as the one in Japanese.

(3) Pages

1. Manuscript: Up to 8 pages

2. Summarized Paper: 1 page

(4) Submission Procedure

Manuscripts can be submitted (up-loaded) through the Presentation Registration System once payment of the presentation registration fee for presenters is completed.

(5) Peer-review

JSAE does not review submitted manuscripts and Summarized Papers. Since submitted manuscripts will be published as-is in the collected manuscripts, please make sure that submitted manuscripts are easy-to-read and understandable. (Submissions to the JSAE Transactions and IJAE will be peer reviewed.)

(6) Revisions to Manuscript

1. Before the Manuscript Submission Deadline

Revised full page papers (PDF file) may be up-loaded through the Presentation Registration System.

2. After the Manuscript Submission Deadline

Prepare 350 copies of an errata document on A5 or B5 paper. The presenter must bring them to the Annual Congress and present them to the person in charge at the venue. Before starting, the presenter must announce that the errata document is available at the desk in front of the presentation venue.

(7) Copyright

See the following address for the rules covering copyright:

<http://www.jsae.or.jp/01info/newrules/200.pdf>

10. Official Languages

(1) Presentations and manuscripts can be in Japanese or English

<Note> It is not permitted to change the language after the sessions have been fixed.

(2) Summarized Papers must be in English.

(3) Presentation documents (e.g. PowerPoint) must be in English (JSAE Annual Congress Spring), in English or in Japanese (JSAE Congress Autumn) regardless of presentation language.

11. Contribution of Manuscripts to Journals

Manuscripts may be contributed to the IJAE (English only) or the JSAE Transactions (Japanese only) at the same time as a presentation application. Manuscripts accepted after a peer-review will be published in the IJAE or JSAE Transactions. The IJAE will be uploaded only onto the website.

(1) Contribution Procedure

When making a presentation application, select the option in the Presentation Registration System.

The secretariat will send guidelines for contribution to the International Journal of Automotive Engineering or JSAE Transactions by email approximately one month before the Annual Congress takes place.

(2) Pages

The number of pages of a simultaneous manuscript submission is as follows.

Simultaneous submission to the IJAE (English only): Up to 8 pages

Simultaneous submission to the JSAE Transactions (Japanese only): Up to 6 pages

II. Guidelines for Presentations

1. Language

(1) Japanese or English shall be permitted for presentations.

It is not permitted to change the language after the sessions have been fixed.

(2) Presentation documents (e.g. PowerPoint) must be in English (JSAE Annual Congress Spring), in English or in Japanese (JSAE Congress Autumn) regardless of presentation language.

2. Presentation Time

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

3. Presentation Data

(1) Please make presentations according to the manuscript.

(2) Presentation data must not have any commercial purpose and presentation documents (e.g. PowerPoint) must not contain product or company names or logos representing such names (however, this rule shall not apply to the first page of a presentation)*.

* Logos of product or company names and the like may only appear on the first page of presentation.

(3) Presentation documents (e.g. PowerPoint) must be in English or show English and Japanese side-by-side. Please refer to the sample.

4. Presentation Equipment

(1) Equipment Available in Presentation Rooms (at no charge)

1. Personal Computer Projector*

2. Screen

3. Laser Pointer

4. Microphone

* **Presenters must bring their own PC.** For more information, see the JSAE Annual Congress website.

(2) Equipment Operation

Presenters must operate the personal computer themselves during the presentation. Please note that presentation assistants must also pay the registration fee for participation.

(3) Setup and Handling of Equipment (other than presenter's own PC)

1. The use of such 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 brought to the presentation.

4. When setting up or testing equipment, please follow the instructions given by the personnel in charge of on-site setup.

5. Presentation per procurationem

In case the presentation be made by a substitute Speaker, the application form for substitute speaker must be submitted to the secretariat in advance. The substitute speaker, in principle, must be a co-author of the Manuscript.

6. Issuance of Certificate of Presentation (upon request)

Upon application from a presenter, the JSAE will issue a certificate of presentation. However, the certificate will not be issued unless a presentation was made and the submission requirements for both the manuscript and Summarized Paper were satisfied. The application form for issuing a certificate of presentation may be downloaded from the following website: <http://www.jsae.or.jp/tops/application.php#2>