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# Rules and Guidelines for JSAE Annual Congress Presentations

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# I Rules for JSAE Annual Congress Presentations (Conditions, Application Procedure, etc.)

## 1. Terms and Definitions

For the purposes of this document, the following apply.

- presentation an oral lecture in the congress
- speaker a person who makes a presentation in the congress
- lead author a person who is the first named of the proceedings paper, also called as "first author"
- co-author a person who is one of the authors but not the lead author of the proceedings paper
- proceedings a collection of the proceedings papers for the congress
- proceedings paper a document which is published for the congress
- summarized paper a document which summarizes the proceedings paper, published for the congress
- presentation slides material which is projected to a screen during the oral lecture

## 2. Conditions

- (1) Papers must be previously unpublished.
- (2) Papers must exhibit originality and lasting value in terms of engineering and/or technology.
- (3) Papers must emphasize the degree of contribution to engineering and technology, and must exhibit practicality and timeliness.
- (4) The main title, sub-title, text, and presentation data must not contain product or company names or logos representing such names.
- (5) Presentation slides must not contain the name of product or company, or logos representing such names (however, this rule shall not apply to the first page of a presentation).
- (6) Papers must not contain matters under dispute or contents that defame other parties.
- (7) 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](http://www.jsae.or.jp/e01info/kenkyu_rinri_e.pdf)

## 3. Qualifications and Requirement of Presenters

Membership of the JSAE is not required. Undergraduate students cannot make an application.

Presenters are required to submit manuscripts of proceedings paper and that of summarized paper, and make a presentation in the congress. One presenter can make only one presentation.

## 4. Registration Fee for Presenters

- (1) Registration fee for presenters

	JSAE Regular Member	JSAE Student member	Corporate member/general public
Registration fee for presenters *	8,000 yen (untaxed)	3,000 yen (untaxed)	21,600 yen (including tax)

\* Registrants are to be provided a DVD-ROM of the proceedings.

- (2) Presenters must pay the registration fee before submitting the manuscript.
- (3) Once payment of the registration fee is completed, presenters can submit manuscripts through the online registration system.
- (4) If payment and manuscript submission are not completed by the due date, the presentation will be cancelled. (See Section 8 (Cancellation) for the procedure to withdraw at presenter's own.)
- (5) Cancellation of a presentation is not permitted after the due date of the manuscript.
- (6) The registration fee for presenters will not be refunded even if the presenter is absent and unable to make the presentation.

## 5. Application Procedure

- (1) Please apply through the online registration system and comply with the deadline for abstract submission.
- (2) It is possible to make a simultaneous contribution to the International Journal of Automotive Engineering (IJAE) at the same time as the application. See Section 12 (Contribution of Manuscripts to Journals) for details.

## 6. Confirming, Correcting, or Changing Registration Information

A registration number and password will be provided to the registrant by email. Registration information can be confirmed, corrected, or changed by logging onto the online registration system.

<Note> Changing the session selection, abstract, and consecutive presentations are not permitted after the application deadline. Furthermore, changing main titles, sub-titles, presenter's name, or co-presenters' name are not permitted after the deadline for manuscript submission.

## 7. Notification of Acceptance or Rejection

After the Congress Technical Committee decides whether to accept or reject the abstracts, the applicants will be notified of the decision by email, along with the session name and schedule. However, the acceptance of presentation could be null and void in case that the manuscript was deemed to contain significant concern.

## 8. Cancellation

In order to cancel a presentation after the notification of acceptance through the due date of the manuscript, submit a Request for Withdrawal of Application downloaded from the online registration system. the registration fee will be refunded to the applicants who have already completed payment, excluding a transaction fee.

<Notes> Applicants cannot log into the online registration system after cancellation.

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

## 9. Publication of Program

The program will be published on the JSAE Congress website two months prior to the Annual Congress.

## 10. Submission Items

### (1) Deliverables

A **manuscript of proceedings paper** and **that of summarized paper** must be prepared.

Failure to submit manuscripts 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 of proceedings paper and summarized paper using these templates. Please note that the format in English is not same as the one in Japanese.

### (3) Pages

1. Proceedings Paper: Up to 8 pages

2. Summarized Paper: 1 page

### (4) Submission Procedure

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

### (5) Peer-review

JSAE does not review submitted manuscripts. 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 Deadline of Manuscript Submission

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

2. After the Deadline of Manuscript Submission

Prepare 350 copies of an errata document. The presenter must bring them to the Annual Congress and present them to the staff. Before starting presentation, the presenter must announce that the errata document is available.

### (7) Copyright

Copyright belongs to JSAE. See the rules:

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

## 11. Official Languages

(1) Oral presentations and manuscript of proceedings paper must be expressed in same language, Japanese or English.

(2) Summarized Papers must be described in English.

(3) Presentation slides (e.g. by PowerPoint) must be described in English for Spring Congress. For Autumn Congress English or Japanese are acceptable.

## 12. Contribution of Manuscripts to Journals

Manuscripts may be simultaneously contributed to the IJAE (English only) or the JSAE Transactions (Japanese only) with an application to presentation. 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 an application to presentation, select the option of simultaneous contribution in the Online 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

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### 1. Language

- (1) Japanese or English is permitted for oral presentations, which shall be the same language for the proceedings paper.
- (2) Presentation slides (e.g. PowerPoint) must be described in English for Spring Congress. For Autumn Congress English or Japanese are acceptable.

### 2. Presentation Time

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

### 3. Contents of Presentation

- (1) Please make presentations according to the contents of manuscript.
- (2) Presentation data must not have any commercial purpose. Presentation slides must not contain product or company names or logos representing such names (however, this rule may 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 slides.

### 4. Presentation Equipment

- (1) Equipment Available in Presentation Rooms (at no charge)
  1. Personal Computer Projector\*
  2. Screen
  3. Laser Pointer
  4. Microphone

\* **Presenters are requested to bring their own PC.** For more information, see the JSAE Annual Congress website.
- (2) Equipment Operation  
Presenters must operate the personal computer by themselves during the presentation. Please note that assistants who accompany the presenter or co-authors must also pay the registration fee for participation.
- (3) Setup and Handling of Equipment brought by presenter own (other than presenter's own PC)
  1. The use of such equipment must be approved in advance by JSAE.
  2. The presenter will be charged for any costs incurred for set-up.
  3. Presenters are responsible for setting up and handling.
  4. When setting up or testing equipment, please follow the instructions given by the personnel in charge of on-site setup.

### 5. Presentation per Procuracionem

In case the presentation has to 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 the presenter has satisfied the requirement to make a presentation and manuscript submission. For issuance, please make an inquiry via E-mail to: [publish@jsae.or.jp](mailto:publish@jsae.or.jp)