

# JSAP-OSA Joint Symposia 2014

## Submission Guidelines

### JSAP-OSA Joint Symposia 2014 (The 75th JSAP Autumn Meeting 2014)

Dates: September 17 (Wed.) – 20 (Sat.), 2014

Venue: Sapporo Campus, Hokkaido University

(Kita 8, Nishi 5, Kita-ku, Sapporo, Hokkaido, 060-0808 Japan)

### 3 Steps to Contribute Presentations

#### Join JSAP

##### Regular Membership

Admission Fee: 10,000 JPY

Annual Due\*: 10,000JPY

\*Annual due will be waived for the first year.

##### Student Membership

Admission Fee: 6,000JPY

Annual Due\*: 6,000 JPY

\*Annual due will be waived for the first year.

#### Submit

##### Submission Deadline:

**June 12, 2014 (5:00pm, JST)**

No late submission is accepted after the deadline.

**Online submission will be available on May 23, 2014.**

#### Register

##### Advanced

JSAP Regular Member : 8,000JPY

Student: 3,000 JPY

Non-member: 15,000 JPY

##### Onsite

JSAP Regular Member : 12,000JPY

Student : 5,000 JPY

Non-member: 20,000 JPY

**Online Pre-registration will be available from late May until August 25.**

#### NOTICE

JSAP Members can register only after the payment of this year's membership fee. Please complete the payment before registration.

## 1 Qualification

Speakers of contributed presentation (oral and poster presentations) should be JSAP Official Members, JSAP Student Members and the members of JSAP's partner societies\*.

\*JSAP's partner societies: American Physical Society (APS), European Optical Society (EOS), European Physical Society (EPS), Institute of Physics (IOP), Korean Physical Society (KPS), Optical Society of America (OSA), Optical Society of Korea (OSK), Physics Education Society of Japan (PESJ), Physical Society of Republic of China (PSROC), Société Française de Physique (SFP), International Society for Optical Engineering (SPIE) and Taiwan Photonics Society (TPS).

The maximum number of submission per person is 3. If you wish to make 4 or more presentations, please submit a document explaining that there is no overlapping in the contents.

## 2 Abstract submission

All abstracts must be submitted via online submission system.

Online submission system will be available on May 23, 2014.

<http://meeting.jsap.or.jp/eng/entry.html>

**Submission Deadline: Thursday, June 12, 2014 (5:00pm, JST)**

**(No late submission is accepted under any circumstances.)**

## 3. Instructions for preparing abstracts (PDF)

Abstracts (PDF) are compiled into a DVD-ROM without any change. Please prepare easy-to-read abstracts according to the instructions below.

If you submit papers in joint names, please obtain consent from all authors. Also, please obtain an approval from your employer if necessary.

- 1) Title: Make it brief and precise. "Research on" should be omitted.
- 2) Affiliation and name: Use an abbreviation of your affiliation.
- 3) E-mail address: Provide e-mail addresses of the presenting author.
- 4) Main text: Provide only the summary of your presentation (original materials only) and the supporting data that is considered particularly important for leading the conclusion. Provide figures and tables with English captions.
- 5) Use one or two column format. Figures and tables can be in color.
- 6) Use the template on the website below to ensure that the abstract is correctly formatted.

## 4. Handling of abstract (PDF)

- 1) Our program committee draws up a program according to speakers' requests. However, the program committee may forward your abstract to another category for the benefit of the overall program.
- 2) Notification of program number: You will be informed of the program number via e-mail early July. The details of the program will be available on the conference website in mid July and in the August issue of our member journal "OYO BUTURI".
- 3) JSAP holds the copyright on the submitted abstracts and all the submitted abstracts will be included in the abstracts DVD-ROM and uploaded on the online conference program.
- 4) All the abstracts will be stored in the database of the National Institute of Informatics without any change.
- 5) The abstracts submitted to the JSAP-OSA Joint Symposia will be published in OSA's Optics InfoBase. JSAP grants to OSA a perpetual, non-exclusive, royalty-free license to use them in any type of media including print or electronic.
- 6) Each author is responsible for the contents of their abstracts and the information on their application form.
- 7) JSAP will not accept any abstracts that
  - a. include contents that is not relevant to the field of applied physics (in a broad sense)
  - b. do not comply with this abstract submission guidelines
  - c. include contents that may damage our trust and dignity

## 5. Instructions for online submission

\*Please check the qualifications mentioned in **1 Qualification**. Non-members should apply for JSAP membership first.

\*Heavy online traffic will be expected around the day of the submission deadline. Please submit your abstracts as early as possible.

### **Application**

- 1) Select "Apply" on the front page.
- 2) Enter your name (speaker's name) and membership number, and choose your membership type. Click "Next".
- 3) Enter all the required fields on the application form.

### **[Notes]**

The data you entered will be printed on the program without any change. Please enter your information with no mistakes.

- Make sure to enter your e-mail address correctly. All system e-mails and other notifications related to the meeting will be sent to this address.
- Affiliation and authors' name should be exactly the same as those in the abstract. If there are more than one author, enter the names of all the authors and the corresponding affiliation numbers.
- The presentation title should be the same as that of the abstract.
- Please choose the type of presentation from "Poster", " Oral" or "Either is fine". We cannot guarantee to meet your request due to the room capacity.

- 4) Click "Next" after you entered all the data. A confirmation screen will appear. Please return to the previous screen if corrections are needed. If all the data is correct, click "Register".
- 5) A completion screen will appear when your data is properly registered.
- 6) Presentation ID and Presentation Password will be issued, and a confirmation mail will be sent to the registered e-mail address. Make sure to check if you received a confirmation email. Unless, your data may not be properly registered.
- 7) Please print out the completion screen since the information is required to confirm or modify your registered data or to submit your abstracts.

### **Submitting abstract (PDF)**

- 1) Select "Upload abstracts (PDF)" on the front page.
- 2) Enter Presentation ID and Presentation Password, then click "Next."
- 3) Click "Browse" to select the PDF file to be sent, then click "Submit".
- 4) If the PDF file is successfully uploaded, a completion screen will appear. You will also receive an email confirmation.
- 5) Make sure to check if you receive the e-mail. Unless, the file may not be successfully submitted.
- 6) Failure to submit the abstract by the deadline will result in the cancellation of the application.

### **[Notes]**

- The maximum size of PDF files should be 700 KB.
- Make sure that you finish the presentation application before uploading PDF files.
- Do not use any file security system for the PDF file.
- Please use the English alphabet and numerals for file names. Do not use spaces, periods, slashes, or the symbols ¥, %, &, ", #, \$.
- To make multiple applications, PDF file must be sent with the corresponding Presentation ID.

## 5. Instructions for online submission (*continued*)

### **Confirmation and modification**

You can confirm and modify the registered data before the deadline (June 12, 2014 5:00 pm, JST).

- 1) Select “Confirm/Modify registered data” on the front page.
- 2) Enter the Presentation ID and Presentation Password, then click “Next.”
- 3) Your registered data will be displayed on the screen. To modify, click “Modify” at the bottom.
- 4) Make the necessary corrections on the screen, then click “Next” at the bottom.
- 5) A confirmation screen will appear. After checking that all data is correct, click “Register”. You will also receive a completion e-mail.
- 6) Any modifications of the registered data after the deadline are not accepted under any circumstances.

### **Replacement of PDF file**

You can replace the submitted PDF file with an updated one until the deadline (June 12, 2014 5:00 pm, JST). Please submit an updated abstract (PDF) by the procedure above.

Any replacement of the abstracts after the deadline are not accepted under any circumstances.

### **[Notes]**

- The previously saved one will be automatically overwritten
- The name of the newly sent PDF file can be different from that of the original PDF file. Make sure that the file extension is xxxx.PDF.

### **Cancellation of presentation**

Presentation applications can be cancelled until the deadline (June 12, 2014 5:00 pm, JST).

- 1) Select “Cancel” on the front page.
- 2) Enter Presentation ID and Presentation Password, then click “Next.”
- 3) Your registered data will be displayed on the screen. Click “Cancel” at the bottom.
- 4) A completion screen will appear. You will receive an email confirmation. Your abstract (PDF) will be automatically deleted from the system.
- 5) Cancellation requests after the deadline are not accepted under any circumstances.

## 6. Presentation method (contributed presentation)

### 1. Oral presentation and short oral presentation

Oral and short oral presentations will be given using a PC projector. JSAP will prepare PCs with the following specifications; Windows7 Pro with Microsoft Power Point 2007. Presenters may bring your own PCs.

### 2. Poster presentation

Presenters put up posters, figures, tables, and photographs in a designated display space (**180 cm (H) × 90 cm (W) for one presentation**). Presenters are required to answer questions from attendees during their session time.

## 7. Presentation time

### 1. Oral presentation

Oral presentations are assigned 15 minutes. (presentation for 10 minutes, Q&A for 5 minutes).

### 2.1 Poster presentation

Poster presentations are assigned 2 hours.

core time: the first half for speakers with an odd presentation number

the last half for speakers with an even presentation number

### 2.2 Poster presentation with short presentation

A short oral presentation (2-minute, no Q&A session) and poster presentation.

## Solicitation for 37th Young Scientist Oral Presentation Awards

Young Scientist Oral Presentation Awards seek to honor young JSAP members whose presentations are considered to be outstanding enough to contribute to the development of applied physics. We will be waiting for your application.

### Qualifications for 37th Young Scientist Oral Presentation Award:

Individuals eligible for Young Scientist Oral Presentation Awards are JSAP members who gave distinguished contributed presentations (including poster presentations) during the 75th JSAP Autumn Meeting 2014 which would contribute to the development of applied physics. The applicants should meet the qualifications below:

- 1) Under 33 years of age as of April 1, 2015
- 2) Lead author of their paper
- 3) Registered speaker who actually made the presentation
- 4) Applied for Young Scientist Oral Presentation Award upon submission
- 5) Registered JSAP member at the time of the awarding ceremony

The number of awarded presentations is, in principle, limited to 1% or less of the total number of contributed papers.

### Application procedure:

Please apply upon submission with the required information.

### Awarding ceremony:

The awarding ceremony will be held during The 62nd JSAP Spring Meeting 2015. The awardees will receive award certificates and commemorative gifts.

### Commemorative speech:

The awardees can present commemorative speeches during The 62nd JSAP Spring Meeting 2015. The awardees will be notified of the details separately.

### Application deadline:

Thursday, June 12, 2014 (5:00 pm, JST)

Please read the following provision before applying for the award.

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### JSAP Young Scientist Oral Presentation Awards Provision

1. This provision provides the guidelines concerning JSAP awards to its young members.
2. This awards are designed to honor young JSAP members for their outstanding contributed presentations which would contribute to the development of applied physics.
3. Individuals eligible for Young Scientist Oral Presentation Awards shall be JSAP members who gave outstanding contributed presentations (including poster session presentations) during the spring and autumn meetings which would contribute to the development of applied physics. The individuals should not have previously received this award, and should meet the following qualifications:
  - 1) Under 33 years of age as of the succeeding April 1st
  - 2) Lead author of their paper
  - 3) Registered as a speaker and actually made the presentation at the meeting
  - 4) Applied for Young Scientist Oral Presentation Award upon submission (only one application per person allowed)
  - 5) Registered JSAP member at the time of the awarding ceremony
4. Individuals who are not JSAP members (i.e., members of JSAP Division, members of partner societies or non-members) are not eligible for the award.
5. The awards shall be presented at the next annual meeting and the list of awardees will be posted.
6. The awardees shall receive a certificate issued by the President of JSAP and a commemorative gift.
7. The award shall be given under the name of the incumbent President of JSAP at the time of the awarding.
8. JSAP Young Scientist Oral Presentation Awards Committee shall select the awardees, in principle, up to 1% of the total number of contributed papers submitted to the annual meeting, and recommend them to the Board along with the reasons for the recommendation.
9. The Board shall discuss the committee's recommendation and decide the awardees.
10. The Board shall immediately notify the awardees of the decision and officially announce the awardees in our member journal "OYO BUTURI".
11. This provision can be amended by the approval of the Board.

### Supplementary provision

1. This provision has been determined by the Board on February 23, 1996.
2. This provision has been in effect since April 1, 1996.  
It was partially amended on November 20, 2007.

## **JSAP Poster Awards Provision**

1. This provision provides the guidelines concerning JSAP Poster Awards.
2. JSAP Poster Awards are designed to honor JSAP members for their outstanding poster presentations which would contribute to the development of applied physics.
3. The award shall be given to the outstanding poster presentations given during JSAP's annual meetings which would contribute to the development of applied physics. The individuals eligible for the award should meet the following qualifications:
  - 1) JSAP members at the point of presentation
  - 2) Registered as authors upon submission
4. Individuals who are not JSAP members (i.e., members of JSAP Division, members of partner societies or non-members) are not eligible for the award.
5. The selection process of the award shall be specified in a separate bylaw.
6. The number of awarded posters shall be up to 2% of the total number of poster presentations.
7. The awardees shall receive a certificate issued by the President of JSAP and a commemorative gift.
8. The awards shall be given under the name of the incumbent President of JSAP at the time of the awarding.
9. The awarded posters shall be displayed at the venue during the meeting.
10. The awarded posters shall be reported to Annual Meetings Planning and Operations Committee and the Board, along with the reasons for the selection.
11. This provision can be amended by the approval of the Board.

### **Supplementary provision**

1. This provision has been approved by the Board on 15 February 2013.
2. This provision has been in effect since 15 February 2013.