

## JSAP Annual Meeting Presentation Provision

### (Purpose)

Article 1. The purpose of this provision is to ensure that presentations in the Spring and Autumn Meeting held by The Japan Society of Applied Physics (JSAP) are conducted in a fair and proper manner.

### (Definition)

Article 2.

1. "Presentations", as used in this provision, mean invited presentations, contributed presentations (both oral presentations and poster presentations), and discussions (including panel discussions) in the JSAP's Spring and Autumn Meeting.
2. "Speakers", as used in this provision, mean invited speakers, contributed speakers and those who participate in discussions.

### (Qualifications)

Article 3.

1. Contributed speakers shall be the JSAP's Official Members, Student Members and members of the JSAP's partner societies.
2. As for invited presentations, anyone regardless of the JSAP's membership status can be a speaker.
3. JSAP Sub members can be a speaker in the Spring Meeting.
4. To contribute a presentation, one shall submit an abstract for their presentation, register for the meeting and complete the payment of registration fee. Even if registered speakers are absent or another person is presenting the paper on the speaker's behalf, registered speakers are required to pay the registration fee. The registration fee shall be waived for non-member invited speakers.
5. If a contributed speaker is unavailable on the day due to unavoidable circumstance, the speaker shall be able to appoint a substitute to speak on their behalf. A substitute speaker shall be the member mentioned in the preceding 1 and the co-author of the submitted paper. The substitute speaker shall register for the conference and complete the payment of the registration fee.

### (Number of Submission)

Article 4.

1. The number of submissions per person shall be up to 3.
2. Two or more submissions with the same extend abstract will not be accepted.

### (Extended Abstracts)

Article 5.

1. Contents of presentation should be in the field of applied physics and extended

abstracts should be prepared in accordance with the submission guidelines specified separately.

2. Late submission, revision, replacement or withdrawal after the submission deadline are not accepted under any circumstances.
3. JSAP holds the copyright on the submitted abstracts.

(Presentation Time)

Article 6. Each contributed oral presentation is assigned 15 minutes. (presentation for 10 minutes, Q&A for 5 minutes), each poster presentation is assigned 2 hours.

(Violation upon submission)

Article 7. JSAP can reject the abstracts that

- a) include contents that is not relevant to the field of applied physics (in a broad sense),
- b) depart from the field of applied physics
- c) do not comply with the JSAP's Code of Ethics, or
- d) include contents that may damage JSAP's trust and dignity

(Violation upon presentation)

Article 8.

1. If speakers make presentations or discussions in violation of the preceding article, JSAP can take the following actions against the speakers, after the deliberation at the Annual Meetings Planning and Operations Committee and the resolution of the Board of Directors.
  - a) Verbal warning
  - b) Warning in writing
  - c) Suspension of submission
2. Any matter that is not prescribed in this provision shall be discussed and judged by the Annual Meeting Planning and Operations Committee.

(No-Show Policy)

Article 9. No-show presentations will be indicated as such on the conference web program.

<Oral Session>

If a speaker doesn't show up within 5 minutes of their scheduled presentation time, the presentation will be deemed as "No-Show".

<Poster Session>

If a poster is not put up by 5 minutes after the starting time of the session, the presentation will be deemed as "No-Show".

(Others)

Article 10. Any matter not stipulated herein shall be determined by the Directors of Annual Meeting Planning and Operations.

(Amendment and Abolishment)

Article 11. Amendment and abolishment of this provision shall be carried out with the final approval of the Director of General Affairs, after majority agreement by the Annual Meeting Planning and Operations Committee, then reported to the Board of Directors.

**Supplementary provision**

1. This provision has been approved by the Board of Directors on December 15, 2017.
2. Amendments have been approved by the Meeting of the Directors of General Affairs on April 28, 2020.
3. Amendments have been approved by the Meeting of the Directors of General Affairs on September 30, 2020.
4. Amendments have been approved by the Meeting of the Directors of General Affairs on November 27, 2023.
5. Amendments have been approved by the Meeting of the Directors of General Affairs on October 30, 2024.