Rules and Guidelines for JSAE Annual Congress Presentations

The 31st edition (March 16, 2026)

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(1) Papers must be previously unpublished.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

3. Qualifications and Requirement of Presenters

(1) One presenter can make only one presentation.

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

(3) Presenters are required to submit manuscripts of proceedings paper and that of summarized paper, and make a presentation in the congress.

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)	20,000 yen (tax excluded)

 * Registrants are to be provided 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 submission system by the deadline date.

(2) Submission of Papers to Journals During the presentation application process, applicants will be asked to indicate their intent to submit a paper to the "Transactions of JSAE". Those who wish to submit should select the corresponding checkbox. Applicants who have indicated their intent will receive detailed instructions via email from the journal editorial staff approximately one week prior to the conference. Please be advised that checking this box does not constitute the completion of the paper submission process.
See Section 13 (Contribution 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.
Cancellation of a presentation is not permitted after the due date of the manuscript.

9. No-Show

In case that the presenter has not shown for his/her presentation, his/her paper is subject to the following procedure.
(1) The copyright of his/her paper belongs to JSAE.
(2) His/her paper is printed in the congress proceedings and distributed to the participants. However the paper is not collected into the JSAE archive nor database, and also not sold.
This procedure applies also to the paper which has been withdrawn after the acceptance and starting to print.

10. Publication of Program

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

11. 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: From 2 pages Up to 8 pages (For the speaker who is planning to submit for International Journal of Automotive Engineers(IJAE), 2 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 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 the erratum document and submit it to the secretariat.
(7) Copyright
Copyright belongs to JSAE. See the rules:
https://jsae.or.jp/files_publish/page/135/200.pdf

12. 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.

13. Contribution to Journals

Presenters at the JSAE Annual Congress are encouraged to compile their presentation content into a formal paper and submit it to "IJAE." For information regarding submission fees, please refer to the JSAE website.

(1) Application Procedure

Paper submission is a separate and independent procedure from the conference presentation application. Authors must submit their papers themselves through the online submission system of the respective journal. For those who selected "Intent to Submit to IJAE" during the presentation application, the journal editorial staff will send a guidance email and a submission reminder approximately one week before the congress. Please be aware that this email does not constitute the completion of the paper submission process.

Please note that for those planning to submit to the IJAE, each proceedings paper must be 2 pages.

(2) Notes on Paper Submission

Please ensure you refer to the IJAE website (https://ijae.jp/authors/) .

II. Guidelines for Presentations

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. 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.

5. Presentation per Procurationem
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: event@jsae.or.jp