

## Rules on Sponsorship, Co-sponsorship, and Endorsement of International Conferences

### Article 1 (Purpose)

These rules set forth principles and procedures related to the sponsorship, co-sponsorship, and endorsement of international conferences by The Japan Society of Applied Physics and all its internal organizations (hereinafter referred to collectively as “the Society”).

### Article 2 (Definitions)

- (1) “Sponsorship” refers to the Society holding an international conference and being responsible for the conference.
- (2) “Co-sponsorship” refers to more than one individual or organization, including the Society, jointly holding an international conference.
- (3) “Endorsement” refers to the Society approving the purpose of an international conference held by a third party, and providing support for publicizing the conference.

### Article 3 (Financial responsibilities)

- (1) The Society shall bear all financial responsibilities for international conferences that it sponsors, and all property of such conferences shall belong to the Society.
- (2) The financial responsibilities and property of international conferences that the Society co-sponsors shall be set forth in a separate memorandum of understanding (MOU).
- (3) When sponsoring or co-sponsoring an international conference, accounting shall be handled as stipulated in the Society’s business plan.
- (4) The budget for sponsored and co-sponsored international conferences shall be included in the Society’s annual budget for the following fiscal year.
- (5) An accounting firm designated by the Society shall be put in charge of the settlement of accounts for the Society’s sponsored and co-sponsored international conferences, and a report shall be submitted.

### Article 4 (Application)

- (1) Requests for the Society’s sponsorship, co-sponsorship, or endorsement of an international conference shall be made using the designated application form and submitted to the Society’s secretariat (hereinafter referred to as “secretariat”).
- (2) The Society’s Board of Directors shall deliberate on and decide whether to approve a request for sponsorship or co-sponsorship based on the written request.
- (3) The Director of International Affairs shall decide whether to approve requests for endorsement of an international conference based on the written request, and report to the Board of Directors.

#### Article 5 (Administrative expenses)

If the Society approves the request for sponsorship or co-sponsorship, the sponsoring organization shall pay the Society the separately defined expenses as actual administrative expenses.

#### Article 6 (Copyright and indication of source)

- (1) If conference material of the Society's sponsored conference is published in printed format or electronic format, the material shall clearly note that the copyright belongs to the Society.
- (2) As a general rule, the copyright of papers appearing in printed material shall belong to the Society. However, this shall be governed by the Society's Copyright Policy.
- (3) Notwithstanding the preceding paragraph, if an international conference is co-sponsored with another organization, copyrights can belong to the other organization in accordance with discussions with that organization.

#### Article 7 (How the name of the organization is to be written)

If the Society sponsors, co-sponsors, or endorses an international conference, the Society's name should appear as per the attached appendix 1 out of consideration of public interest organization governance and to simplify procedures.

#### Article 8 (Application Due)

- (1) As a general rule, the sponsoring organization shall submit application for sponsorship/co-sponsorship at least 18 months before the conference is to be held.
- (2) Application for endorsement shall be submitted by the fifteenth of the month.

#### Article 9 (Agreements with overseas academic associations and other entities)

If it is necessary to exchange legally binding documents, such as agreements or memorandums of understanding, (hereinafter referred to as "agreement"), with an overseas academic association or other entity, or if there are major changes in submitted information (purpose of the conference, legal items, financial items, etc.), the sponsoring organization shall submit the agreement and related documents to the secretariat and request the approval of the Society.

#### Article 10 (Reporting obligation)

The sponsoring organization shall submit a report on the international conference including accounting report as specified separately, immediately after the conference. If printed material has been published, a copy of the material shall also be attached.

Supplementary provision:

These rules has been in effect after being approved at the Board of Directors meeting held October 9, 2015.

They were partially amended on June 27, 2016