

Guidelines for Preparation of Presentation Materials at the 28th Annual Meeting of the Cellulose Society of Japan

The 28th Annual Meeting of the Cellulose Society of Japan will be held online, and oral presentations, symposia, and award-winning lectures will be delivered live via Zoom. In addition, posters will be presented using E-posters and on-demand videos, which are different from the usual presentation format. Please be aware of the following before making your presentation.

1. Risks associated with online presentations

Regardless of whether the conference is held on-site or online, there are risks associated with the following. (1) The use of the Internet is not a good idea. The Society is taking all possible measures to deal with the increased risks, but in the end, we have no choice but to appeal to the morals of the participants. We would like to ask you to be aware of this and to be very careful in your presentations.

Risks associated with publication

- Unauthorized acquisition of research information

We will make sure that all participants are aware of the prohibition of unauthorized auditing, recording, photographing (including screen shots), or filming of presentations, but ultimately it is up to the participants to observe the moral principles.

* The recording function is not available in the online conference tool used in this conference.

- Infringement of copyrights through easy use (citation) of audio, video, images, or photographs that are copyrighted by others.

As with previous presentations, there is no problem with references, as long as they are properly cited.

2. Cautions when creating on-demand videos

Online presentation is considered to be "public transmission" (retransmission by automatic public transmission) under the Copyright Law. The copyright of the on-demand video belongs to the presenter. If the on-demand video causes any infringement of the rights or interests of a third party, the presenter shall bear all responsibility. Please note that if your presentation includes research results for which a patent application may be filed, the presenter will be held responsible for any disadvantage caused by the release of the on-demand video. Presenters are requested to make their own careful decisions regarding the release of information.

Please note that it is not guaranteed that copyright problems will not occur if you follow these guidelines. It also does not mean that copyright problems will occur if you do not follow all of these guidelines (there is a protection period for copyrights, etc.). Please be aware of the above points and create on-demand videos at your own discretion with these guidelines as a guide.

1. When using music whose copyright is held by others, or photographs, videos, or images taken by others, please obtain the necessary permissions from the right holders of copyrights and neighboring rights in advance.
*You may not freely use music, photos, videos, images, etc. that are provided free of charge as "free materials" or "free illustrations" on the Internet. When using these materials, please check the "Terms of Use" stated on the site of the provider and use them within the scope of those terms. In addition, please refrain from using any material where the copyright holder's information or rights are unclear (or material that has been reprinted by a third party without permission).
2. Please obtain permission to use photos and videos of shrines, temples, and works of art, even if you took them yourself. (Please note that some shrines and temples may have their own rules, such as prohibiting photography within their premises, in which case you may need to obtain permission from the administrator of the premises. In addition, if there is anything in the photo that could identify an individual or company, please blur the relevant part of the photo so that it cannot be identified.
3. Before using the map, please confirm the terms of use stated on the website of the provider.
4. Never use portraits of celebrities or scenes from movies, even if you have taken the photos or videos by yourself.
*Portraits of celebrities are subject to publicity rights, and in the case of movies, permission is often not granted even if you negotiate.
5. When quoting, observe the following "Three Requirements for Quotation":
 - 1) Make a clear distinction between the quoted portion and the original portion created by the author.
 - 2) The quoted portions should be "secondary" and the original portions "primary" in terms of quantity and quality.
 - 3) Clearly state the source in accordance with conventions.
*Even if you are quoting a text, if the quoted part is the "main" part of the text (considering the quality of the quotation as well as the quantity of the quotation), you must obtain permission from all authors, even if the quoted lines are short.
6. Unlike papers, when citing figures or tables from a book, or using the cover or picture of a book, please check with the publisher and obtain the necessary permissions.
*In some cases, figures and tables are created and copyrighted by the publisher, so simply obtaining permission from the author of the text may not be enough to use the figure or table for distribution. Book covers and pictures should also be used according to the conditions presented by the publisher.
7. If you use the material after obtaining permission, clearly state that you have obtained permission in addition to the source.

*In preparing these guidelines, we have referred to the efforts of the Institute of Electronics, Information and Communication Engineers (IEICE) and the Architectural Institute of Japan (AIJ).