

**Guidelines for JSME events in times of disasters,  
such as an earthquake**

**Executive Board of Engineering Activities**

**25 March 2011**

The guidelines for JSME events in times of disasters, such as an earthquake, are as follows.

**1. Holding of events**

The security of the participants is the top priority when holding events. Policies for the events (holding as scheduled, cancellation, and postponement) are determined by the executive committees of each event and reported to JSME. The cancellation and postponement of events should be posted on the JSME webpage at the earliest possible time.

**2. Publication of proceedings and materials, and handling of papers**

Whether the proceedings and materials are published or not is determined by the executive committees of each event. When the proceedings are published, the papers included in the proceedings are considered "published papers." The proceedings are sold at the predetermined member price or list price. The duration for sale of the proceedings and materials is three months from the last day of the event considering the inventory management.

### **3. Registration and admission fees**

- (1) When the proceedings are published as described in article 2, registration fees shall be collected from the prospective presenters.
- (2) Admission fees for workshops, tour events, and special seminars shall be returned to the prospective participants after deduction of the required costs if the events are canceled beforehand. The admission fees shall not be returned if a disaster occurs during the event period and the event is canceled.
- (3) Honoraria and travel expenses for lecturers (when the events are held) and the honoraria for manuscripts written for the events (even when the lectures are cancelled) shall be paid to the prospective lecturers.

### **4. Expense**

The expenses related to the events shall be borne by the planning organizations (e.g., Chapters and Divisions), regardless of cancellation or postponement of the events.

### **5. Handling of papers considered published papers**

The papers considered published papers in accordance with article 2 should be clearly identified as such if they are presented at other conferences.