

AGREEMENT BETWEEN JSAE and SAE in case of
the JOINT ORGANIZATION of FUTURE CONFERENCES

Phrase “ the lead organization” mentioned below will be defined as “the organization of the host country”.

As the lead organization, (**JSAE or SAE**) will be responsible for *ADMINISTERING ALL OPERATIONAL DETAILS* for the conference. Items include (but are not limited to) the following:

- Establish a budget and determine registration fees for all participants.
- Manage profits or losses yielded from the conference according to its business policy, as appropriate.
- Arrange all conference/hotel facilities, bus transportation and other services.
- Provide needed staffing support throughout the planning process and the onsite event.

As the lead organization, (**JSAE or SAE**) will be responsible for coordinating the details of the *TECHNICAL PROGRAM*. Items include (but are not limited to) the following:

- Create and disseminate the main promotional pieces (first announcements, call-for-papers, exhibitor prospectuses, final programs, etc).
- Plan and implement all onsite activities at the event (registration services, busing needs, catering, audio/visual needs, technical session room arrangements, etc.)
- Establish Organizing/Technical Committees, with JSAE or SAE input, as requested
- Receive all abstracts and manuscripts.
- Develop the schedule of technical sessions and other events.
- Publish peer reviewed technical papers via printed and/or electronic mediums, according to its rules and guidelines, and provide supporting organization (SAE or JSAE) with five (5) gratis copies of papers and/or proceedings in printed and electronic format.
- Select reviewers, with JSAE or SAE input, as requested.

As the lead organization, (**JSAE or SAE**) will be responsible for the entire *EXHIBIT DISPLAY*.

As the supporting organization, (**SAE or JSAE**) is obligated/entitled to:

- Identify member volunteers for the Organizing/Technical Committees, as requested.
- Serve as a resource for (JSAE or SAE) and the committee members on the processes to be followed for developing the technical program and other details of the conference, as requested.
- Promote the conference details to JSAE or SAE audiences, as appropriate.
- Hold joint copyrights of all published papers, including the right to distribute and sell conference proceedings and papers in printed and electronic formats.
- Receive space to sell (SAE or JSAE) Publications onsite during the conference, if desired, based on the condition mutually agreed.
- Receive display space, a minimum of 3 m x 6 m, including hard wall construction, based on the condition mutually agreed.

On an equitable basis of reciprocity, both JSAE and SAE receive equal benefits by holding joint organizing conferences reciprocally.

NOTE: Participation by third parties will be approved by joint agreement between JSAE and SAE, with roles defined, as requested.

Provision for amendment

This Agreement will remain valid for a period of three (3) years from the date of its signing as long as its terms are being adhered to by both parties. As long as both parties concur, this agreement may be terminated by giving three months' advance notice. In the absence of such notice, this Agreement will be renewed, without any modification, to be valid for next subsequent period of 3 years. Any amendments and additions to the Agreement will be carried out by mutual discussions.

For JSAE

For SAE International

Hirohisa Tanaka
Director of Technical Board

David M. Porreca
Manager, SAE Meetings, Toptecs & Exhibits

Sekio Higuchi
Executive Director

Raymond A. Morris
Executive Vice President

Signed on _____