

【Guidelines for Online Presentations】

1. Prohibitions, matters for observance and notes relating to copyright

(1) As a rule, do not use music.

- Use is acceptable where it is indispensable to the presentation, but you must obtain necessary permissions in advance from rights holders for related copyrights as well as copyright neighboring rights. You must inform the event holder or contact that permissions have been obtained.

(2) Do not use photos or videos shot by other people.

- * Even if a photo, video, or music is publicly released on the Internet and labelled “Copyright free,” because it’s unknown whether or not there are permissions for copyrights/copyright neighboring rights, you must not use these.

(3) You must use no photos and videos whatsoever containing shrines, temples, art & antiquities, or movie scenes and the like, even if you take them yourself.

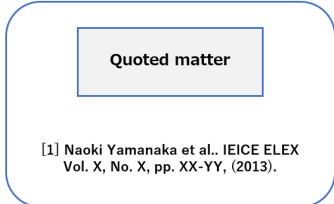
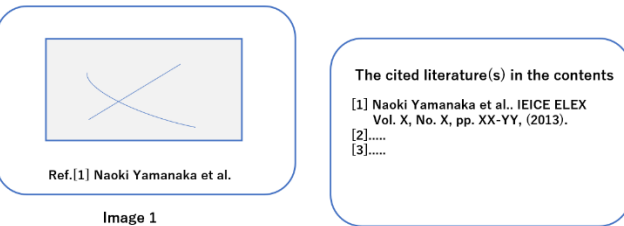
- In some cases, even with photos and videos that you take yourself of art and movie scenes and the like, there could be copyright violations (Right of reproduction, etc.)
- Even if copyrights for shrines, temples, antiquities and the like are expired, you may be requested to conclude a license agreement by the right holder or owner.

(4) In the case of using the cover or illustrations in a book, use them according to designated conditions after making an inquiry to the publisher.

(5) When using quotations, observe the following points.

- Keep quotations within the proper scope for the purpose of quotation (do not quote in an unnecessarily broad scope in terms of all the copyrighted works of the relevant other person, such as quoting the whole text)
- You must clearly distinguish the text portions that you have written yourself (original portions) from the copyrighted text portions (quoted portions) of others.
- In terms of both quality and quantity, the quoted portions should be “subordinate” and your original portions should be “primary.”
- Follow fair practices (especially Indication of source)

* Reference: Example of Indication of source

Quotation Example 1	Quotation Example 2
<p>In the case of indicating that it's a quotation within the image contents.</p>  <p>Image</p>	<p>In the case of clearly indicating that it's a quotation within the image contents, and in a separate slide, etc., indicating all the cited literature(s) together.</p>  <p>Image 1</p> <p>Image 2</p>

(6) Exercise care in the case of quotations of figures and tables from a book, unlike in the case of quotation from a paper.

Because in some cases publishers prepare the figures and tables in books and hold the copyright thereto, sometimes figures and tables cannot be used with permission from the author of the text alone, so you must confirm this with the publisher and obtain necessary permissions.

2. Other notes on presentations

(1) Do not harm the reputation of IEICE or other people or leak confidential information thereof, or infringe the privacy of others by leaking personal information, etc.

(2) Do not infringe the Portrait rights of others, or the publicity rights relating to portraits of celebrities.

(3) Do not use discriminatory language or other language that will be inappropriate in the light of social beliefs.

(4) Except when the transfer procedure is performed separately, the copyright to presentation materials belongs to the presenter. At the same time, as the presenter must assume full responsibility in the case where an issue arises of infringement by the materials of the rights of a third party or legally protected interests, you must therefore exercise due care to prevent this from happening.