

Operating regulations

Regular Meeting operating regulations

Article 1: In principle, Regular Meetings are held at least two times a year.

Article 2: In principle, the Regular Meeting will be held over two days, and the oral presentations will be part of a single session.

Article 3: Presentations can be one of three types: invited talk, topics talk, or contributed talk (which includes posters).

Article 4: The Steering Committee shall select the theme for invited and topics talks. Contributed talks (including posters) shall be reviewed and selected to ensure the content is of high quality.

Article 5: In principle, the language used at the Regular Meetings is Japanese, and English translations are not given.

Additional clause: These regulations come into force from June 23, 2016.

Execution Committee operating regulations

Article 1: This Forum shall have an Execution Committee to perform the business of Article 5 of the Forum Bylaws.

Article 2: The Execution Committee shall plan and hold the Regular Meetings in accordance with Articles 11 and 12 of the Forum Bylaws. The Meetings will be planned and implemented based on discussion with and approval of the Steering Committee.

Article 3: Sec. 1. The Execution Committee shall have one Chairperson, one Secretary General, and two or more Secretaries.

Sec. 2. The Execution Committee Chairperson shall convene meetings of the Execution Committee as necessary and will be the chairperson of such meetings.

Sec. 3. The Secretary General and Secretaries shall assist the Chairperson and divide responsibilities for overseeing the implementation of the Meeting.

Sec. 4. The Execution Committee can choose additional people, regardless of Forum membership or lack thereof, to serve on the committee as necessary.

Sec. 5. In principle, the terms of Chairperson is one year (two Regular Meetings).

Article 4: Revisions to these regulations shall be decided by the Steering Committee and are to be reported at a General Meeting.

Additional clause: These regulations come into force from November 17, 2017.

Program Committee operating regulations

Article 1: This Forum shall have a Program Committee to carry out the business of Article 5 Clause (1) of the Forum Bylaws.

Article 2: The Program Committee shall review the contributed abstracts and decide the program contents of the Regular Meeting. The review and program contents shall be executed through discussion with and with the approval of the Executive Committee.

Article 3: Sec. 1. The Program Committee shall have one Chairperson, one Secretary General, and two or more Secretaries.

Sec. 2. The Chairperson shall convene the meetings of the Program Committee as necessary and will be the chairperson of such meetings.

3. The Secretaries shall assist the Chairperson and oversee the abstract review.

4. In principle, the terms of Chairperson is one year (two Regular Meetings).

Article 4: The Program Committee shall review and classify, into the following technical fields, the abstracts and ensure high quality both academically and technically.

- (1) Materials science
- (2) Devices
- (3) Simulations
- (4) Displays
- (5) Processing technology
- (6) Reliability
- (7) Evaluation technology
- (8) Applications

Article 5: The Program Committee shall review the contributed abstracts based on the following criteria.

(1) Originality of the thesis is not required.

(2) Abstract content shall be able to withstand discussion at the Forum and be reproducible.

(3) Abstracts shall be selected as either general oral presentations or short oral presentation or be rejected.

(4) Review results shall be promptly communicated to the contributors.

(5) The aforementioned review criteria shall be described in the "Call for Papers" and shall be announced to the contributors in advance.

Article 6: Revisions to these regulations shall be decided by the Steering Committee and are to be reported at a General Meeting.

Additional clause: These regulations come into force from November 17, 2017.

Japan OLED Forum Outstanding Achievement Award and Outstanding Presentation Award Selection Committee operating regulations

Article 1 - Establishment

The Japan OLED Forum Outstanding Achievement Award and Outstanding Presentation Award

Selection Committee (hereinafter “Committee”) is established as a subsidiary of the Japan OLED Forum (hereinafter “Forum”) Steering Committee.

Article 2 - Duties

Sec. 1. This Committee deliberates on the following matters.

(1) Selection of candidates for the Japan OLED Forum Outstanding Achievement Award and Outstanding Presentation Award.

(2) Creation of revised drafts of the Japan OLED Forum Outstanding Achievement Award and Outstanding Presentation Award rules, Committee operating regulations, etc.

(3) Additionally, matters requested by the Representative related to the Japan OLED Forum Outstanding Achievement Award and Outstanding Presentation Award.

2. The Chairperson shall report the progress and results of discussions of this Committee to the Steering Committee.

Article 3 - Organization

Sec. 1. This Committee shall be consist of one Chairperson, one Vice-Chairperson, one Secretary, and five Committee Members.

2. The Representative of this Forum shall be also hold the post of Chairperson, and the Steering Committee Chairperson shall also hold the post of Vice-Chairperson.

3. The Secretary and Committee Members shall be commissioned by the Steering Committee based on the recommendations of the Chairperson.

Article 4

In principle, the terms of the Chairperson and Committee Members are two years. However, in principle, about half of the Committee Members should change each year. The reappointment of Committee Members is allowed.

Article 5 - Meeting operation

Sec. 1. The Chairperson shall convene meetings of this Committee and act as the chairperson of such meetings.

Sec. 2. When the Chairperson has an accident and cannot fulfill his or her duties, a Committee Member chosen by the Vice-Chairperson or Chairperson shall perform the Chairperson’s duties.

Article 6 - Miscellaneous regulations

In principle, two or less recommendations for the Japan OLED Forum Outstanding Achievement Award shall be made, and the reason for each recommendation shall be specified.

Article 7

The general affairs of this Committee shall be processed in the Secretariat. However, this is not mandatory, especially when approved by the Steering Committee Chairperson.

Article 8

These regulation can be changed by a resolution of the Steering Committee.

Additional clause: These regulations come into force from November 17, 2017.

Subject Examination Working Group operating regulations

Article 1: This Forum shall have a Subject Examination Working Group to carry out the business of Article 5 Clause (1) of the Forum Bylaws.

Article 2: The Subject Examination Working Group shall discuss the subject at the Regular Meeting from long-term and general perspective, and submit the results to the Steering Committee.

Article 3: Sec. 1. The Subject Examination Working Group shall have one Chief Examiner and two or more members.

Sec. 2. The Steering Committee Chairperson shall also hold the post of Chief Examiner.

Sec. 3. The Members shall be appointed by the Chief Examiner, assist the Chief Examiner, and discuss the subject.

Sec. 4. The Execution Committee Chairperson and the Program Committee Chairperson shall be approved as an observer of the Subject Examination Working Group.

5. The term of Chief Examiner shall be same to that of Steering Committee Chairperson.

Additional clause: These regulations come into force from November 17, 2017.

Membership regulations

Article 1: Sec. 1. The authorization of regular members, management members, support members, and student members shall be performed by the Steering Committee or a Special Purpose Committee approved by the Steering Committee.

Sec. 2. Special members shall be recommended by management members and approved by the Steering Committee.

Article 2: Applicants shall be informed of the following required conditions when applying for membership based on Articles 6 and 7 of the Forum Bylaws.

(Management member)

(1) The applicant can be a corporation or an individual. The applicant must be an upstanding member of society, actively work toward raising the international competitiveness of Japan, and receive a majority approval from the Steering Committee.

(Support member)

(2) The applicant can be a corporation or an individual. The applicant must be an upstanding member of society, actively support the development of OLEDs, and receive a majority approval from the Steering Committee.

(Regular member)

(3) The applicant can be recommended by a management or support member and must be an official member of the organization by which he or she is recommended.

(4) The applicant can be an official member, or visiting researcher, of a corporate enterprise having a manufacturing and development base

(5) The applicant can be a faculty member, researcher, or postdoctoral fellow of a university or similar institute of higher education

(6) The applicant must receive the Steering Committee's approval, which will be based on the applicant's accomplishments in his or her field of expertise.

(Student member)

(6) The applicant must be a student enrolled at a university or similar institute of high education.

Article 3: Membership status shall be lost if a member no longer meets the membership requirements because of changes in affiliation for reasons such as transfer or retirement.

Article 4: Individuals approved as members by the Steering Committee and individuals with prior special approval by the Steering Committee can undertake the business provided in Article 5 of the Forum Bylaws.

Article 5: Sec. 1. Up to ten people from a management member and up to five people from a support member can recommended as regular members. Such regular members are not required to pay individual membership fees.

Sec. 2. Management members can nominate regular members as candidates for the Steering Committee.

Article 6: Annual membership fees may be paid on the date of a Regular Meeting if the member registration was previously approved.

Article 7: Members staying in a foreign country for one or more years, such as for study abroad, can apply for a membership suspension to receive an exemption from paying annual membership fees for that period.

Article 8: Revisions to these regulations shall be decided by the Steering Committee and are to be reported at a General Meeting.

Additional clause: These regulations come into force from June 23, 2016.

Secretariat operating regulations

Article 1: This Forum shall have a Secretariat to perform the business of Article 5 of the Forum Bylaws. This Forum can establish, based on necessity, branch offices by resolution of the Steering Committee.

Article 2: The Forum Secretariat shall act on requests from the Representative, the Auditors, the Steering Committee Chairperson, the Steering Committee, and the Special Purpose Committee and execute the following clerical work. This work shall be performed under the direction of the Steering Committee Chairperson.

(1) Establish and maintain a homepage for the Forum.

- (2) Establish a bank account for receiving membership fees. Maintain the accounting books.
- (3) Create and maintain a member mailing list.
- (4) Organize the submission system for and handle the reception of abstracts for meetings. Send and track submission confirmation notices.
- (5) Request and monitor the review for selecting abstracts.
- (6) Assist the organization of the program for meetings.
- (7) Edit and print the preliminary draft.

Article 3: Revisions to these regulations shall be decided by the Steering Committee and are to be reported at a General Meeting.

Additional clause: These regulations come into force from November 18, 2005.

Regulations related to expenditures

Article 1: Standard payments by the Forum for expenditures shall be as follows.

(1) Lecture fee

In the case of special lectures and invited talks, the speaker will be provided with actual travel expenses so long as the speaker does not reside in the same area as, or a neighboring area of, the venue. Additionally, the standard compensation for non-member invited speakers and the standard honorarium for a chairperson shall be as follows.

Lecture fee: ¥3,000/10 minutes (Including an abstract fee)

Chairperson honorarium: ¥5,000/session

(2) Committee meeting and Regular Meeting traveling expenses

Regulations for payment of travel expenses are based on the regulations of the Japan Society of Applied Physics.

Actual travel expenses will be provided each time for managers from outside the area of the meeting venue. Committee members located in the same area as, or a neighboring area of, the meeting venue will be paid ¥1,500 for travel expenses for each committee meeting or Regular Meeting. In addition, an allowance will be paid, based on the regulations of the Japan Society of Applied Physics, to people for which lodging is deemed as necessary to attend the meeting. However, travel expenses for committee meetings and Regular Meetings held during the meeting of other academic societies might not be provided.

(3) Manuscript fee for abstracts

In principle, a manuscript fee is not paid for abstracts.

(4) Compensation for a part-time worker doing secretariat work

The compensation for support work is ¥10,000 per person per day, which includes transportation expenses. The Steering Committee can change, upon careful deliberation, this compensation based on the situation.

Article 2: Revisions to these regulations shall be decided by the Steering Committee and are to be reported at a General Meeting.

Additional clause: These regulations come into force from November 18, 2005.

Information handling regulations

Article 1 – Handling of information

Information necessary to conduct the business of Article 5 of the Forum Bylaws shall be handled and managed by the Secretariat.

Article 2 - Regulations of information disclosure date

The information described in the book of abstracts shall be open to the public on the distribution date of the book of abstracts.

Article 3 - Copyright

The copyright to the material published in the book of abstracts shall belong to both the Forum and the author.

Article 4 - Prohibited matters in the venue

Sec. 1. Audio recording, video recording, and photography inside the meeting venue of events held by this Forum, such as the Regular Meetings, is strictly prohibited.

2. The contents of the presentations, question and answer sessions, discussions, etc., at events held by this Forum, such as the Regular Meetings, are not recorded by the Forum. However, audio and video recording and photography is allowed under the instruction of a Forum Committee Member for the purposes of preparing the minutes or a record of the meeting.

Article 5 - Personal information

Sec. 1. Personal information acquired by the Forum shall only be used for accomplishing Forum business within the scope defined in the Forum Bylaws and the Operating Regulations.

Sec. 2. Personal information acquired by the Forum shall be kept confidential through strict management. Moreover, appropriate measures shall be enacted to prevent illegal access.

Sec. 3. The communication of personal information to a third party is not permitted unless approved by the member himself or herself. Even if approval is obtained, information is only provide after agreement upon the necessary items to ensure the proper transfer of appropriate and correct information.

Article 6: Revisions to these regulations shall be decided by the Steering Committee and are to be reported at a General Meeting.

Additional clause: These regulations come into force from November 18, 2005.

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