

## **Guidelines for Handling Presentation Data at Events Organized by Japan Primary Care Association**

The handling of presentation data at academic conferences and seminars organized by Japan Primary Care Association (hereafter referred to as "JPCA") is as follows

### **In preparing the data for publication**

For JPCA-organized events, especially those held online, it is necessary to understand copyright and portrait rights when creating presentation slides, as the content of your presentation will be uploaded on the Web (websites of each event, JPCA Continuing Education Web Courses, etc.) for a certain period. Please observe copyright and portrait rights when creating your presentation slides.

#### **- What is Copyright?**

Four types of rights are available to individuals and organizations for their creations: text, music, images, and videos. It is prohibited to copy and post them on slides without permission, or to put purchased music on slides videos, etc. In addition, the following rules must be observed when citing third-party works

[Summary of citation rules]

- The assumption that the work is a published work
- There is a necessity to cite the work when conducting research or making a presentation.
- Indicate the source, such as URL, site name, or title of the article.
- Do not change the citation.
- Be written in a manner that clearly demarcates it as a citation.
- (brackets, background, different typeface, etc.)
- The relationship between the quoting and quoted parties should be "primary" and "secondary" in terms of quality and quantity.

#### **- What are portrait rights?**

These are rights that accrue to the face or figure of an individual. If you wish to include a photograph of an individual's face or figure in your presentation slides, you must obtain permission from that individual.

Please understand copyright and portrait rights when creating slides.

### **Privacy and Ethical Considerations**

#### **- Privacy Policy**

To protect personal information, please do not include any information in your registration that could be used to identify patients or other related parties.

- Ethical Considerations

For research requiring Ethics Committee approval under the Ethics Guidelines for Medical Research Involving Human Subjects or the Ethics Guidelines for Epidemiological Research or Clinical Research on Medical Research, please state in the text (Methods) that the research has been approved by an Ethics Committee. Even for research that does not fall under this category, please describe the ethical considerations in the main text (Methods).

**The rights to the published data, etc. are as follows.**

The copyright of the produced slide data and materials belongs to the creator. However, for works submitted for use in presentations at JPCA-organized events, you are deemed to have consented in advance to their use (including editing and use in video clips) within the respective events.

The submitted presentation data will be edited by the Conference Secretariat for posting on each event's website. The copyright of the videos edited and created by the Conference Secretariat belongs to JPCA.

If there is any doubt about the ownership of the copyright of a video or the rights related to the use of a video due to special circumstances, please contact the head office of JPCA for individual consultation.

After each event, JPCA may include the information it deems necessary in JPCA's "Continuing Education Web Course" after obtaining the consent of the speaker or presenter.

If you wish to use your video for events other than those organized by JPCA, please contact JPCA headquarters in advance.