

AASP 2021 Seoul Conference: Copyright Policy

AASP 2021 Seoul Conference requires that all presenters preparing visual presentations, handouts and other materials be aware of the following copyright policy:

1. Presenters of the Conference must refrain from incorporating materials copyrighted by other individuals or institutions whenever possible unless the written permission of the author(s) or other copyright holder(s) is first obtained for the use of such materials.
2. When copyrighted material is used as described in item 1 above, the presenter must cite the source of the copyrighted material which must include a valid copyright notice (i.e., "Copyright © 2003. John Doe, M.D.") as well as the phrase, "Reprinted with permission of the copyright owner."
3. It is the responsibility of the authors, not of the conference organizers, to determine whether disclosure of their material requires the prior consent of other parties and, if so, to obtain it.
4. By giving your presentation at the AASP 2021 Seoul Conference, you are agreeing to our terms that your presentation and other materials will be stored until we close the Whova Conference site on December 31, 2021. If you do NOT want your presentation to be stored in our Whova site, please contact us at aasp2021@gmail.com by August 1, 2021.

Please refer to APPENDIX A (Presenter Guideline) for more details.

APPENDIX A – Presenter Guideline on How to Use Copyrighted Material

The Permission Process

If you want to use previously copyrighted material in your presentation — including material you have authored — you first need to secure permission from the copyright owner(s).

- Exception: Use of material that qualifies as fair use.
- Refer to <https://www.kcopa.or.kr/eng/index.do> for more information on copyright law.

The general process for securing permissions needed is as follows:

1. **Identify all copyrighted material in your presentation. Determine if each use qualifies as fair use or requires permission.** Even if you intend to reuse previously published material that you have authored, you must obtain permission from the publisher unless copyright was relinquished to you.
 - As you place figures (graphs, charts, etc.) in your presentation, keep track of them — as you would text references — with citation information.
 - **You must obtain permission for any and all images found on the Internet, including cartoons, celebrity pictures, and film/video footage longer than 15 seconds.**
 - Images from public-domain websites (like ClipArt.com) don't require permission.
 - In case of digital images/videos/sounds, include the copyright symbol and the name of the copyright owner directly on/under/around the digital material.
2. If a copyright notice is used, it should consist of three elements:
 - The symbol © or the word “Copyright” or the abbreviation “Copy.”
 - The year of first publication.
 - The name of the owner of the copyright in the work.

A proper copyright notice might look like this: **Copyright © 2003 XYZ Inc. All rights reserved.**

3. **Request permission as soon as you decide to include copyrighted material in your presentation.** Publishers may take weeks or even months to respond. You can usually find contact information (and sometimes permission-request information or even forms) on the publisher's website. Follow up on permission requests every two weeks

until the publisher grants or denies use. Most publishers have permission-request forms on their websites. However, there are several types of permissions. **Be sure to inform the publisher of the potential use of the material.** These include:

- **Reprint** – Inclusion of the copyrighted material in your outline, as printed in the handout or syllabus (an educational supplement to the live meeting).
- **Educational purposes** – Inclusion of the copyrighted material in your visual presentation during the live meeting.
- **Resale** – Inclusion of the copyrighted material in your presentation, as captured and reproduced in “On Demand,” a product that will be for sale.

4. **Record all permissions granted or denied, especially any requests that are only *partially* granted. Notify us accordingly and revise your presentation as needed.**

- **Partial permission:** If a publisher grants you permission to use material in your presentation *only* and not for replication in “On Demand,” you **MUST** notify us so the copyrighted material can be removed.
- **No response:** If you have difficulty securing permission for any material by the time of your presentation, you **MUST** remove those images from your presentation.

5. Please note that attribution and use of a copyright notice do not by themselves allow one to use the copyrighted work of another – The permission of the copyright owner to use the work is still needed.