

**CONFERENCE PRINCIPLES  
OF  
THE ASSOCIATION OF ENGINEERING, PROJECT, AND PRODUCTION  
MANAGEMENT**

1. **NAME** - The title of the conference is the International Conference on Engineering, Project, and Production Management (hereafter referred to as “the Conference”) and “EPPM-Conference” is the abbreviation of the Conference. The Conference Chair is a representative of the Conference.
2. **ORIGIN** - The Conference is one of the official activities of the Association of Engineering, Project, and Production Management (hereafter referred to as “EPPM-Association”). The Conference principles are formulated according to the ARTICLE 4 of the statute.
3. **PURPOSE** - The Conference serves as a platform for the exchange of ideas, research, and other professional activities that are of an interdisciplinary nature relating to the engineering, project, and production management.
4. **LOCATION** - EPPM-Association members can apply for organizing the Conference. The location of the Conference is determined by a resolution of the Board of Directors. Locations can be determined no more than three years in advance. The Conference should not be in the same location for more than two consecutive years.
5. **VENUE** - Conference venue is determined by the Conference Chair. The venue should be safe, comfortable, appropriate for conducting conference activities, and easily accessed by international participants.
6. **TIME** - The Conference is held annually within the first two weeks of September. Changing the conference time to optimize the Conference purpose is acceptable by a resolution of the Board of Directors.
7. **FINANCE** - EPPM-Association has no budget for the Conference and the Conference has no financial obligation to the EPPM-Association. The Conference Chair is responsible for all kinds of financial issues and risks related to the Conference. Conference registration fee is determined by the Conference Chair on a rational base which may have to be justified to the Board of Directors. In addition to the registration fee, the Conference Chair shall try to recruit sponsorships for the achievement of the Conference purpose.

8. **ACTIVITIES** - The Conference Chair is authorized to make decisions on organizing the Conference. The Conference Chair shall conduct the following activities to satisfy the Conference purpose.

- (a) to setup the Conference organization
- (b) to develop and maintain conference website
- (c) to schedule, plan, and implement conference organizing activities
- (d) to announce conference information and call for abstract/paper
- (e) to formulate conference program
- (f) to appoint for session chairs and speakers
- (g) to setup conference venue, facilities, accommodation, and meals
- (h) to coordinate abstract/paper review process
- (i) to compile and print conference proceedings
- (j) to organize panel for selection of best paper(s) and/or excellent paper(s) from submissions
- (k) to report conference progress to EPPM-Association Board of Directors
- (l) to manage the registration and course of the Conference
- (m) to engage in other activities necessary for the achievement of its purpose.

The Conference Chair could appoint no more than three Scientific Chairs to share work loadings for satisfying the Conference purpose.

EPPM-Association shall help the Conference Chair in the following activities to satisfy the Conference purpose:

- (a) to help form the international advisory board or scientific committee
- (b) to help search for abstract/paper reviewers
- (c) to help broadcast conference information
- (d) to help form the Best Paper Selection Panel
- (e) to assist other activities necessary for the achievement of its purpose.

The EPPM-Association logo shall be apparent in the Conference website and proceedings. A hyperlink to the EPPM-Association website shall be provided from the Conference website.

The Conference shall include a business meeting and the EPPM-Association General Assembly meeting.

9. **PROGRAM** - The Conference may include the following programs to satisfy the Conference purpose:

- (a) keynote speech, plenary speech, and oral presentations
- (b) post session, proposals, group discussion, and virtual meetings
- (c) student coaching such as Summer/Winter School

- (d) industrial training and seminar such as Industry Day
- (e) site tour, site seeing, and company visit
- (f) other programs necessary for the achievement of the Conference purpose.

10. PROGRESS - The Conference Chair shall report the progress of the Conference to the EPPM-Association Board of Directors in January, April, June, and August. The purpose of the progress report is to acquire experience and suggestions for organizing the Conference.

11. BEST PAPER AWARD - The Conference Chair shall issue Best Paper Award to the selected paper(s). No more than 5% accepted papers can be issued with Best Paper Award. The selection process is handled by the Best Paper Selection Panel. Those papers issued with Best Paper Award and evaluated as high quality papers will be recommended to the Journal of Engineering, Project, and Production Management (EPPM-Journal) for publication.

12. COPYRIGHT - The copyright owner of the conference proceedings is the EPPM-Association.

13. CHANGES IN THE PRINCIPLES - Changes in the conference principles shall be proposed either by the Board of Directors or by more than one-fifth of all the regular members in good standing with their signatures and addresses on a petition.