

All Japan High School Forum 2022 Guidelines for Preparing Presentation Materials

Presentations for All Japan High School Forum 2022 will be evaluated based on submitted presentation materials prior to the online event to be held on Sunday, December 18, where participating high schools will have Q&A session and receive comments from judges/moderators. Therefore, students who wish to participate in the event are required to prepare and submit a set of materials related to their presentation including 1) a material used for their presentation, 2) a video data of their presentation, and 3) an outline of their presentation by the deadline.

Please make sure each participating school and/or its management organization to review all the presentation materials to ensure that they are prepared in accordance with the guidelines. Presentation materials will be treated as submitted after being checked by each school and/or its management organization.

Basically, all the presentation materials will be posted on the website as submitted. Please note that they cannot be revised or replaced once they were submitted.

- **Presentation materials to be submitted:**
 - 1) **Material used for the presentation (in English)**
 - 2) **Video data of students giving a presentation (4 minutes or less, in English)**
 - 3) **Outline of the presentation (Japanese and English)**
 - *Please ask your Japanese hub school/ management organization for help with the Japanese translation, if necessary.
 - **Deadline: Monday, November 14, 2022 11:59pm JST**
 - **Where to Submit: TBA**
- Please note that only ONE PRESENTATION PER SCHOOL is accepted.

1. Preparing a Material Used for the Presentation

Following the guidelines below, prepare a material for the presentation, and shoot a video of students giving a presentation. After shooting the video, make the material used for the presentation to an appropriate file format for submission.

Table 1 Guidelines for Preparing a Material Used for the Presentation

Language	English	
Title	<ul style="list-style-type: none"> ● Put the title of the presentation as well as both school number and school name. ● Do not include the names of individual students in it. 	
Specifications	When shooting a video	For submission
	<ul style="list-style-type: none"> ● In case a Poster is used for the presentation: A0 size (width 841mm X height 	<ul style="list-style-type: none"> ● In case a Poster is used for the presentation: Make its size down to A4 and convert it to

	1189mm), 1 page <ul style="list-style-type: none"> In case presentation slides are used for the presentation: No file format specified (ppt/pptx may be used, in many cases) 	PDF file (up to 2MB) <ul style="list-style-type: none"> In case presentation slides are used for the presentation: Convert the data to PDF file (up to 2MB) *Make sure that no hidden figures or letters are included after an original data is converted to PDF file.
Notes	<ul style="list-style-type: none"> Be sure to check page 5 for precautions regarding personal information, copyrights, etc., and prepare the material for the presentation. In case that the guidelines are violated or the material contains personal information, such presentation may be excluded from evaluation. 	

2. Preparing a Video Data of Students Giving a Presentation

The following figures show the examples of images of shooting a video of students giving a presentation by using 1) a poster and 2) presentation slides. Prepare a video data of students giving a presentation in accordance with the guidelines below.

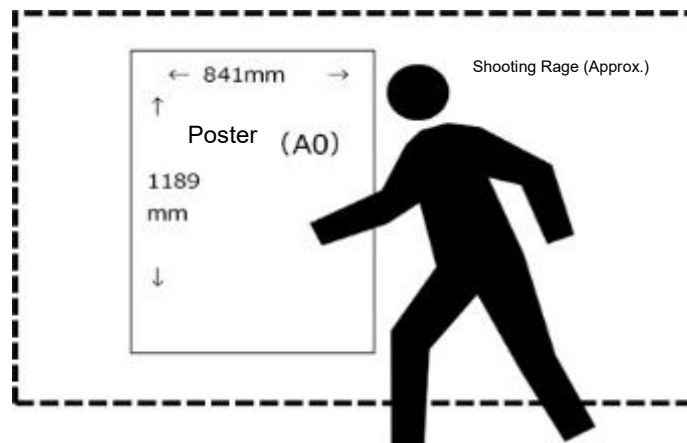


Figure 1

Image of Shooting a Video of a Presentation by Using a Poster

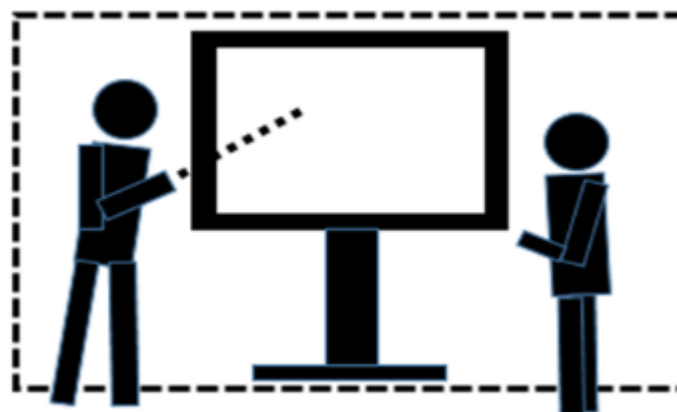


Figure 2

Image of Shooting a Video of a Presentation by Using Presentation Slides

Table 2 Guidelines for Preparing a Video Data of Students Giving a Presentation

Language	English
Shooting Conditions	<ul style="list-style-type: none"> ● The above 2 figures show the examples of images of shooting a video of a presentation. You may choose another option, but ensure that presenters are always visible on the screen when making a video. A voice-over presentation showing the material only is not allowed. ● The texts and figures may be zoomed in on the poster or presentation slides so that the message will be effectively conveyed. ● It is recommended to shoot a video of a presentation in front of a plain wall or a blackboard where there is no text information in the back. Anything unrelated to the presentation or any personal belongings should not be shown on the video. ● Ensure that voices of students are clearly heard. Avoid recording voices of unrelated people, any music, or any noise. Please note that voices were not clearly heard in some presentations last year due to recording conditions, wearing masks, etc.
Shooting Method	<ul style="list-style-type: none"> ● The presenters should introduce the name of their school and their presentation title at the beginning of their presentation. Do not mention the individual names of the students. ● Make sure that duration of the video is 4 minutes or less. ● As time for a presentation is limited, present the content of the research only and refrain from expressing any acknowledgement in the oral presentation. ● Shoot a video of the presentation under the supervision of a teacher. ● For your reference, please visit All Japan High School Forum 2021 website (https://b-wwl.jp/forum2021/), where you will find more about presentation.
Video Data for Submission	<p>Duration: 4 minutes or less</p> <p><u>Data Capacity: 500MB or less</u></p> <p>File Format: MP4</p> <p>Image Quality: HD (High Definition Video, 1280×720 (720p))</p>
Notes	<ul style="list-style-type: none"> ● Be sure to check page 5 for precautions regarding personal information, copyrights, etc., and shoot a video of the presentation. ● In case that the guidelines are violated or the video data contains personal information, such presentation may be excluded from evaluation. ● Before submitting the data, double check that 1) the contents of a poster or presentation slides are visible on the screen, and 2) students' voices are recorded at an adequate audible volume without noise.

3. Preparing an Outline of the Presentation

According to the below instructions and guidelines, prepare an outline for the presentation.

How to Submit the Outline

1) Fill in the blanks on “Presentation Outline” form (see the attached MS Word document). An outline form should be prepared per school.

2) Put the file name as “Outline [WWL Hub School No.] School Name.”

Example: Outline [W201901] Kasetsart University Laboratory School

Note: Please ask your Japanese hub school/ management organization for the hub school number as well as for help with the Japanese translation, if necessary.

Table 3 Guidelines for Preparing an Outline for the Presentation

Language	Both Japanese and English	
File Format	doc/ docx *Files in other formats are unacceptable.	
File Size	1 page in A4 size *Use the attached “Presentation Outline Form” in MS Word.	
Number of Words	Japanese	English
	Title: 40 letters or less Outline: 200 letters or less	Title: 20 words or less Outline: 100 words or less
Font	MS 明朝	Arial
Appearance	Left justification	Left justification
Font Size	10-point	10-point
Notes	<ul style="list-style-type: none">● Be sure to check page 4 for precautions regarding personal information, copyrights, etc., and prepare an outline of the presentation.● Please list the official name of the school.● Do not contain any figures, pictures, or images.● Basically, as the file cannot be revised or replaced once they were submitted, be sure to submit the finalized version of the file, not a draft file.● Use spell check function in MS Word and be sure that there are no any spelling errors.● For overseas collaborating schools, the hub school/ managing organization is expected to help them with English to Japanese translation.	

4. Precautions on Personal Information, Copyrights, etc. <IMPORTANT>

Please pay careful attention to the followings when preparing presentation materials. Always check with your teachers so as not to include any inappropriate information. In case they are violated, such presentation may be excluded from evaluation.

4.1 Personal Information

Any presentation materials that can identify individual presenter's name may not be accepted. Make sure that any data (including information of the file property), presentation video, and manuscript of the presentation does not contain anyone's name, including those of presenters. When shooting a video of the presentation, make sure to take off the students' name cards from their clothing to avoid being identified.

4.2 Privacy and Portrait Rights

When shooting a video of students giving a presentation, note the followings:

- Shoot a video of students giving a presentation only, and do not include any other persons.
- Do not shoot a video of the student if he/she, his/her guardian, or his/her parent does not agree upon him/her being shoted.
- Do not violate anyone's portrait rights or privacy rights.
- Do not include any commercial product or its name in a presentation video
- Do not include any commercial product or its name on a poster or presentation slides.

4.3 Use of Other's Copyrighted Materials

When using a copyrighted material of a third party in the presentation materials, make sure to obtain a license agreement to use it for All Japan High School Forum 2022 and take the necessary measures to ensure that the third party does not exercise moral rights.

NOTICE: The English-translated version of the Guidelines are provided for convenience or reference only, and in the event of any discrepancy or inconsistency between the translated version and the original Japanese language version, the Japanese version shall prevail. Should you have any inquiries, please ask your Japanese hub school/ management organization.

2022 年度全国高校生フォーラム「要約」

All Japan High School Forum 2022 “Presentation Outline”

学校番号 WWL Hub School No.
学校名（日本語）※正式名称を記載
Name of School in English *Spell out full name of the school, and do not use abbreviations and acronyms.
タイトル（日本語、40 字以内）
要約（日本語、200 字以内）
Title in English (20 words or less)
Outline in English (100 words or less)

NOTE 1) The file cannot be revised or replaced once they were submitted.

NOTE 2) Please change the file name to e.g., “Outline [W201901] School Name” for submission.