

All Japan High School Forum 2022

How to Submit Presentation Materials

This document explains how to submit a set of presentation materials described in the “Guidelines for Preparing Presentation Materials.”

1. Presentation Materials to be Submitted

Contents	File Format for Submission
1) Material used for the presentation (English)	PDF
	Data capacity: up to 2MB
2) Video data of students giving a presentation (4 minutes or less, in English)	MP4
	Data capacity: 500MB or less
3) Outline of the presentation	doc or docx
	Volume: 1 page in A4 size

Before submitting the presentation materials, please refer to “All Japan High School Forum 2022 Examples of Errors Occurred in Preparing Presentation Materials,” if necessary.

2. Submission Period

Tuesday, November 1 through Monday, November 14 11:59pm JST

!Please strictly observe the deadline!

3. How to Submit the Files

Please upload the files by accessing the below URL. For the details on uploading the files, please refer to “All Japan High School Forum Upload Manual.”

Dropbox (cloud storage service):

<https://www.dropbox.com/request/lhOyILE0h7biw40ESU5c>

4. Notes

- The file names should include “WWL hub school no.” and “school name”. Please ask your WWL hub school or its managing organization for the hub school number.
- Uploading the files may be performed by either the managing organization or the individual schools.
- You may test uploading from Tuesday, November 1 to Monday, November 7. You are not required to do the test, but if you have concerns with uploading, you may try sending files using the above URL during this test period. The file used for testing does not have to be in the same format as the presentation files. Any txt, doc, and docx with any texts can be used for the test. Please see page 7 of “All Japan High School Forum 2022 Upload Manual” for details.

- You may replace your files as long as it is before the deadline, Monday, November 14 11:59pm JST. If you have done so, notify the organizer by email at forum2022@creativefactory-co.jp. Please refer to page 8 of “All Japan High School Forum 2022 Upload Manual” for the details on replacement of the files.
- If you are unable to upload the files due to your organization’s access limitation, try with a different network.
- If you have a trouble accessing Dropbox in any network environment, here are another options. See page 8 of “All Japan High School Forum 2022 Upload Manual” for details.

a) Use a Courier Service

Please use a traceable courier service and send us a package containing a DVD. The **package must arrive to the below address by Friday, November 15 Japan time.** Email the organizer at forum2022@creativefactory-co.jp to notify that you have sent the DVD. Please note that the DVD should be a single sided DVD-R. It should not be recorded as a video, but a PDF file, an MP4 file, and a MS Word file should be written on it. Please note that the disc will not be returned.

Address: All Japan High School Forum 2022 Organizer Support Office
(Creative Factory Co., Ltd.)
INBOUND LEAGUE 503, Shinjuku 5-15-14, Shinjuku-ku, Tokyo 160-0022,
Japan

b) Use a different storage service

Please use a different storage service and notify the organizer at: forum2022@creativefactory-co.jp.

- **Deadline for uploading the files /submitting a DVD containing the files should be strictly observed in order for the judges to have sufficient time to evaluate the presentations prior to the online event. Please note that failure to upload the files by the submission deadline may result in being excluded from the evaluation process.**
- Submitted presentation materials will be open to judges for evaluation as well as those participating schools. The details will be announced later.
- If you have any questions regarding uploading the files, please email the organizer at forum2022@creativefactory-co.jp.
- File uploading and event organization of All Japan High School Forum 2022 are supported by Creative Factory Co., Ltd. (Tokyo). Please refer to the top page of “All Japan High School Forum 2022 Upload Manual” for their contact information.