

All Japan High School Forum 2023

Guidelines for Preparing Presentation Materials

Participating schools in the event will give a presentation on the results of their research on global social issues in the Poster Session in English.

As for this year's presentation, judge will focus on the face-to-face presentation skill in real time. Therefore, there is no judge in advance by submitting video data this year. This year's presentation will be held in the following manner:

- 1) Participating schools to make the outline (within 100 words in English and within 200 characters in Japanese) and submit by Friday, November 10 JST
- 2) Participating on site schools to bring the poster (A0 size portrait) and check sheet and give a presentation on the event day
- 3) Participating schools to submit the thumbnail version file for publishing on our website after the event (Details will be announced later)

NOTE 1: The posters of schools that do not attend the event on site are excluded from the evaluation of presentation by judges. Poster displayed in the event are included in the evaluation of Students' Choice Award decided by student who are participating in the event on site.

NOTE 2: All participating schools, including schools that do not attend the event on site but display the poster, must submit the outline, check sheet, and thumbnail version file.

NOTE 3: As for schools that do not attend the event on site but display the poster, how to submit the poster and check sheet will be announced later.

NOTE 4: After the event, we will publish the thumbnail version of your schools' posters on our website. If there is any content against the Guidelines, the organizer may modify them or decide not to publish them.

Please make sure each participating school and/or its management organization read the guidelines and ensure that your presentation materials are prepared in accordance with the guidelines.

1. Preparing a Poster and Check sheet [Required to bring on the event day]

Following the guidelines below, make the poster and check sheet. Participating on site schools should bring the print with you on the event day.

Language	English
Title	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.

Size	A0 size (portrait) (width 841mm X height 1189mm), 1 page *On the event day, participant should display the poster to the panel board with pushpins. Organizer prepares the equipment to display.
Notes	<ul style="list-style-type: none"> •If you use generative AI such as ChatGPT, follow the “provisional guidelines for using generative AI in primary/secondary education stages” and so on. https://www.mext.go.jp/content/20230704-mxt_shuukyo02-000003278_003.pdf •Be sure to check page 4 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. In particular, every year some materials contain the students’ names by mistake, so please be careful.
Check sheet	Teacher in charge should check the “Check sheet” and sign it. On the event day, the check sheet should be submitted.

[Reference : All Japan High School Forum 2019]

For the examples of posters during the face-to-face event and video at the day, refer to the following FY2019 website.

- Posters of High schools participating in SGH Network <https://sgh.b-wwl.jp/p14771/>
- Posters of WWL Hub schools, Joint Implementing schools and Collaborating schools
<https://b-wwl.jp/news/412/>
- Digest Version of Video <https://youtu.be/QmOxXUAgfVo>

2. Preparing an Outline [Deadline: Friday, November 10 JST]

Submit the outline through the following form (Microsoft Forms) .

<https://forms.office.com/r/f3hfA9qHdS>

<Contents (questions in form)> *You can print the copy of your answer after you send it.

- Your affiliation (for example, ABC school)
- Your name
- Your e-mail address
- School name (in Japanese) *fill in the official name
- School name (in English) *fill in the official name / Name of School
- School number / Number of School
- Title in Japanese (40 letters or less)
- Outline in Japanese (200 letters or less)
- Title in English (20 words or less) / Title (20 words or less)
- Outline in English (100 words or less) / Outline (100 words or less)
- Records of presentations and awards, etc. (only if applicable)

*If all or most of the content of the presentation is the same with the previous ones, fill in the date and event name, etc.

Also, if it won the award, write about it. (in Japanese)

<NOTES>

- Be sure to check page 4 for precautions regarding personal information, copyrights, etc.
- Submitted outline will be published on the website and may be published on public relations material of the event. Basically, as the file cannot be revised or replaced once they were submitted, be sure to submit the finalized version without any spelling errors, etc.
- For overseas collaborating schools, the hub school/ managing organizations is expected to help them with English to Japanese translation.

3. Precautions on Personal Information <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.

3-1. 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) and poster does not contain anyone's name, including those of presenters.

3-2. Rights (copyright, trademark, privacy and portrait rights)

When making a poster for a presentation, note the followings:

- Do not violate anyone's copyright, trademark, privacy and portrait rights.
If there is a reference source and/or bibliography, state it clearly.
- Do not include any commercial product or its name that could lead to advertise generally distributed product, etc.
- When using a copyrighted material of a third party in the presentation materials (photos, charts, logo and articles, etc.), make sure to obtain a license agreement to use it for All Japan High School Forum 2023 and publish it on the Internet, and take the necessary measures to ensure that the third party does not exercise moral rights.

(common mistake examples regarding using copyrighted material)

- Unauthorized reproduction of articles of newspaper and magazine, etc.
- Unauthorized use of existing character or logo
- Unauthorized use of photos or images found on the Internet, etc.
- Unauthorized use of cover of book and magazine, etc.

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.