

All Japan High School Forum 2024

Presentation Materials Preparation Guidelines

Participants will make research poster presentations on global social issues in English. The judges will not pre-screen the recorded data.

Required Documents

Pre-event

- **Abstract**

Deadline: October 21(Mon), 2024

English and Japanese (up to 100 words in English / up to 200 characters in Japanese)

During-event

- **Poster (2 sizes, pre-printed)**

1. For Presentation Size: **A Zero** (vertical)

2. For Forum Organizer's materials Size: **A 4** (vertical)

- **Check Sheet**

Post-event

- **Poster Data File**

Send poster data for web publication.

Specifications and submission methods will be announced separately.

Notes:

- Schools participating in the poster display only will not be considered.
- Even if you are only participating in the poster exhibit, you must submit Abstract, Check Sheet, and Data File for website posting. Please refer to the relevant section for submission instructions.
- After the forum, presentation posters will be posted on the website. The organizer may edit or delete content that violates the creation guidelines.

Please review the following guidelines carefully.

Posters / Check sheet Preparation

1. Poster Requirements

Language	English
Elements	Tile, School name <i>Do not include individual presenter names. (Personal Information)</i>
Sizes	Pre-print and bring appropriate posters on the day of the event. A Zero (vertical; standard size width 841mm x height 1189mm) x 1 Display it yourself on the panel board. (The organizer will provide the necessary supply for displaying posters.) A 4 (vertical; standard size width 210mm x height 297mm) x 1 Submit it at Registration Desk.
Important Notes	<ul style="list-style-type: none">When using a generated AI such as ChatGPT, the following conditions must be met; "https://www.mext.go.jp/content/20230710-mxt_shuukyo02-000030823_004.pdf Use of Generated AI: Ministry of Education, Culture, Sports, Science and Technology (mext.go.jp). "Please refer to the relevant section for details regarding personal information, copyrights, etc.Please be advised that any work that does not comply with the preparation guidelines or that contains personal information will not be considered for selection. Common error is inadvertently including student names.

Reference website:

All Japan High School Student Forum 2023

Presentation posters https://b-wwl.jp/forum/2023forum/2023-poster-data_school-no/

Digest video [https://b-wwl.jp/forum/](https://b-wwl.jp/forum/2023forum/)

2. Check Sheet

If you accept the terms on the sheet, mark on the boxes, have your supervisor sign and submit it on the day of the event.

Abstract

Deadline: October 21(Mon), 2024

Please click on the link below to access a Microsoft Forms.

<https://forms.office.com/r/VVJEd4gF7d>

Questions (You could print your responses after submission.)

- Respondent Affiliation (such as XX Board of Education)
- Respondent Name
- Respondent Email address
- Official School Name (English and Japanese) *¹
- Poster Title (in Japanese, 40 characters or less and in English, 20 words or less)
- Poster Abstract (English, 100 words or less and Japanese, 200 characters or less)
- Past presentation history, awards, etc. (fill in only if applicable)

If you have previously presented all or most of the same material as this presentation, please include the date and name of the conference. Please also indicate if you have received any awards.

Notes:

- Please refer to the relevant section for details regarding personal information, copyrights, and other rights. Submitted abstracts will be posted on the Forum website and may be included in related materials. Once submitted, it cannot be proofread or replaced, so please ensure that all spelling is correct.
- For overseas school, please work with your hub school to complete the form.

To print your answers, click the "..." button in the upper right corner.



*¹ The school name will be used verbatim in the brochure, on the day of the event, and at the awards ceremony.

Personal Information / Copyright / Other Rights

Handle information below with extra caution when preparing your submission. Check with your supervisor to avoid violations. Presentation posters may not be considered for selection if these precautions are violated.

1. Personal Information

Submissions that can identify individual presenters' names will not be accepted. Ensure that all data, including file properties, does not reveal personally identifiable information such as students names.

2. Other Rights (copyright, trademark, privacy and portrait rights, etc.)

Do Not;

- Do not infringe on the copyrights, trademarks, or privacy/portrait rights of third parties.
- Use of product names, brand names, or images that would lead to product advertisements for general consumers.

Do;

- Provide citations and references as appropriate.
- When using copyrighted materials (photos, charts, logos, articles, etc.) created by third parties, obtain permission to use them in this forum and to publish them on the Internet. In addition, take necessary measures to prevent such third party from exercising moral rights.

Common Mistakes;

- Unauthorized reproduction of articles from newspapers, magazines, etc.
- Unauthorized use of existing characters or logos
- Unauthorized use of photos and images from Internet research, etc.
- Unauthorized use of book or magazine covers

Inquiries

Ministry of Education, Culture, Sports, Science and Technology (MEXT)

Elementary and Secondary Education Bureau

Tel: +81-(0)3-5253-4111(Reception)

E-mail : b-wwl@mext.go.jp / sgh@mext.go.jp

English translation for convenience and reference only.

If there is any discrepancy between the translated and Japanese versions, the Japanese version prevails.

How to Submit Posters and Check Sheets for Schools Participating in Poster Display Only

Please send your poster and checklist as follows.

Must arrive: December 6 (Fri), 2024

Send to: University of Tsukuba

Department of Tokyo Campus Affairs

Division of Planning and Development

3-29-1 Otsuka, Bunkyo-ku, Tokyo 112-0012, Japan

Tel: +81-(0)3-3942-6575/6275/6432

Notes:

- Please use a tracking service when sending your package.
- If your documents are to be submitted by on-site participating schools in the vicinity instead, please let us know by e-mail by the due date.
- In general, posters submitted by Exhibition-only participants will not be returned. If you wish to have your poster returned, please contact us.