

~Participant Guide~

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To all participants website : https://b-wwl.jp/forum/2024forum/2024forum_en_members/

Relevant information other than this communication is also available on the above website.



Outline

Date and Time:	December 15 (Sun), 2024 10:00-16:00 (Registration will begin at 09:15)
Venue:	The National Olympics Memorial Youth Center (Shibuya-ward, Tokyo)
Organizers:	Ministry of Education, Culture, Sports, Science and Technology (MEXT), University of Tsukuba

Note: Pre-registered students and teachers (one per school) are allowed to enter the venue.
Attendance of management bodies, parents, friends and others are not permitted.

Program

9 : 0 0	~	9 : 5 5	Poster Set-up (tape them to the boards) (International Exchange Bldg.)	
9 : 1 5	~	9 : 5 5	Registration (Culture Bldg.)	
1 0 : 0 0	~	1 0 : 1 0	Opening Ceremony & Orientation (Culture Bldg.)	
1 0 : 1 0	~	1 0 : 2 5	Break	
1 0 : 2 5	~	1 1 : 3 0	Poster Session Preliminary Round (International Exchange Bldg.)	Discussion Session (Center Bldg.)
1 1 : 3 0	~	1 1 : 4 5	Break	
1 1 : 4 5	~	1 2 : 5 0	Discussion Session (Center Bldg.)	Poster Session Preliminary Round (International Exchange Bldg.)
1 2 : 5 0	~	1 4 : 0 0	Lunch Break	
1 4 : 1 0	~	1 5 : 0 0	Poster Session Final Round (Culture Bldg.)	
1 5 : 0 0	~	1 5 : 1 5	Break	
1 5 : 1 5	~	1 5 : 3 0	Information (Culture Bldg.)	
1 5 : 3 0	~	1 6 : 0 0	Awards and Closing Ceremony (Culture Bldg.)	

What to Bring

A0 vertical presentation poster (one sheet)
A4 vertical poster (one copy for secretariat)
Check Sheet for Poster Submission
Participants' List (printed copy)
Lunch
Pen/Pencil (something to write with)

Note: Please bring one A0 presentation poster and one copy of A4 print. Posters may be in color or black and white. The A4 copy should be the same color as your presentation poster.

Note: Check Sheet for Poster Submission and Participants' List can be downloaded from the website. https://b-wwl.jp/forum/2024forum/2024forum_en_members/

Access

The National Olympics Memorial Youth Center: <https://nyc.niye.go.jp/access>
https://nyc.niye.go.jp/lib/pdf/reserve/download/drawing_trafficguide.pdf
https://nyc.niye.go.jp/lib/pdf/reserve/download/drawing_accessmap.pdf

Note: When using Sangubashi Station on Odakyu Line, the closest exit to The National Olympics Memorial Youth Center is East, which only accepts IC cards. Ticket holders must exit through the West Exit on the other side of the venue.

Facility Map

The program will be held in three buildings;

1. Culture Building (Ceremony site)
2. International Exchange Building (Poster Session site)
3. Center Building (Discussion Session site)

Note: It is a huge site and please allow several minutes for transfers between the buildings.

https://nyc.niye.go.jp/lib/pdf/reserve/download/drawing_facilitymap.pdf

Poster Set-up and Removal

Venue: International Exchange Building
Display Time: 09:00- 09:55
Collection time: a. 13:40-14:00 (Lunch Break after the morning results are announced)
 b. 14:50-15:15 (Break after final round)
 c. 16:00-16:30 (After the Forum)
Please take down your poster within the above period.

Note:

- Posters must be hung before the opening ceremony. Posters may be displayed prior to the start of registration.

Recommended route: Poster Display (International Exchange Bldg.)

→ Registration and Opening Ceremony (Culture Building)

- Please refer to the official brochure for designated poster display locations. There are two halls in the International Exchange Bldg. : Reception Hall and International Conference Room.
- The official brochure will be available on the website in early December.
- The name of the school is above each poster. Please check the location carefully.
- Double-sided tape is provided for attaching posters to the board.
- Presenting schools are requested to remove their own posters.
- Posters left after 4:30 p.m. will be collected and discarded.

Registration and Required Documents

Venue: Culture Building

Hours: 09:15-09:55

Required Documents; A4 poster (one copy for secretariat)

Check Sheet for Poster Submission

Participants' List (printed copy)

The registration desk is located adjacent to the Large Hall of the Culture Center.

To avoid congestion, we request a representative from each school should complete check-in. Upon submission of the required documents, you will receive a package with name straps, official brochure, etc.

If you wish to leave during the session, please notify the staff.

Luggage Handling

Each building has space for luggage.

- a. Culture Building: For large carry-ons, near registration desk.
- b. International Exchange Building: On chairs alongside the wall. (Space is limited.)
- c. Centre Building: On the desk in the assigned training room.

Note:

Space a may be accessed at any time during the forum, but will not be locked. Please be careful with your belongings. If you are concerned, please consider securing your luggage in other ways, such as coin lockers outside the facility.

- Please take care of your own valuables. We are not responsible for any theft or loss.
- It is strongly recommended you mark your baggage to prevent any possible mix-ups.
- For Lost Found inquiries, contact the registration desk.

Poster Session

■ Goals

It aims to provide an opportunity for participants to present the results of their daily studies and research projects, to exchange opinions, and to deepen their insights into global social issues through exposure to other presentations and mutual inspiration.

■ How to Present

Participants will display an A0 size presentation poster on the day of the event and make an oral presentation in English to the judges within the allotted time.

■ Flow

Starting this year, the poster session will be in two parts:

In the morning, all schools will participate in the preliminary round. In the afternoon, seven schools (scheduled) selected in the morning session will advance to the final round.

■ Preliminary Round

Presentation: one time, 4 minutes long.

Q&A: after several presentations, row by row.

- a. Judges will score each row of approximately 15 schools.
- b. Q&A period is excluded from the evaluation. Not only the judges but also the students are welcome to participate.
- c. At least one person should be in front of the poster to answer questions during Q&A.
- d. Outside of your presentation time, you are encouraged to listen to other presentations in the same row. Please view the posters in the other rows during lunch or at other times.
- e. The seven finalists will be announced during lunch around 13:40. The Finalists are posted in: Training Rooms 101, 102, and the entrance of the International Exchange Building.
- f. Finalist schools are asked to bring their presentation posters and gather for a pre-briefing at 13:55 in the Large Hall of the Culture Building.
- g. Presentation times may change if participants in the same row arrive late or for other reasons. Be prepared for unexpected schedule changes.

■ Final round

The Best of Seven will again make their presentations on stage in the Large Hall.

Presentation: once, 4 minutes, no Q&A

- a. The presenters will deliver their presentations using posters displayed in the same manner as in the preliminary rounds.
- b. Other attendees will be able to listen to the finalists' presentations at their seats.

■ Awards

- a. Minister of Education Award (1)
- b. Chief Judge's Award (1)
- c. Encouragement Awards *(5) *tentative
() number of winners

■ Judging Criteria

(Contents)

1. Appropriateness of Research Theme
2. Adequacy of Research Methods
3. Proposal for Problem Solving and Future Prospects

(Presentation)

4. English Presentation Skills

Evaluation: Each category is evaluated on the scale of 1 (low) through 10 (high).

Discussion Session

■ Goals

Students with deep insights into international global issues will gather for discussion. Through discussion, students develop global perspective by sharing ideas.

Create opportunities to discuss global issues through the eyes of the world, consider how we can contribute to our communities and society, and actively learn for a better future.

Learn to express your own opinion on a given topic in English within a time limit and develop the ability to communicate your thoughts.

■ Discussion Theme

What's the definition of well-being for you and society?

"Well-being" is the theme for 2024.

Be prepared for spontaneous and active discussion on this topic. Learn how to be a good presenter and listener. It is an excellent opportunity to express a point of view based on one's own experiences, thoughts, and interests, etc.

■ Discussion Tips

Please share specifically what you feel and learn at the school on a daily basis. Do not be afraid of making mistakes. Try to use clear, simple English so that you can understand each other.

■ Message from Advisors

Messages are now available on the website in early December.

■ Flow

Total of 6 training rooms in the center building will be used. The seating assignments will be posted on the website before the forum day. To provide opportunities for interaction with other students, students from the same school are assigned to different rooms. Each room will acco

accommodate approximately 20-25 students, who will be divided into small groups for discussion, as described below.

1. *Raise issues (with all students in the class)*

After a brief self-introduction, choose a few key words to discuss: problems, obstacles, challenges, etc.

2. *Small Group Discussions*

Form small groups and decide on a facilitator and a reporter. Discuss why and how problems occur (speculation and cause analysis), how to approach the problems (solutions), and what you can do now as a high school student.

3. *Discussion Summary (as a class)*

Summarize each group's discussion with the instructor as a whole. Report conclusions, solutions and exchange ideas with others. Submit written proposals as a product of the discussion.

Lunch Space

Training Room 101, 102 (Center Bldg. 1F) & Open Space (Culture Bldg. 2F)

Eating and drinking inside the facility are strictly prohibited. You should take your trash home with you.

Although there are some cafeterias in the venue, it is recommended to bring your own lunch as break times are relatively short.

For rooms with a limited capacity (200 people), please use the room assignment below.

- a. 101 training room: Poster session presentation #1-8
- b. 102 training room: Poster session presentation #9-15

Note:

- Only from 12:50 to 14:00, you can eat and drink in the training rooms 101 and 102 of the Center Building.
- Lunch may be consumed in open space on the 2nd floor of the Culture Building.

There is no kiosk.

- We recommend bringing your own lunch as the on-site restaurants and cafés may not be able to serve enough for all guests.
- There are garden tables and chairs outside the building where one can dine.
- *Please bring your garbage home with you.*

Contact Information

Urgent contact for absence, late arrival, etc. on the day, call 090-3534-6513.

2024/12/14 (13:00 - 17:00) and 2024/12/15 (8:30 - Forum ends).

Email : kikaku-kokusai@un.tsukuba.ac.jp

Inquiry till 12/13/2024, please contact;

University of Tsukuba

Department of Tokyo Campus Affairs

Division of Planning and Development

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

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

E-mail : kikaku-kokusai@un.tsukuba.ac.jp

Please check the website for updates and last-minute changes.

To all participants website : https://b-wwl.jp/forum/2024forum/members_jp/

Data Submission Method

PDFs will be posted on our website *after the forum*. Please send the data as an email attachment to:

2024@tsukuba-glp.org (address for data submission only)

Deadline is December 25 (Wed), 2024 at 12:00PM.

Format: PDF, Size: 2MB or less, Mail Subject: School directory #_School Name

If data is not received by the deadline, the space for that school may be shown as "no image."

Note:

- Please *DO NOT* send your mail to kikaku-kokusai@un.tsukuba.ac.jp
- If you wish to replace data once submitted within the submission period, please resend a n email with the Subject "12/●●/2024 ●●:●● Replacing Submitted Data".

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A student with a hearing impairment will also participate in this forum. During the sessions, we will provide the necessary assistance to communicate information. We appreciate your understanding and cooperation.

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