

All Japan High School Forum 2025

Guidelines for Preparing Abstracts and Presentation Posters (Including Awards and Evaluation Criteria))

(WWL (World Wide Learning) Consortium Secretariat)
Aoba-BBT, Inc.

1. Overview of Presentations at the Forum

The National High School Forum provides an opportunity for students to present the results of their own research in English and to learn from one another. Presentations will take the form of posters, with each school preparing, displaying, and presenting a poster summarizing their research.

This guide outlines the following:

- **Submission procedures for titles and abstracts**
- **Instructions for creating presentation posters**
- **Procedures for presentations and submissions on the day of the Forum**
- **Post-Forum submissions (for web publication)**
- **Notes on privacy, copyright, and handling of personal information**
- **Guidance for schools participating with poster displays only**
- **Categories of awards**
- **Evaluation criteria**
- **Contact information**
- **Reference materials**

As in previous years, no preliminary screening will be conducted using recorded video. Each school is required to submit their presentation title and abstract by the designated deadline. Schools that wish may also upload poster data or presentation videos in advance in order to receive AI-generated feedback.

On the day of the Forum, please bring an A0-size, portrait-format poster to the venue for display and presentation. At registration, you will be asked to submit a “Poster Submission Checklist” signed by the supervising teacher, along with a reduced A4-size version of your poster for evaluation purposes.

After the Forum, in order to widely share the outcomes, schools will be asked to submit a reduced-size PDF version of their poster, which will be published on the official WWL website.

All participants are requested to carefully read these guidelines and, under the guidance of their supervising teacher, complete the necessary preparations by the designated deadlines.

2. Submission of Titles and Abstracts

Title

- Japanese: within 40 characters (including spaces)
- English: within 20 words (including spaces)

Abstract

- Japanese: within 200 characters
 - English: within 100 words
- ※Please enter as a single paragraph, without line breaks.

Submission Deadline

Friday, October 17, 2025, 17:00 (JST)

Submission Method

Please submit via the following form:

[Submission Form URL]

<https://www.bbt757.com/svlEnquete/jsp/user/top?id=282bd86d4752e4038c1e7ab8af99e8d2>

Required Information

- Basic information (name, affiliation, and email address of supervising teacher)
- School information (official name in Japanese and English)
- Presentation content (title and abstract)
- Optional data submission
 - If you upload your poster data (PDF) or presentation video (mp4), you may receive AI-generated feedback.
 - If you do not wish to receive feedback, advance submission of posters is not required.

Alternative Submission Method

If you are unable to use the form, please submit the required information via email.

Submission address:WWL Consortium Secretariat (within Aoba-BBT, Inc.)

E-mail: wwl@ohmae.ac.jp

AI Feedback

Schools that submit poster data (PDF) or presentation videos (mp4) by Friday, October 17, 2025, 17:00 (JST) may receive AI-generated feedback upon request.

※AI feedback is provided for reference purposes only and does not represent an absolute evaluation.

※Feedback has no effect on the official judging results.

3. Guidelines for Preparing Presentation Posters

- Language: English
- Notation: Posters must clearly indicate the title and school name. The names of student presenters must not be included.
- Size: One A0-size poster (841 × 1189 mm, portrait format)
- Display Method: Each participating school is responsible for posting its own poster. Necessary materials will be provided by the Secretariat.

※Important Rules

- Use of generative AI (e.g., ChatGPT) must comply with the「[Provisional Guidelines on the Use of Generative AI in Primary and Secondary Education](#)」issued by the Ministry of Education, Culture, Sports, Science and Technology (MEXT).
- Please review “6. Notes on Handling Personal Information, Copyrights, Trademarks, and Portrait Rights” for details regarding legal and ethical considerations.

4. Presentation and Submissions on the Forum Day

- Poster Display: Bring your A0-size, portrait-format poster to the venue and set it up yourself. Display materials will be provided by the Secretariat.
- Materials to Submit at Registration
 1. “Poster Submission Checklist” signed by the supervising teacher

2. Reduced-size A4 version of the poster (for evaluation purposes)

5. Post-Forum Submission (for Web Publication)

- Required Submission: Reduced-size poster data (PDF format)
- Purpose: To publish on the official WWL website and share research outcomes widely.

6. Notes on Handling Personal Information, Copyrights, and Related Matters

When preparing submissions for this Forum (such as poster data in PDF format, abstracts, checklists, etc.), please observe the following points.

All content must be carefully reviewed under the supervision of the supervising teacher to ensure there are no errors or inappropriate statements.

Failure to comply with these rules may result in exclusion from evaluation or rejection of publication.

6-1. Handling of Personal Information

- Do not include names or any information that could identify individual presenters.
- Ensure that no personal names remain in file properties (such as “author” or “editor” fields) for poster data, abstracts, or checklists. Confirm and delete such information before submission.
- Photos or videos that reveal individual students’ faces may not be used. If unavoidable, please anonymize the images (e.g., by blurring).

6-2. Copyrights, Trademarks, Privacy Rights, and Portrait Rights

- Do not use works created by third parties (texts, charts, photos, videos, logos, etc.) without obtaining permission.
- When using references or sources, you must clearly cite them. Quotations must comply with copyright law.
- Do not include product names, logos, or images with advertising elements, as they may infringe trademark rights or cause commercial misunderstanding.
- When using creative works made by others, obtain explicit permission for use in this Forum (which assumes public online disclosure), and confirm that the original author will not exercise their moral rights.

6-3. Prohibited Examples (Common Violations)

The following cases have occurred in the past and are strictly prohibited:

- Unauthorized reproduction of newspaper, magazine, or web articles
- Unauthorized use of anime, manga, existing characters, or corporate logos
- Unauthorized use of photos/images found via internet searches
- Unauthorized use of book or magazine cover images

Such violations not only constitute infringement but may also expose the school and individual students to legal liability.

This Forum is not only a platform for international dissemination of research results but also a valuable opportunity for students to practice responsible information-sharing.

Schools are therefore requested to guide and confirm that the content of submissions is appropriate before sending them.

7. Guidance for Schools Participating with Poster Display Only

- Submission Deadline: **Friday, December 5, 2025**

- Required Materials: Printed poster (A0 size, portrait format) and checklist
- Submission Address:WWL Consortium Secretariat (within Aoba-BBT, Inc.)
Kojimachi Square, 3 Nibancho, Chiyoda-ku, Tokyo 102-0084
Tel: 03-5860-5530 (main)
※If you would like your poster returned, please contact the Secretariat in advance.

※Use a trackable delivery method.

※Posters (A0, portrait format, 841 × 1189 mm) submitted for display-only participation will not be returned unless prior arrangements are made.

8. Awards

The following awards will be presented this year.

- Minister of Education, Culture, Sports, Science and Technology Award (1 school)
- Chair of the Judging Committee Award (1 school)
- Encouragement Awards (6 schools)

9. Evaluation Criteria

Presentations will be evaluated based on the following five items (maximum of 25 points):

- Research Content: Clarity and depth of inquiry, Creativity and originality
- Presentation : Structure and clarity of the poster, Proficiency in English expression, Communication skills and ability to respond to questions

10. Contact Information

WWL (World-Wide Learning) Consortium Secretariat
(within Aoba-BBT, Inc.)
Kojimachi Square, 3 Nibancho, Chiyoda-ku, Tokyo 102-0084
E-mail : wwl@ohmae.ac.jp
※Inquiries are generally accepted by email.

11. Reference Information

- [Special Website: 2024 National High School Forum](#)
- [Posters Presented by Participating Schools \(2024 Forum\)](#)
- [Digest Video of the 2024 National High School Forum](#)

※ The English version of this guide is published on the dedicated website.

※ The English version is provided as a reference. In case of discrepancies or differences in interpretation, the Japanese version shall take precedence as the official standard.

[All Japan High School Forum 2025 \(For Participants/Organizers\)](#)

Poster Submission Checklist

We hereby confirm the following and submit the presentation poster to be used in the Poster Session at the All Japan High School Forum to be held on Sunday, December 21, 2025.

- ☐ Use of generative AI (such as ChatGPT) complies with the
「[Provisional Guidelines on the Use of Generative AI in Primary and Secondary Education](#)」
- ☐ No personal information (such as the names of student presenters) is included.
- ☐ The poster does not contain content that infringes upon the copyrights, trademarks, privacy rights, or portrait rights of others. When references or sources are used, they are clearly indicated on the poster.
- ☐ If works created by others (e.g., photographs, charts, illustrations, logos, articles) are used, permission for both usage and online publication has been obtained in accordance with the rights holder's requirements.
- ☐ In the event that any violation of the above is discovered after submission, the school will take full responsibility for resolving the matter.

School Name	
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Signature of Supervising Teacher_____

(Date)_____

(Example Entry)

※Please ensure that the content of the poster has been checked under the responsibility of the school and supervising teacher. Submit the completed and signed checklist together with the poster on the day of the Forum.

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- ☒ The poster does not contain content that infringes upon the copyrights, trademarks, privacy rights, or portrait rights of others. When references or sources are used, they are clearly indicated on the poster.
- ☒ If works created by others (e.g., photographs, charts, illustrations, logos, articles) are used, permission for both usage and online publication has been obtained in accordance with the rights holder's requirements.
- ☒ In the event that any violation of the above is discovered after submission, the school will take full responsibility for resolving the matter.

School Name	ABC Gakuen Senior High School
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Signature of Supervising Teacher _____ Hanako Kokusai _____

(Date) _____ ※Date of submission _____