

The 14th Annual Student Meeting of the Consortium of Universities in Hachioji

- Call for oral presentation in English -

Date	Dec. 3 th -4 th Time table will be released on Nov. 10 th .
Venue	Hachioji city college community center * Hachioji Square Building in front of JR Hachioji station

Registration & submission essential guide

Eligible students

Students of a member institution of the Consortium of Universities in Hachioji

International students of a member institution of the Consortium of Universities in Hachioji

Students who want to give a presentation in English

* For example, Japanese students planning to give a presentation at an international annual meetings

Presentation requirements

The representative instructor of your laboratory has to approve you for giving a presentation in the meeting.

Important Dates

Registration & submission period	Oct. 3 st -19 th
Notification of the acceptance	Nov. 10 th
Release day of the abstract	Dec. 3 th

Presentation details

Recruitment topics	Undecided
Presentation style	Oral presentation * 10 min. for presentation, 3 min. for FAQ * All presenters are required to ask questions or give comments on a designated presentation.
Presentation language	English

Manuscript format

Form 1 for abstract(2 pages in A4 size)

·File format for the online registration FORM 1 (MS-word format)

·File format for submission PDF format

*Please convert the extension of the abstract file from doc to pdf.

Form 2 for program

·File format for the check FORM 2 (MS-word format)

·Abstract(brief) types * Please see “形式1”, “形式2” and “形式3” in the page 6-7 of the Japanese version of the application requirements

Format 1 Text only.

Format 2 Figure or Table is displayed in a size of about 1/3 on the right side of the text.

Format 3 Figure or Table is displayed in the size of about 1/3 below the text.

Title Follow FORM 1

Text Format 1 Each line should be less than 48 characters,
and no more than 9 lines

Format 2 Each line should be less than 32 characters,
and no more than 9 lines

Format 3 Each line should be less than 48 characters,
and no more than 5 lines

***Text Tag (HTML Tag)**

New paragraph	Add to the end of sentence
Bold	Enclose the words with and
<i>Italic</i>	Enclose the words with <i> and </i>
Superscript	Enclose the words with ^{and}
Subscript	Enclose the words with _{and}

Figure & Table	Style1 Not applicable
	Style2 File type : jpeg Size : height 225px × width 250px
	Style3 File type : jpeg Size : height 110px × width 774px

Attention

- Make sure the items in the FORM 1 and FORM 2 are identical.
- The items of FORM 2 should be the same as FORM 1.

Registration & submission

URL for the registration & submission

<https://gakuen-hachioji.jp/main-business/presentation/>

*Please fill in the FORM 2 in advance, then copy & paste the all contents to the registration & submission web form.

*After registration & submission web form, we will inform you all in Japanese. We kindly ask for your understanding.

Inquiries

e-mail: entry_1@gakuen-hachioji.jp

(Office of the Consortium of Universities in Hachioji)