

The 15th Annual Student Meeting of the Consortium of Universities in Hachioji

- An essential guide for English oral presentation -

- 1 Date December 9th and 10th, 2023

- 2 Venue Hachioji city college community center
 Hachioji Square Building 11F in front of JR Hachioji station

- 3 Eligible students
 - (1) A member institution student of the Consortium of Universities in Hachioji.
 - (2) Students who want to present in English.
 e.g. Japanese students planning to present at an international conference.

- 4 Before you apply, get permission from
 - (1) Your instructor
 - (2) All co-presenters and all research collaborators

- 5 Important Dates
 - (1) Application period Oct. 2nd-24th
 - (2) Program publication Nov. 10th
 - (3) Release day of the abstract Dec. 9th

- 6 Presentation details
 - (1) Presentation field Free (unspecified)
 Please understand that various fields may be mixed in one session.

 - (2) Presentation style Oral presentation (English only)
 10 min. for presentation, 3 min. for Q&A
 All presenters are required to ask questions on a designated presentation.

7 Application process

- ① Create Form 1(Abtract manuscript) first.
- ② Fill (optional but preferred) Form 2(assistance sheet) by copy-and-pasting from Form 1.
- ③ (Within the application period) Complete the online application form by copy-and-pasting from Form 2, attach Form 1 and apply.

8 【Form 1】 Abstract manuscript (2 pages in A4 size Format Example)

Please create by referring to the example and convert the word file to a PDF. The PDF file must be submitted with the online application form.

9 【Form 2】 Fill the assistance sheet (Optional)

Form 2 is intended to confirm the input items of the online application form in advance. Filling Form 2 is optional, but please use it to avoid any copying errors.

Please note the following about your abstract (brief style)

(1) Select abstract (brief style) types

Select from 3 types. Check the Japanese version of the application requirements.

- ① (Type 1) Text-only
- ② (Type 2) Including figures and tables
- ③ (Type 3) Including schemes such as chemical reaction equations

(2) Word limit

Abstracts are limited to the following number of words, depending on the abstract types (see below).

Type 1: About 100-180 words (Up to 700 characters)

Type 2: About 70-130 words (Up to 500 characters)

Type 3: About 70-130 words (Up to 500 characters)

The number of words includes spaces, but excludes control codes (HTML Tags)

(3) Control codes (HTML Tags)

Use HTML Tags when filling such as the chemical formula in the Abstract (brief style) text.

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}

(4) Chart or diagram (jpg format)

Only those who chose Type 2 or 3 can attach a chart or diagram.

- ① File format: jpg
- ② The height and width of the image:
 - Type 2: height 45mm × width 55mm (531px×650px for 300dpi)
 - Type 3: height 25mm × width 165mm (295px×1948px for 300dpi)

※Sample templates can be downloaded from the website. If your image is larger than the image area you chose, it will be reduced without trimming.
- ③ Resolution: 300dpi or higher
- ④ Data volume: 5MB or less

10 Website

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

After application, we will inform you in Japanese.

We kindly ask for your understanding.

11 Inquiries

entry_1@gakuen-hachioji.jp

Office of the Consortium of Universities in Hachioji