

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

## **- Call for oral presentation in English -**

Date	Dec. 3 <sup>rd</sup> -4 <sup>th</sup> Timetable will be released on Nov. 10 <sup>th</sup> .
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 <sup>rd</sup> -19 <sup>th</sup>
Notification of the acceptance	Nov. 10 <sup>th</sup>
Release day of the abstract	Dec. 3 <sup>rd</sup>

## **Presentation details**

Recruitment topics	Please select from below. ①Biochemistry and Biotechnology ②Social issues and sustainability
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 12-13 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 Up to 700 characters.

Format 2 Up to 500 characters.

Format 3 Up to 500 characters.

<b>*Text Tag (HTML Tag)</b>	
New paragraph	Add   to the end of sentence
<b>Bold</b>	Enclose the words with <b> and </b>
<i>Italic</i>	Enclose the words with <i> and </i>
Superscript	Enclose the words with <sup> and </sup>
Subscript	Enclose the words with <sub> and </sub>

Figure & Table	<b>Style1</b>	Not applicable
	<b>Style2</b>	File type : jpeg
	Size	: height 225px × width 250px
	<b>Style3</b>	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](mailto:entry_1@gakuen-hachioji.jp)

(Office of the Consortium of Universities in Hachioji)