

## Oral Session: Application guidelines

If you wish to apply, please submit your application via the [Registration system]

Registration system :

[https://docs.google.com/forms/d/e/1FAIpQLSda5b6Hs0CFQZGSs\\_hbZGoYNhVQBC\\_tA1YLQjSmhjB-U0\\_UFQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSda5b6Hs0CFQZGSs_hbZGoYNhVQBC_tA1YLQjSmhjB-U0_UFQ/viewform?usp=sf_link)

### 【Registration Information】

#### 〈Main Information〉

- Name of the Host Representative
- Company Name/Affiliation (Institution's name)
- Representative's Contact Phone Number
- Representative's E-Mail (Once your presentation theme is registered the confirmation mail will be automatically sent to this E-mail address)

#### 〈Theme Registration〉

- Name of the Hosting Organization
- Name of the co-hosting organization (if you have one, please register)
- Expected presenter
- Language of the presentation (Please choose either English or Japanese)
- Number of Participants (Overall expected number of members including participants other than the presenter. Spectators are not included)
- Theme
- Presentation outline (please enter the theme of your presentation, brief summary of what you would like to discuss)
  - \*in 200 words for English, in 300 characters for Japanese
- Key words 3
- Remarks (request to use special equipment, restrictions, requests, etc.)

**【Participation requirements】**

In order to become an Oral session presenter, you need to register for the paid participation in the Forum.

**【Presentation fee】**

Venue	Seating capacity	Presentation fee	Donation (Only for commercial organizations)	Remarks
Main Hall	500 persons	670,000	2,000,000	
Tachibana Conference Hall	140 persons	474,000	500,000	
Hagi Conference Hall	110 persons	446,000	500,000	

Unit : JPY

- Municipalities, universities, NPO, etc. are allowed to make presentations by submitting only the participation fee (which includes simultaneous translation, use of microphone, stand, other equipment)
- As for the presentations made by commercial organizations, we would like to ask these organizations to provide a donation as well.
- We expect only half of the venue's seating capacity to be occupied. There is also a possibility that the seating capacity will increase depending on the seating layout of Tachibana, Hagi Conference Halls.

## 【Other】

- Abstracts posted on the website are available for download to all participants
- We can accept only 1 Abstract submission from each author. In case of a co-authorship submission of several abstracts is possible.
- We do not allow the use of images in the abstracts.
- The author doesn't need to include specific categories, such as "Introduction", "Methods", "Conclusion", in the text of the Abstract.
- If you need to make a citation from the reference materials, please specify Author's name, name of the Publisher, year of publication in the end of the Abstract text (Smith, J Pain, 2002)
- Please register the Author and one's Affiliation.
- The evaluation of each abstract will be done according to such criteria as the importance of the subject, relevancy to the Forum's theme and quality and clarity of the Abstract content.

The registered information on the theme and the outline of your presentation is planned to be posted on the Forum's website after the event is confirmed to take place.

- The Forum's Secretariat is planning to film the main presentations and then to stream these videos for those who have registered for the paid participation.
- WBF (World Bosai Forum Foundation) may later edit taken videos and WBF non-profit organization may release them to the public after the Forum's opening. In that case we will confirm the content with Session Host representatives before releasing it.

[Contact Us] Inquiries about content

World Bosai Forum Secretariat

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