

WBF2025 Oral Session Application Guidelines

Application Procedure

Please apply via the "Registration System." The URL for the registration system will be published on August 1, 2024.

Application Schedule

- **Deadline:** The application deadline is November 30, 2024, at 17:00 (JST).
- **Acceptance Announcement:** Scheduled for early January 2025

Basic Registration Information

- Name of the responsible organizer
- Company/Organization
- Phone number of the responsible organizer
- Email of the responsible organizer

Session Registration

- Name of the organizing entity
- Co-organizing entities (if applicable)
- Presenters
- Language (please choose either English or Japanese)
- Number of session participants (including presenters, support staff, and guests; does not include audience members)
- Title
- Abstract (please briefly describe the theme and topics for discussion)
English: 200 words, Japanese: 300 characters
- Three keywords

- Remarks (requests for special equipment, restrictions, or other needs)

Participation Requirements / Presentation Fees

- All session presenters are required to register as paid participants (full access registration) for the forum. However, there is no fee for the presentation itself.
- A simultaneous interpretation fee of 200,000 yen (tax included) will be charged per session.

**Since this forum's sessions will be broadcast to participants both domestically and internationally, we highly recommend utilizing simultaneous interpretation services to accurately convey your presentation and increase international recognition.*

Session Time Slots

- Each session is allotted either 60 or 45 minutes.
- Setup time is not included in this duration; however, please complete setup and cleanup within 10 minutes each.

Accessibility

The venue is barrier-free.

Technical Support

Basic equipment necessary for presentations (screen, projector, microphone, desk, chairs) will be provided. Support for online broadcasting will also be available.

Important Notes

The registered title and abstract will be posted on the forum's website. The live presentation will be recorded on video and streamed to registered participants on the website. Additionally, the videos will be made available to registered participants after the event ends.

The recorded videos may also be edited and released by WBF (World Bosai Forum Foundation) as part of non-profit activities. However, any editing or public release will only be done with the permission of the session organizers.

Additional Information

Abstracts will be posted on the website and will be available for anyone to download. Images cannot be included in the abstracts. Abstracts will be evaluated based on the importance of the topic, relevance to the forum's theme, and the quality and clarity of the content.

Contact Information

World Bosai Forum Foundation Secretariat

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