

STUDENT INSTRUCTIONS MANUAL
23RD INTERNATIONAL STUDENTS SUMMIT ON FOOD, AGRICULTURE AND ENVIRONMENT(ISS)

Theme: “Youth Actions and Collaboration towards Resilient Food Systems and Environmental Conservation”.

Most asked questions regarding ISS

Q. What is International Students Summit on Food, Agriculture and Environment (ISS)?

- A. The International Students Summit on Food, Agriculture and Environment (ISS) is a student-centered conference which highly emphasizes on actions taken by the students in tackling problems faced by their respective communities. Since 2001, ISS has been held every year and this time we will be holding the 23rd ISS where participating students will gather at Tokyo University of Agriculture (Tokyo NODAI) and present or discuss their actions on the field of food, agriculture and environment in relation to the main theme written above.

Q. When and where will the ISS be held

- A. ISS will be held from the end of July to the beginning of August, 2024 at Tokyo University of Agriculture (Setagaya Campus) in Tokyo, Japan. **Please refer to page 2 for the general ISS timeline (tentatively)**

NOTE: There is a special program held in conjunction with ISS called **Comprehensive International Education Program (CIEP)**. For those who are interested please refer to page 3 for more information.

Q. Who can Join or Participate in the ISS?

- A. Both Undergraduate students and graduate students (master/ doctoral) can participate in ISS however priority will be given to undergraduate students.

Note: Students' groups can also apply by selecting one representative applicant

Q. What should I present during the ISS?

- A. Your personal or group actions with evident impact in your local community in the field of food, agriculture and environment that closely relate to the main ISS theme of the year. For those who will present on the students' group activity(s), please make sure that your group have agreed for you to present on their behalf.

The ISS manuscript and the presentation may include (but not limited to) the following ideas:

- What challenges do your community face in the food, agricultural, and environmental sectors?
- How the youth (especially you) have managed to address the theme (i.e. Youth Actions and Collaboration towards Resilient Food Systems and Environmental Conservation) in their communities or universities?
- What are the social, economic, and environmental implications of these programs or activities?
- How are other youth involved in these programs or activities? What motivates them?
- Do you have any difficulties to promote your activities? How could these activities be expanded and sustained?

NOTE 1: Please check the **22nd ISS Best Papers** here for your reference:
<https://drive.google.com/drive/folders/1l8Ysf6dWQbYw4IQTHXE7UOMM3hlyplJH?usp=sharing>

NOTE 2: Please refer to **page 4 and 5 and 6** regarding the “Instructions on writing the ISS manuscript for the 23rd ISS.

Q. What can I get or receive after participating in the ISS?

- A. I. For undergraduate students: 2 academic credits and a certificate of completion will be provided by Tokyo University of Agriculture.
II. For graduate students: A certificate of completion will be provided by Tokyo University of Agriculture
III. Award will be given to only outstanding participants

Q. Is there any financial support for air ticket and others for ISS participants?

- A. Please refer to **Page number 2** (item 3 and 4) regarding the air ticket and other costs

Q. How to apply in order to participate in the 23rd ISS?

- A. Please contact your University's office in-charge to get information related to the application procedures and the documents required. In addition, refer to page 3 which contain some of the required documents for your application.

Important Information about the 23rd International Students Summit

1. Selection of participants

Due to a rapid increase in number of applicants, and in order give equal chances to all our applicants, all applicants recommended to represent their universities **will be selected through a screening process.** This screening process will also ensure the quality and efficiency of the ISS experience. Each selected partner university will be given one slot; **however, kindly understand that NONE will be selected if your university's applicant fails to pass the screening process.** ISS committee will use the submitted ISS manuscript in the screening process. The screening Criteria will mainly include (but not limited to) the following:

Criteria	Description
Format	How well do you follow the template format given?
Theme Connection	How much is your topic related to the ISS general theme?
Topic Discussion	Do you have a <u>clear</u> goal?
	Do you <u>properly</u> discuss the topic and issues at hand? <ul style="list-style-type: none"> • First statement should be related to all the contents in the paragraph. • Evidence should be substantial and relevant to the ISS general theme with supporting facts and figures (with proper citation) • Community problem where student action is necessary.
Student (Action) Involvement	Are you <u>directly</u> involved in the student action? <ul style="list-style-type: none"> • You should give prescription to improve the situation as a student • Your topic should show the possibility for further action by the students.

NOTE: To learn more about the objectives of ISS, please read the ISS Tokyo Declaration and ISS Action Plan here: https://drive.google.com/file/d/1qFhzKjc0xejYn16B_V32ic0mTxwDy2VH/view?usp=sharing

2. Timeline of the 23rd ISS

The 23rd ISS will be **held at the end of July to the beginning of August 2024.** The tentative timeline including the student nomination deadline and preparation process are as shown below. Any changes to this timeline will be communicated in due course.

Tentative timeline

January	Dispatch of Invitation Letter (Tokyo NODAI)
March 20 (Wed.)	Deadline of <u>Participant Nomination</u> (each partner university)
March – April	Screening period of applicants and <u>Manuscript review</u> (ISS advisors committee)
May 13 (Mon.)	Dispatch of <u>Acceptance Letter</u> (Tokyo NODAI)
June 4 (Tue.) (16:30 JST~)	PRE-SUMMIT (online) *All the ISS participants must attend. Further information will be shared in due course.
June 28 (Fri.)	<u>Final ISS manuscript submission.</u>
July 30 (Tue.)	Arrival in Tokyo
July 31 to Aug.3	ISS week
Aug 4 (Sun.)	Departure Preparation
Aug.5 (Mon.)	Departure from Tokyo

3. International airfare

International airfare is to be borne by the participating student (or his/her home university).

4. Items to be provided by Tokyo NODAI during ISS week

✓Airport transfer(Inside Tokyo) ✓Accommodation (with breakfast) ✓Lunch and dinner of several days.

Special Program to be held in conjunction with ISS

The “Comprehensive International Education Program (CIEP)” is an integrated learning program consisting of lectures, field practices, and workshops, which provides the opportunity for students to learn about food, agriculture, and the environment in Japan and Asia. CIEP 2024 will be held a week before the ISS week, from July 20th to July 30th. In previous years, this program has been conducted in the Noto Region, Ishikawa Prefecture, which is registered as a “Globally Important Agricultural Heritage Systems (GIAHS).” However, this year, the region for CIEP program **has not yet been decided**. We will contact all interested students directly whenever the decision has been finalized. All the ISS participants are also welcome to join this special program. Participation is free of charge. However, transportation from Tokyo to the designated region, accommodation, and meals during the CIEP period should be shouldered by each participant (The approximate budget per student is 50,000 ~ 60,000 Japanese Yen).

Required Documents for your Application

Applicants (students) have to submit the following in order to successfully apply to participate in the 23rd ISS:

1. Student Application Form B (Excel).

This file must be filled in and returned to your university (office in-charge). Fill in all the parts related to information for travelling to Japan. Please confirm with your university (office in-charge) regarding the submission deadline for this form.

2. ISS Manuscript.

This Manuscript (**must be 4 to 7 pages**) have to be submitted to your university (Office in-charge). The manuscript must follow the guidelines and template provided. Please find the manuscript template provided and refer to **page 4 and 5** regarding the “Instructions on writing the ISS manuscript for the 23rd ISS”. Please confirm with your university (office in-charge) regarding the submission deadline for this manuscript.

NOTE

After Tokyo NODAI’s screening process, all selected students (applicants) will be required to register through our **Registration Google Form**. Further information will be shared to all students who will pass the screening process, however this form will require the following:

- Passport size ID photo
- Photo for ISS website (free style)
- Information of the student’s advisor
- Passport Copy
- Medical and food restrictions and allergies
- Emergency contact
- Information on financial source of travel to Japan
- Order of preferences for the ISS groups (sub-themes)
- Agreements on the terms and conditions of the ISS
- CIEP participation (Only those who will participate in CIEP program)

Instructions on writing the ISS Abstract and ISS Manuscript for the 23rd International Students Summit (ISS)

Tokyo University of Agriculture has been hosting International Students Summit on Food, Agriculture and Environment (ISS) since 2001. Each year, students from participating universities meet and decide the theme for next year's ISS. Participants in the 22nd ISS agreed that the theme for the 23rd ISS (2024) will be **“Youth Actions and Collaboration towards Resilient Food Systems and Environmental Conservation”**.

We invite you, as a representative student of your university, to present your current activities or actions taken in tackling problems faced by your community. We also accept application from the student who intend to represent his/her students' group within the university. In order to have a meaningful discussion with other students and scholars from around the world, the students' actions should be closely **related to the ISS theme of this year**. The ISS manuscript and the presentation may include the following ideas:

- What challenges do your community face in the food, agricultural, and environmental sectors?
- How the youth (especially you) have managed to address the theme (i.e. Youth Actions and Collaboration towards Resilient Food Systems and Environmental Conservation) in their communities or universities?
- What are the social, economic, and environmental implications of these programs or activities?
- How are other youth involved in these programs or activities? What motivates them?
- Do you have any difficulties to promote your activities? How could these activities be expanded and sustained?

Please have an academic advisor guide you through the preparation of the ISS manuscript and presentation.

Please use the World file templates provided when writing your ISS manuscript. This manuscript will be published in the ISS website and the abstract written in this manuscript will be printed in the 23rd ISS proceedings.

Please use the following checklist to ensure proper completion and submission of your manuscript.

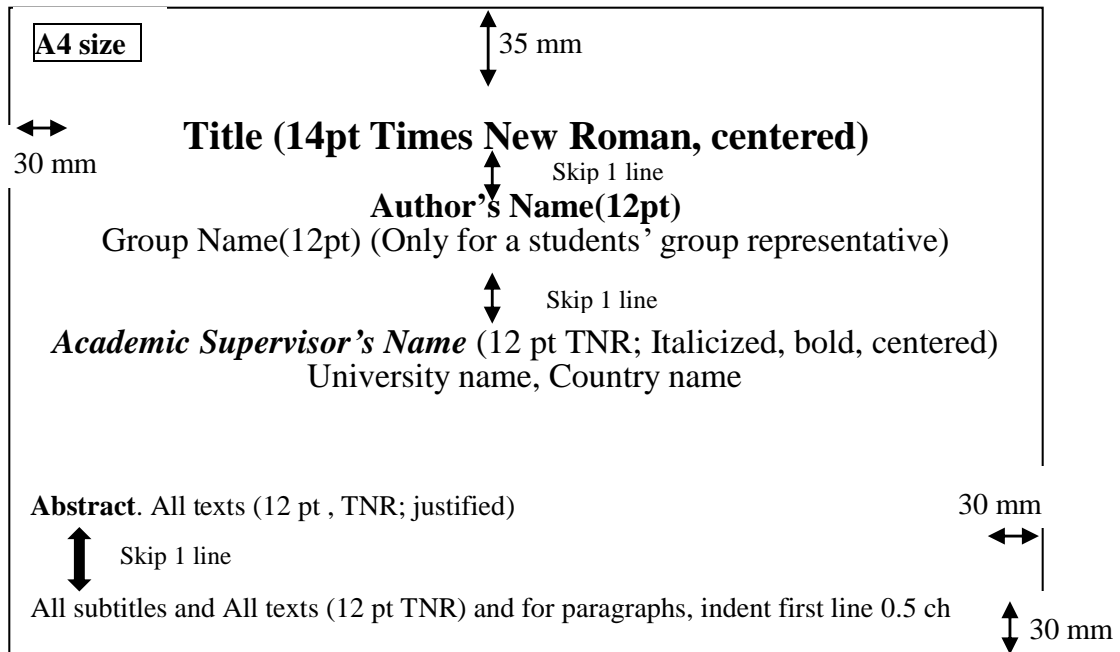
- ☐ **ISS Manuscript (must be 4 to 7 pages)** should be submitted to your University (office in-charge) within the given deadline
- ☐ Use **Microsoft Word (Templates of the ISS manuscript is provided among the attached files)**.
- ☐ **Single-space** your writings.
- ☐ Use **Times New Roman** font for all text. Set the size of the title to **14 points**; your name, Students' group name (only if applicable), name of your academic advisor, university name, country, and main text should be **12 points**. **Center the title of your paper** on the first line; skip one line and type your name, write your students' group name (only if applicable) below your name, skip one line then write ***your Academic supervisors name*** (bolded and Italicized); write your university name and country below supervisor's name.
Please check the examples in the next page.

- ☐ You **MUST** provide citations for all external material (e.g., journal articles, newspapers, government publications, online sources) used in your writings. **Citations should follow American Psychological Association (APA) format.**
 - As in any academic or professional paper, you must provide the citation information clearly when you cite others' work. Failing to do so will be considered **plagiarism**.

◆ **How to use the provided template correctly**

1. We recommend that you read the contents written in the template before beginning to write your manuscript.
2. You do not have to keep the subtitles as they are written in the template provided however the content in each subtitle in your own texts should relate (but not limited) to the subtitles given.
3. Replace all text in the paragraphs with your own composition by overwriting within the word file provided.
4. All tables, graphs or pictures have to be properly labelled as shown in the templates
5. Reference should be appropriately written as described in the template provided.

Example



For Students' group representative

Agriculture in Japan

Fredrick MWAIKENDA
Agri Ambassadors students' group

Academic supervisor; Dr. Donald TANAKA
Tokyo University of Agriculture, Japan

[illegible]

Keywords: xxxx, xxxxx, xxxxxx

1. Problem statement

[illegible]

For Individual Student

Agriculture in Japan

Fredrick MWAIKENDA

Academic supervisor; Dr. Donald TANAKA
Tokyo University of Agriculture, Japan

[illegible]

Keywords: xxxx, xxxxx, xxxxxx

1. Problem statement

[illegible]