**TITLE AND NAME (FONT – CALIBRI BOLD, SIZE - 14)**

Abstract (Font – Calibri, Size 12)

English – 250 to 300 words

Japanese – 600 Japanese Characters

1. **Target Audience**

*Who is it for? Who will benefit from your presentation?*

(e.g., “This is for secondary teachers seeking methods for using social media in the Japanese Classroom.”)

1. **Outcomes**

*What will attendees be able to do after your presentation?*

(e.g., “Attendees will walk away with 3 social media plans for Yr.7-12 and feel confident about implementing them.”)

1. **Focus**

*What will your presentation focus on?*

(e.g., “It will look at the challenges of using social media in the classroom and offer practice-based methods to deal with them.”)

1. **Insights / Conclusion**

*What will be the “light bulb moment” for attendees? Or, your message in a nutshell.*

(e.g., “Using social media doesn’t need to be complicated.”)

(in total English: Approximately 300 words; Japanese: 600 characters)

* You can find sample abstracts here (English only):

<https://www.oreilly.com/conferences/sample_proposals.html#case_study>