

STUDENT INSTRUCTIONS MANUAL

25TH INTERNATIONAL STUDENTS SUMMIT ON FOOD, AGRICULTURE AND ENVIRONMENT(ISS)

Pushing Boundaries: Inclusive Activities for Community Welfare

Date: June 30 – July 3, 2026

Important Information about the 25th ISS

1. Selection of participants

Due to a rapid increase in the number of applicants, and to 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; this means only one applicant from your nominations will be selected to represent your esteemed university as an oral presenter.

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? • 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? • 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 25th ISS

The 25th ISS will be held from **June 30–July 3, 2026**. 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.

November	Sending Notification Letters (Tokyo NODAI)
December	Sending Invitation Letters (Tokyo NODAI)
February 27 (Friday)	Deadline of participant nomination (Each partner university)
March	Screening period of applicants and manuscript review (ISS advisors committee)
End of March	Participant list completed
March 31 (Tuesday)	Sending Acceptance Letter (Tokyo NODAI)
From April 1 ~	Group preparation sessions, Visa application period
May 15 (Friday) (16:00JST~)	PRE-SUMMIT (Online) *All the ISS participants must attend. Further information will be shared in due course
May 20 (Wednesday)	Final ISS manuscript submission
June 29 (Monday)	Arrival
June 30 (Tuesday)	Opening
July 1 (Wednesday)	Group Discussion sessions day 1
July 2 (Thursday)	General Discussion sessions day 2, ISS Workshop
July 3 (Friday)	General Discussion and Closing Ceremony
July 4 (Saturday)	Cultural Exchange Sessions
July 5 (Sunday)	Departure

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 for presenters

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

5. Cancellation Policy

If a participant cancels their participation within 14 days prior to the scheduled arrival date, they will be responsible for reimbursing any costs incurred due to accommodation and meal reservation cancellations.

The exact amount will be determined after the participant's cancellation request is received. Payment must be transferred to the designated bank account, which will be provided to the participant following the submission of their cancellation request.

Required Documents for your Application

Applicants (students) must submit the following to successfully apply to participate in the 25th ISS:

1. Student Application Form B (Excel).

Template:

This form must be completed and returned to your university's office in charge. Please fill in all sections related to your travel information for Japan. Kindly confirm the submission deadline with the office in charge at your university.

2. ISS Manuscript.

Template:

The manuscript (4 to 7 pages) must be submitted to your university's office in charge. **Please ensure that your manuscript strictly follows the provided guidelines and template.** Be sure to carefully read the instructions on pages 4 and 5 of this document, titled **“Instructions on Writing the 25th ISS Manuscript.”**

Please confirm the submission deadline with the office in charge at your university.

3. Univ Acronym Nomination Letter Form A (Word).

This form must be completed and signed by the university authorities responsible for nominating the representative student(s)

NOTE

After the screening process (conducted by ISS Advisors Committee), 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
- WhatsApp Account information
- Information on financial source of travel to Indonesia
- Agreements on the terms and conditions of the ISS
- Information related to joining the ISS 2026 Microsoft Teams group

Instructions on writing the 25th ISS Manuscript

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 24th ISS agreed that the theme for the 25th ISS (2026) will be **“Pushing Boundaries: Inclusive Activities for Community Welfare”**.

Marking 25 years of fostering dialogue and action, we invite you, as a student representative of your university, to present your current activities or actions taken in tackling problems faced by your community. We also accept applications from the student who intend to represent his/her students' group within the university. 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 have the youth (especially you) managed to address the theme (i.e. Pushing Boundaries: Inclusive Activities for Community Welfare) 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 promoting your activities? How could these activities be expanded and sustained?

Please work with your academic advisor as you prepare both your ISS manuscript and presentation. When writing your manuscript, be sure to use the provided Word template. The full manuscript will be published on the ISS website, and the abstract included in it will be printed in the 25th ISS proceedings.

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

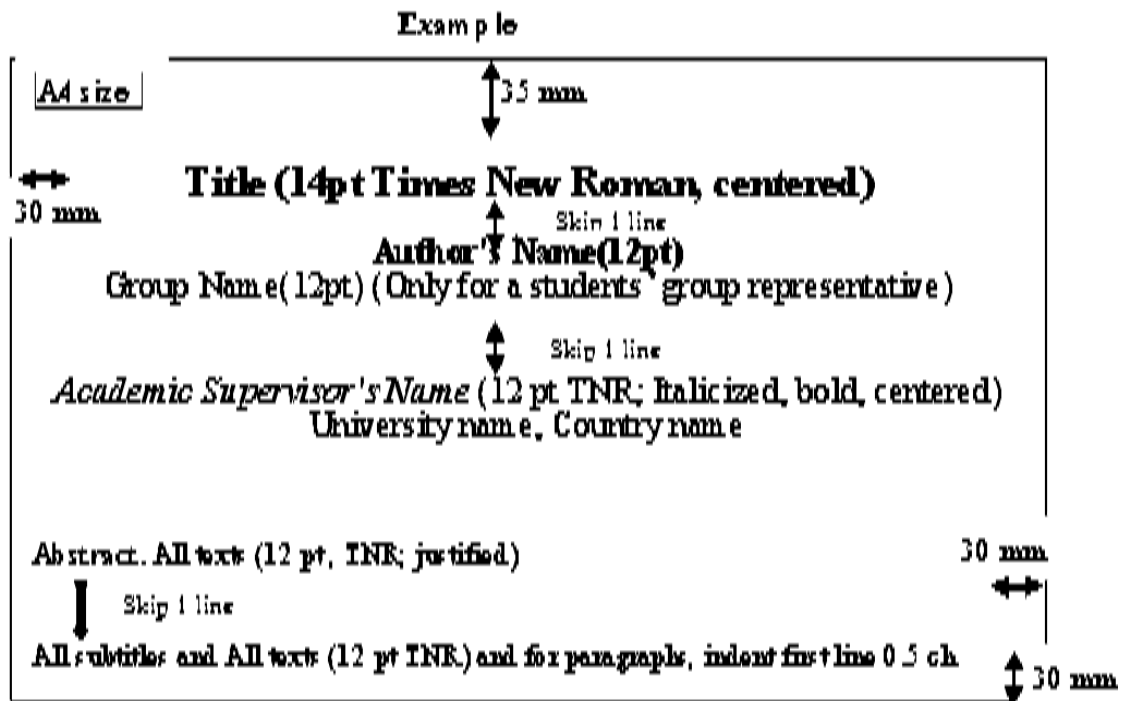
- ☐ **ISS Manuscript (must be 4 to 7 pages)** should be submitted to your university (office in-charge) within the given deadline
- ☐ Use **Microsoft Word (Template of the ISS manuscript is provided among the attached files)**.
- ☐ **Single-space** your writings.
- ☐ Use **Times New Roman** font for 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 supervisor's name*** (bolded and italicized); write your university name and country below supervisor's name.
Please check the examples on 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 must be properly labelled as shown in the templates
5. Reference should be appropriately written as described in the template provided.



For Students' group representative

[illegible]

For Individual Student

Agriculture in Japan

Fredrick MWAIKENDA

Academic supervisor; Dr. Donald TANAKA

Tokyo University of Agriculture, Japan

Abstract.XX
XX
XX
XX

Keywords: xxxx, xxxxx, xxxxxx

Problem statement

XX
XX
XX

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 25th ISS where participating students will present or discuss their actions on the field of food, agriculture and environment in relation to the main theme “*Pushing Boundaries: Inclusive Activities for Community Welfare*”

Q. When and where will the 25th ISS be held

- A. ISS will be held from **June 30–July 3, 2026**, at Tokyo University of Agriculture (Tokyo, Japan). **Please refer to page 2 for the general ISS tentative timeline.**

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 have the youth (especially you) managed to address the theme (i.e. *Pushing Boundaries: Inclusive Activities for Community Welfare*) 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 promoting your activities? How could these activities be expanded and sustained?

NOTE 1: Please refer to the **23rd ISS Best Papers** here for your reference:
https://drive.google.com/drive/folders/13KyedAUr7DPUM-ytnPRuGsiL_ApSEijt?usp=sharing

NOTE 2: Please refer to **page 4,5 and 6** regarding the “Instructions on writing the 25th ISS manuscript.

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

- A. I. For undergraduate students: 2 academic credits (Tokyo NODAI 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 tickets 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 do I apply to participate in the 25th 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 contains some of the required documents for your application.

