**Request for Proposal and Expression of Interest Form**

**by the Tokyo Metropolitan Board of Education**

**For**

* **Tokyo English Channel’s “virtual study abroad” event**
* **Supplementary videos**

**[Host]**

Tokyo Metropolitan Board of Education (Japan)

NHK Educational Corporation is in charge of producing/webcasting the event and dealing with overseas universities on behalf of the Tokyo Metropolitan Board of Education.

**[Overview of the event]**

- It will be held ~~o~~n September 23, 2021. TIME TBD

- It’s an online event connecting high school students in Tokyo and several universities from around the world.

- One professor (or possibly two professors) from each of the participating institutions will give a lecture on a topic which is chosen in advance. High school students in Tokyo will watch it live online; there is a possibility that some high school students outside Japan might also watch it.

- Each lecture will be 90 minutes. After each lecture, the university will have about 30 minutes to make a presentation and provide information about its international student program.

- At the beginning of each lecture, there will be a video (about 2 minutes in length) that provides an overview of the school.

- During each lecture, a few short videos will be shown. These videos serve as supplementary material for the lecture, and they will be explained in detail under “Supplementary Videos” below.

**[Supplementary videos]**

1. Teaser video for the virtual event

We will make short preview videos on all the lecture topics. Students interested in the event will watch these videos before the actual event, in preparation for the lectures. We ask each institution to co-produce the teaser video with NHK Educational Corporation.

2. Promotional video of your institution  
We will make an introductory promo video of your institution. We need your current students to appear in them.

**[Requirements with regard to the event]**

Professors:

- Must be able to give an online lecture via a video conferencing system.

- Must be able to give a lecture in English.

- We don’t have a set theme for your Masterclass. However, suggested topics from NHK Educational include gender equality, diversity and inclusion, emotional well-being, agri-tech, environmental protection, NZ technology and innovation.

- Must be available to do this on September 23. Time TBD.

- Each lecture session will be broken down into several parts: lecture, class discussion, wrap-up, etc. We will set a timetable in advance, and it must be followed.

- Must have several online meetings with us prior to the event to discuss what the lecture is going to be about.

- Must interact with Japanese students during the lecture session (e.g., ask them what they think).

Selected Institutions:

- Must let us film the lecture session in an actual classroom.

- Each lecture session is 90 minutes. The institution must be able to handle one session or possibly two sessions.

- Must have Internet connection required for webcasting/video conferencing.

- Some current students (maybe a dozen or so) need to take part in the lecture as well. The institution has to make arrangements to make that happen. We can discuss and decide whether to have these students right there in the classroom or have them participate remotely.

- If the professor scheduled to lecture suddenly becomes unavailable, the institution must find someone else to fill in. Any changes to content must be discussed with us.

- Must let us film on campus prior to the event, or let us use existing video footage of the institution.

- Participating students must understand that they are appearing in a webcast, that they will be seen and heard online. The institution is responsible for obtaining their consent.

**[Requirements with regard to the supplementary videos]**

Professors:

- Must cooperate with us in making supplementary videos prior to the event. This includes letting us use teaching material relevant to the lecture topic (e.g., documents, graphs, pictures).

- Must be able to appear in supplementary videos (if necessary).

- Must have several meetings with a local production coordinator and with us (some meetings in person and some probably online).

Institutions:

- Must help us find some students who can appear in a school promo video, act as guides and give a quick tour of the school. We are looking for sports team captains, student government members, and others.

- Must cooperate with us in making a school promo video. Meetings with a local production coordinator are necessary prior to filming. For this video, we will film at three or so locations on campus.

- Must let us film at various locations on campus (e.g., classroom, lecture hall, professor’s office, cafeteria, gym, dorm) and help us make location arrangements for all the videos we’re going to make.

- All videos will be posted on the Tokyo English Channel website and will be permanently available online. Participating students must understand that and give us permission to use their image and comments. The school is responsible for obtaining their consent.

**[Expression of Interest Form]**

Please send the following to Misa Kitaoka, Director of Education - Japan at Education New Zealand <misa.kitaoka@enz.govt.nz> with the following information by 25 May.

* Institution Name
* Representative Name (who will be overseeing the project)
* Representative Email Address
* Nominated Professor for the Masterclass
* Professor CV (please provide link)
* Masterclass Theme and Abstract (200 words)  
  \*multiple nominations from the same institution are acceptable.