



14th Polar Law Symposium 2021

November 21-23 Kobe, Japan

Symposium Participation/Presentation Manual ver. 2.0

as of November 4, 2021 (updates/changes in blue)

Hybrid Conference

14 Polar Law Symposium will be held in a hybrid format, consisting of several live sessions broadcast live using the dedicated Online Portal, in which presenters being both at the physical venue at Kobe University and through ZOOM online and simultaneously interacting with the audience both at the venue and via online. The organizer is making the utmost efforts to maintain the discussion-oriented symposium which is a tradition of PLS.

For online participants, there are two live stream channels, one of which is for the hybrid format and the other is for entirely online live events. There will also be several powerpoint and video presentations uploaded onto the Portal which are available for on-demand viewing and in-text commenting and feedbacks, starting from the conference opening on 21 November until 8 December 2021.

COVID-19 Related Information

Although the domestic spreading of COVID-19 in Japan has been easing, there are still demanding restrictions to enter Japan, such as submission of inspection certificate, mandatory 14-day isolation (which can be shortened with certain documentation) after entry, etc (www.mhlw.go.jp/stf/covid-19/bordercontrol.html). It is thus not advisable for presenters and participants currently living outside of Japan to try to enter Japan and to arrive at the venue by the start of the Symposium. The organizers will not support any procedures related to the border control.

As of 4 November, the organiser is planning to hold the Symposium in hybrid format as originally envisaged.

Preventive Measures at the Venue

For those intending to participate in-person at the venue, the conference venue is a large hall with capacity of 350+, in which we expect a maximum of 75 in-person participants. All preventive measures are implemented at the venue. Presenters and participants currently residing in Japan are welcomed to attend the Symposium in-person.

In order to precisely monitor the expected number of in-person participants, please update your plans to visit the venue by editing your personal profile from your My Page site in the Online Participant Portal.

Symposium Registration and Presentation information

For all participants, both in-person and online, registration is required to access the Portal.

The online registration is now open and please access it: <scarschass-pls2021.jp/home>

For the registration, those with the accepted abstracts must use the same email address that was used to receive the acceptance letter from the Secretariat.



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If you are a Representative Presenter, from My Page site in the Online Participant Portal, please click “Confirm/Edit Information” of your relevant abstract and enter the relevant information regarding your presentation and/or your panel proposal. Please confirm/update the title of your individual/panel presentation, then enter all author(s) of that presentation.

If you are accepted as live presentation, under the section “Information on live oral presentation”, please enter the names of those who will be actually presenting live during the session in the order of their appearance. If available, you may also enter the individual titles of their presentations. These information will be used to produce the official program.

These information can be entered only by the Representative Presenter of the abstract accepted. Other authors and presenters under a co-authored and/or panel proposal should request their Representative Presenter to enter their relevant information.

Uploading of Pre-Recorded Videos or Powerpoint Presentations

In the “Confirm/Edit Information” of your relevant abstract, at the bottom of the page, there is the section to upload the presentation material related to that specific abstract. For those of you with abstracts accepted as “pre-recorded presentation”, please upload the material by November 15, in order for them to be ready for on-demand viewing from the start of the Symposium on 21 November. Please note that, if there are no uploaded material relevant to your accepted abstract by the closure of the Symposium on 23 November, the information will be deleted from the final official program.

For those of you with abstracts accepted as “live presentation”, AFTER your live presentation is completed, you MAY (optional) also upload your presentation material which will be available for on-demand viewing on the Online Portal. Please note that, for all live presentations during the Symposium, the Secretariat will be recording the sessions and their videos will be available for on-demand viewing on the Online Portal.

All uploading from My Page must be done by the Representative Presenter of the particular abstract. Other authors and presenters under a co-authored and/or panel proposal should request their Representative Presenter to upload their material.

Technical requirements for uploading video or PDF presentation:

- Powerpoint presentations must be converted into PDF for uploading.
- The length of the recorded video should be 20 minutes maximum for the individual presentation and 60 minutes for the panel proposals in total.
- The video must be in mp4 format and its maximum data size is 500MB.
- Due to technical reasons, all presentation files being uploaded to the system must be under 500MB each.

In-person participation in the Symposium

The venue is the Idemitsu Sazo Memorial Rokkodai Auditorium, Kobe University. For access information, see the 14PLS website.



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Live presentations, both in-person and online, and the role of Chair/Chair's Assistant

In principle, the allotted time for an individual presentation is 20 minutes per abstract. For the panel proposals, each panellist has 15 minutes. The Planning Committee has carefully allocated individual and panel presentations in a session taking into account the expected number of presenters, as well as the overall timeframe of each session (there are different timeframes, from 45 to 120 minutes per session), with the understanding that there will be sufficient time for discussion and Q&A after the presentations. With this in mind, the Representative Presenters and the Chair/Chair's Assistant of the session should have prior consultation for the final time allocation and the order of their presentations.

For in-person oral presenters, please come to the conference venue early and provide their PPT or any other presentation material directly to the Conference Operator. Their PPT or any other presentation files are stored in the main operating computer and be operated by the Conference Operator. In order to obtain good video images, the organiser asks the in-person presenters not to use their own computers in front of them when making their live oral presentations.

For online presenters, both in hybrid and entirely online sessions, please prepare their own computers to display their presentation material using the ZOOM Screen-Share function. A good internet connection is essential for online presentations. It is important for all online live presenters to inform their names to their Representative Presenters and the Chair/Chair's Assistant of the session in advance. The Chair/Chair's Assistant will need to identify the oral presenters from the ZOOM MTG participants in order to proceed with the live session.

The Chair/Chair's Assistant and all live oral presenters must access the venue/ZOOM 20 minutes before the session starts, unless otherwise indicated by the Convenor.

Other details regarding the role of Chairs as well as Chair's Assistants, both at the venue and online, will be notified later in a separate Chair's Manual.

All live presentations will be recorded by the Secretariat and made available for later on-demand viewing and in-text comments and feedback on the Portal. All speakers/participants are considered to have agreed to this recording and uploading.

For all other information and updates, please check the 14 PLS website regularly.