



# 14th Polar Law Symposium 2021

November 21-23 Kobe, Japan

## **Symposium Participation/Presentation Manual ver. 1.0**

as of September 30, 2021

### **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**

As of the end of September, there are demanding restrictions to enter Japan, such as submission of inspection certificate, mandatory 14-day isolation after entry, etc. For presenters and participants currently living outside of Japan, please regularly check the Japanese immigration and quarantine rules regarding COVID-19: [www.mhlw.go.jp/stf/covid-19/bordercontrol.html](http://www.mhlw.go.jp/stf/covid-19/bordercontrol.html) The organizers will not support any procedures related to the border control.

Please note that, depending on the situation of COVID-19, it may be possible to switch to entirely online symposium instead of a hybrid format.

### **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 50 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.

### **Symposium Registration**

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: <https://scarschass-pls2021.jp/>

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.

### **Uploading of Pre-Recorded Videos or PowerPoint Presentations**

Pre-recorded video presentations and/or PowerPoint presentations converted into PDF can be uploaded from 1 November until November 15, 2021.



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Technical requirements for uploading video or PDF presentation:

- 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.
- PowerPoint presentations must be converted into PDF for uploading.

After 15 November, you cannot revise/replace the uploaded material. The presentation material uploaded as of 15 November will appear on the Online Presentation Portal from the opening of the Symposium, 21 November.

## **In-person participation in the Symposium**

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

The technical details regarding how to make in-person presentation at the venue (use of computers, etc) will be notified later through updates of this Manual.

## **Live presentations, both in-person and online**

In principle, the allotted time for an individual presentation is 20 minutes per abstract. For the panel proposals, each panellist has 15 minutes. The final time allocation should be consulted with the Chair.

All presenters and the chairs must access the Zoom 20 minutes before their session starts. The sessions are identified in the program by their unique session identification numbers.

The technical details regarding how to access each session will be notified later through updates of this Manual.

The details regarding the role of chairs, both at the venue and online, will be notified later through updates of this 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.