



STS forum 2025 – 22nd Annual Meeting Frequently Asked Questions

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STS *forum* 2025 Frequently Asked Questions

Invitations

How can I participate in the STS *forum*?

Participation in the STS *forum* is by invitation only. If you wish to participate in the annual meeting of the STS *forum*, please contact the secretariat with your CV/Bio attached at information@stsforum.org.

Preparation Timeline for Participation

What is the timeline for preparing for my participation?

The following is an approximate timeline for the 2025 Annual Meeting.

April 22, 2025

The Registration Website will open. On the website, you can:

- Register for participation
- Book official hotels
- Reserve local transportation
- Receive your QR code

Early July 2025

A dedicated webpage for the STS *forum* 2025 – 22nd Annual Meeting will become available on the official website (<https://www.stsforum.org/>). Here, you will have the opportunity to:

- Review the program
- Access the current list of confirmed speakers.

Early-July to late-August 2025

Additional functions will be introduced on the Registration Website, enabling you to:

- Request VISA documents
- Reserve Bilateral Meeting Rooms
- Book the Spouse Program
- Access the Participants' Website upon completing your registration starting from early August.

Early August 2025

The Participants' Website is set to launch. This platform will enable you to:

- View participants' profiles (only speakers and general participants, with STS ID numbers starting with C or G, are listed.)
- Send messages to other participants via Networking Tool (accessible to speakers and general participants only).

This Participants' Website will remain open until the end of October 2025.

September 5, 2025

FINAL DAY TO COMPLETE REGISTRATION

It is crucial to note that this is also the deadline for the following actions:

- Indicate meal preferences including allergy-friendly options (final submission)
- Submit requests to use the nursery at the venue.

October 4 – October 7, 2025

ID Passes (Badges) will be available for collection during this period. You can:

- Collect your ID Pass (Badge) by presenting your QR code along with a valid photo ID.

Registration for Participation

I received an invitation. What is the registration procedure?

Please access the URL provided by the secretariat and proceed to log in to our registration website using the STS ID and Verification Code provided. It is mandatory for all participants to upload their photos, while speakers and general participants are required to submit their CVs. Additionally, please ensure that participation fees are fully paid via credit card to successfully complete the registration process.

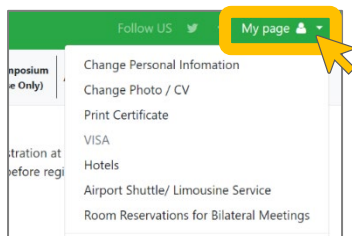
STS forum 2025 Frequently Asked Questions

When is the registration deadline?

Registration must be completed on or before **September 5, 2025**.

How can I access my registration page after completing the registration? I am directed to the Participants' Website when I try to log in to the registration website.

After early August, participants who have successfully completed their registration will be redirected to the Participants' Website upon logging in. If they wish to update their personal information or modify their uploaded photos/CVs, they can do so by clicking the "My Page" link located at the top right corner of the Participants' Website. However, it is important to note that any changes made to the meals section in Step 4 after **September 6** cannot be accommodated.



Official Hotels

Which hotel should I book? Are there any hotels recommended?

Participants can book their accommodation through our official travel agent at the following hotels. To access the hotel booking portal, please click the "**Hotels**" button in the menu on the left side of our registration website.

Official Hotels for the STS forum 2025:

[Hotel locations](#)

1. **The Prince Kyoto Takaragaike** (Reserved for speakers and Council Members. A wait-list is available.)
Takaragaike, Sakyo-ku, Kyoto City, Kyoto, 606-8505, Japan
<https://www.princehotels.com/kyoto/>
2. **Hilton Garden Inn Kyoto Shijo Karasuma**
379 Gojokarasumacho, Shimogyo-ku, Kyoto, 600-8418, Japan
<https://www.hilton.com/en/hotels/itmkygi-hilton-garden-inn-kyoto-shijo-karasuma/>
3. **Kyoto Brighton Hotel**
Nakadachiuri, Shinmachi-dori, Kamigyo-ku, Kyoto City, Kyoto 602-8071, Japan
<https://kyoto.brightonhotels.co.jp/en/>
4. **Hotel Nikko Princess Kyoto**
630 Takahashicho, Karasuma-Takatsuji Higashiiru, Shimogyo-ku, Kyoto, 600-8096, Japan
<https://www.princess-kyoto.co.jp/>
5. **Hotel Monterey Kyoto**
604 Manjuya-cho, Sanjo-sagaru, Karasuma-dori, Nakagyo-ku, Kyoto, 604-8161, Japan
<https://www.hotelmonterey.co.jp/en/kyoto/>
6. **Four Points Flex by Sheraton Kyoto Oike**
661 Ogiyacho, Oshikoji-sagaru, Sakaimachi-dori, Nakagyo-ku, Kyoto, Kyoto, 604-0824, Japan
<https://www.marriott.com/en-us/hotels/osayu-four-points-flex-kyoto-oike/overview/>
7. **Hotel Gimmond Kyoto**
595, Kikkoya-cho, Nakagyo-ku, Kyoto-shi, 604-8105, Japan
<https://gimmond.co.jp/en/>
8. **VIA INN Kyoto Shijo Muromachi**
551-2 Yamabushiyama-cho, Nishikikoji-agaru, Muromachi-dori, Nakagyo-ku, Kyoto, Kyoto, 604-8156, Japan
<https://www.viainn.com/en/kyoto/>

STS *forum* 2025 Frequently Asked Questions

Access to the Venue

Where is the STS *forum* taking place?

The annual meeting of the STS *forum* is held at the **Kyoto International Conference Center**. For detailed information regarding the venue's address and directions for arriving by train (subway) or car, please visit the following link: https://www.icckyo.or.jp/en/access-2/getting_here/.

If you are planning to take a taxi, kindly instruct the driver to take you to “**Kyoto Kokusai-kaikan**” which translates to the “Kyoto International Conference Center” in Japanese.

How do I get to and from the airport?

Airport shuttle bus and limousine taxi services can be conveniently booked using the “**Airport Shuttle/Limousine Service**” button on the registration website. Alternatively, reservations can be made through the following reservation services:

Airport Shuttle (NearMe Airport): <https://guide.nearme.jp/556d5d05-21d7-4b2d-ba9e-bb71296f7160>

Limousine Service (Yasaka Limousine Service): <https://www.yasakataxi.jp/english/limousine/book.html>

Receiving ID Pass (Badge)

Where can I collect my ID Pass (Badge)?

ID Passes (Badges) can be collected at the registration counter, which will be situated at the following location during the designated hours:

Location: **Kyoto International Conference Center (ICC Kyoto)** for all four days including Saturday, October 4.

- October 4 (Saturday) 10:00-18:30
- October 5 (Sunday) 08:30 (TBC)
- October 6 (Monday) 07:30-
- October 7 (Tuesday) 08:00-

What documents do I need to bring for collection of my ID Pass (Badge)?

Please ensure you bring the following items:

- Photo ID (passport etc.) and
- QR code downloaded or printed from the registration website upon completing the registration process.
Your QR code can be presented either on your smartphone screen or as a hardcopy.

Entry to the Venue

How do I enter the conference venue?

Please enter from the designated entrance. There will be a security checkpoint at the reception area.

Is there a cloakroom available?

Yes, there is a cloakroom available at the entrance. It is important to note that any luggage and elongated items, such as umbrellas and folding umbrellas, must be checked at the cloakroom before proceeding through the security checkpoint. Please adhere to the instructions provided by the security staff upon arrival at the gate.



Meals

Are meals provided during the annual meeting?

Meals are provided on the following occasions:

- October 4 (Saturday) Buffet Dinner (Networking Plaza)
- October 5 (Sunday) Box Lunch and Seated Dinner (Official Dinner)
- October 6 (Monday) Box Lunch and Buffet Dinner (Special Dinner)
- October 7 (Tuesday) Buffet Lunch (Farewell Lunch)

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Can I request Vegetarian or Halal meals?

Yes, participants can request Vegetarian (Vegan) or Halal (Muslim-friendly) meals. To do so, please indicate your preference in Step 4 of the registration process by **September 5, 2025**. It's important to note that no changes to meal preferences can be accommodated after this deadline.

I have food allergies. Can you accommodate them?

Accommodations for food allergies during the lunches and dinners provided at the venue will exclusively address the eight specific raw materials (shrimp, crab, wheat, buckwheat, egg, dairy, peanut, walnut) mandated for labeling under Japan's Food Labeling Act. We are unable to accommodate allergies to any other substances beyond these eight materials.

Participants with allergies to any of these eight specific raw materials are kindly asked to select "Allergy-friendly" meals at the "Meal Preference" section of the registration site by September 5, 2025. We prepare Allergy-friendly meals for box lunches and the seated dinner (Official Dinner), while participants are advised to refer to the menu cards at the buffet lunches and dinners to check for the presence of any of these eight specific raw materials.

Please be aware that while we make every effort to maintain a safe environment, due to the shared handling of all food and beverages, we cannot guarantee the complete prevention of cross-contamination with minute quantities of allergens other than those present in the ingredients being used.

Can I take a different meal to the one I chose?

We kindly ask for your cooperation in adhering to the meals you originally selected, to support our efforts to minimize food waste. Your understanding and support in this matter are greatly appreciated.

Dress Code

Is there a dress code?

Business casual is recommended.

Program

Where can I find the program and the list of speakers?

The program and the list of speakers for the STS *forum* 2025 – 22nd Annual Meeting will be accessible on the dedicated website, which will open on the official website (<https://www.stsforum.org/>) in early July.

In addition, a prominent digital bulletin board will be installed in the lobby in front of the main hall during the forum, enabling participants to conveniently access and review the daily program, including the designated chairs and esteemed speakers for each session.

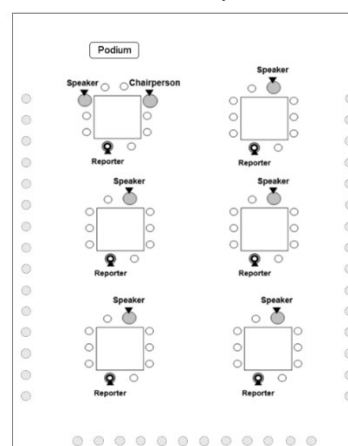
Participating in the Concurrent Sessions

How do I participate in the concurrent sessions?

The concurrent sessions are designed to take the form of group discussions. The sessions will generally proceed as follows:

1. Upon entering the room, you will notice several tables, each with 8-10 seats. Participants are free to choose a seat at any table with the nameplate of the respective session speaker (first-come, first-served basis). Seats for accompanying persons (those with an STS ID starting with "A") are usually located along the wall.
2. Once the session starts, the session chair and speakers will deliver their remarks, possibly followed by a time for Q&A depending on the session.
3. All the participants are then invited to engage in discussions with the speaker and other participants at the table for approximately 50 minutes. Before the discussion begins, each table selects a "reporter" who will later provide a brief summary of the table's discussion to all participants.
4. Following the table discussion, the chair will invite each reporter

Concurrent Sessions
Standard Layout



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to the podium to present their summaries to the entire room. These summaries will include the key ideas and opinions that emerged from the discussions at each table. Each presentation is expected to last around 2 minutes.

5. An open discussion will take place for the remaining duration of the session.

Please note that photography is permitted solely for internal use within your organization. However, video recording is not allowed.

Additionally, please be aware that all concurrent sessions are conducted under the Chatham House Rule. Members of the press attending these sessions must adhere to the anonymity rule known as the Chatham House Rule. While they may quote the content of speakers' and participants' statements, they are prohibited from disclosing the identity or affiliation of the speakers or any other participant.

List of Participants

Is there a list of participants available?

The list of participants can be viewed from the "Networking tool/ Participants List" page of the Participants' Website, which will become available in early August. Please note that information regarding participants who have chosen not to disclose their details to other participants, as well as those who have registered as accompanying persons (those with STS ID starting with "A"), will not be displayed on the list.

Networking Tool

I want to send messages to other participants before, during, or after the annual meeting.

Speakers and general participants can send messages to other participants through the "Networking tool/ Participant List" page of the Participants' Website, which will be available from early August to October 31, 2025.

Meeting Rooms

I would like to have a closed meeting with other participants. Is there a meeting room available for booking?

Participants can reserve meeting rooms within the venue through our booking system, which will be accessible from late August. To make reservations, please click on the "Room Reservations for Bilateral Meetings" link found on the "My Page" button at the top right of the Participants' Website or on the registration screen once the system is open. Please note that room reservations are exclusive to speakers and general participants (STS ID numbers starting from C or G) and are granted on a first-come, first-served basis.

Please take note of the following guidelines when making room reservations (subject to change):

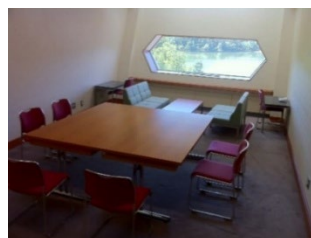
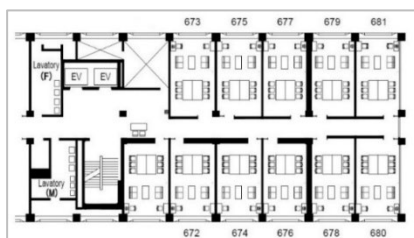
- Each time slot has a 30-minute duration, and one user can reserve up to six slots (or three hours).
- Rooms are available only on the first and second days and are not available on the last day.
- The maximum occupancy of a meeting room is six people.
- Please refrain from using these rooms as personal waiting areas or private lounges.

Can I bring my unregistered attendee or interpreter/assistant to the meeting room?

For security reasons, unregistered individuals are not permitted to enter the venue (ICC Kyoto). Organizers of each meeting must ensure that all attendees, including interpreters and meeting assistants, are properly registered as STS *forum* participants by the registration deadline regardless of their duration of stay.

What is a meeting room like?

The following layout diagram and photo illustrate the meeting rooms available for participants' use.



STS *forum* 2025 Frequently Asked Questions

Participation Fee

Is there a participation fee?

The participation fee is JPY 120,000 for industry participants and JPY 70,000 for others. However, speakers, members and sponsors are exempt from this requirement (members and sponsors are exempt up to the designated number of participants).

How can I make the payment?

The participation fee can be paid by credit card.

Are meals included in the participation fee?

The fee covers lunches and dinners during the annual meeting period.

What is the payment deadline?

Please ensure payment is made by September 5, 2025, which is the final day to complete registration. Failure to complete payment by this date will result in the non-issuance of your ID Pass (Badge) at the registration counter located at the venue.

Can I request a refund if I need to cancel my participation?

Cancellations can be processed either through the registration website or by contacting registration@stsforum.org. However, it is important to note that the participation fee is **NON-REFUNDABLE** for any reason, except at the organizer's discretion.

Can STS *forum* issue a receipt?

Receipts can be downloaded immediately after completing payment by credit card at Step 3 of the registration process. Additionally, you can access and download your receipt from the "My Page" button at the top right of the Participants' Website starting from early August. Simply navigate to the drop-down menu and select the "Print Receipt" link.

Can STS *forum* issue an invoice?

Please send your request to registration@stsforum.org.

Travel Arrangement

Is travel assistance provided?

We kindly request all speakers/participants to manage their own travel and accommodation arrangements and cover all related expenses for their participation. We sincerely appreciate your understanding that the STS *forum* is a non-profit organization with limited financial resources.

Spouse Registration

Can spouses participate in the forum?

Yes, spouses can be registered during Step 4 on the registration website if the participant is a speaker or a general participant (STS ID numbers starting from C or G).

Is there a special program for spouses?

We usually provide a one-day sightseeing tour of Kyoto for spouses. Further information will be available on the registration website in due course.

Nursery

I want to take my baby with me to Kyoto. Are children allowed to enter the venue?

Our childcare staff can look after participants' children at the nursery located within the venue. This service is available for children **aged 3 months to 12 years old**, whose guardian is a participant. To make use of the nursery services, please submit a Childcare Service Request **via our registration site by September 5, 2025**. Please note that nursery space is limited, and admissions will be processed on a first-come, first-served basis.

STS *forum* 2025 Frequently Asked Questions

Business Center at ICC Kyoto

Will there be a PC and printer available at ICC Kyoto for printing documents?

Please visit the Business Center within the venue. There are PCs and printers, as well as a photocopier, which can be used for a fee.

VISA Documents Request

How do I apply for a VISA to enter Japan?

Please request the documents required to apply for a VISA from the "**VISA Request**" button, which will become available around early July on the registration website. The secretariat will provide you with a set of documents for you to submit to your nearest Embassy/Consulate of Japan.

What is the deadline for requesting VISA documents from the STS *forum* secretariat?

The deadline is currently scheduled for September 5, 2025. Any change will be announced later.

Certificate of Participation

I require a certificate of participation for our internal processes. Can you issue this certificate?

Yes, certificates can be downloaded from the "My Page" button at the top right of the Participants' Website. Please locate the "**Print Certificate**" link in the drop-down menu.

Photo Gallery

Can I obtain copies of the photos taken by STS *forum*'s official photographers?

The photo gallery will become available on the "Archive" page of our official website <https://www.stsforum.org/> by mid-November. Participants are welcome to download photos from this gallery. Please have your STS ID number and Verification Code ready to access the gallery.

Webcast of Plenary Sessions

Will videos of the Plenary Sessions be available for viewing?

Webcasts will be made available sometime after the annual meeting from the "Archive" page on our official website, <https://www.stsforum.org/>.

Downloadable Participants List in PDF format

Is it possible to download the list of participants?

The participant list will become available for participants to download in PDF format sometime after the annual meeting, from the "Archive" page on our official website <https://www.stsforum.org/>. Please have your STS ID number and Verification Code ready to access the participants list.

Summary of Discussions

When will the summary of the discussions become available?

A PDF version of the Summary Book will be uploaded on the STS *forum*'s official website in early December.