



# STS forum 2023 - 20<sup>th</sup> Annual Meeting Frequently Asked Questions

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# STS *forum* 2023 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 at [informaton@stsforum.org](mailto:informaton@stsforum.org).

## Preparation Timeline for Participation

### What is the timeline for preparing for my participation?

The following is an approximate timeline for the 2023 annual Meeting.

#### April 18, 2023

**The Registration Website opens. On the website, you can:**

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

#### Early July 2023

**A special webpage for the STS *forum* 2023 – 20<sup>th</sup> Annual Meeting will open on the official website (<https://www.stsforum.org/>), and you will be able to:**

- Check the program and the current list of confirmed speakers.

#### Mid-July to mid-August 2023

**More functions will become available on the Registration Website, and you will be able to:**

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

#### Early August 2023

**The Participants' Website is scheduled to open, and it will allow you to:**

- View speakers' profiles
- View participants' profiles
- Send messages to other participants (the Networking Tool is available to speakers and general participants only)

This Participants' Website will remain open until the end of October 2023.

#### September 1, 2023

**FINAL DAY TO COMPLETE REGISTRATION**

It is also the final day to:

- Indicate meal preferences (final)
- Request special consideration for meals due to serious health reasons
- Request to use the nursery in the venue

#### September 30 – October 3, 2023

**ID Passes (Badges) will be issued to the participants in Kyoto, and you can:**

- Pick up your ID Pass (Badge) by presenting your QR code and photo ID.

## Registration for Participation

### I received an invitation. What is the registration procedure?

Please access the URL on the invitation email received and log in to our registration website using the STS ID and Verification Code provided. All participants are required to upload their photos, and speakers and general participants are asked to provide their CVs. Participation fees must be fully paid by credit card in order to complete the registration.

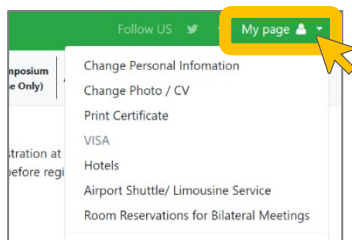
# STS forum 2023 Frequently Asked Questions

## When is the registration deadline?

Registration must be completed on or before **September 1, 2023**.

## 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 completed their registration will be directed to the Participants' Website after logging in. Should they wish to go back and change their personal information or change photos/CVs on the registration website, they can do so by clicking the "My Page" link at the top right corner of the Participants' Website. Please note that any changes made after September 2 to the meals section in Step 4 cannot be accommodated.



## Official Hotels

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

Participants can book their accommodation through our official travel agent at the following hotels. Please click the "Hotels" button in the menu on the left side of our registration website.

#### Official Hotels for the STS forum 2023:

#### [Hotel locations](#) 📍

- 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/>
- Hotel Okura Kyoto**  
Kawaramachi-Oike, Nakagyo-ku, Kyoto, 604-8558 Japan  
<https://www.okura-nikko.com/japan/kyoto/hotel-okura-kyoto/>
- Hyatt Place Kyoto**  
240 Shoshoicho, Nakagyo-Ward, Kyoto, 604-0862 Japan  
<https://www.hyatt.com/en-US/hotel/japan/hyatt-place-kyoto/kyozk>
- Hotel Monterey Kyoto**  
Manjuya-cho, Sanjo-sagaru, Karasuma-dori, Nakagyo-ku, Kyoto, 604-8161 Japan  
<https://www.hotelmonterey.co.jp/en/kyoto/>
- Hearton Hotel Kyoto**  
405 Funaya-cho, Nakagyo-Ku, Kyoto-shi, Kyoto, 604-0836 Japan  
<https://www.hearton.co.jp/en/kyoto/>
- VIA INN Kyoto Shijo Muromachi**  
551-2 Yamabushiyama-cho, Nishikikoji-agaru, Muromachi-dori, Nakagyo-ku, Kyoto-shi, Kyoto, 604-8156 Japan  
<https://www.viainn.com/en/kyoto/>

# STS *forum* 2023 Frequently Asked Questions

## Access to the Venue

### Where is the STS *forum* taking place?

The annual meeting of the STS *forum* takes place at the **Kyoto International Conference Center**. The exact address as well as the directions to the venue by train (subway) or car can be found here:

[https://www.icckyo.or.jp/en/visitor-2/access/getting\\_here/](https://www.icckyo.or.jp/en/visitor-2/access/getting_here/).

If you are taking a taxi, please tell 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 booked using the “**Airport Shuttle/Limousine Service**” button on the registration website or through the following reservation services:

Airport Shuttle: [nearMe.Airport](#)

Limousine Taxi: <https://www.yasakataxi.jp/english/limousine/book.html>

## Receiving ID Pass (Badge)

### Where can I get my ID Pass (Badge)?

ID Passes (Badges) can be picked up at the registration counter that will be set up at the following location during the designated hours:

<b>September 30, 2023</b>	<b>10:00-18:30</b>	<b>The Prince Kyoto Takaragaike *</b> * The hotel located just across the street from the Kyoto International Conference Center (ICC Kyoto)
<b>October 1, 2023</b>	<b>08:30-</b>	<b>Kyoto International Conference Center (ICC Kyoto)</b>
<b>October 2, 2023</b>	<b>07:30-</b>	<b>Kyoto International Conference Center (ICC Kyoto)</b>
<b>October 3, 2023</b>	<b>08:00-</b>	<b>Kyoto International Conference Center (ICC Kyoto)</b>

### What do I need to bring to collect my ID Pass (Badge)?

Please bring your:

- **Photo ID (passport etc.)** and
- **QR code** that you downloaded or printed at the registration website after completing the registration.  
Your QR code can be presented on your smartphone screen or as a hardcopy.

## Entry to the Venue

### How do I enter the conference venue?

Please enter from the main entrance of the venue. There will be a security check point at the gate.

### Is there a cloakroom?

Yes, a cloakroom is located at the main entrance. Any luggage and long objects, including umbrellas and folding umbrellas, must be checked at the cloakroom before going through the security check point. Please kindly follow the instructions of the security staff if there is any other advice at the gate.

## Meals

### Are meals provided during the annual meeting?

Meals are provided at the following occasions:

- September 30, 2023      Buffet Dinner (Networking Plaza)
- October 1, 2023        Box Lunch and Buffet Dinner (Special Dinner)
- October 2, 2023        Box Lunch and Seated Dinner (Official Dinner)
- October 3, 2023        Buffet Lunch (Farewell Lunch)

### Can I request Vegetarian or Halal meals?

Vegetarian or Halal (Muslim-friendly) meals can be provided for participants who indicate their preference in Step 4 of the registration **by September 1, 2023**. Please note that no change of preference can be accommodated after this date.

# STS forum 2023 Frequently Asked Questions

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

We would appreciate your kind cooperation in taking the meals that you chose originally, to support our efforts towards reducing food loss.

## I require special consideration for serious health reasons. Can you help?

Please contact [registration@stsforum.org](mailto:registration@stsforum.org) by **September 1, 2023**. The secretariat will work with you to determine whether we can offer any other options, and the extent to which this is possible.

## 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 will become available on the dedicated website for the STS forum 2023 – 20<sup>th</sup> Annual Meeting, which will open on the official website (<https://www.stsforum.org/>) in early July.

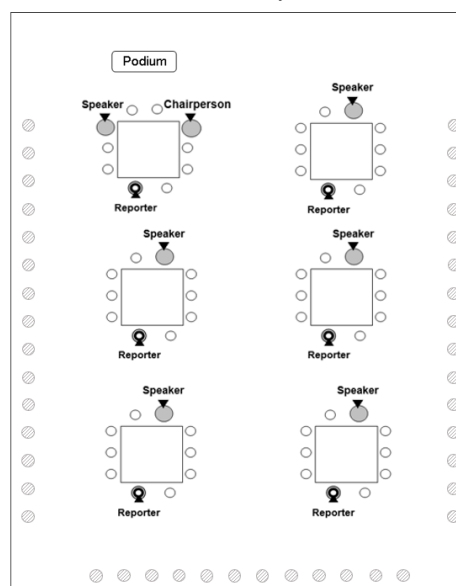
## Participating in the Concurrent Sessions

### 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 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.

Concurrent Sessions  
Standard Layout



Please note that taking photographs is allowed only for internal use within your organization. Shooting videos is not permitted.

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.

# STS forum 2023 Frequently Asked Questions

## 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 about participants who have opted out of disclosing their information to other participants will not appear 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 using the "Networking tool/ Participant List" page of the Participants' Website, which will be available from early August to October 31, 2023.

## Meeting Rooms

### I would like to have a closed meeting with other participants. Is there a meeting room that I can book?

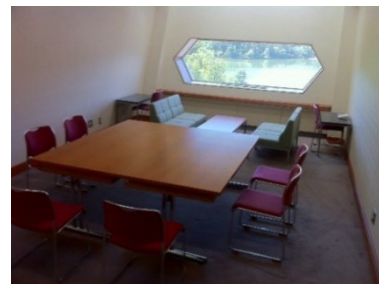
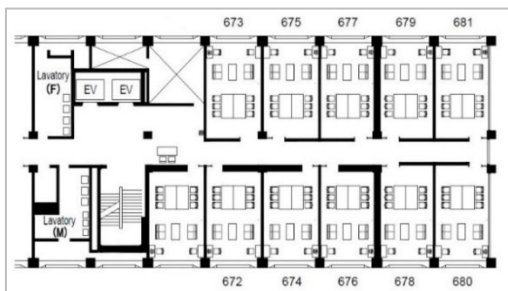
Participants can book meeting rooms in the venue through our booking system, which will open from late August. Please see the "Room Reservations for Bilateral Meetings" link at the "My Page" button at the top right of the Participants' Website or on the registration screen to make reservations once the system is open. Kindly note that room reservations can only be made by speakers and general participants (STS ID numbers starting from C or G) and are available on a first-come, first-served basis.

Please note the following when making room reservations (the following is subject to change):

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

### What is a meeting room like?

The following layout diagram and photo show the meeting rooms that will be available for participants' use.



## Participation Fee

### Is there a participation fee?

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

### How can I pay the fee?

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 deadline for the payment?

Please pay by September 1, 2023, which is the final day to complete registration. If your payment is not completed, your ID Pass (Badge) will not be issued at the registration counter at the venue.

# STS *forum* 2023 Frequently Asked Questions

## **I would like to cancel my participation. Can I get a refund for the participation fee?**

Cancellations can be made at the registration website or by contacting [registration@stsforum.org](mailto:registration@stsforum.org). However, please note that the participation fee is **NOT REFUNDABLE** for any reason, except at the organizer's discretion.

## **Can STS *forum* issue a receipt?**

Receipts can be downloaded at Step 3 of the registration process right after you complete payment by credit card. You can also download your receipt from the "My Page" button at the top right of the Participants' Website from early August. Please see the "Print Receipt" link in the drop-down menu.

## **I require an invoice for our internal process.**

Please send your request to [registration@stsforum.org](mailto:registration@stsforum.org).

## Travel Arrangement

### **Is travel assistance provided?**

We request all speakers/participants to arrange their own travel and accommodation, and cover all expenses related to their participation. We would appreciate your kind understanding of the fact that STS *forum* is an NPO (Non-profit organization) with limited financial resources.

## Spouse Registration

### **Can spouses also participate?**

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 offer 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. Can children participate?**

Our childcare staff can look after participants' child/children at the nursery inside the venue if requested by **September 1, 2023**. Further details will be communicated by email to participants who submit their request to [registration@stsforum.org](mailto:registration@stsforum.org) by the deadline.

## Business Center at ICC Kyoto

### **I need to print some documents at the venue. Will there be a PC and printer at ICC Kyoto?**

Please visit the Business Center inside the venue. There will be 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 on the registration website. The secretariat will prepare a set of documents for you to submit to your nearest Embassy/Consulate of Japan.

### **What is the deadline for the VISA document request to the STS *forum* secretariat?**

The deadline is planned for mid-August. The exact date will be announced later.

# STS *forum* 2023 Frequently Asked Questions

## Certificate of Participation

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

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

## Photo Gallery

### **Can I get a copy of the photos taken by your official photographers?**

The photo gallery will become available from late October or early November on the “Archive” page of our official website <https://www.stsforum.org/>. 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 be available for the Plenary Sessions?**

Webcasts will become available sometime after the annual meeting from the “Archive” page in our official website <https://www.stsforum.org/>.

## Downloadable Participants List in PDF format

### **Can I 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.