



Guidelines for the Media

STS *forum* will hold its 17th Annual Meeting LIVE ONLINE from Kyoto from Saturday, October 3, 2020 to Tuesday, October 6, 2020. The STS *forum* welcomes coverage by the world media. Complimentary press registration is available to the media for online viewing (**all the sessions are conducted in English**). Please read the following guidelines carefully when covering this live online event. Should there be any changes made to this guideline, we will inform the registered members of the media in due course.

What can you cover?

1. Short videos of pre-recorded remarks (in English)

Pre-recorded 5-minute remarks from the speakers, except for the Opening Session 100, Session 102 and the Closing Session 403, will become available to the media for on demand viewing from **12:00 noon on Monday, September 28, 2020** in our Participants' Website. Related PowerPoint documents will also be uploaded.

2. Live-streamed discussions and remarks (in English)

The media will have access to and can cover (on a on-the-record basis) the entire event live streaming featuring discussions among chairs, speakers and commentators. Exceptions will be the Opening Session 100 and the Closing Session 403, where chairs and speakers will present their remarks (no discussions).

Please register in advance

1. Every member of the media is required to submit an invitation request which must be approved by our Admissions Committee. Please follow the steps below:

- ① Please download the "Media Accreditation Request" (excel file) from the "Media" page of our official website (<https://www.stsforum.org/media/>) and send the duly filled form as an attachment to your e-mail to: public_relations@stsforum.org
(Deadline: **Wednesday, September 23, 2020 at 17:00.**)
- ② When your request is approved, your personal ID number, password and the URL of the registration website will be sent to you by email. Please note that this invitation is personal and non-transferrable.
- ③ Please log in from the URL and provide all required information and upload an ID photo to complete your registration.

2. Registration deadline is **Thursday, October 1, 2020.**

3. Our most updated program and the agenda of each session are available on our official website: <https://www.stsforum.org/kyoto2020/>.

Online participation only

1. Onsite coverage WILL NOT BE allowed this year

Media participation is allowed **via online only**. Media will not have any access to the base studio at the Kyoto International Conference Center (ICC Kyoto).

2. Viewing the pre-recorded speeches and live streaming on the day of the event

The registered members of media can log in to the Participants' Website to watch the pre-recorded speeches and live streamed sessions. Details will be emailed to the registered media in due course.

① **Log in to the Participants' Website:**

Registered members of the media will have access to the Participants' Website starting from **12:00 noon on Monday, September 28, 2020**. The URL of the Participants' Website will be sent to the registered members of the media by email.

② **Viewing the pre-recorded remarks:**

Pre-recorded remarks can be watched "on-demand" through the Participants' Website.

- ✓ Please note that pre-recorded remarks will not be available for Opening Session 100, Session 102 and Closing Session 403.
- ✓ Some speakers may have uploaded PowerPoint slides as complements to their remarks; however, please refrain from directly using/quoting these slides in your articles or broadcast.
- ✓ **The pre-recorded remarks are under EMBARGO until beginning of each session.**

③ **Viewing the live sessions on the day of the event:**

STS *forum* will be streaming live sessions using "Microsoft Teams Live Events." Registered media can connect to the live streaming screen from the Participants' Website.

Please refrain from submitting your questions or comments through the chat system during the sessions.

Important notes for print media / broadcast media

A) For Members of the Print Media

<Scope of coverage>

The print media will receive a full access to all the sessions on the attached program.

Please refrain from submitting your questions or comments through the chat system during the sessions.

<Use of screenshots>

Screenshots of the pre-recorded speeches and live sessions taken from your PC can be published in articles; however, please refrain from publishing the presentation slides and documents that speakers have screen-shared in the pre-recorded speech and/or uploaded on the Participants' Website.

<Providing photos of the speakers>

The photos of the speakers can be made available in some cases. If you are interested, please email your request to public_relations@stsforum.org in advance. We will coordinate to provide you with the requested photos to the possible extent.

B) For Members of Broadcast Media

<Scope of coverage>

Broadcast media will receive full access to all the sessions on the attached program.

Please refrain from submitting your questions or comments through the chat system during the sessions.

<Use of screen-captured movies>

Movies of the pre-recorded speeches and live sessions created by capturing your PC screen can be used for broadcasting; however, please refrain from broadcasting presentation slides and documents that speakers have screen-shared in the pre-recorded speech and/or uploaded on the Participants' Website.

<Providing mp4 files of pre-recorded speeches and live streamed session>

If the members media wishes to obtain the mp4 movie files of the pre-recorded speeches and/or live sessions from the STS *forum*, please send a request to public_relations@stsforum.org in advance. We will coordinate to provide you with the requested movie files to the possible extent. However, please note that the quality of the movie image is not guaranteed as STS *forum* is also connected with the speakers online.

Individual Interviews

Individual interviews with speakers and participants can be coordinated to the possible extent if the requests to the Secretariat are made in advance. Please send your request to public_relations@stsforum.org.

For further information, please contact:

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