Guidelines for the Media

STS forum will hold its 18th Annual Meeting LIVE ONLINE from Kyoto from Saturday, October 2, 2021 to Tuesday, October 5, 2021. 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 27, 2021 (Japan Standard Time) in our Participants' Website.

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. (Request must be submitted by Tuesday, September 28, 2021 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, September 30, 2021.**

3. **Our most updated program and the agenda of each session are available on our official website:** https://www.stsforum.org/kyoto2021/.
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 27, 2021. 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.” Registered media can connect to the live streaming screen from the Participants’ Website.
- PLEASE KEEP YOUR MICROPHONE AND CAMERA OFF DURING THE SESSIONS.
- Please also refrain from raising hands or 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 program except for the peer meetings and post-session networking time.
- Please refrain from submitting your questions or comments through the chat system during the sessions.
- The post-session networking time which takes place right after some selected sessions is not open to the media and no coverage is allowed. Please do not access the post-session networking URL for any reason.

<Use of screenshots>
Screenshots of the live sessions taken from your PC can be published in articles; however, please note the following:
- Please refrain from publishing the screenshots from the pre-recorded speeches or the presentation slides and documents that speakers have screen-shared in the pre-recorded speech and/or uploaded on the Participants’ Website.
- Please indicate our copyright as below when you use the screenshots of the live sessions:
  ©2021 STS forum (*forum* in italic where possible)

<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 program except for the peer meetings and post-session networking time.
- Please refrain from submitting your questions or comments through the chat system during the sessions.
- The post-session networking time which takes place right after some selected sessions is not open to the media and no coverage can be allowed. Please do not access the post-session networking URL and cover the networking session.

<Use of screen-captured movies>
Movies of the live sessions created by capturing your PC screen can be used for broadcasting; however, please note the following:
- Please refrain from broadcasting the movies from the pre-recorded speeches or the presentation slides/documents that speakers have screen-shared in the pre-recorded speech and/or uploaded on the Participants’ Website.
- Please indicate our copyright as below when you use the screen-captured movies of the live sessions:
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<Providing mp4 files of pre-recorded speeches and live streamed session>
If the members of the media wish 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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