

General Guidelines for Hosting the Polar Law Symposium

by Co-Editors-in-Chief

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Thank you for your interest in hosting the future Polar Law Symposium (PLS). These general guidelines for hosting the PLS are based on our previous experience. If you have any questions, please do not hesitate to contact the Co-Editors-in-Chief.

As of November 2023, the Co-Editors-in-Chief are:

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(1) **Host Local Organizers (HLO)** should inform the **Co-Editors-in-Chief (CEIC)** as soon as feasible, preferably at least 18 months in advance, about their desire to host a Polar Law Symposium (PLS). A request should be accompanied by short academic and logistical plans of action.

(2) After approval, the provisional list of **HLO** members responsible for the PLS (can be updated later) with email addresses should be submitted to **CEIC**. The list should clearly indicate who is responsible for the Symposium academic program and for the Symposium logistics.

(3) **CEIC** manages an integrated mailing list of all previous PLS participants. Before the **HLO** establishes its own dedicated webpage, this Integrated Mailing List is the only means to reach out to the potential PLS participants. Please contact **CEIC** if such an announcement is required.

(4) **HLO** should inform **CEIC** as soon as feasible about the confirmed dates and venue of the Symposium, general accommodation information (whether **HLO** will have block reservation or not, with expected price range, etc), and the **expected registration fees** (if charged; even as a tentative amount). It is strongly urged that registration fees for students, early-career scholars and retirees would be waived and/or reduced to a minimum.

(5) **HLO** should consider **a general scheme of the academic program** and inform the **CEIC** (not yet the draft program). Usually, PLS's academic program has a scheme with:

- One or more keynote speeches by invitation of the **HLO** of 45 to 60 minutes with Q&A;
- Presentation sessions based on selected abstracts, of three to four presentations in a 60 to 90 minutes slot with Q&A;
- In consultation with **CEIC**, other innovative/creative sessions, seminars, workshops, mini-lectures as **HLO** considers appropriate;
- Sufficient coffee/tea breaks and lunch time for out-side-of-the-session informal discussion among the participants; and
- **HLO** should endeavour to keep the parallel breakout sessions at maximum of two (2) at the same time, with careful consideration as to the topics addressed in those parallel sessions.

(6) Plans for receptions/dinners and excursions are welcome, but not mandatory. If planned, such information should be notified to prospective participants as early as possible.

(7) In constructing the program, **HLO** should consider having at least one **keynote speech**, with keynote speaker's travel expenses covered by the **HLO**. If more than one keynote speeches are planned, a consideration should be given to: a balance between Arctic and Antarctic topics; gender balance; etc. **HLO** is welcome to consult with **CEIC** for potential candidates for keynote topics and/or speakers.

(8) **HLO** should consider establishing a dedicated webpage at the latest six (6) months before the Symposium, with information about local organizers (with contact), other basic information such as expected registration fees, general scheme of the program and names of keynote speakers (even with TBC) . In addition, information regarding visa requirements, procedures and potential support from the **HLO** (such as providing invitation letters) should also be included on the webpage.

(9) Abstract submission formats, procedures and deadline should be announced on the dedicated webpage at the latest five (5) months before the Symposium, with a minimum 45-day preparation time until the deadline. Selection of abstracts is the responsibility of **HLO**. The procedures and expected date of acceptance/rejection notification should be clearly indicated. The deadline can be extended if selected abstracts were too few to organize the program, with clear revised deadlines.

Please note that it has been a good tradition of PLS to accept almost all abstract submissions in good order. However, due balance should also be considered as to geography, gender and the number of parallel sessions to be established. The final responsibility to decide on this matter is on the **HLO** in consultation with **CEIC**.

(10) Based on the selected abstracts, **HLO** should draft a first provisional draft program at the latest three (3) months before the Symposium and announce it on the dedicated webpage. Draft program can be updated and revised afterwards as necessary. Registration fee payment can only be expected after such draft program has been made public.

(11) Registration with basic information (full name, affiliation, status, place of residence, and email address) should be required for all expected participants with or without presentations/keynotes. **HLO** should keep the record of registration in excel sheet and be ready to provide the final excel sheet to **CEIC** after the conclusion of the Symposium. Please explicitly indicate that the information obtained will be used by the Polar Law Symposium organizers and Yearbook of Polar Law editors for relevant announcements through emails.

Unless otherwise necessary (cf. counting dinners, transportation arrangements, etc), the registration for participation in the PLS even without presentation should be kept open as close as to its opening date. PLS is known for its openness.

(12) Registration fee payment using credit card through website must be done through secured site. The **HLO** should indicate clearly what is or is not included in the fee and be prepared to issue receipts.

(13) At the end of Symposium and on the dedicated webpage, the basic information regarding the next volume of Yearbook of Polar Law including the deadline for manuscript submission as provided by the Guest Editors designated by **CEIC** (usually one or more members from **HLO**) should be announced.

(14) The dedicated website of each PLS should be kept open and public even with minimum information, including the basic information regarding next volume of the Yearbook of Polar Law, so as to keep the records of all conferences. When **HLO** encounters a difficulty in such arrangement, please consult with the **CEIC** before deleting/closing the website.

For one example of PLS website (concluded), please refer to the 14th PLS in 2021, a hybrid conference at: <https://www.2021polarlawsymposium.org>

Upon request, **CEIC** can provide some examples of previous documents:

01_PLS Call for abstracts (2021)

02_PLS Model abstract format (2021)

- 03_ Yearbook of Polar Law call for submission basic information (14th volume)
- 04_ Yearbook of Polar Law manuscript template (14th volume)
- 05_ Yearbook of Polar Law peer-review evaluation form (14th volume)
- 06_ Yearbook of Polar Law biography notes template (14th volume)
- 07_ Yearbook of Polar Law in finished product form (14th volume): only to designated guest editor

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