



2nd Expert Scoping Workshop "Charting Future Horizons: Harnessing Advanced Technologies for the Protection and Sustainable Use of the International Seabed Area" organized by the International Seabed Authority "Monitoring"

10 - 12 June 2025
Kobe, Japan (Hybrid)

Information Note for Participants

General Information

The Expert Scoping Workshop on Charting Future Horizons: Harnessing Advanced Technologies for the Protection and Sustainable Use of the International Seabed Area will be convened by the International Seabed Authority (ISA), in collaboration with the Kobe Ocean-Bottom Exploration Center (KOBEC) of the Kobe University, from 10 - 12 June 2025, in Kobe, Japan and online via Microsoft Teams.

Venue & Opening

The workshop will be conducted both in-person and online, providing participants with the flexibility to attend either physically at the **Kobe University Centennial Hall (Rokkodai 2nd Campus)**, or virtually, via Microsoft Teams.

The workshop will commence daily at 9 a.m. (Japan Standard Time; GMT +9) and end at 6 p.m.. Please note that the schedule may be slightly adjusted to avoid traffic congestion. Please see Annex I for more information on the workshop venue and location map.

Useful links:

- Website Link: <https://www.kobe-u.ac.jp/en/campus-life/maps/rokkodai2/>
- Google Map Link: <https://maps.app.goo.gl/qyAbytLwNXbEVybF9>
- Additional location information (in Japanese): <https://www.kobe-u.ac.jp/ja/about/outline/facilities/centennial-hall/>

Working Language

The workshop will be conducted in English.

Meeting Documents

All documents and materials relevant to the workshop, including agenda and background documents, will be made available on the following webpage:

[2nd Expert Scoping Workshop: Charting future horizons – Harnessing advanced technologies for the protection and sustainable use of the international seabed area: “Monitoring” - International Seabed Authority](#)

Contact

Should you have any inquiries related to the workshop, please contact the following officers of the ISA Secretariat:

For workshop-related inquiries:

- Mr. Ulrich Schwarz-Schampera
Programme Management Officer (Mining Geologist)
Office of Environmental Management and Mineral Resources
uschampera@isa.org.jm
- Mr. Kioshi Mishiro
Geographic Information System Officer
Office of Environmental Management and Mineral Resources
kmishiro@isa.org.jm

For Visa-related and Workshop Venue inquiries:

- Local Organizing Committee (LOC)
Kobe Ocean-Bottom Exploration Center
isaworkshop2025kobe@gsuite.kobe-u.ac.jp
- Nationwide Emergency Number
Police: 110; Fire and Ambulance Services: 119

Recording Policy

Recording of the workshop proceeding by participants is strictly prohibited. No participant may electronically record or broadcast the workshop. Those who do not comply with the present recording policy may be asked to leave the workshop without prior notice.

Social Media

The ISA Secretariat will post key highlights of the workshop discussions and outcomes on Twitter and Facebook, using the following hashtags:

- #ISA
- #TheArea
- #CareerProgression
- #Technology
- #Innovation
- #MarineEnvironment
- #Japan

If you wish to share postings related to the workshop on social media, please be sure to include the hashtags above. While you are not permitted to take screenshots of the presentation contents

without prior consent of the presenter, you may take screenshots during the discussions for posting on social media.

Access to the Online Meeting Platform

The workshop will be accessible online via the Microsoft Teams platform and will be open exclusively to those who have been officially invited by the ISA secretariat. Participants will receive a link to join the meeting, via email, which will be used throughout the workshop. Please see Annex II: General Guidance on the use of the Microsoft Teams Platform.

Disclaimer

The ISA Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical, accident and travel insurance for the period of participation prior to departure.

Visa Requirements

Selected participants are strongly advised to contact the nearest embassy or consular mission of Japan as soon as possible to secure the required entry visa in a timely manner, prior to departure. It should be noted that airline companies may not allow boarding in the absence of a valid visa for the traveller who will require one. Participants requiring a visa will need an official invitation letter issued by KOBEC for their visa application. If this applies to you, kindly contact the Local Organising Committee (LOC) for assistance.

Useful Websites:

- https://www.mofa.go.jp/j_info/visit/visa/index.html

Airport Information

Kobe, a prominent port city in Japan's Kansai region, is served by Kobe Airport (IATA: UKB, ICAO: RJBE), a compact and efficiently operated facility located approximately 8 kilometers south of the city center. Kobe Airport primarily functions as a domestic airport, offering convenient access to Kobe and nearby areas. It provides essential amenities such as cafes, convenience stores, rental car counters, and efficient ground transportation.

While Kobe Airport has recently begun operating limited international flights to select Asian countries, it remains primarily domestic in scope. As such, participants arriving from outside Japan are strongly encouraged to use Kansai International Airport (KIX) for international travel.

Transportation

The meeting venue is located at the Rokkodai 2nd Campus of Kobe University. The campus is accessible via multiple railway lines from central Kobe. Participants can take the Port Liner from Kobe Airport to Sannomiya Station (approx. 18 minutes), and from there, transfer to either the Hankyu Kobe Line (to Rokko Station), the JR Kobe Line (to Rokkomichi Station), or the Hanshin Line (to Mikage Station). Each station is approximately 7–11 minutes from Sannomiya. From

these stations, Kobe City Bus No. 36 provides direct access to the university area (Shindai Honbu Kougakubu Mae bus stop). Please kindly see Annex III for further details.

Useful Websites:

- <https://www.kobe-u.ac.jp/en/campus-life/maps/about/>
- <https://kotsu.city.kobe.lg.jp/english/>
- <https://www.feel-kobe.jp/en/map/>

Recommended Hotel Accommodation

[Hotel Remm Plus Kobe Sannomiya](#) is a comfortable, modern hotel located in the Sannomiya Station (Hankyu Kobe Line), offering convenient access to public transport routes toward Kobe University. Other accommodation options of varying standards are also available in the Sannomiya area within walking distance.

For participants seeking accommodation closer to Shin-Kobe Station, the [ANA Crowne Plaza Kobe](#) is a recommended option. Although slightly more expensive, this hotel offers the advantage of proximity and convenience—particularly if you plan to use a taxi to reach the university campus. Taxis are more readily available at Shin-Kobe than in the Sannomiya area, where availability can sometimes be limited.

Early reservation is strongly recommended. Please see Annex IV for further details.

Currency

Japan uses the Japanese yen (JPY) as its official currency. While a few tourist-oriented shops or duty-free stores may accept United States Dollars (USD), this is not common practice. It is recommended to carry yen for local transactions. Major credit and debit cards (Visa, MasterCard, JCB, etc.) are widely accepted at hotels, restaurants, and larger shops; however, some smaller establishments and public buses only accept cash. ATMs that accept international cards are available at airports, convenience stores, and major banks.

Electricity Supply

In Japan, the standard voltage is 100 V, and the frequency is 50 Hz in eastern Japan (including Tokyo) and 60 Hz in western Japan (including Kobe). The power plugs and sockets used in Japan are Type A and Type B, which are the same as those used in the United States; however, appliances from regions using 220–240 V may require a voltage converter in addition to a plug adapter. Please refer to the image in Annex V.

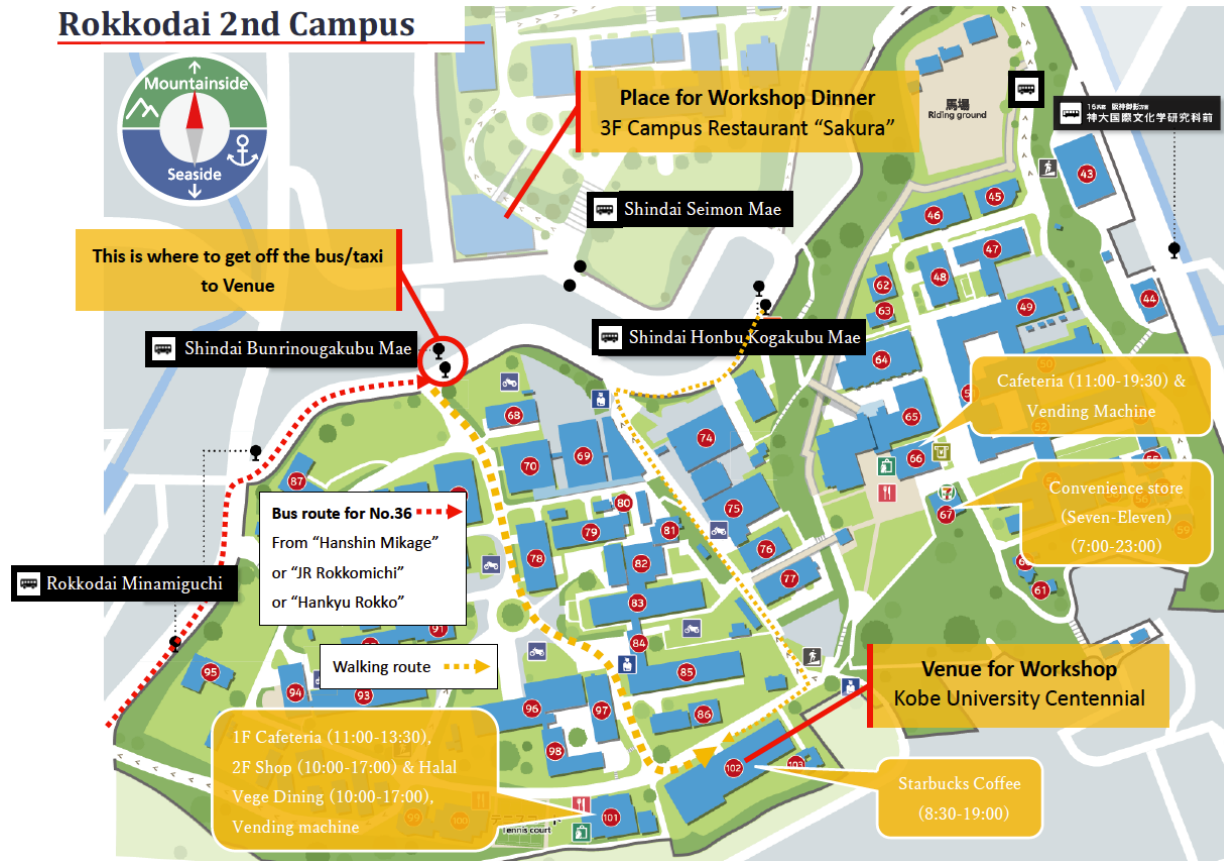
Weather

During your stay in Kobe, you can expect warm and humid early summer weather, as June marks the beginning of Japan's rainy season (tsuyu). Average temperatures typically range from 20°C to 27°C (68°F to 81°F), with increased humidity and occasional rainfall. While there are sunny intervals, rain showers are common, so it is advisable to bring an umbrella or a light rain jacket. It

is always best to check the weather forecast closer to your arrival date for the most accurate and up-to-date information.

Annex I: Location Map

Rokkodai 2nd Campus



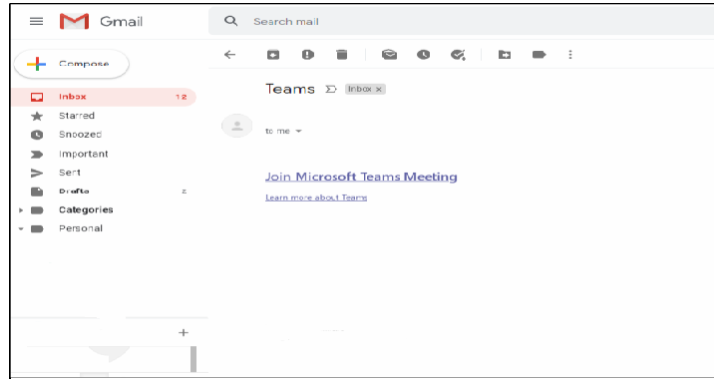
Annex II: General Guidance on the use of the Microsoft Teams Platform

1. Join a Meeting in Microsoft Teams

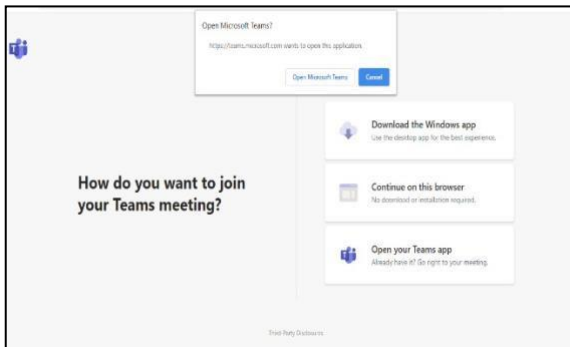
Join as a Guest via Web

*Some features may not be available when joining as a guest.

1. Check your email for the **Meeting Invite**. Click **Join Microsoft Teams Meeting** link.



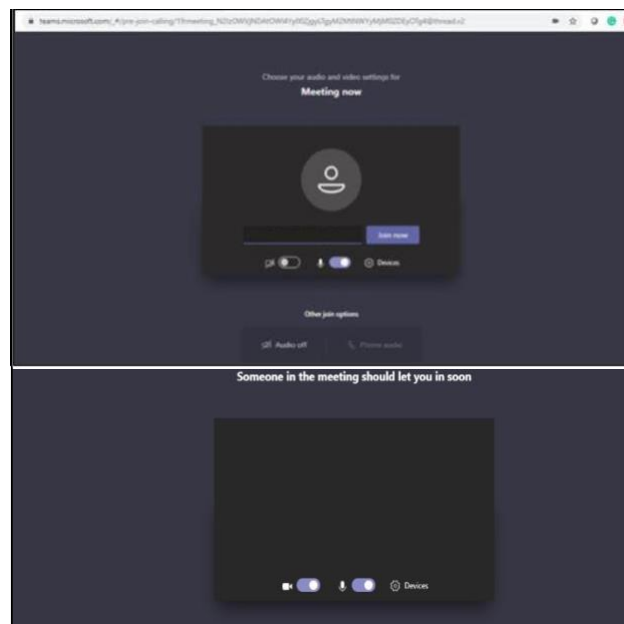
2. Click **Cancel** and Select **Continue on this browser tab**. Click **Always allow** link.



3. Enter **your name** by following the naming protocol: **First Name Last Name** [i.e.: **John Smith**]

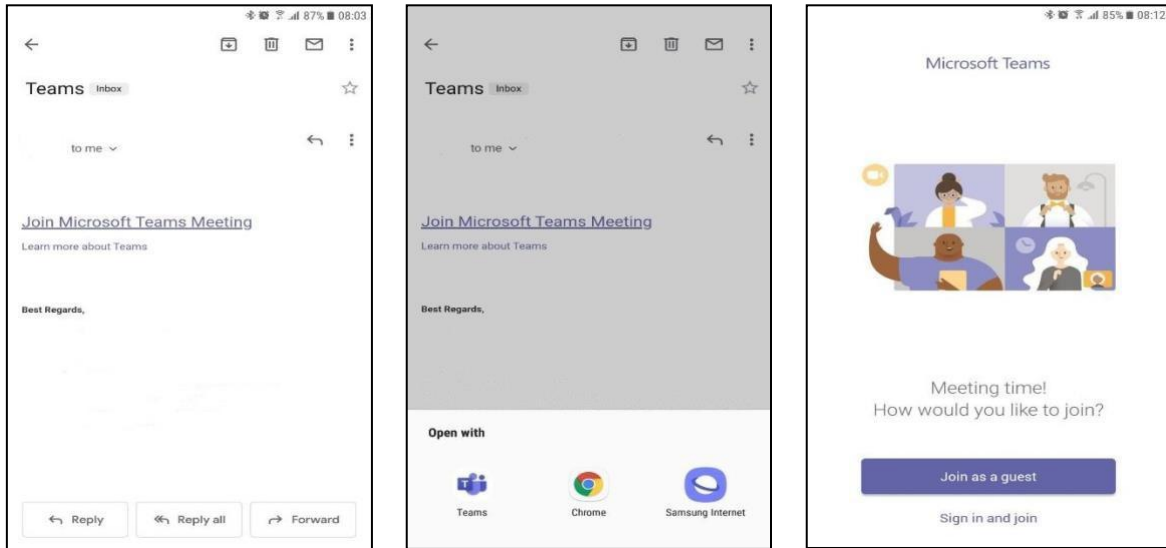
Click **Join now** button.

4. **Enter into Meeting Lobby**: You will be waiting in the Meeting Lobby. The meeting organizer will be notified and will allow you to join the meeting. If you are not allowed to join within 15 minutes, please inform your organizer and join again.



Join as a Guest from Mobile App

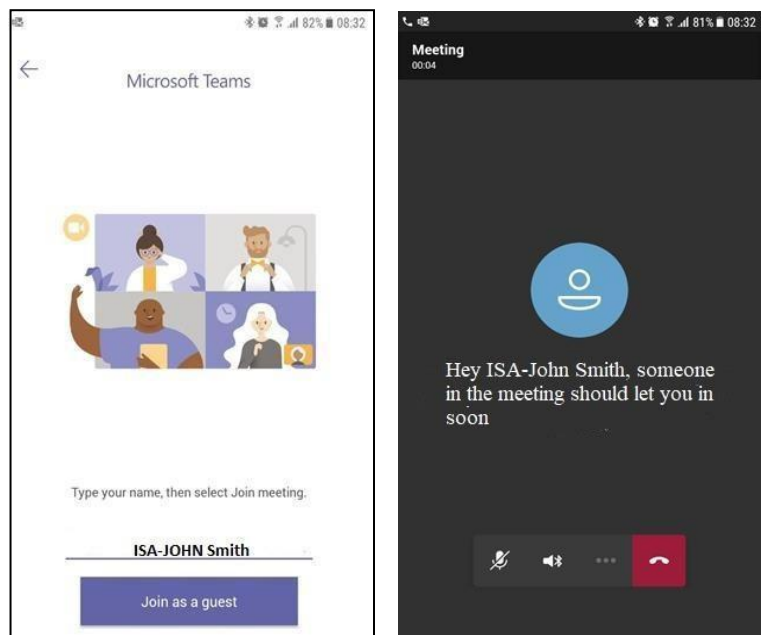
1. Download and install Microsoft Teams App for Mobile from the link below:
<https://www.microsoft.com/en-ww/microsoft-365/microsoft-teams/download-app>
2. Check your email for the **Meeting Invite**. Click **Join Microsoft Teams Meeting** link. At **Open with** popup window, click **Teams** icon. Then, click **Join as a guest** button.



3. Enter **your name** by following the naming protocol: **First Name Last Name** [i.e.: **John Smith**]

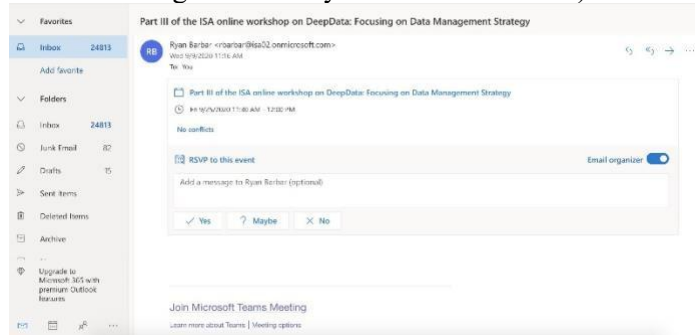
Click **Join as a guest** button.

4. Enter into Meeting Lobby:
You will be waiting in the Meeting Lobby. The meeting organizer will be notified and will allow you to join the meeting. If you are not allowed to join within 15 minutes, please inform your organizer and join again.

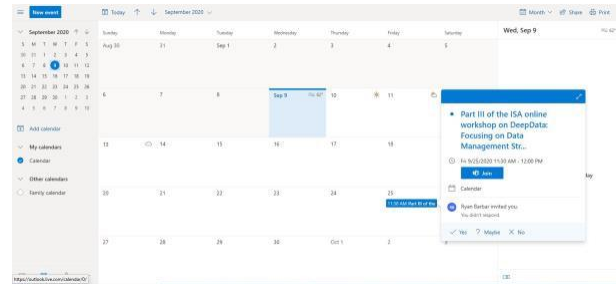
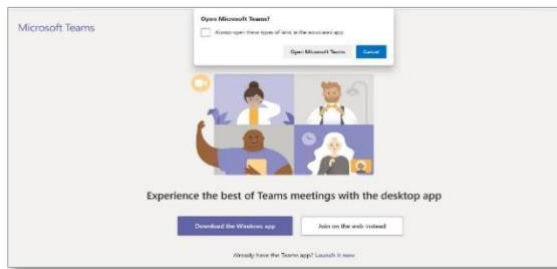


Join from Desktop App

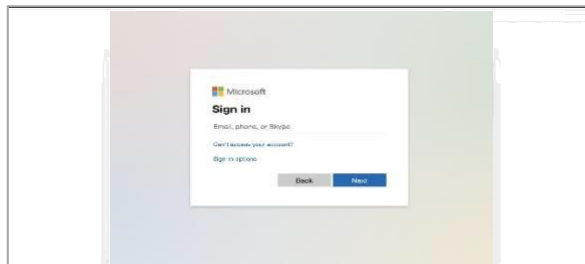
1. **Download and install Microsoft Teams App for Desktop** from the link below:
<https://www.microsoft.com/en-ww/microsoft-365/microsoft-teams/download-app>
2. Check your email for the **Meeting Invite**. Click **Join Microsoft Teams Meeting** link.
(Click **Yes** to add the Meeting Invite into your outlook calendar)



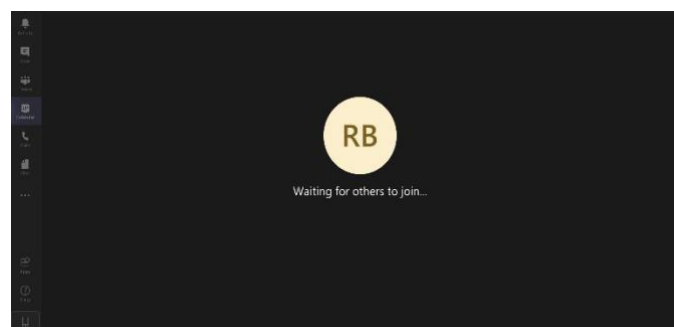
3. Select **Open Microsoft Teams** in the popup window or Click **Join Teams meeting** in your outlook calendar (if added earlier).



Then, **sign in** with your Microsoft account and password, click **Join Now** button. Please kindly make sure that your profile name is consistent with the profile name provided in the registration form (in accordance with naming protocol).



4. **Enter into Meeting Lobby:** You will be waiting in the Meeting Lobby. The meeting organizer will be notified and will allow you to join the meeting. If you are not allowed to join within 15 minutes, please inform your organizer and join again.



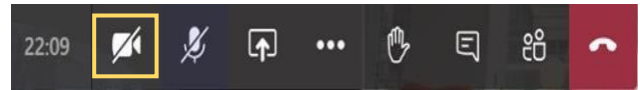
2. Change audio/camera settings

You can **toggle on/off** your microphone and camera and change your **audio and camera settings**.

Mute/Unmute

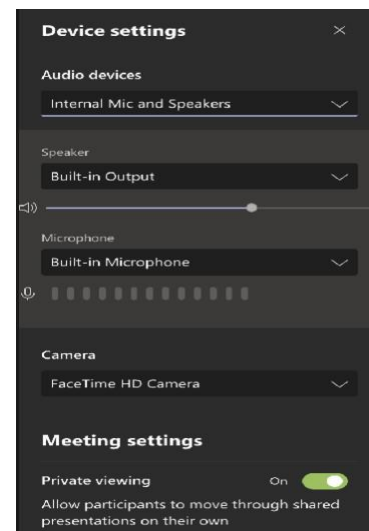
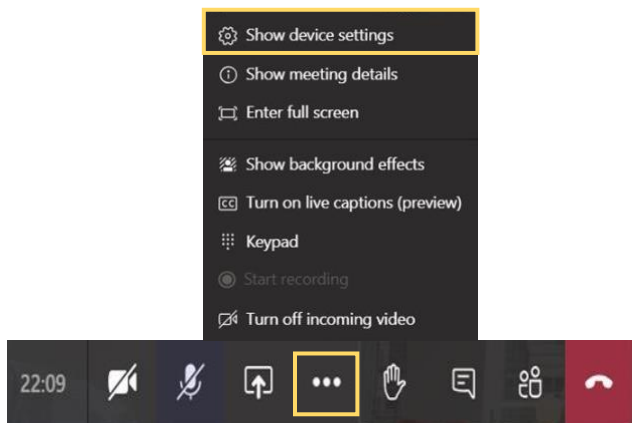


On/Off Camera



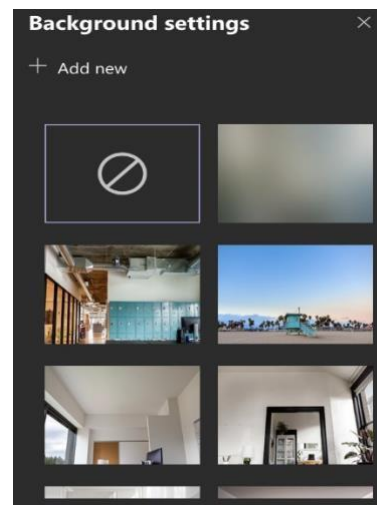
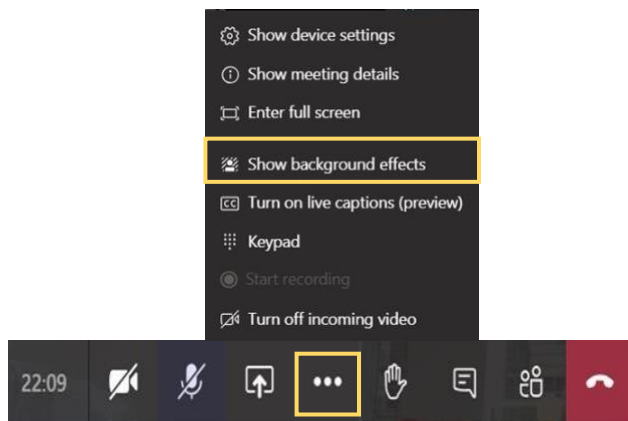
Change audio/camera settings

To change your speaker, microphone or camera settings, select **More options** ******* > **Show device settings** ⚙️ and select the speaker, microphone and camera options.



Blur/Change background

Select **More actions** ******* > **Show background effects**. Select **Blur** to blur your background or choose from the available images to change your background.

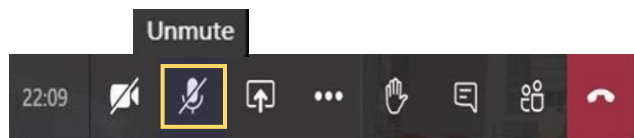


3. Request to speak

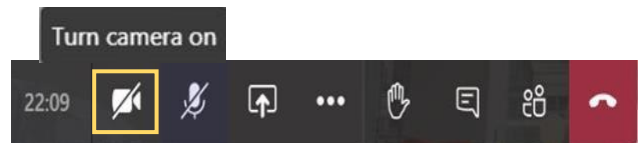
Request to speak using Chat box

You may request to speak using Chat Box indicating your country/organization (see No. 4 Show conversation/Chat Box). When you are given the floor, please turn on your mic/camera on.

Unmute




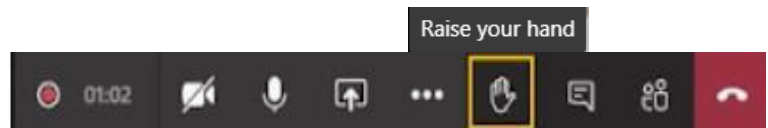
On Camera



Raise your hand

During a meeting, you can raise a virtual hand to let people know you want to contribute without interrupting the conversation. Meeting presenter will receive a notification that your hand is raised and will lower your hand to give you the floor.

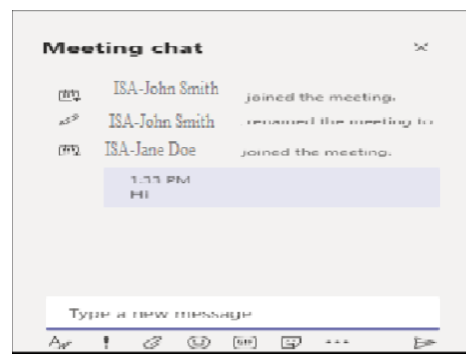
Select **Raise your hand** 



4. Show conversation/Chat Box

Select **Show conversation** icon, the **Meeting chat** window will display on the right side.

Having technical issues: Please directly email at cits_team@isa.org.jm.

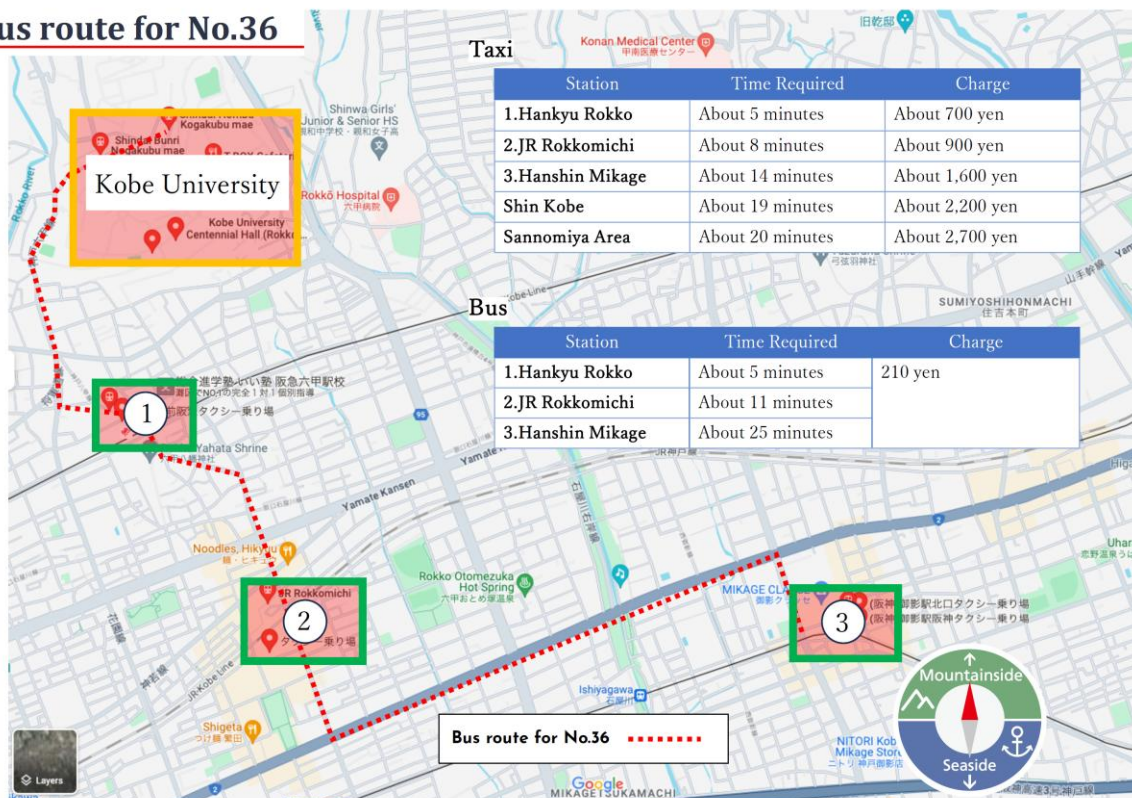


Annex III: How to Access Venues at Kobe University (Rokkodai 2nd Campus)

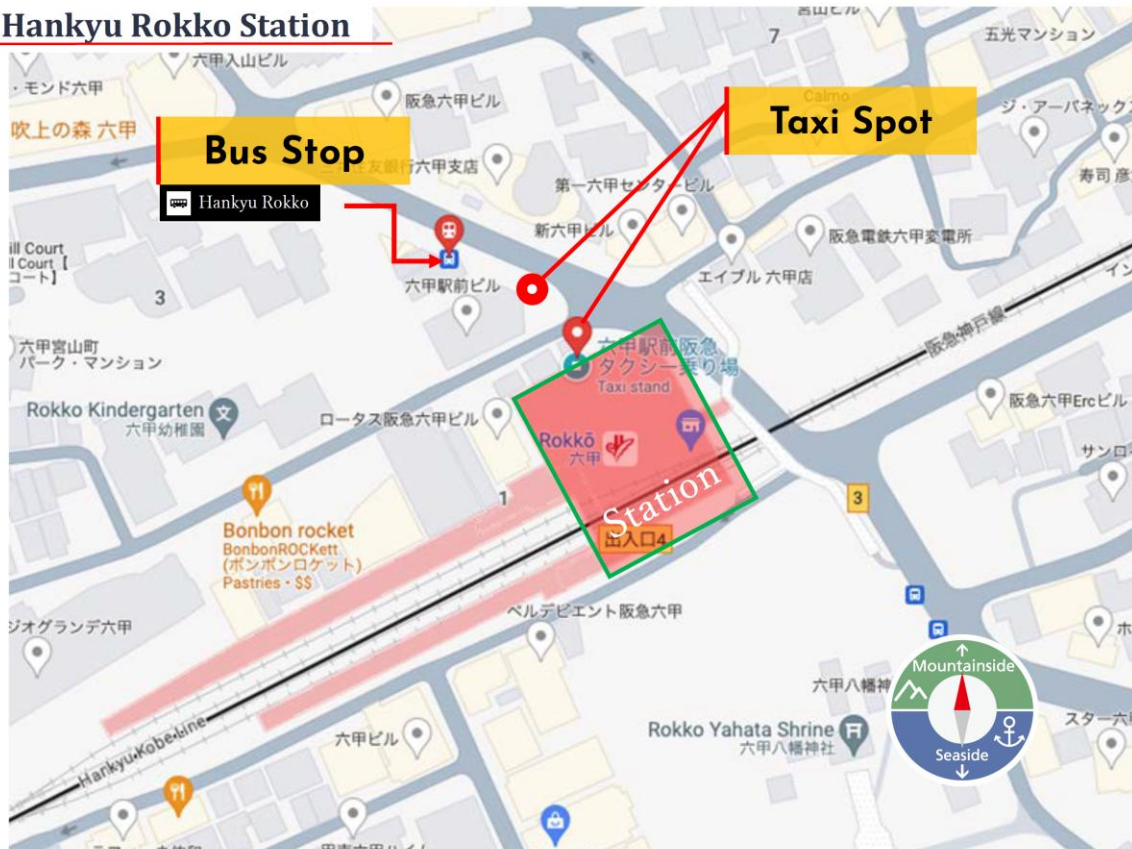
The meeting venue is located at Kobe University's Rokkodai 2nd Campus, situated in the northern part of Kobe City. The campus is accessible by public transportation from the city center and Kobe Airport, and is also served by multiple nearby train stations including Rokko Station (Hankyu Line), Rokkomichi Station (JR Line), and Mikage Station (Hanshin Line). From these stations, Kobe City Bus No. 36 provides direct service to the university (stop: Shindai Honbu Kougakubu Mae).

- **By Train & Bus**
 1. From Kobe Airport, take the Port Liner or Marine Air Shuttle Bus to Sannomiya Station (approx. 18 minutes).
 2. At Sannomiya, transfer to one of the following lines:
 - Hankyu Kobe Line to Rokko Station (approx. 6 minutes), or
 - JR Kobe Line to Rokkomachi Station (approx. 7 minutes), or
 - Hanshin Line to Mikage Station (approx. 10 minutes)
- **By Tax (Public or UBER):** Taxis are available from all major stations (Sannomiya, Rokko, Rokkomichi, and Mikage), as well as Kobe Airport.
 1. From Sannomiya Station: approx. 20 minutes depending on traffic
 2. From Rokko/Rokkomichi/Mikage Stations: approx. 10-15 minutes
- **By Air:** Kobe is served by Kobe Airport (UKB) for domestic flights and is connected via the Port Liner to central Kobe. For international arrivals, Kansai International Airport (KIX) is the nearest major airport, with train or shuttle connections to Kobe (approx. 70–90 minutes to Sannomiya Station).

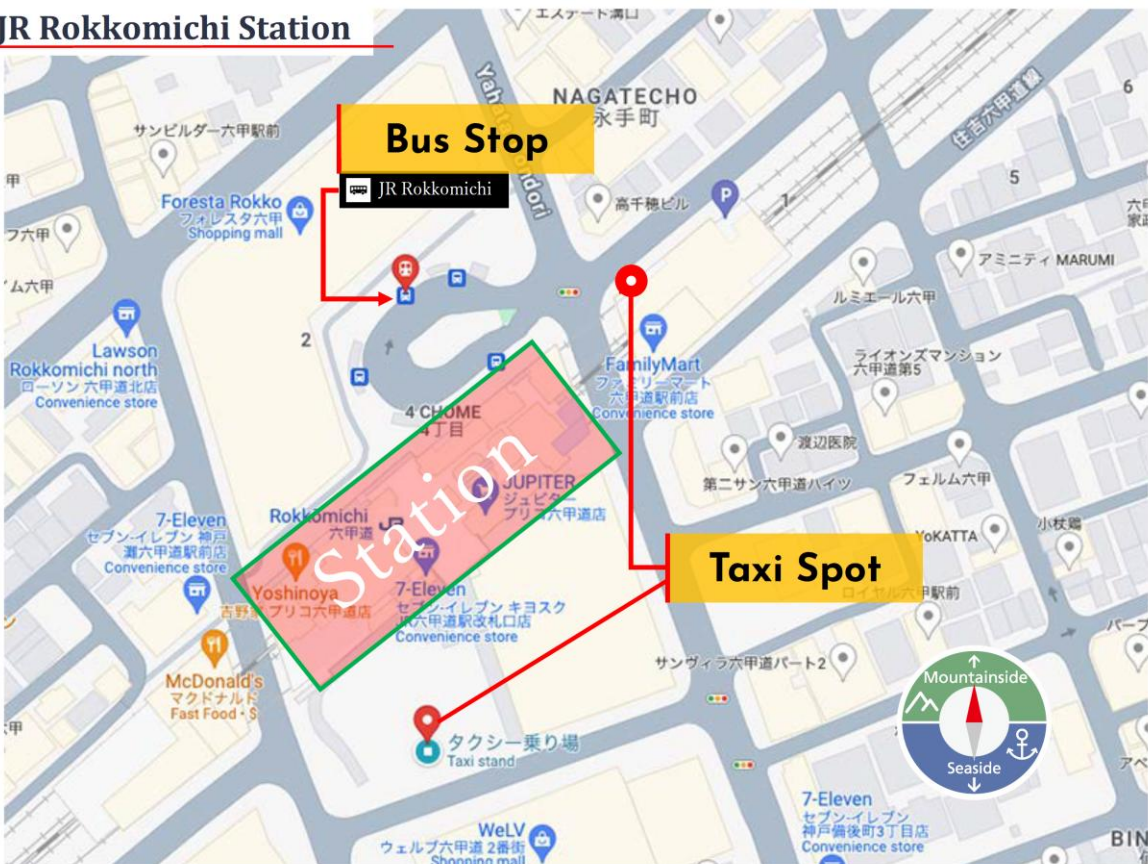
Bus route for No.36



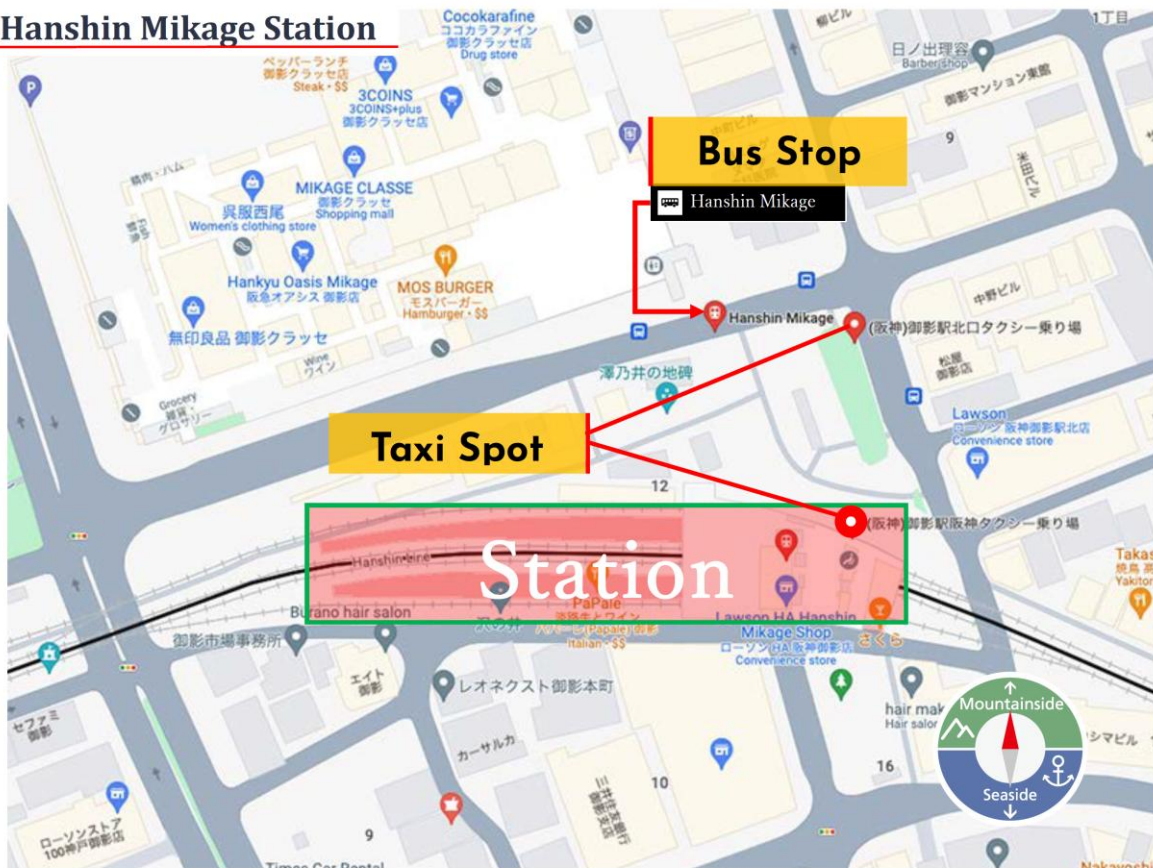
1. Hankyu Rokko Station



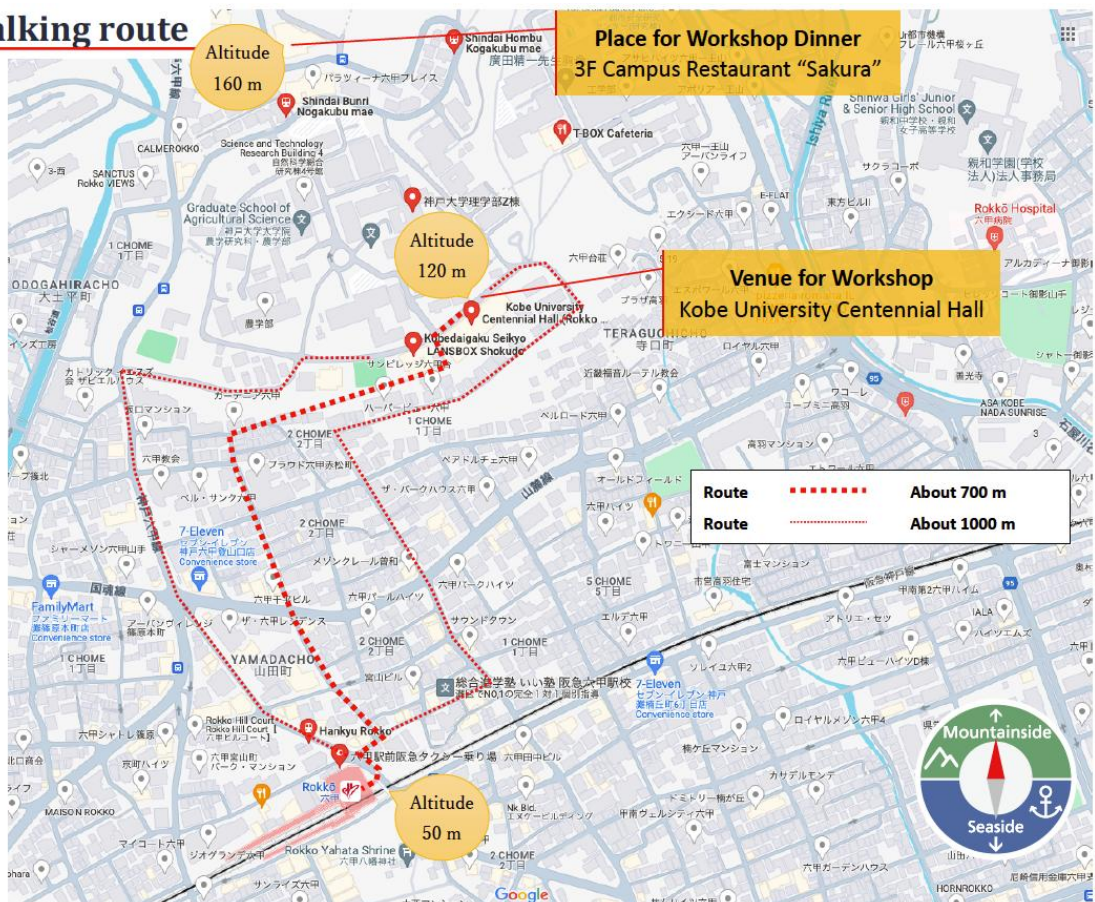
2. JR Rokkomichi Station



3. Hanshin Mikage Station



4. Walking route



Annex IV: Suggested Hotels in Kobe

Hotels in Sannomiya Area (with direct access to Kobe University)

These hotels are located in the central Sannomiya district, a major transport hub with easy access to the campus via train and city bus (approx. 30–40 minutes total travel time).

- [Hotel Remm Plus Kobe Sannomiya](#) is A modern and comfortable hotel located in the Sannomiya Station (Hankyu Kobe Line), offering convenient connections to Rokko Station via Hankyu Line. Rooms are compact but well-designed with massage chairs and rainfall showers. Estimated Rate: ¥10,000–¥13,000/night. Wi-Fi is free throughout the hotel. Breakfast available for an additional charge.
- [Daiwa Roynet Hotel Kobe Sannomiya](#) is A stylish business hotel with larger-than-average rooms and good amenities. This hotel is located just ~7 minutes from Sannomiya Station and the rate range is ¥10,000–¥14,000/night. There is a Free Wi-Fi service and an optional breakfast.
- [Hotel Monte Hermana Kobe Amalie](#) is located near Ikuta Shrine, within 8 minutes' walk of Sannomiya Station. Comfortable and quiet with European-style decor. The rate range is ¥9,000–¥12,000/night. Free Wi-Fi and breakfast plans available.

Business Hotels near Sannomiya Station (within a short bus/taxi ride to campus)

- [Hotel Sunroute Sopra Kobe](#) is located ~15minutes by train and taxi or bus from the venue. The hotel is affordable with standard amenities. The rate is ~¥8,000–¥10,000/night. Free Wi-Fi.

Other Hotels

You can find more hotels on [TripAdvisor](#) and [Booking.com](#).

Annex V: Type A

