



## **The 23rd Cambridge Workshop on Cool Stars, Stellar Systems, and the Sun Code of Conduct**

Cool Stars 23 is dedicated to a harassment-free workshop experience for everyone regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, national origin, or religion. We do not tolerate harassment of workshop participants in any form. Sexual language and imagery are not appropriate in any workshop venue, including talks, poster sessions, and organized social activities. Workshop participants violating these rules may be sanctioned or expelled from the workshop without refund at the discretion of the workshop organizers.

Harassment of participants at any point during the workshop will not be tolerated. Harassment includes, but is not limited to:

- Verbal comments that reinforce social structures of domination related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, national origin, or religion
- Sexual images/clothing/uniforms/costumes or otherwise create a sexualized environment in public spaces
- Deliberate intimidation, stalking, or following
- Harassing photography or recording
- Sustained disruption of talks or other events
- Inappropriate physical contact
- Unwelcome sexual attention
- Advocating for, or encouraging, any of the above behavior

# **Enforcement Policy**

Participants asked to stop any harassing behavior are expected to comply immediately.

If a participant engages in harassing behavior, workshop organizers retain the right to take any actions to keep the event a welcoming environment for all participants. This includes warning the offender or expulsion from the workshop without refund.

Workshop organizers may take action to redress anything designed to, or with clear impact of, disrupting the workshop or making the environment hostile for any participants.

We expect participants to follow these rules at all workshop venues and workshop-related social activities. We think participants should abide by these rules outside of workshop sanctioned activities, as well.

## **Reporting**

If someone makes you or anyone else feel unsafe or unwelcome, please report it as soon as possible. Conference staff can be identified by colored name badges.

Harassment and other code of conduct violations reduce the value of our event for everyone. We want you to be happy at Cool Stars 23. People like you make our field a better place.

You can make a report either personally or anonymously.

### **Anonymous Report**

You can file an anonymous report using this form: [link here](#).

While we cannot follow up an anonymous report with you directly, we will fully investigate the incident and take whatever action is necessary to prevent a recurrence.

### **Personal Report**

You can make a personal report by contacting a staff member identified by colored LOC badges.

Our team will be happy to help you contact hotel/venue security, local law enforcement, local support services, or otherwise assist you to feel safe for the duration of the event. We value your attendance.

# Contact Information

- Email address for organizers: coolstars23tokyo@gmail.com  
Note: this address is private and accessible to a limited number of organizing members.
- LOC Representatives: Takeru Suzuki (stakeru@ea.c.u-tokyo.ac.jp)  
and Issei Yamamura (yamamura@ir.isas.jaxa.jp)
- Venue security center: TOC Ariake Security and Disaster Prevention Center:  
+81-3-5500-3535
- Police: Tokyo Wangan Police Station: +81-3-3570-0110
- Police emergency number: 110
- Emergency number for ambulance and fire services: 119
- Tokyo Medical Information Site for Foreign Tourists and Residents:  
[https://www.hokeniryo.metro.tokyo.lg.jp/iryo/iryo\\_hoken/medical\\_info\\_eng](https://www.hokeniryo.metro.tokyo.lg.jp/iryo/iryo_hoken/medical_info_eng)
- A 24/7 call center for travelers in Japan (available in English)  
[https://www.hokeniryo.metro.tokyo.lg.jp/iryo/iryo\\_hoken/medical\\_info\\_eng/japan\\_visitor\\_hotline](https://www.hokeniryo.metro.tokyo.lg.jp/iryo/iryo_hoken/medical_info_eng/japan_visitor_hotline)