Chapter 2: Summer 2021 Add/Drop

This chapter provides guidance on the process for making changes to your schedule, including registering for research and writing offerings as well as courses at other divisions of the University.

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5. Cross-Registration at other Columbia University schools
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1. Registration Changes

Once you log into LawNet, select ‘Add/Drop’ under the ‘Registration Services’ menu.

The Add/Drop application is where you can:

- review your class schedule
- register for new classes
- drop classes
- make changes to classes for which you are waitlisted

➢ Review schedule

The application is broken up into two tables:

- Registered Courses
- Waitlisted Courses
The courses in which you are enrolled are listed in this table.

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Course Evaluation</th>
<th>Textbook Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a New Course</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Courses you are currently registered for Fall 2019:

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Course Evaluation</th>
<th>Textbook Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antitrust and Trade Regulation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L6293-1</td>
<td>McClary, Justin</td>
<td>TRA, TR</td>
</tr>
<tr>
<td></td>
<td>more</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bankruptcy Law</th>
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</thead>
<tbody>
<tr>
<td>L6530-1</td>
<td>Mann, Ronald</td>
<td>TRA, MTW</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Evidence</th>
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</thead>
<tbody>
<tr>
<td>L6524-1</td>
<td>Shipley, Paul</td>
<td>TRA, M</td>
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<td></td>
<td>more</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mass Torts</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>L6523-1</td>
<td>Oehmeyer, William</td>
<td>TRA, B</td>
</tr>
<tr>
<td></td>
<td>more</td>
<td></td>
</tr>
</tbody>
</table>

Total Points for Fall 2019: 13.0

Click on ‘more’ under the course number to access more information about the course.
Waitlisted Courses

The courses that you are waitlisted for are listed in this table and organized with the same information as registered courses plus additional information about your waitlist position.

Waitlist status

- **Closed** – Course is full and you cannot register
- **Seat Reserved** – You can register as long as you resolve conflicts

Enrollment Information

- Number of students registered
- Number of seats reserved
- Number of waitlisted students

Registration Conflicts

Reasons you are waitlisted

If you are unsure why you were not registered or waitlisted for a course for which you pre-registered, please review “How the Lottery Works” in Chapter One.
Adding and Dropping Courses

Dropping Courses

To drop a course, click on the red X button in the top right-hand corner of the course.

You will see a pop message to confirm the course you are dropping:

You are responsible for ensuring that you remain in full-time status:

- LL.M.s may register for no fewer than 12 points

If you do not see a red X, you are not able to drop that course on LawNet.

- This is the case for:
  - Permission Courses – contact the instructor for permission to drop
Adding Courses

To register for a new course, click on the green plus button or the "Add a New Course" link at the top of the page.

You will then be able to search for courses using the same functionality and search criteria used to search for courses during pre-registration. Please refer to Chapter One for detailed instructions.

If your selected course has available seats, click on the green plus sign to add yourself to the class:
To add yourself to the waitlist of a course that is closed (i.e. does not currently have any available seats), click on the hourglass.

You can start a new search or refine your search criteria by clicking on the buttons at the top. If you would like to return to your registration list to view your current schedule, you can click on "My Current Registration" at any time.

Because there is considerable movement in waitlists and available seats throughout the Add/Drop period, you are strongly encouraged to frequently visit the LawNet Add/drop application to monitor changes in available courses.
Professional Responsibility Course Changes

You can make changes to Summer 2021 PR courses just like any other summer course.

Permission Courses

Permission courses cannot be added or dropped on LawNet.

Application instructions can be found in the course description. If no instructions are listed, contact the instructor.

In order to drop a permission course, you will need to contact the instructor for permission and forward the email to Registration Services (registrar@law.columbia.edu).
2. Waitlists
If the Lottery cannot assign you a seat, it will assign you either a waitlist seat or a reserved seat.

➢ Waitlisted Seats

When you have a reserved seat, it means that a spot is being held for you but you will need to resolve a registration conflict.

➢ Reserved Seats

When a course is closed, your waitlist number is listed here.

Click here after resolving your conflicts to add the course.

Click here to drop from the waitlist.
Waitlist Notification

You will be notified by Columbia email of eligibility to enroll in a class for which you are waitlisted.

In order to enroll in the class, you are required to accept the seat within 12 hours, which may require resolution of any of the following conflicts:

- Time – drop a class with a schedule conflict
- Section – drop a different section of the same class
- Points – request permission to register for up to 16 points or drop another class
- Pre-requisites – request faculty permission to register without formal completion of pre-requisites

Notifications will be sent twice each business day, starting at 2 p.m. EDT on Monday, April 26:

- 2 p.m. notifications require action no later than 2 a.m. the next business day (i.e. excluding Saturdays, Sundays and/or University holidays);
- 2 a.m. notifications require action no later than 2 pm the same day (e.g. 2 a.m. Monday notifications require action by 2 p.m. on that same Monday; there are no 2 a.m. notifications on Saturdays, Sundays and/or University holidays);

If no action is taken within the 12-hour window you are allotted (either before 2 p.m. or before 2 a.m.), you will lose your place on the waitlist and your seat will be offered to the next student on the waitlist.

- The waitlist system is automated and the 12 hour window cannot be extended.
- If you lose your seat on the waitlist because you did not act on a notification, you will have to add yourself to the bottom of the list.

You are urged to monitor your place on wait lists, and to check your email frequently during the Add/Drop period or you may miss an opportunity to register for a class.
Resolving Registration Conflicts

- **Class is Full**
  All seats in this course are currently taken
  *Solution: wait for a seat to become available*

- **Time Conflict**
  You are registered for a course that conflicts in time
  *Solution: drop the other course which conflicts*

- **Missing Pre-Requisite/Co-Requisite**
  You have not taken/are not taking a required course

- **Section Conflict**
  You are registered for another section of the same course
  *Solution: drop the other section*

- **Points Conflict**
  The course would put you over the 15 point maximum

For solutions that require assistance from Registration Services

- **Pre-Requisite conflicts**: If you feel you have the necessary background to waive a pre-requisite, you can contact the instructor to request permission to enroll. Forward their permission to registrar@law.columbia.edu and Registration Services and will be able to register you.

- **Co-Requisite conflicts**: Write to registrar@law.columbia.edu and Registration Services will be able to register you.
3. Registration for Non-Regularly Scheduled Courses

- LL.M. Writing Project
- LL.M. Supervised Research
- LL.M. Supervised Experiential Project
Instructions

Digital Forms

Registration Services and CLS IT have partnered to develop digital registration forms for J.D.s and LL.M.s which are accessible through LawNet for the following:

<table>
<thead>
<tr>
<th>LL.M. Writing Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>LL.M. Supervised Research Paper</td>
</tr>
<tr>
<td>LL.M. Experiential Study</td>
</tr>
</tbody>
</table>

To submit a digital registration form, you will need to login to LawNet and follow these steps:

1. Select Registration Services and click Submit Digital Form
2. Select registration form
3. Complete registration form
4. Submit form

Digital forms will be available as follows:

Open: NOW
Close: Friday, May 14, 11:59 p.m.
2. Select the registration form of your choice:
3. Complete form

**LL.M. Supervised Research**

You will be required to confirm whether or not your supervised research is *independent* or *course related*:

<table>
<thead>
<tr>
<th>Course Related</th>
<th>Independent</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will have the opportunity to select from the courses in which you are already enrolled. You will also identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode.</td>
<td>You will be required to identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode.</td>
</tr>
</tbody>
</table>
LL.M. Writing Project
When you select this form, you will see the following:

<table>
<thead>
<tr>
<th>Course Related</th>
<th>Independent</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will have the opportunity to select from the courses in which you are already enrolled. You will also identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode.</td>
<td>Please contact Registration Services for guidance on how to proceed.</td>
</tr>
</tbody>
</table>

4. Submit form
The final step in all forms is to confirm submission. Once you click submit, you will be required to affirm that you have read and understood the Faculty Rules and the registration process. For example:
Once you have submitted a digital form, you will be able to view the status of your pending forms by returning to the digital forms landing page. For example:

![Form Submissions Table]

Note: Summer 2021 digital forms timeline:

- Open – NOW
- Close – Friday, May 14 at 11:59 p.m. EDT

**NOTE:**

- Digital forms do not relieve you of the responsibility of first discussing with a supervising faculty member your request to register for any of these academic offerings.
- No faculty member should receive notification of a submitted form that they have not already agreed with you.
Take Note:

 LL.M. Writing Project
   You need both instructor and Office of Graduate Programs approval, and must submit your registration form no later than Monday, August 2.

 Supervised Research
   You can register for one or two semesters of supervised research. If you register for two semesters, you will receive the notation of YC (Year Credit) for your fall work until the spring grade is submitted, at which point the same grade will be recorded for the fall.

 Supervised Experiential Project
   ✓ Students need to complete a Memorandum of Understanding in addition to the form.
   ✓ LL.M. students need Office of Graduate Programs approval.

 Research Assistant
   You can earn a maximum of two points of RA credit each academic year.

 Teaching Assistant
   Students can serve as teaching assistants and have the option to earn academic credit or financial remuneration.
   ✓ Academic credit – complete this form
   ✓ Financial remuneration – contact Human Resources

 Withdrawal from classes permitted until 1/3 of class meetings, and the notation of W will be recorded on the transcript. F will be recorded for a withdrawal after that time.
4. NYU Law Courses

Due to the change in semester start dates cross-registration for NYU Law classes will **not** be offered for Summer 2021.

5. Cross-Registration at other Columbia University schools

In the interest of broadening educational opportunities, Law students are permitted to register for courses outside the Law School at other divisions of the University.

**Approved for degree credit:**

- **Graduate Level Courses**
- **Language Courses**

There are limitations on the number of non-Law credits that can be applied toward the Law degree:

**LL.M.**

- 6 Credits
In addition, you should be aware that it is possible that not all the points of academic credit you earn at another CU school will be applied toward your LL.M. degree.

- Each academic point applied to the CLS degree and earned for non-Law courses must represent at minimum a 50-minute classroom meeting each week throughout the term.
- Law School credit cannot exceed the number of scheduled class hours per week regardless of non-Law point value. For example, a 3-point class that meets for two hours per week will be worth 2 Law points.

Graduate Courses

To cross-register for a non-law course, you must complete a [Cross-Registration Request Form](#) available online.

If you wish to receive law credit, you must explain how the course relates to your legal training.

The form will require you to attach a course description.

If instructor permission is required, you will need to attach that as well.
There are special registration processes for the following two graduate schools:

**Business School**

Students who wish to take a Business School course need to apply through the [CBS online Cross-registration application](#).

![Registration Schedule](#)

Once approved by the Business School, you must submit the relevant CLS Cross-Registration Request form to ensure your registration is finalized.

**SIPA (School of International and Public Affairs)**

The [SIPA Cross-Registration website](#) lists the courses that are open to non-SIPA students. Additional courses will be added to this list throughout the change of program period. Please continue to check the site for newly added courses. Once you have completed our Cross-Registration Request form, we will petition SIPA for a seat in your requested course.
Language Courses

LL.M. students cannot take language courses for Law School credit. The procedure for cross-registering for a language course is different to that for other CU courses, because each language instruction department has its own rules regarding application, approval, and placement. As a result, there is a separate online Cross-Registration Language Courses Request Form available on our Cross-Registration website.

Follow these steps to request permission to register for a language instruction class:

1. Contact the Language Department
2. Take a Placement Test
3. Download the University's Registration Adjustment Form (RAF)
4. Secure instructor approval on the RAF
5. Upload the signed RAF with the CLS language courses Registration Request Form

NOTE: LL.M. students cannot take language courses for Law School credit.
6. Changes after Add/Drop closes

It is not possible to make changes to your academic program after Add/Drop has closed. If you wish to request a change and can demonstrate extenuating circumstances (e.g. medical or family emergency), you must petition the Faculty Rules Committee by writing to Registration Services at registrar@law.columbia.edu.
7. Summer 2021 Add/Drop Timeline

Friday, April 9 at noon - Monday, April 26 at noon
Students drop unwanted waitlisted courses

Monday, April 26 at noon
Add/Drop opens

Monday, April 26 at 2 p.m. - Monday, May 3 at 2 p.m. EDT
Action required on waitlist notifications

Week of May 3
Add/Drop ends at 11:59 p.m. EDT after the first class meeting for classes that begin in Block 1. Please be sure to confirm the first class meeting for all Block 1 classes.

Friday, May 14 at 11:59 p.m. EDT
Last day to submit research and writing credit and independent externship forms.

Week of May 24
Add/Drop ends at 11:59 p.m. EDT after the first class meeting for classes that begin in Block 2. Please be sure to confirm the first class meeting for all Block 2 classes.

Week of June 28
Add/Drop ends at 11:59 p.m. EDT after the first class meeting for classes that begin in Block 3. Please be sure to confirm the first class meeting for all Block 3 classes.

Rolling/dependent on class meetings and block
Withdrawal from classes permitted until 1/3 of class meetings, and the notation of W will be recorded on the transcript. F will be recorded for a withdrawal after that time.

Monday, August 2 at 11:59 p.m. EDT
LLM Writing Project Form due
8. Summer Term Calendar

<table>
<thead>
<tr>
<th>May-21</th>
<th>Jun-21</th>
<th>Jul-21</th>
<th>Aug-21</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>1 Sa</td>
<td>LLM Block 2</td>
<td>1 Th</td>
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<tr>
<td>2</td>
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<td>2 Fr</td>
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<td>Exam</td>
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<td>Break</td>
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<td>31</td>
<td>Mo</td>
<td>Memorial Day</td>
<td>31 Sa</td>
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</tbody>
</table>
9. Summer Teaching Block Schedule

<table>
<thead>
<tr>
<th>Teaching Blocks</th>
<th>May 3 - May 21</th>
<th>May 24 - June 14</th>
<th>June 28 - July 19</th>
<th>July 20 - August 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refugee Law; Anju Gupta; MTWR 1-4 p.m.; 3 pts</td>
<td>American Contract Law; Jody Kraus; MTWR 9:00 a.m.-12 p.m.; 3 pts</td>
<td>S. Practicing International Law; Matthew Waxman and Robert Harris; Intensive 1 week block June 28; MTWRF 9:00 a.m.-12:00pm; 1 pt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data and Predictive Coding for Lawyers; Joshua Mills; 2 weeks starting May 3; 5 classes MTW, MT 9:50 a.m.-12 p.m.; 1 pt</td>
<td>Professional Responsibility; Philip Gentry; MTWR 2-4 p.m.; 2 pts</td>
<td>S. Theories of Constitutional Interpretation; Jamal Greene; TWR 9:20 a.m.-12:00 p.m.; 2 pts</td>
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<tr>
<td>P. Lawyer Leadership: Leading Self, Leading Others, Leading Change in Challenging Times; Susan Sturm, Elizabeth Emens, Colleen Shanahan; MTW 9:00 a.m.-11:30 p.m.; 2 pts</td>
<td>International Trade Law; Anu Bradford; MTWR 9 a.m.-12 p.m.; 3 pts</td>
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<tr>
<td>S. Critical Race Theory Workshop; Kendall Thomas; Mondays 6:40-9:00 p.m.; 2 pts</td>
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<tr>
<td>International Investment Law and Arbitration; George Bermann and Kabir Duggal; WR 1:00-4:00 p.m.; 3 pts</td>
<td>Comparative Criminal Justice; Fred Davis; TR 10:00 a.m.-12:00 p.m.; 2 pts</td>
<td>S. Transnational Business and Human Rights; Anthony Ewing; TR 4:20-6:20 p.m.; 2 pts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S. Advanced International Commercial Arbitration; Robert Smit; TF 4:20-6:20 p.m.; 2 pts</td>
<td>Corporate Finance; Edward Morrison; TR 9:00 a.m.-12:00 p.m.; 3 pts</td>
<td>S. The Framework of Global Financial Regulation; Vijay Tata TR 10:00 a.m.-12:00 p.m.; 2 pts</td>
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<tr>
<td>S. Democracy and Distribution; Michael Graetz; MW 1:30-3:30 p.m.; 2 pts</td>
<td>Mergers &amp; Acquisitions; Jeff Gordon; MTWR 1:00-3:15 p.m.; 4 pts</td>
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<tr>
<td>Evidence; Daniel Capra; MW 4:20-7:20 p.m.; 3 pts</td>
<td>International Environmental Law; Richard Horsch; TR 6:40-8:40 p.m.; 2 pts</td>
<td></td>
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<tr>
<td>Deals: A Lawyer’s Role in Transactions; David Schizer; TR 4:20-6:20 p.m.; 2 pts</td>
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<tr>
<td>Corporations; Kate Judge; MT 1:00-4:00 p.m.; 3 pts</td>
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**Disclaimer:** These classes are subject to change and classes may be added. Please review the Course Guide for the most up-to-date information.

**NOT LISTED:** L8016-SEM S. Structural Change in Public Education Policy and Social Change Lab; James Liebman; class meeting times determined applicants have been accepted; May 24 - August 9 (Application Only)
10. Registration Services Zoom Drop-in Hours
Registration Services hosts Zoom drop-in sessions Mondays through Thursdays:
Monday, April 26 through Friday, April 30
- 7 a.m. - 9 p.m. (ET)
Monday, May 3
- 9 - 10 a.m. (ET)
- 12 - 4 p.m. (ET)

Please log in to Zoom with the following credentials:

Join Zoom Meeting
https://columbiauniversity.zoom.us/j/96077178299

Meeting ID: 960 7717 8299
One tap mobile
+16468769923,,96077178299# US (New York)
+13126266799,,96077178299# US (Chicago)
Dial by your location
  +1 646 876 9923 US (New York)
  +1 312 626 6799 US (Chicago)
  +1 301 715 8592 US (Washington DC)
  +1 346 248 7799 US (Houston)
  +1 669 900 6833 US (San Jose)
  +1 253 215 8782 US (Tacoma)
Meeting ID: 960 7717 8299
Find your local number: https://columbiauniversity.zoom.us/u/aSWXPAHXF

Join by SIP: 96077178299@zoomrc.com

Join by H.323
162.255.37.11 (US West)
162.255.36.11 (US East)
221.122.88.195 (China)
115.114.131.7 (India Mumbai)
115.114.115.7 (India Hyderabad)
213.19.144.110 (Amsterdam Netherlands)
213.244.140.110 (Germany)
103.122.166.55 (Australia Sydney)
103.122.167.55 (Australia Melbourne)
209.9.211.110 (Hong Kong SAR)
64.211.144.160 (Brazil)
69.174.57.160 (Canada Toronto)
65.39.152.160 (Canada Vancouver)
207.226.132.110 (Japan Tokyo)
149.137.24.110 (Japan Osaka)
Meeting ID: 960 7717 8299