

## GEBCO Meetings Administration and Guidance

Reference: GEBCO Secretary email 1 July 2016

It is now 6½ weeks until the start of the GEBCO week in Viña del Mar, Chile.

Those who have not registered are encouraged to do so now, even if flight details are still not known. All administrative and logistic details, including the general programme for the week, for the TSCOM, SCRUM, Outreach WG and GGC meetings are available from the IHO website at [http://www.iho.int/mtg\\_docs/com\\_wg/GEBCO/GGC/XXXIII\\_GGC/GGC33.htm](http://www.iho.int/mtg_docs/com_wg/GEBCO/GGC/XXXIII_GGC/GGC33.htm). Details of the Science Day programme and activities are available from the GEBCO website at [http://www.gebco.net/about\\_us/gebco\\_science\\_day/](http://www.gebco.net/about_us/gebco_science_day/).

Attached you will see the draft agendas for the TSCOM/SCRUM and Outreach WG meetings taking place on Monday 11<sup>th</sup> and Tuesday 12<sup>th</sup> October. As the meetings are expected to be busy and time pressured, please ensure you have read all the associated documents to maximise the time available for informed discussions. All documents and information are available on the IHO website at [http://www.iho.int/mtg\\_docs/com\\_wg/GEBCO/TSCOM/TSCOM33/TSCOM33.htm](http://www.iho.int/mtg_docs/com_wg/GEBCO/TSCOM/TSCOM33/TSCOM33.htm).

Also attached is the draft agenda for the GGC33 meeting, all associated documents are available from the IHO website at [http://www.iho.int/mtg\\_docs/com\\_wg/GEBCO/GGC/XXXIII\\_GGC/GGC33.htm](http://www.iho.int/mtg_docs/com_wg/GEBCO/GGC/XXXIII_GGC/GGC33.htm). Templates for documents and presentations are also available from the above link.

The GGC33 agenda for Thursday 13<sup>th</sup> and Friday 14<sup>th</sup> October is very full and therefore strict time control will be required to complete all the items within the time and in a logical order. I would ask those presenting reports or introducing documents are mindful of this and that they follow the guidance in the agenda to allow time for discussions and fullest participation. It should be assumed that participants will have read all the submitted documents prior to the meeting and therefore lengthy presentations and introductions will not be required.

You are reminded that, to allow sufficient time for participants to read all relevant documents and make necessary preparations for anticipated discussions, **all documents must be received no later than 28 September**; only revision documents (containing minor up-dates) to previously submitted documents will be accepted after this date, the exceptions being the final reports and Work Plans/Budgets of the TSCOM, SCRUM and Outreach WG due to the proximity of these meetings. All new documents, regardless of topic, received after 28 September will be treated as INFO documents under agenda Item 'Any Other Business' and, time dependant, may not be discussed. Documents and presentations should be submitted in Word or PowerPoint format using the templates available from the website; note all documents and presentations will be converted to pdf before being uploaded, therefore conversion 'friendly' version may need to be considered by authors.

Participants at the GGC33 meeting will note the agenda is divided into 'GEBCO Today' and 'GEBCO Tomorrow'. The 'GEBCO Today' session (the current activities and state of the GEBCO Project) will lay the ground work and provide the necessary information for the discussions on the 'GEBCO Tomorrow' session (the forward and future activities for the GEBCO Project and Seabed 2030). The evening between will allow consideration of the information provided and the discussions held, it will also allow time for participants to have a dialogue in the margins and outside the meeting (over drinks/meals) so that the following 'GEBCO Tomorrow' session can be focused and achieve progress with suitable outcomes and deliverables agreed. It is therefore important that this division is maintained.