



IHB File No. S1/6000/2017

CONFERENCE CIRCULAR LETTER No. 4
03 May 2016

**XIXth INTERNATIONAL HYDROGRAPHIC CONFERENCE /
1st SESSION OF THE IHO ASSEMBLY**

Monaco, 24-28 April 2017

SHIPS' VISITS AND RECEPTIONS

Reference: Conference Circular Letter No.1 dated 21 April 2016 - *Announcement and General Arrangements*

Dear Hydrographer,

Ships' Visits

1. A regular feature of International Hydrographic Conferences is the opportunity offered to Member States for their survey vessels to berth in Monaco (Port Hercule) during the Conference period and to offer Conference delegates the chance to visit these ships. Member States are therefore invited to consider sending a hydrographic ship to the Port of Monaco during the XIXth International Hydrographic Conference / 1st Session of the IHO Assembly in April 2017.

2. Member States that intend to send a ship to Monaco during the Conference / Assembly period are kindly requested to inform the Directing Committee as soon as possible, and no later than **01 November 2016**, so that advance notice for the allocation of suitable berths or moorings can be forwarded to the Monaco Port Authorities, noting that Port Hercule is frequently congested. Member States must also make a formal application through diplomatic channels to the Monaco Government for their ship to visit.

Receptions

3. Advance notice is also required if any Member State wishes to organise and host a reception or similar social event during the Conference / Assembly week. It is expected that there will be an evening reception hosted by the Directing Committee, and possibly two others, subject to confirmation (Monaco Government and Industry Exhibitors). Therefore, the number of evenings available for other receptions may be limited. Member States may also wish to consider co-hosting receptions, as has occurred in the past, particularly in the case of those Member States nominating candidates for election.

4. The reception hosted by the Directing Committee will take place at the end of the week, so as to leave as many other opportunities as possible available. Member States should note that any requests to organise and hold receptions will be considered on a "first come - first served" basis in view of the relatively small number of opportunities available for such receptions. The IHB terrace can be used by any Member State wishing to host a reception during the Conference week, noting that its current capacity is limited to 100 guests. The IHB Conference Room is another alternative should the terrace be too small or the weather conditions not be favourable. Invitations to attend hosted receptions should be printed and distributed by the Member State concerned.

5. The Directing Committee remains at the disposal of Member States for any supplementary information that they may require.

On behalf of the Directing Committee,
Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Robert Ward', with a period at the end.

Robert WARD
President