

**Meeting of the IMO/IHO Harmonization Group on Data Modelling (HGDM),
to be held at IMO Headquarters, 4 Albert Embankment, London, SE1 7SR,
from Monday, 16 October to Friday, 20 October 2017**

REGISTRATION PROCEDURE FOR IHO DELEGATES

1. The representatives of IHO Member States and Observer Organizations wishing to attend the HGDM meeting are requested to register via the IMO Online Meeting Registration System (OMRS).
2. To that effect, delegates are invited to contact their OMRS Delegation Coordinator with their names and details in order to be registered. In the absence of an OMRS Delegation Coordinator, the relevant IMO Web Accounts Administrator should be contacted for assistance. The contact information for these can be obtained from IMODOCS (<https://webaccounts.imo.org/>) by clicking on the tab titled “registration” and using the drop down menu on that page.
3. Delegates who do not have previous registrations at the IMO or access to an IMO OMRS Delegation Coordinator or an IMO Web Accounts Administrator, can be registered through the IHO Secretariat at info@iho.int by providing the following information:

Personal Information:	
Title	
Forename	
Surname	
Position	
IHO Member State (if applicable)	
Organization	
Address Information:	
Address	
Country	
Post Code	
Contact Information:	
Phone	
Fax	
Mobile	
Email	

4. The IHO Secretariat will complete the IMO Online Registration. For those delegates attending a meeting at the IMO Headquarters for the first time, a photo identification will be required to complete individual registration at the IMO registration desk before the start of the first day of the meeting. Issue of the access card will require photographic proof of identity, e.g. passport, identity card or driving licence. Delegates may also be required to show proof of identity at any time while they are in the Headquarters building, if requested by IMO Security. In view of the significant costs incurred in producing access cards, delegates who have previously been issued with one are kindly requested to bring it with them for reactivation.
5. Delegates are advised that the IMO Registration Desk will be open from 8.30 a.m. on Monday, 16 October 2017, when early arrival would be appreciated.
6. For further assistance, please contact the IHO Secretariat at info@iho.int.