



IHB File No. S1/6000/2017

ASSEMBLY CIRCULAR LETTER No. 12
24 October 2016

1st SESSION OF THE IHO ASSEMBLY

Monaco, 24-28 April 2017

IHO MEMBER STATES' EXHIBITION

“From data collection to hydrographic products and services”

References:

- A. Conference Circular Letter No.1 dated 21 April 2016 - *Announcement and General Arrangements.*
- B. Conference Circular Letter No.6 dated 16 June 2016 - *IHO Member States' Exhibition “From data collection to hydrographic products and services”*

Dear Hydrographer,

1. As announced in Reference A, an IHO Member States' Exhibition is planned to take place during the 1st session of the IHO Assembly (A-1). The Directing Committee thanks the 13 Member States that have replied positively to Conference Circular Letter No.6 (Reference B) indicating their initial intention to participate in the IHO Member States' Exhibition - *“From data collection to hydrographic products and services”* at the next Assembly: Brazil, China, France, Italy, Japan, Republic of Korea, New Zealand, Peru, Portugal, Sweden, Turkey, Ukraine, United Kingdom. Other Member States are still encouraged to exhibit and should inform the IHO Secretariat as soon as possible if they wish to do so.

2. The IHO Member States' Exhibition will be held from Monday 24 to Friday 28 April 2017. It will be located on the ground floor in the foyer of the Auditorium Rainier III. In accordance with the practical information already provided in Reference B, IHO Member States that have indicated their intention to exhibit are now requested to provide the IHO Secretariat with their requirements by completing the form attached in Annex. In particular, a list of the type of products to be displayed should be provided and the space required should be indicated (in m²). Responses are requested as soon as possible and **not later than 1 February 2017**.

3. The IHO Secretariat will make standard displays available upon request. However, Member States may provide their own display arrangements, provided that they consider the space allocated. Member States should bring their own equipment to display digital products unless they wish to rent suitable equipment locally. Details of possible local suppliers are:

- SES (for various digital services, flat screens) – Tel : +377 93 25 50 45 - Fax +377 93 25 41 69 ; Email : ses@libello.com
- Monaco Telecom (wifi access provider) – Tel: +377 99 66 33 00 - Fax +377 99 66 33 33 – Ms. Cozzi (director for technical dept and public relations) Tel: (+377) 99 66 65 64, Email: c.cozzi@monaco-telecom.mc.

Please note that the contract with the supplier of the exhibition stand allows that light equipment, posters, charts, etc. may be fixed to the walls and display structure only by using hanging picture rails, Velcro-type tapes, removable adhesive paste, or similar non-permanent, non-marking fixing systems.

4. Due to other events scheduled in the Auditorium soon after the 1st session of the IHO Assembly, exhibitors in the IHO Member States' Exhibition will be required to dismount and remove their exhibits by the end of Friday, 28 April 2017.

5. As a reminder, the deadlines with regard to the exhibition are as follows:

Initial intention to participate (IHO online registration system):	1 October 2016
Requirement form available for inputs (IHO on-line registration system):	24 October 2016
Requirement form filled and sent to IHO Secretariat:	1 February 2017
Feedback to exhibitors on space allocated:	20 February 2017
Receipt of display material at the IHO Secretariat:	20 March 2017
Display arrangements at the Auditorium Rainier III:	22-23 April 2017
Displays dismantled at the Auditorium Rainier III:	28 April 2017

6. Member States that participate in the IHO Member States' Exhibition should liaise with the IHO Secretariat to assist in resolving any practical problems related to their exhibit (Point of contact: Assistant Director Yves Guillam, adcs@iho.int).

On behalf of the Directing Committee,

Yours sincerely,



Robert WARD
President

Annex: Member States' Information and Logistic Requirements

IHO MEMBER STATES' EXHIBITION AT THE 1st SESSION OF THE IHO ASSEMBLY

**24-28 April 2017
Auditorium Rainier III – Ground Floor**

**Member States' Information and Logistic Requirements
(to be submitted to the IHO Secretariat (adcs@iho.int) by 1 February 2017)**

Note: The boxes will expand as you type your answers

Member State:

Main Point of Contact for the Exhibition: Name:..... Email:

1. Will participate in the IHO Member States' Exhibition: YES NO

If YES to 1., please register on-line ([Link](#)) and fill the form below

2. Products/services to be exhibited:

- Data acquisition, database management and quality control YES NO
- Electronic Navigational Charts YES NO
- INTernational and other paper charts YES NO Number:
- Provision of nautical information YES NO
- Leisure charts and pleasure-craft products YES NO
- Maritime geospatial information, web portals, MSDI services, other digital hydrographic products YES NO
- Research and development and new technologies YES NO

3. Types of Material and Language:

- Paper Chart/ Map Sensors Atlas/Books Posters Digital Table
- Computer /Multimedia Product Screens
- Others (short description).....

Language(s):

4. Exhibition space required:

- Display panels required¹: YES NO Number
- Table required YES NO
- Power supply required: YES NO Details:
- Supply own display stand: YES NO Floor space dimensions:

¹ 2 metres high x 1 metre wide

5. **Explanatory text** of no more than 150 words, in English or French, describing the exhibit and highlighting its key elements. Please provide **one photograph or illustration** illustrating the exhibit (or the official emblem of the hydrographic office) in digital format, so it can be inserted in the Catalogue of the Exhibition.

6. **Any other comments:**