

CIRCULAR COMMUNICATION TO COMMISSIONERS, CONTRACTING GOVERNMENTS
AND MEMBERS OF THE SCIENTIFIC COMMITTEE
IWC.ALL.100

59th Annual and Associated Meetings, Anchorage, Alaska, May 2007

This Circular provides information on:

1. the venue and the timetable for meetings;
2. visa and entry requirements for the USA;
3. hotel booking arrangements;
4. delegation offices;
5. interpretation and translation.

Please also find attached a letter of invitation to the meeting from Dr Hogarth, Commissioner for the USA and Chair of IWC. This letter is directed to national delegates to the Scientific Committee and Commission sub-group and Plenary meetings. **You will need this letter of invitation for your visa application (where applicable).** Please see section 2 for further details on entry requirements.

A separate letter of invitation from Dr Hogarth to Invited Participants will be issued in due course.

1. Meeting venue and timetable

The 59th Annual Meeting will be held at the:

The Hotel Captain Cook
4th at K Street,
Anchorage, Alaska 99501
USA

Tel: +1-907-276.6000
Fax: +1-907-343-2298
Website: www.captaincook.com

The timetable for the meetings of the Scientific Committee, the Commission's sub-groups and the Commission is attached. It is as agreed by the Commission in St. Kitts and Nevis (see IWC/58/6).

The Scientific Committee will meet from Monday 7 May to Friday 18 May. It will be preceded on Saturday and Sunday, 5 and 6 May by a special symposium on infectious and non-infectious diseases of marine mammals and impacts on cetaceans and pre-meetings of the AWMP and RMP sub-committees (further details to follow in due course). As some scientists are involved in both sub-committees, the sub-committees will not meet simultaneously.

The Commission sub-groups will meet between Tuesday 22 and Thursday 24 May, with Friday 25 May being set aside for finalising reports. The following meetings will be held:

- (1) Working Group on Whale Killing Methods and Associated Welfare Issues;
- (2) Conservation Committee;
- (3) Infractions Sub-committee;
- (4) Aboriginal Subsistence Whaling Sub-committee;
- (5) Budgetary Sub-committee;
- (6) Finance and Administration Committee.

The Annual Commission Meeting will take place from Monday 28 to Thursday 31 May.

2. Visa requirements

Since 11 September 2001, applicants for US visas have been subject to a greater degree of scrutiny than in the past. The timeframes for visa processing today are difficult to predict with accuracy for any individual applicant, and could vary significantly by country. **Participants are encouraged to check their visa status, and if a visa is needed, apply for a visa as early as possible, BUT NOT LATER THAN 90 DAYS IN ADVANCE OF THEIR ARRIVAL IN THE UNITED STATES.** For many applicants, an interview will be required at the embassy as part of the visa application process.

Information on US entry requirements has been provided by the US Government and is attached.

3. Hotel booking arrangements

Arrangements for booking bedrooms at the Captain Cook and a number of other hotels nearby are being handled by MKI Travel and Conference Management Inc. of Ottawa. All enquiries for bedroom accommodation should be addressed to MKI, ideally through their website at:

http://www.mkitravel.com/upcoming_events/upcoming_events.shtml

Attached to this circular (and included as hard copy with the postal version) is a brief description of the hotels and a booking form. Alternatively, a secure form through which bookings may be made online is available on MKI's website. Please note that the booking form currently on the MKI website includes the Howard Johnson as one of the hotels. This hotel is not available for booking through MKI. Please read the booking, payment, change, cancellation and no-show conditions carefully.

4. Delegation offices

The hotel is currently holding a number of rooms suitable for use as delegation offices/hospitality rooms. Any delegation wishing to book such a room should contact Mr Christopher Horning, Director of Catering, email: cjhorning@captaincook.com; tel (direct) +1-907-343-2283; fax: +1-907-343-2211.

5. Interpretation and translation

As agreed through Resolution 2006-3, provision will be made for simultaneous interpretation into French and Spanish for the Commission Plenary and for private meetings of the Commissioners. Provision will also be made for the translation into French of certain Commission documents and summaries (with a summary of the Scientific Committee report also being made available in Spanish).

Dr. Nicky Grandy
Secretary to the Commission

Schedule of Meetings during the 59th Annual Meeting, Anchorage, 2007

Friday	4 May	Set-up			
Saturday	5 May	<i>(and pre-meetings of the Scientific Committee on 5 and 6 May)</i>			
Sunday	6 May				
Monday to Friday	7 May 18 May	Scientific Committee			
Saturday	19 May	Scientific Committee Convenors Meeting			
Sunday	20 May	Preparation of Scientific Committee Report			
Monday	21 May	Preparation of Scientific Committee Report			
		<i>Morning</i>	<i>Afternoon</i>	<i>Evening</i>	
Tuesday	22 May	CC	WKM	BSC	
Wednesday	23 May	F&A special session ¹	ASW	ASW	ASW
Thursday	24 May	INF	F&A	F&A	
Friday	25 May	Preparation & review sub-group reports/document translation			
Saturday	26 May	Review sub-group reports/document translation			
Sunday	27 May	Registration	Priv Comms meeting		
Monday	28 May	59th Annual Meeting			
Tuesday	29 May				
Wednesday	30 May				
Thursday	31 May				

- ASW Aboriginal Subsistence Whaling Sub-committee
 BSC Budgetary Sub-committee (not open to GO/IGO/NGO observers)
 CC Conservation Committee
 F&A Finance and Administration Committee (not open to GO/IGO/NGO observers)
 INF Infractions Sub-committee
 WKM Working Group on Whale Killing Methods and Associated Welfare Issues

¹ On frequency of meetings

VISA INFORMATION

United States Entry Requirements

Since September 11, 2001, applicants have been subject to a greater degree of scrutiny than in the past. The timeframes for visa processing today are difficult to predict with accuracy for any individual applicant, and could vary significantly by country. Participants are encouraged to check their visa status, and if a visa is needed, apply for a visa as early as possible, but not later than 90 days in advance of their arrival in the United States. For many applicants, an interview will be required at the embassy as part of the visa application process.

Passports: Must be current - make sure that your travel will be completed six months before your passport expiration date. If you do not have a current passport, you should contact your Ministry of Foreign Affairs for application materials. Please also read carefully the information regarding Machine Readable Passports for visa waiver travellers eligible to enter the United States without a visa (http://travel.state.gov/visa/temp/without/without_1990.html).

Visas: See <http://www.unitedstatesvisas.gov/> for general visa guidance. Information about countries participating in the U.S. visa waiver program can be found at http://travel.state.gov/visa/temp/without/without_1990.html. Applicants should apply at the American Embassy or Consulate with jurisdiction over their place of permanent residence. It is recommended that visa applicants attending IWC59 include the following with their application background materials:

- Letter of invitation to the Commissioner (for national delegates) or head of organization (for observers) from U.S. organizers of IWC59 (original or copy);
- National delegates: documentation from the national IWC Commissioner's office or other relevant government authority indicating that the applicant is part of the country's delegation to the Scientific Committee, subcommittee week, and/or plenary (government officials, see below regarding application interviews);
- Observers: documentation that applicant is representing the observer organization at IWC59;
- Curriculum vita, if available (for attendees of the Scientific Committee meeting)

Visa applicants should also refer to the Embassy Consular Section web site (<http://usembassy.state.gov/>) to determine visa processing timeframes and instructions, learn about interview scheduling, and find out if there are any additional documentation items required.

NOTE: Proof of purchase of an airline ticket is not an item requested by the embassy to document your itinerary for your trip. No assurances regarding the issuance of visas can be given in advance. Therefore, final travel plans or the purchase of non-refundable tickets should not be made until a visa has been issued and you are in receipt of the passport.

Foreign Government Officials - Ministers and Delegations

Heads of government, Ministers, and other government officials generally do not require interviews when applying for visas, if their travel is official. However, a consular officer can request an interview. Ministers, delegates, and government officials supporting the delegation must present a diplomatic note from their governments requesting a visa for the purpose of attending IWC/59. There is no fee for these visas. Travellers should apply as soon as possible to the U.S. Embassy in their country of residence.

For additional information on U.S. visas, contact the U.S. embassy or consulate with jurisdiction in your place of permanent residence. Contact details can be found at <http://usembassy.state.gov/>.