

CIRCULAR COMMUNICATION TO MEMBERS OF THE SCIENTIFIC COMMITTEE
AND INVITED PARTICIPANTS
IWC.SC.93

IWC/56 Scientific Committee Meeting:
Document submission, availability of reference materials and computing arrangements

This Circular Communication addresses the following issues in relation to IWC/56 in Sorrento:

1. Instructions for document preparation, submission and distribution;
2. Availability of reference materials
3. Computing arrangements.

1. Instructions for document preparation, submission and distribution

Please find attached a set of instructions for document preparation, submission and distribution. The instructions can also be found on the SC website at http://www.iwcoffice.org/commission/sci_com/2004categories.htm from 7 May. **Please read them carefully and take particular note of the various deadlines involved.**

A Word template for documents (Journal.dot) is also attached.

2. Availability of reference materials

The Secretariat will make the Commission's publications and other usual reference materials available at the meeting. SC members wanting access to other specific reference materials that they themselves are unable to provide should inform the Secretariat of their requirements before **15 June**.

3. Computing arrangements

There will be at least two PCs (probably loaded with Windows XP-Pro and Office 2000) available for delegate use. The IWC office standard is the Microsoft Office 2000 suite of programs (e.g. Word, Excel, Access) but we are able to read and translate to/from most common packages. In addition, there will be access to printers for delegates with their own laptops. However, we cannot support Postscript printing.

Any member of the SC with programs, data or other software not already held by the IWC Secretariat that they might wish to use during the course of the meeting should either send them to the Secretariat (sburkett@iwcoffice.org) in advance or bring them on 3.5" IBM-format floppy discs (720KB or 1.4MB), 100MB or 250MB zip discs or CDs. Programs should be written in standard Fortran. This will ensure that no time will need to be spent in typing material into the computers or in de-bugging programs.

Dr. Nicky Grandy
Secretary to the Commission

INSTRUCTIONS: Registration and documents for the 2004 Annual Meeting of the Scientific Committee

REGISTRATION

As last year, participants will be asked to sign-up in advance for the sub-committees they plan to attend and, more specifically, the categories of papers they require. The number of copies made by the Secretariat will therefore be based on the responses.

Participants **MUST** sign-up via the web in advance in order to receive papers via the pigeonholes at the start of the meeting. It will be up and running by 7 May (<http://www.iwcoffice.org/forms/scsignup2004.asp>).

Please note that you will be able to obtain copies of specific documents from categories you have not signed up for at the meeting on request. Alternatively, a CD complete with pdf files for all papers will be made available for a small fee. If this system is to achieve its aim of saving paper and energy, please only sign up for those categories that you feel you will need at the meeting itself.

ADVANCE SUBMISSION

Please submit papers in advance of the meeting if at all possible. Papers should follow the appropriate style and preferably be submitted in pdf format. Papers should be properly numbered.

This year, as last, papers received in advance will be listed on the SC website and available as downloadable pdf files http://www.iwcoffice.org/_documents/sc56docs.htm. Participants who do not want their papers on the website should state this upon submission to the Secretariat; some papers may then be circulated by e-mail.

DEADLINES FOR DOCUMENT SUBMISSION AND WEBSITE SIGN-UP

(Contact: hsharp@iwcoffice.org)

Item	Description	Deadline
Paper details	Inform the Secretariat of papers intended for submission: preliminary title, authors and abstract.	21 May
Sub-committee sign-up (via SC website)	Participants should sign-up for each sub-committee they plan to attend and which document categories they require. Address details and contact numbers should be checked.	31 May
Website papers	Papers received by the Secretariat before this date will be downloadable from the SC website (unless specified otherwise). Please submit your papers as pdf files if possible.	31 May
Copying	This is the final deadline for papers to be copied by the Secretariat. After 15 June, participants must bring the required number of copies with them to the meeting (contact hsharp@iwcoffice.org for numbers).	15 June

STYLE

The style-guide must be followed <http://www.iwcoffice.org/publications/styleguide.htm>. Documents should be single-spaced and double-sided if supplied as a top copy. Do not start each table or each figure on a separate page - think of the forests.

Please note that it is especially important that your document contains an Abstract. Over 100 papers are usually submitted to the Scientific Committee and it is extremely helpful to participants if each paper contains an Abstract.

Finally, note that figures must be supplied in black and white only. Note that grey shading can cause problems with photocopying. If you feel that colour or shaded figures are essential, then you must bring the required number of copies of those figures with you (contact hsharp@iwcoffice.org for numbers).

ARCHIVING

In an attempt to improve and streamline the archiving procedure in the Secretariat, authors are requested to send/bring with them electronic versions of their papers. Please supply as .pdf files to hsharp@iwcoffice.org.

NUMBERING

Authors must obtain document numbers from the Secretariat (hsharp@iwcoffice.org) by notifying the title of their contributions and the authorship. Documents will be numbered SC/56/-- followed by other identifying abbreviations, see below, as appropriate (note that these are slightly different than usual to allow greater choice when signing up for documents).

DOCUMENT CATEGORIES

Number	Title	Description
SC/56/NPM	Western North Pacific common minke whales	Papers relevant to the in-depth assessment of western North Pacific common minke whales
SC/56/PFI	Preparation for Implementation	Papers relevant to the RMP discussions on preparations for Implementation for western North Pacific Bryde's whales and North Atlantic fin whales
SC/56/RMP	Revised Management Procedure	Papers relevant to general RMP matters
SC/56/AWMP	Aboriginal Whaling Management Procedure	Papers mainly relevant to the AWMP, the Greenlandic Research programme and aboriginal subsistence whaling by Greenland and St Vincent and The Grenadines
SC/56/BC	Bycatch	Papers mainly relevant to the issue of estimation of bycatch
SC/56/BRG	Bowhead, right and gray whales	Papers relevant to these species, including aboriginal subsistence whaling
SC/56/IA	In-depth Assessments	Papers mainly relevant to Antarctic minke whale assessments, SOWER cruises, IWC-DESS, sperm whales.
SC/56/SH	Southern Hemisphere assessments	Papers mainly relevant to the assessment of Southern Hemisphere humpback and blue whales.
SC/56/SD	Stock Definition/DNA	Papers mainly relevant to Stock Definition, including general stock identity issues TOSSM and those related to the issue of DNA testing
SC/56/E	Environmental Concerns	Papers mainly relevant to environmental concerns
SC/56/SM	Small Cetaceans	Papers mainly relevant to small cetaceans
SC/56/WW	Whalewatching	Papers mainly relevant to whalewatching
SC/56/SCP	Scientific Committee Process	Papers relevant to the working methods of the Scientific Committee including improvements to the review process for Scientific Permits and Sanctuaries
SC/56/SOS	Southern Ocean Sanctuary	Papers relevant to the review of the SOS
SC/56/O	Other	This category is for papers that do not fall easily into one of the above categories. This category is for papers that are either published, in press, in review, or have appeared and been 'classified' at other non-IWC meetings (e.g. ICES, NAMMCO etc.). PLEASE NOTE: These papers will not be circulated to all participants but three complete sets will be available for consultation. Limited circulation of some documents may occur in Sorrento at the request of sub-committee chairs.
For Info	Information documents	

Note: papers on scientific permit catches will be assigned to the category where they are most relevant to discussions - e.g. North Pacific stock identity work will be assigned to RMP as it is relevant to Implementation Trials whilst general papers (e.g. plans for future catches) will be assigned to the O category.

SUB-COMMITTEE AND WORKING GROUP CATEGORIES

The following is a list of all of the sub-committees and working groups meeting at the International Whaling Commission's 2004 Annual Meeting.

Code	Title
RMP	Revised Management Procedure
AWMP	Aboriginal Subsistence Whaling Management Procedure
BRG	Bowhead, Right and Gray Whales
IA	In-depth Assessments
NPM	North Pacific minke whale assessment
SH	Other Southern Hemisphere whales (i.e. not minke or right whales)
SD	Stock Definition
BC	Estimation of bycatch and other human-induced mortality
E	Environmental Concerns
SM	Small Cetaceans
WW	Whalewatching
DNA	DNA
SAN	Sanctuaries
SP	Scientific Permits