

CIRCULAR COMMUNICATION TO MEMBERS OF THE SCIENTIFIC COMMITTEE
AND INVITED PARTICIPANTS
IWC.SC.159

IWC/63 Scientific Committee Meeting:
Document submission, availability of reference materials and computing arrangements

This Circular Communication addresses the following issues in relation to IWC/63 in Tromsø, Norway:

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

1. Instructions for registration, document preparation, submission and distribution

Please find attached a set of instructions for registration, document preparation, submission and distribution. From 31 March 2011, the instructions will also be found on the Scientific Committee website at http://www.iwcoffice.org/sci_com/2011categories.htm **Please read the instructions carefully and take particular note of the various deadlines involved.**

A Word template for documents (SCpapers.dot) is also attached and can be found on the website at http://www.iwcoffice.org/documents/sci_com/SCpapers.dot

2. Availability of reference materials

The Secretariat will make the Commission's publications and other usual reference materials available at the meeting. Scientific Committee members wanting access to other specific reference materials that they themselves are unable to provide should inform the Secretariat of their requirements before **6 May**.

3. Computing arrangements

There will be at least four PCs (loaded with Windows XP and Office 2007) available for delegate use. The IWC office standard is the Microsoft Office 2007 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 Committee member 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 (sue.burkett@iwcoffice.org) in advance or bring them on memory sticks or CDs. This will ensure that no time will need to be spent in typing material into the computers or in de-bugging programs.

Dr. Simon Brockington
Secretary to the Commission

REGISTRATION AND DOCUMENTS FOR THE 2011 ANNUAL MEETING OF THE SCIENTIFIC COMMITTEE

REGISTRATION

Again this year a simple sign-up system will be implemented and you will receive details of this in a separate e-mail. The registration page is located at <http://www.iwcoffice.org/forms/scsignup2011.asp> and will be available from Monday 4th April.

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.

Papers received in advance will be listed on the SC website and available as downloadable pdf files at: http://www.iwcoffice.org/documents/sci_com/sc63docs/sc63docs.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: andrea.cooke@iwcoffice.org)

Item	Description	Deadline
Paper details	Inform the Secretariat of papers intended for submission: preliminary title, authors and abstract.	21 April
Sub-committee sign-up (via SC website)	Participants should sign-up for each sub-committee they plan to attend. Address details and contact numbers should be checked.	6 May
Copying	This is the final deadline for papers to be copied by the Secretariat. After 6 May participants must bring the required number of copies with them to the meeting (contact andrea.cooke@iwcoffice.org for numbers).	6 May

STYLE

The style-guide must be followed (see <http://www.iwcoffice.org/publications/styleguide.htm>).

Documents should be single-spaced. Do **not** start each table or each figure on a separate page - think of the forests. **All pages must be numbered.**

It is especially important that your document contains an **Abstract**. Over 200 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 andrea.cooke@iwcoffice.org for numbers).

ELECTRONIC COPIES OF PAPERS

To improve and streamline the archiving procedure in the Secretariat, authors **must** send/bring with them electronic versions of their papers. This will also facilitate the creation of a CD of all papers submitted to the meeting. Please supply as .pdf files to andrea.cooke@iwcoffice.org.

Due to virus activity at last year's meeting, the preferred delivery format for electronic copies is by e-mail. Any documents brought on memory sticks or other physical media will need to be thoroughly scanned by the Secretariat, causing delays to your submission.

NUMBERING

Authors must obtain document numbers from the Secretariat (andrea.cooke@iwcoffice.org) by notifying the title of their contributions and the authorship. Documents will be numbered SC/63/-- as below.

DOCUMENT CATEGORIES

Number	Title	Description
SC/63/RMP	Revised Management Procedure	Papers relevant to general RMP matters and <i>Implementations or Implementation Reviews</i>
SC/63/AWMP	Aboriginal Whaling Management Procedure	Papers relevant to the eastern gray whale <i>Implementation Review</i> and to the Greenlandic Research programme and to aboriginal subsistence whaling by Greenland and St Vincent and The Grenadines
SC/63/BC	Bycatch	Papers mainly relevant to the issue of estimation of bycatch of large whales
SC/63/BRG	Bowhead, right and gray whales	Papers relevant to these species, including stocks subject to aboriginal subsistence whaling that are not directly related to the AWMP process
SC/63/IA	In-depth Assessments	Papers mainly relevant to Antarctic minke whale assessments, SOWER cruises, North Pacific cruises, IWC-DESS, sperm whales
SC/63/SH	Southern Hemisphere assessments	Papers mainly relevant to the assessment of Southern Hemisphere humpback and blue whales
SC/63/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/63/E	Environmental Concerns	Papers mainly relevant to environmental concerns
SC/63/SM	Small Cetaceans	Papers mainly relevant to small cetaceans
SC/63/WW	Whalewatching	Papers mainly relevant to whalewatching
SC/63/EM	Ecosystem Modelling	Papers relevant to the Ecosystem Modelling working group
SC/63/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/63/O	Other	Papers that do not fall easily into one of the above categories
SC/63/ProgRep	Progress reports	
For Info	Information documents	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: Three complete sets will be available for consultation. Very limited circulation of some documents may occur in Tromsø at the request of sub-committee chairs. If suggesting For Info papers for which you are not an author, please ensure that you have the authors' permission.

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 expected sub-committees and working groups meeting at the Scientific Committee's 2011 Annual Meeting (including pre-meetings on AWMP, RMP and SH), although the Chair may establish *ad hoc* groups at the meeting itself.

Code	Title
RMP	Revised Management Procedure
AWMP	Aboriginal Subsistence Whaling Management Procedure
BRG	Bowhead, Right and Gray Whales
IA	In-depth Assessments
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
EM	Working group to address multi-species and ecosystem modelling approaches
SM	Small Cetaceans
WW	Whalewatching
DNA	DNA
SP	Scientific Permits