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CIRCULAR COMMUNICATION TO MEMBERS OF THE SCIENTIFIC COMMITTEE  
AND INVITED PARTICIPANTS  
IWC.SC.187

**SC/65b Scientific Committee Meeting:  
Registration, document submission, availability of reference materials and computing arrangements**

This Circular Communication addresses the following issues in relation to SC/65b in Bled, Slovenia:

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**

The instructions for registration, document preparation, submission and distribution are given below and in the Annexes A and B to this circular. Delegate registration and document submission for the SC/56b meeting will be *entirely online* for this year's meeting, via the IWC SC meeting portal at:

<http://events.iwc.int/index.php/scientific/SC65b>

An introduction on how to access and use the portal is given as Annex B. To submit a document, please go to the IWC SC meeting portal and follow the link on that page.

***Primary papers***

Please read the following instructions carefully and take particular note of the various deadlines involved.

There will be NO paper copies of primary papers distributed and NO delegate pigeonholes at this meeting.

Primary SC/65b papers will be available as electronic pdf files only (these will be readily downloadable prior to and during the meeting both via the IWC SC meeting portal and from the Scientific Committee section of the website: <http://iwc.int/sc65bdocs>).

Last year the Committee agreed to establish a deadline for primary papers as a trial for the 2014 Annual Meeting of 7 days before the start of the meeting (i.e. **5 May 2014**). Memory sticks containing pdf files of all primary papers received by **5 May** will be available for collection at the Secretariat office on the afternoon of Sunday 11 May 2014 onwards.

As last year, there will be limited printing facilities available for delegates' use during the meeting. Participants who wish to have paper copies of any primary documents are advised to bring copies with them where possible.

### ***Draft reports and working papers***

Draft reports and working papers produced during the meeting will be distributed by the Secretariat via delivery of paper copies to the meeting rooms or as pdf files.

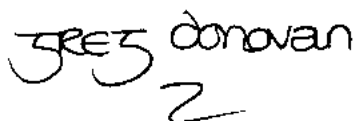
### **2. Availability of reference materials**

The Commission's publications and other papers from past meetings will be available in electronic format only (see <http://iwc.int/jcrm-documents> and <http://iwc.int/sc-documents> and follow the links). 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 **18 April 2014**. Participants are reminded that software that is used for the provision of management advice must be made available by this time.

### **3. Computing arrangements**

There will be several laptops (loaded with Windows 7 and either Office 2010 or Office 2013) available for delegate use in a designated Delegates Computing area. The IWC office standard is the Microsoft Office suite of programs (e.g. Word, Excel, and Access) but we are able to read and translate to/from most common packages. In addition, there will be access to printers in that area for delegates with their own laptops.

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@iwc.int](mailto:sue.burkett@iwc.int)) 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.

A handwritten signature in black ink that reads "GREG DONOVAN" with a stylized flourish underneath.

Greg Donovan  
*Head of Science*

c.c. Intergovernmental Organisation observers to the IWC