



Circular Communication to Commissioners. Contracting Governments and
Members of the Scientific Committee
IWC.ALL.347

**SC/68a Scientific Committee Meeting, Nairobi, Kenya:
Registration, meeting documents and other information**

Registration

Delegates for the SC/68a Scientific Committee meeting in Nairobi, Kenya in May 2019 must register in the first instance online on the IWC website via the link at <https://iwc.int/sc68a> (a simple sign-in procedure is required). Note that if you have not logged into the Portal since last year, you will need to change your password via the 'Forgot your password' link on the login page. Full registration instructions are available on the website.

As part of the process you will be required to upload a photo for your ID badge – for security reasons can you please ensure this photo is a good likeness and was taken in the last 12 months. Failure to provide a photo prior to your arrival may delay your access to the meeting.

For technical assistance with the online registration process please contact it.support@iwc.int. For general enquires on meeting attendance, please contact julie.creek@iwc.int.

If you need a visa, please notify the IWC (julie.creek@iwc.int) **immediately** to obtain information and the required invitation letter for the visa procedure.

The Secretariat office will be open at the Safari Park Hotel, Nairobi for badge-collection from **14:00 on Thursday 9 May 2019**. Memory sticks containing Primary papers received by the submission deadline will be available if one was requested at online Registration.

Meeting documents

The submission deadline for SC/68a Primary papers is **Friday 3 May 2019, seven days before the start of the meeting**. *Exceptional* cases for later papers will be evaluated by the Chair, Vice-Chair and Head of Science in light of their importance to the agenda. Please submit your Primary papers (i.e. papers not previously published or in press or submitted to other fora) online via the link at <https://iwc.int/sc68a> Document numbers will be assigned by the Secretariat. For help with the submission of Primary papers, please contact stella.duff@iwc.int.

All Primary papers **must strictly** be of relevance to the topics identified in the draft agenda for the meeting (see circular IWC.SC.218 of 4 March 2019). Papers deemed not relevant by the Chair in consultation with the Convenors will not be accepted; if in any doubt at all please submit your proposed document title and a short summary of what it will contain to the relevant Convenor (see listing in notes to the draft agenda) before you write the paper.

If you have a paper that you believe is particularly relevant but has been previously published, is in press or has been submitted to other fora, choose the ForInfo category on the submission page. It is your **responsibility** to ensure that any permissions from the publishers for making these papers available to the meeting participants are met. Please supply full reference details for these documents by including this in the 'title' box when uploading (including where possible a web access address). ForInfo papers do not form part of the official document archive of the meeting.

The report of the 2018 SC/67b Bled meeting is available at present on the IWC archive at <https://archive.iwc.int/?r=6940>

Copies of all Primary meeting papers will be freely available for download online via the link at <https://iwc.int/sc68a> (log in is required, access will not be restricted) from the first week of April onwards. All Primary papers will be archived on the IWC website at close of meeting.

During the meeting, draft reports and working papers will be circulated to participants only. Please note that only working papers included in the final agreed Report of the meeting will form part of the official meeting record.

Presentations

All audio/visual presentations need to be approved by the Convenors and notified to the IWC AV team (av@iwc.int). More information can be found at <https://iwc.int/sc68a>.

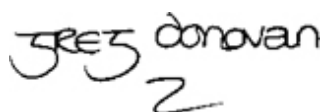
Online Participants/Skype Meetings

All remote participation needs to be approved by the Convenors, and the Chair of the SC. Participation needs to be notified to the IWC AV team (av@iwc.int) at least 24 hours before the scheduled meeting. More information can be found at <https://iwc.int/sc68a>.

Other information

All of the Commission's publications (including published meeting reports) and archived papers from past meetings, are available on the IWC website <https://iwc.int>.

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) in advance or bring them on memory sticks. This will ensure that no time will need to be spent in typing material into the computers or in de-bugging programs. Participants are reminded that software that is used for the provision of management advice must be made available well in advance of the meeting.

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

Greg Donovan
Head of Science

c.c. Accredited observers to the IWC