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ASSEMBLY CIRCULAR LETTER N° 6
17 May 2019

2nd SESSION OF THE IHO ASSEMBLY (A-2)

Monaco, 21-24 April 2020

IHO MEMBER STATES' EXHIBITION

"The past, present and future of hydrographic services"

References:

- A. Assembly Circular Letter No.1 dated 29 April 2019 - *Announcement and General Arrangements*.
- B. IHO CL 32/2018 dated 22 May 2018 – *Activities for Centenary Celebrations of the IHO (IHO-100)*.

Dear Hydrographer,

1. As indicated in Reference A, an IHO Member States' Exhibition themed "*The past, present and future of hydrographic services*" is planned to take place during the next Assembly in April 2020. The exhibition is intended to provide an opportunity for Member States not only to display their charts and other nautical publications, but also to highlight the evolution of the respective national services in survey, cartography and related hydrographic activities in the analogue and digital era. This exhibition also aims to complement the activities already planned for the centenary celebrations of the IHO (see Reference B). This could include:

- Historical and old survey sheets and paper charts,
- International (INT) charts and other national paper charts,
- Electronic Navigational Charts (ENCs),
- Provision of nautical information,
- Prototypes of S-100 based products, datasets and viewers,
- Leisure charts and pleasure-craft products,
- Data acquisition, database management and quality control,
- Maritime geospatial information, web portals, other digital hydrographic products,
- Research and development and new technologies highlights,
- Education and training, capacity building.

2. The IHO Member States' Exhibition will be held from Tuesday 21 to Friday 24 April 2020. It will be located on the ground floor in the foyer of the Auditorium Rainier III where the Assembly will take place.

3. The following practical information concerning the IHO Member States' Exhibition is provided:

3.1 Exhibition space in the IHO Member States' Exhibition will be free of charge.

3.2 Each exhibitor will be allocated, on request, a number of flat, vertical display panels measuring 2 meters high x 1 meter wide. A space of not more than 1 meter deep in front of the panels may also be used in most areas. Member States may provide their own display arrangements provided that they respect the space allocated. Some examples of a typical display from previous exhibitions are shown in Annex to illustrate the space available. Confirmation of the allocation of available exhibition/panel space will be provided to exhibiting Member States at the end of February 2020.

3.3 Member States wishing to display digital products will be provided with a small table and electrical power supply, as necessary. Member States may wish to bring their own equipment to display digital products, or alternatively, computers and related equipment can, if necessary,

be rented locally. Addresses of suitable local suppliers will be provided on request. Displays must be set up on 19-20 April 2020 prior to the start of the Assembly. While the staff of the IHO Secretariat will assist where possible, the mounting of each display remains the responsibility of the exhibiting Member States. If a high speed wifi internet connection is required, exhibitors should contract, at their own expenses, with a local company, as the wifi network setup for the needs of the Conference / Assembly itself will not allow for any internet browsing.

- 3.4 The name of the exhibiting Member State will be prominently shown at the top of each booth/panel. This will be prepared by the Secretariat. In those cases where digital products are displayed on equipment supplied by commercial partners, reference to these commercial partners may be shown on the equipment only.
- 3.5 Member States should label their displays as necessary, either in English or French, or preferably in both languages.
- 3.6 Member States should liaise with the staff of the IHO Secretariat to resolve any practical problems related to their exhibit, such as power, computers, security or lighting requirements.
- 3.7 While the exhibition will not be open to the public and reasonable security measures will be in place to safeguard the material on display, the exhibition area will not be under constant security surveillance.
- 3.8 In order to allow initial preparation of the display area by the Secretariat, display material accompanied by a plan must reach the IHO Secretariat by 20 March 2020. It should be marked: "IHO Member States' Exhibition".
- 3.9 As was the case for the previous cartographic exhibitions, an award will be made for the best IHO display.

4. Member States are strongly encouraged to participate in the IHO Member States' Exhibition. Those Member States that intend to provide a display are requested to inform the IHO Secretariat by registering for the *2nd Session of the IHO Assembly – 2020 – IHO Member States' Exhibition* event through the IHO online registration system at: www.iho.int > IHO Assembly, by 1 October 2019. A form will be available through the IHO online registration system for Member States' to request their requirements (space in m², etc.) and to list of the type of products to be displayed. These requests will be confirmed by 20 February 2020. The Catalogue of the IHO Member States' Exhibition will be distributed in March 2020 with the documents for the Assembly.

5. In summary, the deadlines are as follows:

Initial intention to participate (IHO online registration system):	1 October 2019
Requirement form available for inputs (IHO on-line registration system):	1 October 2019
Requirement form filled and sent to the IHO Secretariat:	1 February 2020
Feedback to exhibitors on space allocated:	20 February 2020
Receipt of display material at the IHO Secretariat:	20 March 2020
Display arrangements at the Auditorium Rainier III	19-20 April 2020

6. The principal point of contact for this exhibition at the IHO Secretariat is Assistant Director Yves Guillam (yves.guillam@iho.int).

Yours sincerely,



Dr Mathias JONAS
Secretary-General

Annex: Examples of a typical display from previous Member States' Exhibitions

**IHO MEMBER STATES' EXHIBITION AT THE A-2
21-24 April 2020
Auditorium Rainier III – Ground Floor**

Examples of a Typical Display from Previous Exhibition

