

IHO File No. S1/6100/2023

ASSEMBLY CIRCULAR LETTER N° 6 / Rev1
15 June 2022

3rd SESSION OF THE IHO ASSEMBLY (A-3)

Monaco, NEW DATE: 2-5 May 2023

IHO MEMBER STATES' EXHIBITION

"Mapping the marine environment in the Ocean Decade"

Reference: Assembly Circular Letter No.1/Rev1 dated 28 April 2022 - *Announcement and General Arrangements*

Dear Hydrographer,

1. As indicated in Reference, an IHO Member States' Exhibition themed "*Mapping the marine environment in the Ocean Decade*" is planned to take place during the 3rd Session of the Assembly in May 2023 (A-3). The exhibition is intended to provide an opportunity for Member States to highlight the evolution of the respective national services in surveying, cartography and related hydrographic activities in the analogue and digital era, not only to display their charts and other nautical publications in support of Goal 1 of the IHO Strategic Plan 2021-2026 (*safety and efficiency of maritime navigation*), but to focus also on the mapping activities in support of Goal 3 (*participating actively in international initiatives related to the knowledge and the sustainable use of the Ocean*). This exhibition aims in particular to illustrate the efforts made by national hydrographic services involved in activities supporting the 2021-2030 United Nations Decade of Ocean Science for Sustainable Development. These could include:

- National special nautical paper charts with additional environmental layers,
- Digital applications displaying UN Decade information using ENC data sets as a base layer,
- Provision of environmental information,
- Prototypes of S-100 based products, datasets and viewers (S-122, S-411, S-412, etc.) in support of IMO's e-navigation concept,
- Maritime geospatial information, web portals, giving access to digital environmental products,
- Research and development including new technologies,
- Education, training and capacity building.

2. The IHO Member States' Exhibition is planned to be held from **Tuesday, 2 May to Friday, 5 May 2023**. It will take place, side by side with the Industry Exhibition, in the Foyer of the Grimaldi Forum of Monaco, at level-2,

with direct access to the entrance of the auditorium to be used for the plenary sessions of A-3.

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

- 3.1 A very comprehensive digital Exhibitor's Guide provided by the Grimaldi Forum will be made available on the A-3 webpage **from 1 October 2022**. This Guide will provide useful information about delivery procedures and display areas, load-in/load-out forms, storage, security, customs, access maps, technical information, lifts limitations, packaging labels, booth electrical equipment, countdown, deadlines and points of contact.
- 3.2 Due to safety and security procedures, the Exhibition is mainly managed by the professional staff of the Grimaldi Forum of Monaco, supported by the IHO Secretariat. Member States are kindly invited to apply the relevant procedures in preparation of the Exhibition, as provided in the Exhibitors' Guide.
- 3.3 In the preparation phase, each exhibitor will be allocated with a standard of 2 x 2 m², with possible extension, on request and by 01 March, to 2 x 3 m², and up to 3 x 3 m² within the limits of available space. Exhibition space in the IHO Member States' Exhibition will be free of charge as long as the exhibition space requested by the Member States remains within 9 m². If the requested space exceeds 9 m², the IHO Secretariat will assess,- on a case-by-case basis,- any additional costs to be communicated to the requesting Member State. Specific booth equipment can be provided by the Grimaldi Forum by contract as indicated in the Exhibition Guide. Special requests or proposals should be directed to the IHO Secretariat as soon as possible.
- 3.4 Due to the short timelines for setting-up the Exhibition (planned to start on **Sunday 30 April only**)¹, Member States are strongly encouraged to use the setting offered by the Grimaldi Forum which consist of vertical display panels measuring 2.5 metres high x 0.95 metre wide. A space of about 1 -2 metre deep in front of the panels may also be used in most areas.
- 3.5 Member States may provide their own display arrangements, provided they respect the space allocated. Confirmation of the allocation of available exhibition/panel space will be provided to exhibiting Member States **from 1 January 2023**.
- 3.6 Member States wishing to display digital products will be provided with a small table and electrical power supply, if needed. Member States may wish to bring their own equipment to display digital products, or alternatively, computers and related equipment can be rented locally or through orders to be made to the Grimaldi Forum who will charge the Exhibitors directly.
- 3.7 Displays must be set up on **30 April 2023 and 1 May** prior to the start of the 3rd Session 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 with the assistance of the staff of the Grimaldi Forum and IHO Secretariat. If a high speed wifi internet connection is required, exhibitors should contract, at their own expense, a local company, as the wifi network setup for the needs of the 3rd Session of the Assembly itself will not allow for any internet browsing. The Grimaldi Forum can also provide this service if needed, by contract.
- 3.8 The name of the exhibiting Member State will be prominently shown at the top of

¹ Discussion in progress for considering Saturday 29 April as well for more flexibility, noting that 1 May - Labour Day – is a non-working in Monaco for most companies.

each booth/panel. This will be prepared by the Grimaldi Forum in liaison with the IHO 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.

- 3.9 Member States should label their displays as necessary, either in English or French, but preferably in both languages.
- 3.10 Once the floor plan is finalized, Member States should liaise with the Grimaldi Forum directly, and the IHO Secretariat staff will provide support as far as possible.
- 3.11 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.
- 3.12 Delivery of display material/package directly to the Grimaldi Forum, with appropriate labels, should not be before **25 April 2023**. More information will be provided in the Exhibitor's Guide.
- 3.13 As was the case for previous cartographic exhibitions, an award will be made for the best IHO Member States display.

4. Member States are strongly encouraged to participate in the IHO Member States' Exhibition. Those Member States willing to participate in the exhibition are kindly invited to inform the Secretariat on their intentions as soon as possible by filling the form in Annex, but preferably by using the IHO Online Form System at: https://IHO.formstack.com/forms/web_form_acl_06_2022, **no later than 1 October 2022**.

5. The Grimaldi Forum Member States Exhibitor's Guide will be provided **from 1 October 2022** to the IHO Member States' Exhibitors in order for them to provide their requirements (space in m², number of panels, list of the type of products to be displayed, etc.) to the Grimaldi Forum/IHO Secretariat, as soon as possible and **no later than 1 December 2023**.

6. Space will be granted **from 1 January 2023**, on a "first-come, first-served basis", with priority given to those Member States who have never had the opportunity to exhibit. The Catalogue of the IHO Member States' Exhibition will be distributed in March 2023 with the documents for the Assembly.

7. The dismantling of displays needs to be planned by exhibitors on **Friday 5 May, from noon to 24:00**. Attention is drawn to the fact that the Formula E-Grand Prix is currently planned in Monaco on Saturday 6 May which means that the access to the Grimaldi Forum can be considered as impossible on this day.

8. In summary, the deadlines are as follows:

Intention to participate (IHO formstack):	1 October 2022
MS Exhibitor's Guide made available by Secretariat:	1 October 2022
MS Exhibitor's Guide requirement forms completed and sent to Grimaldi Forum/IHO Secretariat:	ASAP/ NLT² 1 December 2022
Feedback to exhibitors on space allocated:	From 1 January 2023 / 1 March 2023
Receipt of display material at the Grimaldi Forum:	> 25 April 2023
Display arrangements at the Grimaldi Forum	30 April 2023

² ASAP : As soon as possible. NLT: no later than.

(29 April to be confirmed)

Dismantling displays
pm)

5 May 2023 (12 am- 12

This schedule and deadlines supersede the information provided in Annex B to ACL 01 Rev1 as far as the Member States' Exhibition is concerned.

9. The principal point of contact for this Member States' Exhibition at the IHO Secretariat is Assistant Director Yves Guillam (yves.guillam@iho.int).

10. Due to the Formula E-Grand Prix de Monaco planned on 6 May, the IHO Secretariat takes this opportunity to strongly recommend that Member States proceed with their hotel reservations as soon as possible as availability in Monaco may be limited. Surrounding towns (Beaulieu-sur-mer, Menton, and Nice) should also be considered. Regular local trains to Monaco can be used (25 min from Nice).

Yours sincerely,



Dr Mathias JONAS
Secretary-General

IHO MEMBER STATES' EXHIBITION AT THE 3rd SESSION OF THE IHO ASSEMBLY

"Mapping the marine environment in the Ocean Decade"

2 – 5 May 2023

Grimaldi Forum of Monaco

Member States' Intentions

*(to be submitted to the IHO Secretariat (info@iho.int) **by 1 October 2022**)*

Member State:

Main Point of Contact for the Exhibition: Name:.....Email:
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1. Do you intend to participate in the IHO Member States' Exhibition:

YES

NO

If YES, please note that your staff in charge of the exhibition needs to be registered on the IHO online registration for the A-3 event.

2. General comments on your intentions for the exhibition:

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