



MACHC-Letter 09/2020

October 5, 2020

To: All MACHC Members, Associate Members and Observers

Subject: Invitation to the 21<sup>st</sup> MACHC Conference

Dear Colleagues,

It is my pleasure to officially invite you to participate in the 21<sup>st</sup> MesoAmerican & Caribbean Sea Hydrographic Commission Conference, scheduled from November 30 to December 3, 2020. Due to the pandemic, the United States is hosting the Conference virtually this year. The videoconferencing platform we are using is called Interactio, which is able to provide simultaneous translation in English and Spanish.

In order to minimize videoconference fatigue, the daily sessions will run for approximately 3 hours each day. To accommodate maximum participation across multiple time zones, the sessions will start at 10:00 (EST-US) with the exception of the formal opening of the Conference which will start on Monday, November 30, 2020 at 09:45 (EST-US).

Due to the daily time constraints for the MACHC Plenary sessions, the Conference includes a number of advance pre-plenary meetings of the MACHC Working Groups and Committees, as well as the Seabed2030 webinar series that all MACHC members are invited and encouraged to attend:

September 11: Seabed 2030 Webinar #1	(already held)
September 25: Seabed 2030 Webinar #2	(already held)
October 9: Seabed 2030 Webinar #3	10:00-Noon (EST-US)
October 14: MACHC Integrated Charting Working Group (MICC)	10:00-Noon (EST-US)
October 23: Seabed 2030 Webinar #4	10:00-Noon (EST-US)
October 28: MACHC Marine Spatial Data Infrastructure Working Group	10:00-Noon (EST-US)
November 3: Capacity Building Committee/SDB Technology and Experience	10:00-Noon (EST-US)
November 4: Capacity Building Committee Meeting	9:30-13:30 (EST-US)

The agendas for these meetings above will be posted to the MACHC Initiative Website (<https://www.iho-machc.org/>). Since these meetings will use the bilingual Interactio videoconferencing platform, it provides both the opportunity to engage with the subject matter content offered in more depth, but also for everyone to familiarize themselves with how Interactio works before the Conference Plenary.

a. **MACHC 21 Registration:**

Registration for MACHC 21 is encouraged and available via the IHO website.

- i. Participants who have previously used the IHO registration system and have an ID/Password, can go to: <http://online.iho-khoa.kr>
  - 1. Click on Login (upper right corner)

2. Enter ID and password
  3. Click on Online Registration
  4. Click on Submit in the right side of the MACHC20 line
- ii. Participants who have not previously used the IHO registration system and do not have an ID/Password, can go to: <http://online.iho-khoa.kr>
1. Click on Login (upper right corner)
  2. Click on Create User Account
  3. Fill in your professional and personal information
  4. Click on Create
  5. After receiving the confirmation email, follow steps i) 1. to i) 4.

Additional guidelines on the IHO Registration System are provided in Annex A.

b. Provisional Agenda:

A provisional Agenda is attached as Annex B. The Agenda includes a high-level overview of all the scheduled pre-meetings and the plenary, a timetable for the Conference Plenary week and the detailed provisional agenda.

c. National Reports:

Also, please note that the National Reports will be presented in three separate concurrent breakout groups to facilitate better engagement and discussion on the content, as well as generate outcomes to be considered by the Plenary. Please use the:

- [National Report template](#) for the written Report (Annex C) attached and
- The template for the National Report presentation (Annex D), attached.

As this is a virtual conference, it is even more imperative to submit the National Reports and any other presentations in advance so that they are available to all on the IHO MACHC website. This will also greatly help avoid last-minute challenges in queuing reports/presentations in a timely manner. Therefore, **please submit these documents in advance to both [Erich.Frey@noaa.gov](mailto:Erich.Frey@noaa.gov) and [Leonel.Manteigas@iho.int](mailto:Leonel.Manteigas@iho.int) by no later than November 6, 2020.**

- d. At a later date, you will be provided with a link to follow on your web browser to enter the Plenary via the Interactio platform. Please use Google Chrome for the best functionality, as well as headphones in order to minimize echo. The agenda includes advance time to test audio and video, as well as trouble shoot issues, from 8:00-10:00 (EST-US) each day. As noted above, participants are strongly encouraged to participate in the MACHC pre-meetings to familiarize themselves with how the platform operates in advance. An Interactio Platform User Guide is available [here](#) and attached as Annex E.

Your thoughts and any further suggestions regarding the agenda are welcome. Please provide them to me at [MACHC.Chair@noaa.gov](mailto:MACHC.Chair@noaa.gov). I look forward to progressing the important issues and goals of MACHC together with you and building on the success of previous MACHC Conferences.

Sincerely,



Kathryn L. Ries  
Deputy Director, Office of Coast Survey  
U.S. National Oceanic and Atmospheric Administration  
Chair, MesoAmerican and Caribbean Sea Hydrographic Commission  
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Annexes:

- A: Guidelines for MACHC-21 Registration
- B: Provisional Agenda
- C: National Report (written) Template
- D: National Report Presentation Template
- E: Interactio Platform User Guide