

## Meso-American and Caribbean Sea Hydrographic Commission

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**Date:** 07 November 2025

**MACHC Letter Numbers:** 08/2025

**To:** MACHC Member states

**Subject:** **Invitation to Host the 27th, 28th, or 29th MACHC Conferences (MACHC27-MACHC29)**

**Reference:** Statutes of the MACHC

*Dear MACHC Colleagues,*

As we prepare for the 26th Conference of the Meso-American and Caribbean Sea Hydrographic Commission (MACHC) this December, it's time to look ahead to the coming years. We are now inviting expressions of interest from MACHC Members and Associate Members regarding the hosting of upcoming conferences, as follows:

- MACHC27 (2026) - Primary and/or backup host
- MACHC28 (2027) - Primary and/or backup host
- MACHC29 (2028) - Primary and/or backup host

Hosting a MACHC Conference is a wonderful opportunity to showcase your country's hydrographic achievements and hospitality while strengthening regional cooperation and visibility. Serving as a backup host also plays an important role in ensuring the continuity and success of MACHC's work.

### How to Express Interest

If your country is interested, please send an Expression of Interest (EOI) by **Friday, 28 November 2025** to the MACHC Secretariat at [machc.secretariat@mas.sr](mailto:machc.secretariat@mas.sr) and copied to me at [bmahabier@mas.sr](mailto:bmahabier@mas.sr).

Your EOI can briefly include:

- The proposed host country and city/venue (if known)
- Indication of whether the offer is for primary or backup hosting (as applicable)
- National focal point (name, title, email)

### Next Steps

All nations submitting an EOI for **MACHC27 (2026)** will be invited to make a short (about 5-minute) presentation during **MACHC26** this December. Members will then agree **on the host nation and dates** before the closure of the meeting.



For MACHC28 and MACHC29, expressions of interest for both primary and backup hosts will be reviewed and recorded for future coordination.

Please note that the selected **primary host** will be requested to submit an **official letter of commitment** no later than **April of the hosting year**, in accordance with MACHC procedures.

### **Looking Ahead**

We also warmly encourage early expressions of interest for MACHC28 (2027) and MACHC29 (2028) to support longer-term planning and coordination across our region.

For your reference, please find attached the “MACHC Conference (December) – Hosting Requirements”, which outlines the key responsibilities and logistical considerations for countries interested in hosting.

Thank you for your continued support and dedication to MACHC. We look forward to receiving your expressions of interest and to many more successful conferences together in our region.

With highest consideration and respect,

*Yours Sincerely,*

A handwritten signature in blue ink, appearing to read 'Bernice Mahabier', with a horizontal line underneath.

Ms. Bernice Mahabier  
Chair Meso-American and Caribbean Sea Hydrographic Commission



## **MACHC Conference – Hosting Requirements (December Conferences)**

Meso-American and Caribbean Sea Hydrographic Commission (MACHC)

### **1. Introduction**

The Meso-American and Caribbean Sea Hydrographic Commission (MACHC) holds its annual Conference each December. Hosting a MACHC Conference is both an honor and an opportunity to showcase a Member State’s hydrographic achievements, national capabilities, and hospitality, while strengthening regional collaboration.

The host nation acts as the primary event organizer and works in close coordination with the MACHC Chair and Secretariat throughout the planning and execution phases.

### **2. Official Commitment**

An official letter confirming the intent to host the MACHC Conference must be submitted to the MACHC Chair and Secretariat no later than April of the meeting year.

This ensures sufficient time to coordinate logistics, budget, and venue arrangements.

### **3. Coordination with the Chair and Secretariat**

The MACHC Chair and Secretariat will support the host with guidance, communications, and the preparation of conference documents.

Regular coordination meetings are encouraged to monitor progress.

The host should assist the Secretariat with the Logistics Information and Conference Agenda.

### **4. Venue and Facilities**

The host is responsible for identifying, booking, and managing the conference venue. The venue should:

- Include rooms for plenary and breakout sessions.
- Provide lunch, coffee breaks, and refreshments for all attendees.
- Be equipped with full IT and AV capabilities (projectors, microphones, hybrid meeting tools).
- Include event support and technical staff during all conference days.

All venue-related expenses are the responsibility of the host nation.

### **5. Accommodation**

- Recommend at least one main hotel (4-star standard) and one affordable alternative near the venue.
- The main hotel should ideally also serve as the conference venue, with capacity for ~90 delegates.
- Arrange preferential rates including breakfast.
- Delegates book and pay directly with hotels.



## 6. Transport

- Delegates arrange their own travel.
- If possible, the host coordinates or facilitates airport transfers (via hotels or local services).
- Clear transport details, fares, and options must be included in the Logistics Information.

## 7. Social Events

While optional, it is customary for the host to organize:

- An icebreaker event the evening before the conference.
- A conference dinner (typically on the second day), often co-sponsored by industry partners.

These events foster networking and cultural exchange.

## 8. Staff and Technical Support

- Provide event staff for registration and delegate assistance.
- Ensure technical support for hybrid participation and presentations.
- Collaborate closely with the MACHC Secretariat for logistics and communications.
- Provide simultaneous translation (English–Spanish).

## 9. Conference Materials and Setup

- Conference signage, country table signs, and name badges.
- Table microphones and hybrid setup.
- Backdrop banner for plenary sessions.
- Guest speaker coordination for the opening ceremony.

## 10. Visa and Entry Support

- Assist delegates requiring visas.
- Provide standard invitation letters for visa facilitation.
- Notify national authorities (Foreign Affairs, Customs, etc.) to support delegate entry.

## 11. Financial Responsibilities

In line with MACHC Statutes (Article 11), the host nation covers:

- Venue hire and facilities.
- Catering for attendees, including lunch, coffee breaks, and refreshments during conference days.
- Local logistical and staffing costs.
- Event-day support services and general operational expenses.

## 12. Summary

Hosting a MACHC Conference offers an opportunity to contribute to regional hydrographic development and strengthen collaboration.

The MACHC Secretariat stands ready to provide templates, guidance, and full support throughout the preparation process