

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