



Memorandum of Understanding on the
Conservation and Management of Marine Turtles and
their Habitats of the Indian Ocean and South-East Asia

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SIXTH MEETING OF THE SIGNATORY STATES
Bangkok, Thailand

INDICATIVE REQUIREMENTS FOR HOSTING A MEETING
OF THE SIGNATORY STATES (as at 11 November 2011)

(Subject to further elaboration/discussion with the Host Country)

- 1) The Host Country undertakes to organize the conference in close co-operation with the IOSEA Secretariat and to provide regular feedback by e-mail or fax on the state of preparations, and, in particular, commits itself to:
 - a) [if not done by the IOSEA Secretariat on behalf of the Host Country] invite official representatives of States, intergovernmental and nongovernmental organisations, Advisory Committee members and other experts according to a list supplied by the IOSEA Secretariat;
 - b) ensure that visas for the duration of the conference are provided to all foreign participants notified to the Government in advance, through instructions communicated by the Host Country to its embassies in the respective countries where the participants reside;
 - c) organize travel of sponsored participants to/from the host country and issue air tickets for participants or the most convenient means of transportation to attend the conference; if travel arrangements for sponsored delegates are made by the Government, provide regular feedback to the IOSEA Secretariat on projected attendance (also with regard to non-sponsored delegates);
 - d) identify and secure a proper venue for the conference and suitable hotel or other accommodation for the participants for the duration of the conference;
 - e) prepare in consultation with the IOSEA Secretariat a Delegate Fact Sheet with complete details about the conference venue and accommodation, as well as country-specific information, using a basic outline to be supplied by the IOSEA Secretariat;
 - f) make hotel reservations, as necessary, according to the travel arrangements of participants;
 - g) provide transportation to the participants from the airport to the venue of the meeting and back to the airport after the conference;
 - h) provide a main conference room large enough to seat at least [100] persons comfortably, equipped with: individual microphones; at least one multi-media (LCD) projector and screen, TV/VCR/DVD with NTSC and PAL systems for playback of VHS tapes, DVD's, VCD's etc.; interpretation facilities are optional, at the discretion of the Host Country;
 - i) provide at least three break-out rooms, each with a capacity of up to 25-30 persons, each equipped with a laptop, LCD projector and screen, and a white board/flip chart or a similar writing board; one of these rooms shall be reserved for the use of the Advisory Committee meeting held in the days prior to the main conference;
 - j) provide the necessary meeting room stationery, name badges, name plates etc.

- k) provide all necessary equipment required for the functioning of the secretariat, including at least one heavy-duty photocopier, at least 3 modern computers (with current MS-Office software); laser printers (all specifications to be agreed separately), internet connections etc; all equipment shall be operational no later than the day before the meeting of the Advisory Committee;
 - l) provide sufficient additional computer stations for delegates to work and access the internet (specifications to be agreed separately);
 - m) facilitate, upon request, the recording on videotape of some or all of the sessions;
 - n) provide a large banner for the main conference room in English (and local language, if desired) referring to the conference, with particular mention of the IOSEA Marine Turtle Memorandum of Understanding (content and layout to be discussed and agreed with IOSEA in advance);
 - o) arrange a welcome reception on the first evening of the conference; and provide in-room water service and refreshments at morning/afternoon breaks for the duration of the conference;
 - p) assist in the overall preparation of the conference and provide an adequate number of support staff as needed, in particular for arranging the installation and maintenance of all equipment, arranging delegate travel, assisting with registration, making photocopies, providing basic secretarial assistance etc;
 - q) arrange appropriate press coverage before, during and after the conference, in particular inviting the media to the opening of the conference;
 - r) arrange, upon request, a separate ceremony for further signatures of the Memorandum of Understanding;
 - s) arrange, at the discretion of the Host Country and subject to availability of time, an excursion to a site of relevance to the subject of the conference.
- 2) In addition to bearing the costs of the facilities, services and events mentioned above, the Host Country shall put at the Secretariat's disposal and shall bear the cost of all necessary onsite telecommunication facilities (such as telephone, fax, internet) required by the Secretariat for the servicing of the meeting.
 - 3) The Host Country shall bear the cost of transport from the IOSEA offices in Bangkok to the conference venue and back of up to three IOSEA staff members (including their accommodation), equipment and supplies required for the adequate functioning of the conference;
 - 4) The Host Country shall make an additional contribution of [USD xx,000] to facilitate the participation of a number of official delegates from developing countries, Advisory Committee members and/or invited experts, with a view to offsetting the cost of air travel to the host country and assuring optimal attendance.

The IOSEA Secretariat shall be responsible for the preparation and distribution of all substantive documentation for the conference; for servicing all of the meetings and working groups; and for producing the final report of the meeting. Subject to discussion with the Host Country, the Secretariat may also issue the invitations for the conference, process advance delegate registrations, and organise the travel of sponsored delegates.