

Annex A

REGISTRATION AND DOCUMENTS FOR THE 2014 ANNUAL MEETING OF THE SCIENTIFIC COMMITTEE

REGISTRATION

Registration for the meeting is via the meeting portal at:

<http://events.iwc.int/index.php/scientific/SC65b>

Note that if you have registered via the portal for a previous workshop then use the same login details which will still be valid; this will speed up your registration process.

An introduction to the portal is given as Annex B.

SUBMISSION OF DOCUMENTS

Given the move to electronic document provision only, it is especially important that papers are submitted in advance of the meeting if at all possible. Papers fall under two categories: primary papers and background (previously known as 'For Info') papers.

Papers **must** be submitted online using the meeting portal (web address as above), via the 'Call for papers' link (see Annex B). Primary papers will be numbered by the Secretariat and will be listed on the IWC website and available as downloadable pdf files. All **primary papers** will remain on the IWC website after SC/65b and form part of the Commission's publicly available archive. Background or 'For Info' papers will be removed after the end of SC/65b.

- Primary papers must be in PDF format and follow the IWC style guide:
<http://iwc.int/styleguide>
- Primary papers should be single-spaced. Do **not** start each table or each figure on a separate page. All pages must be numbered.
- It is especially important that primary papers contain an **Abstract**. Over 200 papers are usually submitted to the Scientific Committee and it is extremely helpful to participants if each paper contains an Abstract.
- Papers considering anything other than priority topics will probably not be discussed at the meeting, so do not submit them unless you believe there is a pressing need.
- Papers will be categorised (see Annex C) and numbered by the Secretariat directly on the PDF files.

Background or 'For Info' papers

These are papers that are either published, in press, in review, or have appeared and been 'classified' at other non-IWC meetings (e.g. ICES, NAMMCO, etc.) and are directly relevant to the priority topics.

It is essential that if you wish to submit such documents via the portal:

- You ensure that you have the permission of the primary author of the paper(s).
- You have the **permission of the copyright holder** to allow us to make the paper available through our meeting portal/website.
- Note that obtaining the above permissions is your responsibility not that of the IWC. If you submit 'For Info' papers we will assume that you have followed the above approach.

Progress reports

All data must be submitted by national co-coordinators through the online database (see separate circular IWC.ALL.205). Summary reports will be generated from the database in accordance with the needs of sub-groups and through the Convenor.

DEADLINES FOR DOCUMENT SUBMISSION

(Contact: jessica.rowley@iwc.int)

Please note that the new deadline for document submission this year is 5 MAY 2014.

Annex B

GETTING STARTED WITH THE MEETINGS PORTAL (<http://events.iwc.int>)

To choose the Scientific Committee meeting from the meetings portal homepage:

- (1) Under the main heading 'Annual Scientific Committee' click "view conference". Here, under the heading 'Current Conferences' you will find brief information about open workshops.
- (2) Choose the Annual Meeting by either clicking on the name or on 'view conference details' below the relevant photograph.
- (3) Once there you can choose one of the headings under the main heading 'Conference Information' below the photo.
- (4) To attend the Annual Meeting, choose 'Registration'. This will take you to the registration page where you choose 'Register' and follow the instructions on screen.
- (5) To view and/or download meeting documents, choose "Documents". All meeting files will be listed here and you can download them by the link to the right hand side.
- (6) To submit documents, choose "Call for papers". From there follow the instructions on screen. Note that under Document Type you must choose what is termed a 'track' – this can be either 'General Papers' for new submissions (i.e. 'Primary Papers') that have not been published or submitted as a document to another meeting/workshop or 'Background papers' for all other papers (i.e. 'For Info' papers). We will notify you about document numbers once you have submitted and uploaded your document(s).
- (7) To obtain details about the accommodation, choose 'Accommodation' and follow the instructions.

REMEMBER: IF YOU HAVE ANY PROBLEMS CONTACT BRENDAN (brendan.miller@iwc.int).

Annex C

DOCUMENT CATEGORIES (THESE WILL BE ASSIGNED BY THE SECRETARIAT AFTER ONLINE SUBMISSION)

Number	Title	Description
SC/65b/ AWMP	Aboriginal Whaling Management Procedure	Papers relevant to the AWMP, the Greenlandic Research programme and aboriginal subsistence whaling by Greenland and St Vincent and The Grenadines
SC/65b/ HIM	Bycatch, ship strikes	Papers mainly relevant to the issue of estimation of bycatch, entanglement and ship strikes for large whales
SC/65b/ BRG	Bowhead, right and gray whales	Papers relevant to these species, including stocks subject to aboriginal subsistence whaling that are not directly related to the AWMP process (e.g. B-C-B bowhead whales, North Pacific Gray whales)
SC/65b/ E	Environmental Concerns	Papers mainly relevant to environmental concerns including pollution, marine debris, climate change, habitat degradation, CERD, etc.
SC/65b/ EM	Ecosystem Modelling	Papers relevant to the Ecosystem Modelling group
SC/65b/ IA	In-depth Assessments	Papers mainly relevant to Antarctic minke whale assessments, North Pacific sei whales, international cruises such as the SOWER and POWER cruises, sperm whales
SC/F14/ Jrev*	Japan special permit Review	Revised Japan special permit review papers from the February workshop that take into account Panel comments.
SC/65b/ NAF	North Atlantic fin whales	Papers relevant to the <i>Implementation Review</i> of North Atlantic fin whales
SC/65b/ RMP	Revised Management Procedure	Papers relevant to RMP matters and future <i>Implementations</i> or <i>Implementation Reviews</i> (e.g. North Atlantic common minke whales)
SC/65b/ SCP	Scientific Committee Procedures	Papers relevant to the working methods of the Scientific Committee including improvements to the review process for Scientific Permits and Sanctuaries
SC/65b/ SD	Stock Definition/DNA	Papers mainly relevant to Stock Definition, including general stock identity issues, TOSSM and those related to the issue of DNA testing
SC/65b/ SH	Southern Hemisphere assessments	Papers mainly relevant to the assessment of Southern Hemisphere humpback and blue whales
SC/65b/ SM	Small Cetaceans	Papers relevant to small cetaceans
SC/65b/ WW	Whalewatching	Papers mainly relevant to whalewatching
SC/65b/ O	Other	Papers that do not fall easily into one of the above categories

*Completely new papers arising out of the JARPA II workshop discussions should be assigned according to the relevant sub-group category.