

# CCAMLR-XXXI and SC-CAMLR-XXXI Registration and Submission of Meeting Papers

Submitted by Sarah.Mackey on Fri, 31/08/2012 - 1:52pm

Friday, 31 August 2012

COMM CIRC 12/108

SC CIRC 12/52

Response Due Date(s):

28 Sep 2012

12 Oct 2012

08 Sep 2012

23 Sep 2012

TO ALL MEMBERS OF THE COMMISSION AND THE SCIENTIFIC COMMITTEE

## **Registration**

Participants are requested to register on the CCAMLR website for the meetings of [CCAMLR-XXXI](#), [SCIC-12](#), [SCAF-12](#) and [SC-CAMLR-XXXI](#). Registration forms can be found by clicking on "Meetings" on the home page, then on the link to the meeting you would like to attend, and finally "Register for this meeting" under "Additional Meeting Information". As with meeting papers, this link is only available to authenticated users. Participants who do not yet have a website User login and Password will need to contact their Head of Delegation who will be able to advise in relation to Commission or Scientific Committee CCAMLR website access administration, as appropriate.

Online registration will be accepted up until 12 October 2012. However, participants wishing to collect hard copies of meeting papers on arrival at the meeting venue must register online no later than 28 September 2012.

This year we will continue the practice of requesting official notification of attendance while the online registration system is being introduced. The official notification, preferably on letterhead, should be submitted to the Secretariat before the beginning of the meeting. This notification should list all members of the delegation and indicate their roles (Head of Delegation/Representative, Alternate Representative or Delegate) in each meeting. To assist with this process the list of online registrations can be viewed on the website under "Additional Meeting Information" "View meeting attendees" for each Meeting.

Delegates are requested to upload a digital passport-size photograph (jpg format) on the registration form so that a photo-identification security card can be issued on arrival at the Secretariat. Participants who have previously attended CCAMLR meetings and who wish to use their existing photograph do not need to submit one.

Members requiring Secretariat assistance with visa processing will need to submit a completed [CCAMLR Personal Information Form](#) to the CCAMLR Secretariat.

Participants should refer to the [Information Note](#) for further details on registration.

Participants who experience difficulties with registering online should contact the Secretariat at [registration@ccamlr.org](mailto:registration@ccamlr.org).

## **Submitting Papers**

Members' attention is drawn to the requirements set out in the [Submission of papers to meetings of the Commission](#)

and the [Scientific Committee](#), and the deadlines for submission of these documents are as follows:

- 8 September 2012 for Working Papers to CCAMLR-XXXI and SC-CAMLR-XXXI (papers received by the deadline will be translated)
- 23 September 2012 for Background Papers to CCAMLR-XXXI and SC-CAMLR-XXXI (these papers remain in their original language of submission).

Members are requested to submit all meeting papers to [webmaster@ccamlr.org](mailto:webmaster@ccamlr.org) in both MS Word and PDF format. This will assist the Secretariat in streamlining the process of translation and making the papers available online.

Andrew Wright  
Executive Secretary

- [FranÃ§ais](#)
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- [EspaÃ±ol](#)



# CCAMLR

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## TO ALL MEMBERS OF THE COMMISSION AND THE SCIENTIFIC COMMITTEE

**COMM CIRC 12/108**  
**SC CIRC 12/52**

31 August 2012

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#### **Registration**

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