

ARRANGEMENTS FOR FUTURE ANNUAL SCIENCE CONFERENCES AND STATUTORY MEETINGS 2003 AND 2004

The ICES President, General Secretary and Meetings Coordinator visited Tallinn on 7 May 2002 to meet the Estonian Delegates to discuss the arrangements for the 2003 Annual Science Conference and to look at the Conference Centre and the Opening Session Hall.

Dates and venue

The venue of the 2003 ICES Annual Science Conference (ASC) (91th Statutory Meeting) will be the conference centre of Reval Hotel Olümpia situated in the centre of Tallinn, Estonia (Annex 1). The Opening and Closing Sessions will be held in the Eesti Concert Hall approximately 10 minutes walk from the conference centre.

The first meetings of the 91st Statutory Meeting will be held on Sunday 21 September and the last Delegates Meeting will be held on Wednesday 1 October.

The 2003 ICES Annual Science Conference will open on Wednesday 24 September with the General Assembly, followed by the Open Lecture and Scientific Sessions. The Conference will close on Saturday 27 September.

General Arrangements

The Conference Centre of Reval Hotel Olümpia will meet all the requirements for holding a modern conference. The rooms have high quality audio and video equipment, PC projectors, simultaneous translation equipment and leased-line Internet access.

The hotel is situated in the same building as the Conference Centre. The hotel was built in 1980 and completely renovated in 1997. The rooms are divided into single and double rooms and suites. Many rooms of the 26-storey hotel have a beautiful view over the old town and the sea. Reval Hotel Olümpia is situated in Tallinn's business centre, only a 10-minute walk from the medieval old town and a 10-minute drive from the airport and harbour. The hotel has several bars and restaurants.

The Eesti Concert Hall, where the Opening and Closing Sessions will be held is situated within walking distance from the Conference Centre. The Concert Hall has 889 seats (534 on the ground floor and 355 on the balcony) (Annex 2). There is a fixed podium at the front (used by the National Symphony Orchestra) where it will be possible to have a big screen. There will also be possible to have a translation booth in the hall.

It is suggested to have the registration of participants in the Conference Centre of the Reval Hotel Olümpia, and to open the registration after the Opening Session. A break of at least 45 minutes will be necessary for this.

The preliminary meetings- and activity calendar will be:

Date	Activity/meeting
Saturday 20 September	Secretariat staff arriving in Tallinn
Sunday 21 September	Secretariat staff arriving in Tallinn MCAP
Monday 22 September	Bureau, Publications Committee, ACFM, ACME, and ACE
Tuesday 23 September	Consultative Committee and the seven Science Committees
Wednesday 24 to Saturday 27 September	2003 Annual Science Conference
Wednesday 1 October	Last meeting of the Delegates

All rooms for the Scientific and Business Sessions, the meetings of the Bureau, Finance Committee and Publications Committee, Consultative Committee, ACFM and ACME will be in the Conference Centre of the Reval Hotel Olümpia.

The Delegates Meetings will be held in a meeting room to be identified in one of the Ministries. The room will have to be equipped with microphones and a translation booth.

Offices will be provided for the President and the General Secretary, the ICES Secretariat, the Professional Secretaries, the Chair of the Consultative Committee, the Editor-in Chief and the Chair of the Publications Committee. Space will also be provided for the Documents Room, the Reception, the Publication Desk, Pigeonholes and Posters.

Room Arrangements

The various rooms used for meetings and offices are to be identified by names used by the Reval Hotel Olümpia to facilitate easy recognition by participants. The rooms are all located on the first floor of the Conference Centre. Rooms used as offices should have a sign beside or on the door indicating the title/function of the occupant(s). Directional signs to guide to the rooms are to be used as necessary. In each of the principal meeting rooms a "room manager" should be assigned to look

after lights, microphones, overhead projectors, slide projectors and PC projectors.

Meeting rooms (Annex 3)

The **General Assembly** will be held on Wednesday 24 September 2001 in the **Eesti Concert Hall**.

The four parallel Scientific Sessions will be held in the **Omega Room**, in the **Alfa 1 Room**, the **Alfa 2 Room** and the merged **Gamma** and **Beta** Rooms from Wednesday 24 September to Saturday 27 September.

The **ACFM Consultations** on Monday 22 September 2003 and on another day to be determined will be held in the **Alfa 1 Room**.

The **ACME** and **ACE Consultations** on Monday 22 September 2003 will be held in the **Omega Room**.

The **Delta Room** will be used for meetings of *the Bureau, MCAP, the Finance Committee, the Publications Committee and small ad hoc groups* and will be required from Sunday 21 September to Saturday 27 September 2003.

A room will be identified for all the sessions of the **Delegates Meetings** and should be available from Wednesday 24 September to Wednesday 1 October.

The **Closing Session** on Saturday 27 September 2003 will be held in the (**Eesti Concert Hall**).

Posters

Posters will be on display in the **Foyer** during the Conference and this will also be the site of the Poster Session on Thursday 25 September.

During the Poster Session, all Poster authors will be asked to be present in order to answer any questions. There will be a ballot for the best Poster and a “cash-bar” to make the occasion more attractive.

Offices

Offices 1 and 2 will be set up for the President and the General Secretary and will be required from 21 September to 1 October 2003 inclusive.

The **Sigma Room** will be set up as office for the Chair of the Consultative Committee, ICES Professional Secretaries (i.e. Environment Adviser, Fisheries Adviser, Oceanographer, the GLOBEC Secretary and ICES Information Officer) and will be required from Sunday 21 September to Wednesday 1 October 2003 inclusive.

The **Epsilon Room** will be set up as the ICES Secretariat and will be required from Sunday 21 September through Wednesday 1 October 2003.

Office 3 will be set up for the ICES Editors (two workplaces) and will be required from Sunday 21 September to Saturday 27 September 2003.

Keys should be available to all offices.

The Secretariat is usually provided with two photocopiers at the ASC, one to handle the relatively small and frequent copying jobs, and another with higher-speed and collating capacity to handle large-volume copying jobs (e.g. documents, reports).

The Secretariat should also be provided with a small computer network for word processing with e-mail connection and a robust antivirus system.

Other Rooms or Spaces

- a) The **ICES Reception Desk** will be located in the Foyer on the ground floor along with Pigeonholes and the Publication Desk. The Reception Desk will be used for registration and information and will be required from Monday 22 September to Saturday 27 September (inclusive).
- b) **Pigeonholes** will be provided by ICES for the ICES Officials only. They will be placed near the Registration Desk. The pigeonholes will be in place from Monday 22 September through Wednesday 1 October. Suspension folders will be available at the same location for all other participants.

Simultaneous Interpretation and recording

Michèle Bo Bramsen and Marie-Claire Berthelsen, who have provided interpretation during many ASCs, will be hired as conference interpreters. This service will be provided during the General Assembly on Wednesday 24 September, and during all sessions of the Delegates Meetings. All Delegates Meeting sessions, as well as the General Assembly and the Closing Session will be taped. About 200 headsets for the simultaneous interpretation of the General Assembly will be available. About 50 headsets will be available for the Delegates Meeting Sessions.

Refreshments

Refreshments coffee/tea/iced-water will be served in the **Foyer** of the Conference Centre.

Conference Registration

The conference registration, including registration fees, is handled by the ICES Secretariat.

Hotel accommodation

Estonia has appointed Frens Conference Services as the official agent for the booking of hotel accommodation at the *ICES 2003 Annual Science Conference* (91th

Statutory Meeting) in Tallinn, Estonia. Blocks of rooms have been reserved for ICES at preferential rates at several hotels close to the Conference and in the Reval Hotel Olümpia.

The bookings are to be made directly with Frens Conference Services.

Social Activities

The Estonian hosts will organise a conference dinner on Friday 26 or Saturday 27 September for which with tickets can be purchased.

Excursions

The booking agent Frens Conference Services will organise excursions for the participants.

Other Matters

Information about the 2003 Annual Science Conference will be available on ICES website:
www.ices.dk/asc/2003.

The Host Country will supply general information for all participants including advice on transportation, restaurants, communication, exchange of money, places of interest etc.

Limited space will be available for commercial exhibitors (e.g. Academic Press) in the Foyer on the ground floor.

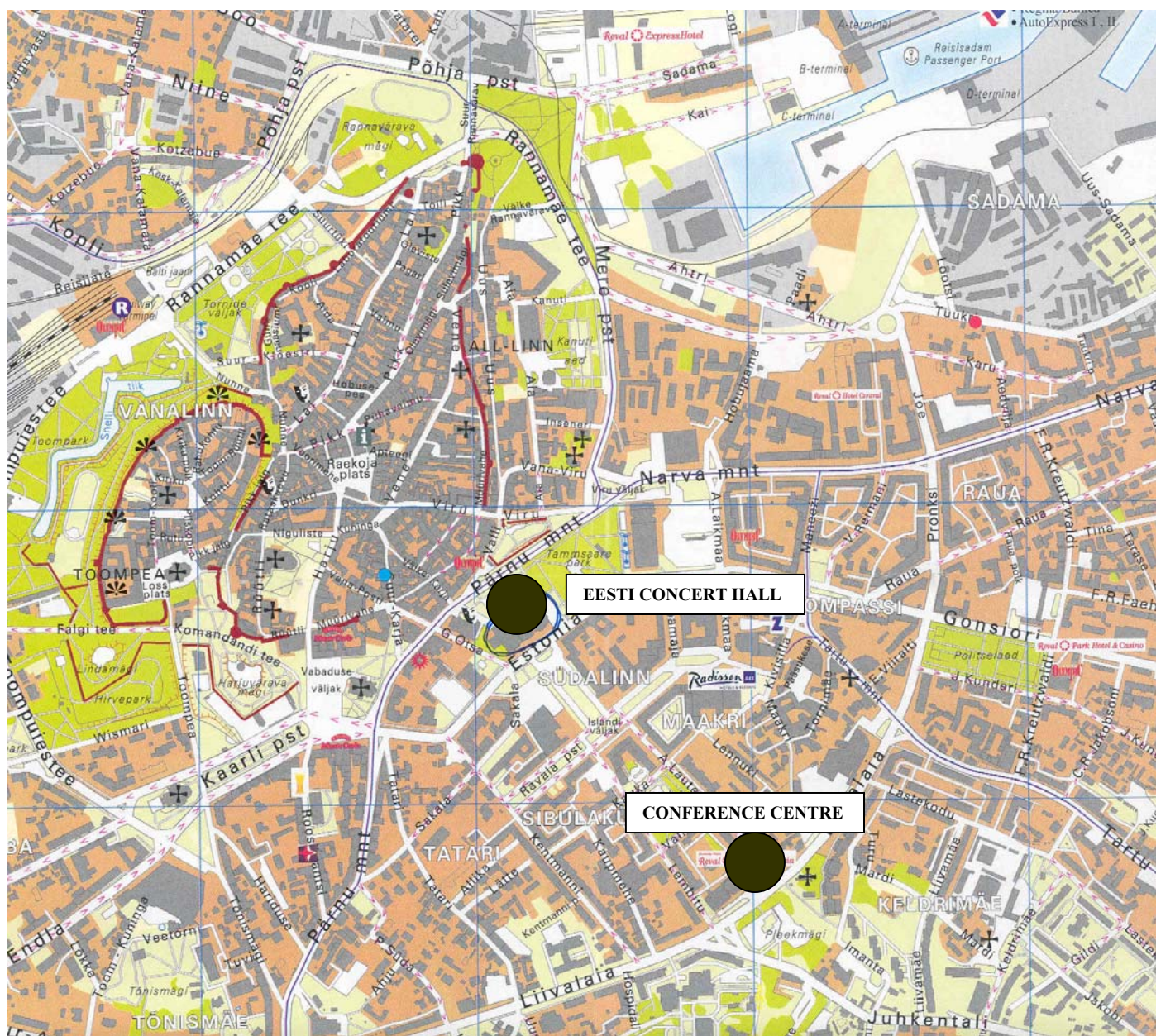
The flags of ICES and the Member Countries will be displayed throughout the meeting.

2004 Annual Science Conference and Statutory Meeting

The 2004 Annual Science Conference and Statutory Meeting (19–29 September 2004) will be held inVigo, Spain at the Instituto Feiral de Vigo.

For 2005 and beyond the Council has not received any more invitations from Member Countries to host an Annual Science Conference and Statutory Meeting. A list of Annual Science Conferences and Statutory Meetings held in ICES Member Countries since 1902 is given in **Table 1**.

Annex 1

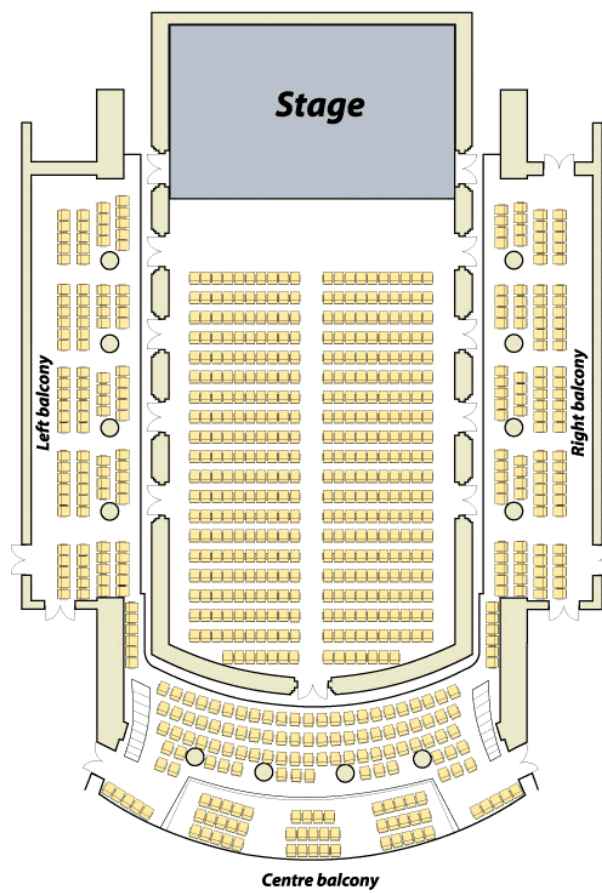


Annex 2

Eesti Conference Hall



Plan of the hall



Annex 3

Offices 1–3

Conference Centre of Reval Hotel Olümpic

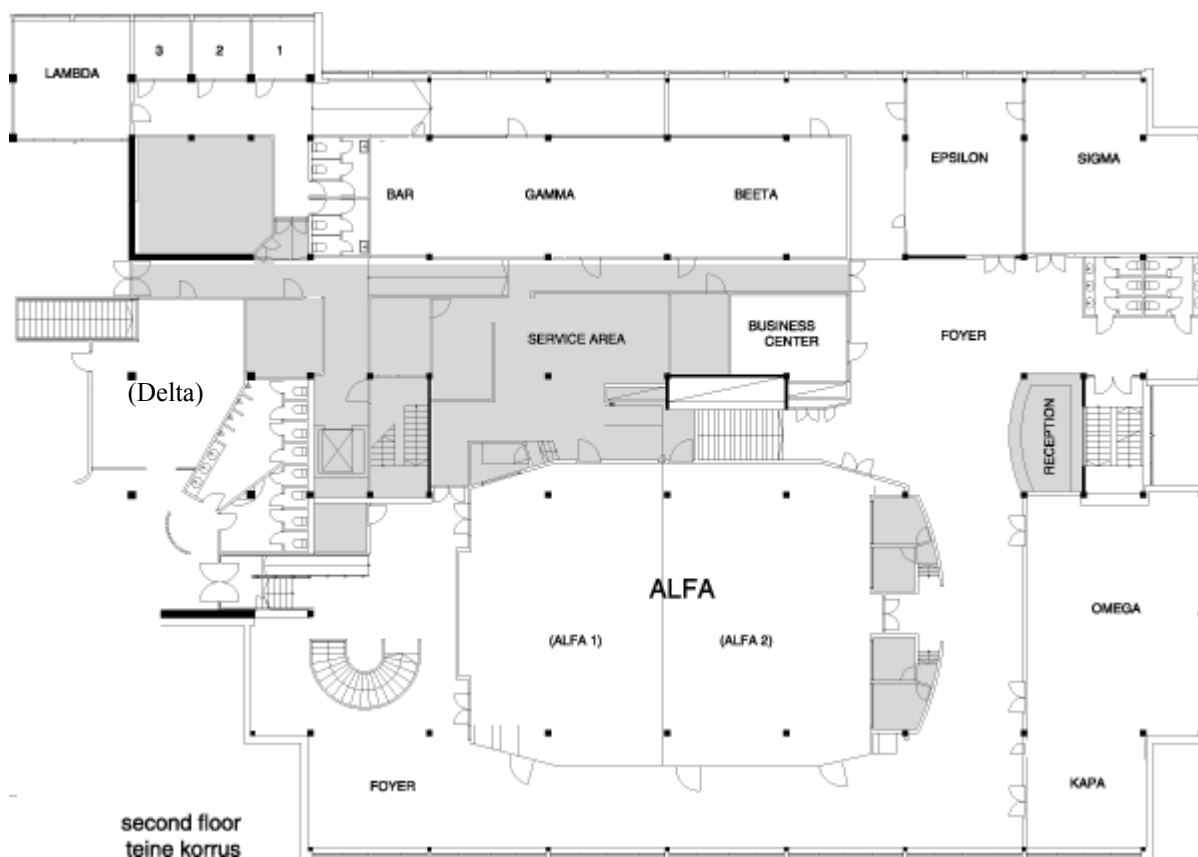


TABLE 1**ICES ASC AND STATUTORY MEETINGS HELD IN ICES MEMBER COUNTRIES**

Member Country	No. of Meetings	Years
Belgium	Bruges (1)	2000
Canada	Montreal (1) St Johns, Newfoundland (1)	1975 1994
Denmark	Copenhagen (50) Aalborg (1)	1902, 1903, 1905, 1908, 1909, 1910, 1912, 1913 1918, 1921, 1922, 1924, 1925, 1926, 1927, 1928, 1930, 1931, 1932, 1934, 1935, 1936, 1937, 1938, 1945, 1947, 1948, 1950, 1952, 1953, 1955, 1956, 1958, 1959, 1961, 1962, 1964, 1966, 1968, 1970, 1972, 1974,, 1976, 1978, 1980, 1982, 1984, 1986, 1990, 2002 1995
Estonia	Tallin (1)	2003
Finland	Helsinki (1)	1971
France	Paris (3) La Rochelle (1)	1923, 1933, 1954 1991
Germany	Hamburg (2) Berlin (1) Rostock (1)	1904, 1967 1939 1992
Iceland	Reykjavik (2)	1977, 1996
Ireland	Dublin (2)	1969, 1993
Italy (no longer a member)	Rome (1)	1965
Latvia		
Netherlands	Amsterdam (2) The Hague (1)	1906, 1951 1989
Norway	Bergen (2) Oslo (1)	1957, 1988 2001
Poland	Warsaw (1)	1979
Portugal	Lisbon (2)	1973, 1998
Russia	Moscow (1)	1960
Spain	Madrid (1) Santander (1) Vigo (1)	1963 1987 2004
Sweden	Stockholm (3) Gothenburg (1)	1927, 1946, 1999 1983
UK	London (4) Edinburgh (1)	1907, 1920, 1929, 1985 1949
USA	Woods Hole (1) Baltimore (1)	1981 1997