# IAATO 2018 Annual Meeting Agenda

Viking Hotel  
Newport, Rhode Island USA  
#IAATO2018  
Version 11: April 24, 2018

## Sunday 29th April 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair’s briefing, Chair &amp; Secretariat</td>
<td>(1000 – 1300)</td>
<td><em>America’s Cup Room</em></td>
</tr>
<tr>
<td>Executive Committee, Secretariat, FC Chair, and Meeting Chair Only</td>
<td>(1400 – 1800)</td>
<td><em>America’s Cup Room</em></td>
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</tbody>
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## Monday 30th April 2018

<table>
<thead>
<tr>
<th>Event</th>
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<th>Place</th>
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<tbody>
<tr>
<td>Climate Change Working Group</td>
<td>(0800 – 0930)</td>
<td><em>Touro Room</em></td>
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<tr>
<td>Deep Field &amp; Air Operations Working Group Meeting</td>
<td>(0900 – 1030)</td>
<td><em>Pelham Room</em></td>
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<tr>
<td>Growth Management Working Group Meeting</td>
<td>(0900 – 1030)</td>
<td><em>America’s Cup Room</em></td>
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<td>Executive Committee, Secretariat, FC Chair, and Meeting Chair Only</td>
<td>(1030 – 1330)</td>
<td><em>Touro Room</em></td>
</tr>
<tr>
<td>Field Operations Committee Meeting</td>
<td>(1030 – 1330)</td>
<td><em>America’s Cup Room</em></td>
</tr>
<tr>
<td>Marine Committee &amp; Hydro Working Group Meeting</td>
<td>(1400 – 1600)</td>
<td><em>America’s Cup Room</em></td>
</tr>
<tr>
<td>Membership Committee Meeting</td>
<td>(1400 – 1600)</td>
<td><em>Touro Room</em></td>
</tr>
<tr>
<td>Town Hall Meeting: Membership informal discussion on Managing for Growth Proposals</td>
<td>(1600 – 1800)</td>
<td><em>Bellevue Ballroom</em></td>
</tr>
<tr>
<td>Registration Desk</td>
<td>(1500 – 1800)</td>
<td>In Front of Bellevue Ballroom</td>
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**SOCIAL EVENT:** IAATO Icebreaker Welcome Reception

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<tr>
<th>Event</th>
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<tbody>
<tr>
<td><strong>Place:</strong> Viking Hotel - Thames Room</td>
<td>(1830 – 2000)</td>
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</tr>
</tbody>
</table>
Day 1: Tuesday 1\textsuperscript{st} May 2018  
[All Sessions: IAATO Operators and Associate Members Only]

<table>
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<tr>
<th>Time</th>
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<tbody>
<tr>
<td>0700 – 0830</td>
<td>Compliance &amp; Dispute Resolution Committee Breakfast meeting: Touro Room</td>
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<tr>
<td>0800 – 0830</td>
<td>Registration desk open</td>
</tr>
<tr>
<td>0830 – 1800</td>
<td>Meeting times</td>
</tr>
<tr>
<td>1015 – 1045</td>
<td>Coffee &amp; Tea Break</td>
</tr>
<tr>
<td>1300 – 1430</td>
<td>Lunch</td>
</tr>
<tr>
<td>1600 – 1630</td>
<td>Coffee &amp; Tea Break</td>
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1. **Welcome & Introductions**  
   (0830 – 0845)  
   a. Welcome  
   b. Approve Chair of Meeting  
   c. Reading of Antitrust Admonition  
   d. Adopt IAATO 2018 Meeting Agenda  
   e. Approve Minutes of IAATO 2017 Meeting

2. **Secretariat & Other Administrative Reports**  
   (0845 – 0930)  
   a. Executive Committee Report  
   b. Executive Director Report

3. **Financial Review**  
   (0930 – 1015)  
   a. Finance Committee Report (FY 2016-17 and 2017-18)  
   b. Budget comparison and year-to-date  
   c. Forecast for FY 2018-19  
   d. Proposal to Reduce Not for Profit Membership Dues

   **Tea & Coffee Break**  
   (1015 – 1045)

4. **Membership Committee**  
   (1045 – 1300)  
   a. Welcome New Associate members:  
      i. New Associate Members: Global Marine Networks (GMN), Columbia Cruise Services  
      ii. Changes of Membership status: Operator to Associate -- Grandes Espaces, Students on Ice, and Fathom Expeditions  
   b. Applications for Consideration:  
      i. **New Applications**  
         - 
         - **Provisional Operator to Operator** status: Noble Caledonia, Albatros Expeditions, -- Q&A  
         - **Associate to Provisional Operator**: Henry Cookson  
         - **Associate**:; EYOS Tenders, Tong Cheng International, Alibaba, PTGA – Q&A  
   c. Proposal to Change Operator Membership Application Submission Deadline

   **LUNCH**  
   (1300 – 1430)
• YACHT COMMITTEE LUNCH MEETING *Pelham Room*
• ANTARCTIC GATEWAY COMMITTEE LUNCH MEETING *America’s Cup Room*
• EDUCATION & OUTREACH WORKING GROUP MEETING *Bellevue Ballroom*

Membership Committee Discussions continued.  
  i. Voting on member applications  
    *(Closed session for voting Members only)*

Tea and Coffee Break  
*(1600 -- 1630)*  
[Sponsored by Delver Agents ~ “Build Your Own Ice Cream Sundae” and “Game Break”]*

5. Bylaws and Governance  
   *(1630 -- 1800)*

   a. Bylaws Committee Report  
      i. IAATO and Antarctic Ambassadors Logos Trademark update  
      ii. Amendments to general Terms of Reference for Committees (if any)
   b. Whistleblower Policy  
   c. Warning and Informing Policy proposal

SOCIAL EVENT:  Cocktail Party, International Tennis Hall of Fame  
Bellevue Avenue, Newport  
*(1830 -- 2000)*
Day 2: Wednesday 2nd May 2018  
[Morning Session: IAATO Operators and Associate Members Only  
Afternoon Session: Open to Invited Observers]

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<tr>
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<tr>
<td>0800 – 0830</td>
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<td>0830 – 1800</td>
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<tr>
<td>1000 – 1030</td>
<td>Coffee &amp; Tea Break</td>
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<tr>
<td>1230 – 1400</td>
<td>Lunch</td>
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<tr>
<td>1515 – 1545</td>
<td>Coffee &amp; Tea Break</td>
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6. **Review of Incidents & Compliance**  
   *(Closed session for Operators only)*  
   (0830–0930)
   a. Compliance committee report
      i. Report on any issues
   b. Review of 2017-18 season incidents and reputation management
   c. Voting on Compliance Issues
   d. Proposal for Voluntary Speed Limit in Whale-rich Waters

7. **Antarctic Gateway Committee**  
   (0930–1000)
   a. Gateway Committee Report
      i. Ushuaia
      ii. Other Gateways
   b. Next Steps

   Tea & Coffee Break  
   (1000–1030)

8. **Managing for Tourism Growth**  
   (1030–1230)
   a. Marseille Meeting September 2017 Report – Scene Setting
      i. Proposal C – Enhanced Engagement with Regulatory Bodies
         1. Vote
      ii. Proposal B – Redefining the Antarctic Experience
         1. Vote
      iii. Proposal D – Strengthened Environmental & Safety Standards
         1. Vote
      iv. Proposal A – Landing Site Management
         1. Vote

LUNCH  
(1230–1400)
- FIELD STAFF LUNCH MEETING *(Main Meeting Room)*
- AECO MEMBERS LUNCH MEETING *(La Forge Casino Restaurant – Bellevue Avenue)*

OPEN SESSION COMMENCES  
(1400)

9. Welcome to non-IAATO member participants; introductions  
   (1400 - 1405)
10. South Georgia – Update from GSGSSI (1405 - 1445)
   Tea & Coffee Break (1515 - 1545)
12. Yacht Committee (1545 - 1630)
   a. Report from Yacht Committee:
      i. Summary of seasonal yacht activities and any other information
      ii. REVISED: Yacht - Ship Etiquette Document
13. Marine Committee (1630 – 1730)
   a. Marine Committee Report
   b. Update on International Ice Chart Working Group Annual Meeting 2017
   c. Polar Code Updates
   d. Enhanced Observer Scheme – Hurtigruten/Midnatsol
   a. Climate Change Working Group Update
      i. Proposal to trail collecting fuel consumption data

**SOCIAL EVENT:** Annual Gala Dinner ~ The Rotunda at First Beach (1830 – 2330)
Dress is Smart Casual.
Coaches returning 2200 / 2230 / 2330.
Day 3: Thursday 3rd May 2018
Open Session

0830 – 1800  Meeting times
1030 – 1100  Coffee & Tea Break
1230 – 1400  Lunch
1600 – 1630  Coffee & Tea Break

15. Voting on committee seats; other outstanding proposals
   *(Closed session for Operators Only)*

OPEN SESSION COMMENCES

16. Environmental Protection & Field Operations

   a. Field Operations Committee report
   b. Field staff lunch report
   c. Support Material:
      i. Animation – feedback and updates
      ii. Electronic FOM- Moving Forward
      iii. Live Ship Scheduler Update
      iv. Online Assessment Update and Proposal
      v. Polar Field Staff Conference 2018 in Review and 2019 Proposal
      vi. PVR Update: Proposal for Falkland Islands (Malvinas) tab and export tool

   Tea & Coffee Break

Environmental Protection & Field Operations Cont.

   d. Proposed Revised Guidelines / Advisory Notes
      i. Crevasse Update Advice
      ii. IAATO UAV Policy
      iii. REVISED: IAATO Fur Seal Advice Paper
      iv. Operations “Code of Conduct” Proposal

   e. 2018 ATCM Site Guidelines Review
      i. NEW: Ronge Island – George’s Point
      ii. NEW: Snow Hill Emperor Penguin Colony
      iii. NEW: Astrolabe Island
      iv. NEW: Portal Point
      v. REVISED: Brown Bluff
      vi. REVISED: Paulet Island
      vii. REVISED: Devil Island
      viii. REVISED: Whaler’s Bay
      ix. REVISED: Pendulum Cove
      x. REVISED: Telefon Bay
      xi. REVISED: Half Moon Island

LUNCH

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• **OPTIONAL LUNCH MEETINGS WITH TREATY PARTY REPRESENTATIVES** *(America’s Cup Room)*

17. UKAHT Update from Port Lockroy (1400 – 1415)

18. Communications, Education and Outreach (1415 – 1545)
   a. IAATO Communications Update
   b. Education & Outreach Update / UN Environment Clean Seas
      i. Becoming disposable plastic free - Thomas Westergaard, Hurtiguten
   c. Antarctic Ambassadors Update
      i. Antarctic Travel Experience Project – Dr Clare Sammells & Dr Duane Griffin, Bucknell University
   d. Citizen Science Update
      i. Dr Tom Hart – Penguinwatch
      ii. ITASE Phase 2

19. Update from Arctic Expedition Cruise Operators (AECO) (1545 – 1600)

   Tea & Coffee Break (1600 – 1630)

20. Update on ATCM, COMNAP, SCAR & CCAMLR (1630 – 1730)
   a. Antarctic Treaty Consultative Meeting
   b. Committee for Environmental Protection
   c. COMNAP and COMNAP/IAATO Fellowship Proposal
   d. SCAR and SCP Update
   e. CCAMLR

21. Any Other Business (1730 – 1800)
   a. IAATO 2019 – Cape Town, South Africa update

22. IAATO 2018 Annual Meeting closes (1800)

*Immediately on meeting closure:*

*Wrap-up Session: Outgoing & Incoming Executive Committee, Finance Committee Chair, Secretariat & Meeting Chair Only*

*Room: Touro (TBC)*
A HUGE Thank you to our Sponsors for IAATO 2018! Your generosity and community spirit is greatly appreciated!
Day 4: Friday 4th May 2018

HALF-DAY WORKSHOP:

Off-ice to on-ice: The future of expedition voyage planning

Open to all meeting participants

Facilitated by Damon and Lisa of the IAATO secretariat, the workshop will explore different possible future regimes of voyage coordination and planning, with an emphasis on group work within the scenarios.

All participants should download the IAATO: Polar guide App to their mobile phones (available in both iOS and Android platforms), as some required workshop materials will be available through the app.

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0830  Scene setting for the Expedition Management Teams (i.e., working groups).

0855  Expedition Management Teams enter into the role play scenarios
       It is the 2017-18 Season – each management team will be responsible for planning “normal” itineraries for their vessel. Unexpected events may occur.

0935  Present back to group in form of voyage plan email and marketing tweet

1015  Coffee break

1045  Second round of working group scenarios
       It is the 2021-22 Season – each management team will be responsible for planning itineraries for their vessel. Unexpected events may occur.

       This scenario will use the proposed “Fantasy Football” model, which assigns a point value to each landing site based on its popularity, sensitivity, etc. [the more popular or sensitive, the higher the value]. Each expedition is given a limited number of points to “spend” on booking sites, forcing a choice between a small number of “expensive” sites or a larger number of “cheaper” ones.

1130  Present back to group in form of voyage plan email and marketing tweet.

1210  Reflections on expedition management team experience in context of growth proposals.

1230  Workshop closes