It is that time of year! The IAATO Ship Scheduler will open Wednesday June 05 at 1500UTC.

The following information will assist you with navigating the IAATO Ship Scheduler and the Preliminary Information which needs to be entered before the Ship Scheduler opening.

**Ship Scheduler Opening Time:**

The ship scheduler will open on **Wednesday 05 June at 1500 UTC**. This equates to:

- **UK** UTC+1 1600
- **GERMANY** UTC+2 1700
- **USA East Coast** UTC-4 1100
- **USA Central** UTC-5 1000
- **USA Mountain** UTC-6 0900
- **USA Pacific** UTC-7 0800
- **ARGENTINA** UTC-3 1200
- **CHILE** UTC-4 1100
- **SYDNEY, AUS** UTC+10 0100 (June 6)
- **AUCKLAND, NZ** UTC+12 0300 (June 6)

**To Access the IAATO Ship Scheduler**

To access the ship scheduler, Click on **Membership Directory** under **Who is IAATO** on the IAATO home page, then click **Membership Directory again.** Alternatively, you can click the link [here](#).

![Membership Directory](#)
In the upper right-hand corner of the web page, there is a login button, please click on this button to gain access to the database and ship scheduler section.

Remember, you will need to sign in with your Operator Login Name and Password (this is separate from the website/field staff) login.

On the left-hand side of the page you will see the ship scheduler column. Alternatively, follow this direct link, [http://apps.iaato.org/iaato/scheduler/](http://apps.iaato.org/iaato/scheduler/).
Username and Password

- Each company has been given one username and password for each vessel that they operate for the Ship Scheduler. These have not changed from previous years.
- The same username and password can be used for the practice and official ship scheduler sites.
- If you cannot remember your password, please click [http://apps.iaato.org/iaato/forgot_password.xhtml](http://apps.iaato.org/iaato/forgot_password.xhtml) to create a new one.
- Follow the instructions and you will be sent a new password automatically.
- If you have forgotten your username, or need an additional login for a new vessel, please contact Erin Delaney (edelaney@iaato.org).
- Only a single user can log on using each username and password at a time.

Sub-charterers

- Sub-charterers who are taking legal responsibility for their own voyages (i.e. going through an authorization/permitting process) have their own username/password access. However, the primary ship operator **MUST** attribute the voyage to the sub-charterer before the sub-charterer can input landing visit information.

  **For example:** Ponant must load the core expedition information for Zegrahm, and then attribute the voyage to Zegrahm. Only then will Zegrahm will be able to book the visits.

  This function should only be applied to sub-charterers who are taking full responsibility for the voyage (e.g., completing the permitting/authorisation process with a national authority for the voyage). It should not be applied to sales agents.

Practice Site & Users Manual

- The instruction manual can be found in the ship scheduler itself under the instructions tab. A quick link to download the whole manual as a PDF is available at the top of that page.
- A Practice website has been set up and is available from Friday 10 May. Please make sure you are familiar with the system before 05 June.
- The practice site can be found at: [https://appstest.iaato.org/iaato/scheduler/](https://appstest.iaato.org/iaato/scheduler/)
- **Data entered on the test site does not get transferred to the live site:** i.e., loading your core expedition data on the test site does not automatically enter the core expedition data into the live site. You will still need to load your core expedition data (see further instructions below) on the live site.

Before the opening

- **Remember to test your username(s) and password(s).** Each operator gets a username and password for each vessel they operate. These work on both the test site and the ‘live’ site.
- In addition to the test site, the ‘live’ Ship Scheduler (accessed via the IAATO web page at [http://apps.iaato.org/iaato/scheduler/](http://apps.iaato.org/iaato/scheduler/)) is active. It is highly recommended that you access the scheduler prior to the opening and register each of your
expeditions (note that it is not possible to input any site visits before the official ship scheduler opening time of 1500UTC on 05 June).

- For those operators whose vessels change between categories (Cat 1 and Cat 2), remember you have the ability to change the category of a vessel prior to making site bookings. Details on how to do this are explained in the users’ manual.

Core data
- We would like to remind all operators to enter their core expedition data for their vessels (including attributing them to their sub-charterers where appropriate) prior to the 05 June opening.
  - The Marine and Antarctic Gateway committees recommend entering your core data for at least the next two seasons. This will allow for improved itinerary planning across the IAATO fleet and potentially give operators the opportunity to adjust port dates if there is apparent congestion on certain dates. PLEASE NOTE THAT INCLUDING THIS INFORMATION DOES NOT “BOOK” A PORT – but is simply for information only.
  - The 2019-20 Season will be particularly busy, and Operators are encouraged to confirm port agents have announced the vessel port dates to the port authorities.

Ship Schedule Booking Guidelines
These new guidelines were agreed upon by the membership at IAATO 2019.

General Guidelines:
- All Antarctic Treaty and IAATO Site Guidelines will be observed when booking sites.
- No vessel shall book a landing site for the entire day (midnight to midnight inclusive).
- When possible, vessels running activities such as helicopters or submersibles should attempt to do so in areas of low traffic in order to keep other landing sites available for general landing purposes.
- It is the Operator’s responsibility to manage users who have access to the IAATO ship scheduler: only those who work for an IAATO Operator may have access to the ship scheduler.
- Use of an IAATO Operator’s access to the ship scheduler, while working for a non-IAATO Operator is prohibited.

Specific for Category 1 vessels:
Category 1 vessels should make every effort to book only one landing site. If booking more than one time slot, the second time slot should be a shoulder landing slot, not a prime landing slot.

Specific for Category 2 vessels:
Category 2 vessels should make every effort to book only two landing slots, one if appropriate. If there is a need to book a third time slot, the third time slot shall only be booked four (4) days in advance.
Specific for Cruise-Only vessels:
Cruise-only vessels may only book a site in a non-landing capacity. As cruise-only vessels do not land, another vessel may utilise the same site for a landing opportunity at the same time.

Specific for Yachts:
When possible yachts should not book more than one time slot. If booking more than one time slot, the second time slot should be a shoulder landing slot, not a prime landing slot.

1 Category 1 vessels are those which carry 13 – 200 passengers.
2 Category 2 vessels are those which carry 201 – 500 passengers.
3 Cruise-Only vessels are those which carry over 500 passengers.
4 Yachts are vessels which carry 12 or less passengers. For ship scheduling purposes, the IMO Polar Code 2 definition of yacht will be applied: Yachts over 300GT and/or 50m in length.

New Time Slots
The new booking time slots are as follows:
22:01 – 04:00
04:01 – 07:30
07:31 – 13:00
13:01 – 18:30
18:31 – 22:00

Please note testing of the new time slots in the database is currently underway. The test site will display the old time slots. The new time slots will be active when the Ship Scheduler goes live on June 05.

Site Guideline Limitations
- To the best of our ability, we have incorporated the limits set by the Antarctic Treaty Consultative Meeting (ATCM) endorsed Site Guidelines into the scheduler. The full list of sites covered by Site Guidelines are listed in Appendix 2 to this letter.
- Both the IAATO guidelines and the ATCM Site Guidelines can be found in the Field Staff section of the web site under Field Operations Manual Section 7.
- Please note that while we have made every effort to incorporate the limitations set by the Site Guidelines into the scheduler (see below), in no way does the Ship Scheduler supercede the requirements of the Site Guidelines. Nor are we able to accommodate the limits in numbers in place for Goudier Island (350 passengers ashore per day). Please note that all Port Lockroy (Goudier Island) visit slots are subject to UKAHT approval after review of the seasonal ship schedule.

Landed versus non-landed site visits
- Because these ATCM Site Guidelines set limits on the total number of visits, the scheduler has been set to only accept that number of landings in a day. It is important, therefore, that you always state when you are booking a site whether your requested visit includes a landing or not.
This is a simple procedure: when requesting a visit, you will see a column between the time/date column and the site column. This column is called ‘Landed’ and in the column there is a check box. The default setting for this box is checked – i.e. indicating that the visit includes a landing. If you do not intend to land please uncheck the box. Please also take note of the section below on Multiple Bookings.

**Booking multiple slots at one site**
- Where at all possible please avoid booking landing sites for more than one time slot. However if you need to book two time slots, for example:
  04:01 – 07:30
  07:31 – 13:00

Please take a moment to ‘uncheck’ the landing box for one of the entries box. This is especially important at sites which have guidelines that limit the number of landings per day. No one else can book the site during those time slots, but a landing spanning both time slots will only then register in the database as one landing.

**Vessel Categories**
Please make sure that in each expedition, your vessel is set to the right category. Sites have rules set for each of them based on the limitations set by the Site Guidelines; e.g. at Petermann Island and Neko Harbour, where three landed visits are permitted each day but only two by Category 2 ships.

**Cruise only Vessels**
The following sites may be booked* for cruise only vessels to allow them to slow down for close sail-bys.
- Cuverville Island
- Half Moon Island
- Hope Bay
- Melchior Islands
- Paulet Island
- Petermann Island
- Station ‘visits’ for station personnel to visit the ship
  - Palmer Station
  - Goudier Island (Port Lockroy)

Cruise-only vessels may only book a site in a non-landing capacity. As cruise-only vessels do not land, another vessel may utilise the same site for a landing opportunity at the same time.

**Closed Dates**
**Hannah Point and Torgersen Island landings are restricted prior to January 10.**
- The scheduler has been set to reject any landings booked before that date. For Hannah Point, if you want to visit the area without landing but doing a zodiac cruise of Hannah Point, we suggest you book a visit to Walker Bay (by Hannah Point), the small natural bay which is formed by the Point. For Torgersen Island, you may Zodiac cruise prior to January 10, but you must check with the Palmer Station Manager (pal.manager@usap.gov) during the season for final confirmation. Special
attention must also be paid to the Palmer ASMA (ASMA 7) and ASPAs near Palmer Station.

**Port Lockroy Closed Dates**
- The UKAHT opts to close Goudier Island / Port Lockroy for a few days throughout the season in order to do necessary maintenance at the site. Currently the set ½ day and full day closed days for 2019/20 season are:

<table>
<thead>
<tr>
<th>½ Day Closed (PM)</th>
<th>Full Day Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 26th</td>
<td>November 27th</td>
</tr>
<tr>
<td>December 10th</td>
<td>December 11th</td>
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<tr>
<td>December 24th</td>
<td>December 25th</td>
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<td>January 7th</td>
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<td>January 22nd</td>
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<tr>
<td>February 4th</td>
<td>February 5th</td>
</tr>
<tr>
<td>February 18th</td>
<td>February 19th</td>
</tr>
<tr>
<td>March 3rd</td>
<td>March 4th</td>
</tr>
</tbody>
</table>

Please note that all Port Lockroy (Goudier Island) visit slots are subject to UKAHT approval after review of the seasonal ship schedule. The UKAHT will review the ship scheduler in August and contact individual Operators if there are conflicts of any kind.

**Inputing regions (e.g., Antarctic Peninsula):**
- Some 'sites' have been designated 'regions' – e.g., Weddell Sea, Ross Sea, Antarctic Peninsula, South Georgia, etc.
- Those 'sites' which are designated as 'regions' can be booked for a multiple-day period (e.g., 1 – 10 February) and can be multiple-booked (i.e., many vessels can state they are in the region at the same time). This is most likely to be of more use to yachts than ships.
- For example, yachts visiting South Georgia can select 'South Georgia' in the 'site' column – doing so will automatically re-load the page and change the 'date/time' column to give the option of start and finish dates. Another vessel can also book to be in the same region at the same time.
- If, within a regional booking, you wish to specify a visit to a certain site on a specific date (for example, if a yacht visiting South Georgia wants to specify the day it will be in Grytviken or at Prion Island) it is possible to book a specific site on a set day and at a set time.
- A list of designated regions is found in Appendix 3 to this memo.

**Peer Sites:**
- Certain sites have been allocated 'peer' sites. These are two sites very close to each other (e.g., Jougla Point and Goudier Island or Almirante Brown and Skontorp Cove etc.). For these sites only it is possible to book two sites for the same date and time period – i.e., you can book both Jougla Point and Goudier Island for the same time block. Please note, however, you need to enter both
sites separately albeit for the same time period to enable this option – booking one of the two will NOT automatically book the other site.

- A list of peer sites is given in Appendix 4.

**Falkland Islands**

Please note that site bookings entered in the IAATO ship scheduler for the Falkland Islands are for information only and bookings through agents or direct with sites take precedence. Bookings can be made up to three seasons in advance.

**Non-IAATO Regions Only Voyages**

Please do not book Falkland Island Only, Tierra del Fuego Only, or NZ/AUS Sub-Antarctic Only voyages into the Ship Scheduler system.

**BAS and NSF Station visits**

- For NSF (Palmer & McMurdo) - please send requests directly to Dr. Polly Penhale [openhale@nsf.gov](mailto:openhale@nsf.gov) by 20 May, 2019 This will give NSF time to turn around and confirm visits before the Scheduler opens.

- For BAS (Signy) - please send the bids to [operations@iaato.org](mailto:operations@iaato.org) by 20 May, 2019 with the required information (see attached guidelines). We will then prepare the bids, send them to BAS in time for a turnaround and confirmation prior to the Scheduler opening.

**Vessel Database**

- Please make sure all the information specific to your vessel is correct in the vessel database. This information is essential not only for IAATO reporting accuracy, but also in emergency situations as this is the information MRCCs and the Secretariat will look at initially when an emergency arises.

- Additionally, those operators who have not yet completed inputing their vessel information into the members’ vessel database (see https://apps.iaato.org/iaato/vessel/list.xhtml login point in the upper-right-hand corner and requiring the same login information as the Ship Scheduler) we would please request you to do so as soon as possible. This information is also linked to the Ship Scheduler and we will also need it to collate pre-season documents including the vessel contact information spreadsheet.

**On the day**

Technical assistance on the day will be available from Lisa, Erin, Cody, and Uli (System Administrator). The relevant contact details are:

- Uli Kohlhase: +1 401-841-9700 [Uli@zenn.net](mailto:Uli@zenn.net) skype: Zeniarc
- Erin Delaney: +1 401-841-9700 [edelaney@iaato.org](mailto:edelaney@iaato.org) skype: edelaney_18
- Cody Ochs: +1 401-841-9700 [cochs@iaato.org](mailto:cochs@iaato.org) skype: codyochs76
- Lisa Kelley: +1 716-907-3501 [lkelley@iaato.org](mailto:lkelley@iaato.org) skype: polardive
Many thanks for your attention; if you have any problems or questions please feel free to contact IAATO Operations operations@iaato.org

Appendix 1: List of vessel codes 2018-19
Appendix 2: List of sites covered by ATCM endorsed Site Guidelines
Appendix 3: List of Designated Regions
Appendix 4: List of Peer Sit
### Appendix 1: List of vessel codes 2019-20 season

<table>
<thead>
<tr>
<th>Vessel Name</th>
<th>Vessel code</th>
<th>Vessel operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akademik Ioffe</td>
<td>IOF</td>
<td>One Ocean Expeditions Inc.</td>
</tr>
<tr>
<td>Akademik Sergey Vavilov</td>
<td>VAV</td>
<td>One Ocean Expeditions Inc.</td>
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<td>BAE</td>
<td>Rederij Bark EUROPA B.V.</td>
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<tr>
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<td>BRE</td>
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<td>CSK</td>
<td>Noble Caledonia</td>
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<tr>
<td>Corinthian</td>
<td>CLE</td>
<td>Grand Circle Corporation</td>
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<td>Expedition</td>
<td>EXN</td>
<td>G Adventures</td>
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<td>Hurtigruten ASA</td>
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<td>Greg Mortimer</td>
<td>GEM</td>
<td>Aurora Expeditions</td>
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<tr>
<td>Hanseatic Inspiration</td>
<td>INS</td>
<td>Hapag Lloyd Kreuzfahrten</td>
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<tr>
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<td>NAT</td>
<td>Hapag Lloyd Kreuzfahrten</td>
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<td>Hebridean Sky</td>
<td>COR</td>
<td>Polar Latitudes / Antarctica21</td>
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<tr>
<td>Hondius</td>
<td>HON</td>
<td>Oceanwide Expeditions</td>
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<tr>
<td>Island Sky</td>
<td>ISK</td>
<td>Noble Caledonia / Polar Latitudes / Zegrahm</td>
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<td>Kapitan Khlebnikov</td>
<td>KLB</td>
<td>Quark Expeditions</td>
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<tr>
<td>L'Austral</td>
<td>LAS</td>
<td>Ponant</td>
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<tr>
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<td>LBO</td>
<td>Ponant</td>
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<tr>
<td>Legend</td>
<td>LEG</td>
<td>EYOS Expeditions / Cookson Adventures</td>
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<tr>
<td>Le Lyrial</td>
<td>LYR</td>
<td>Ponant</td>
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<tr>
<td>Le Soleal</td>
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<td>Lindblad - National Geographic Expeditions</td>
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<td>Heritage Expeditions</td>
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<td>USH</td>
<td>Antarpplly Expeditions</td>
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<td>World Explorer</td>
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<td>Amsterdam</td>
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<td>Azamara Pursuit</td>
<td>AZP</td>
<td>Celebrity Cruise Lines/Royal Caribbean/Azamara Cruises</td>
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<td>CEC</td>
<td>Celebrity Cruise Lines/Royal Caribbean/Azamara Cruises</td>
</tr>
<tr>
<td>Coral Princess</td>
<td>COP</td>
<td>Princess Cruise Lines</td>
</tr>
<tr>
<td>Prinsendam</td>
<td>PRI</td>
<td>Holland America</td>
</tr>
</tbody>
</table>
Appendix 2: List of sites covered by ATCM and IAATO endorsed Site Guidelines which impose limit on the number of landings per day.

1) Ardley Island  
2) Astrolabe Island  
3) Baily Head  
4) Barrientos Island (Aitcho)  
5) Brown Bluff  
6) Brown Station  
7) Cape Hallett  
8) Cape Royds  
9) Carlini Station  
10) Cuverville Island  
11) Damoy Point / Dorian Bay  
12) Danco Island  
13) Detaille Island  
14) Devil Island  
15) D’Haintz Island, Mikkelsen Harbour  
16) Elephant Point (New)  
17) George’s Point, Ronge Island  
18) Goudier Island  
19) Halfmoon Island  
20) Hannah Point  
21) Horseshoe Island  
22) Jouglia Point  
23) Mawson’s Hut  
24) Neko Harbour  
25) Orne Harbour  
26) Orne Island  
27) Paulet Island  
28) Pendulum Cove  
29) Penguin Island  
30) Petermann Island  
31) Pleneau Island  
32) Point Wild  
33) Port Charcot  
34) Portal Point  
35) Shingle Cove  
36) Snow Hill Island  
37) Snow Hill Emperor Colony  
38) Stonington  
39) Taylor Valley  
40) Telefon Bay  
41) Torgerson Island  
42) Turret Point  
43) Vernadsky Station  
44) Whalers Bay  
45) Wordie Hut  
46) Yalour Islands  
47) Yankee Harbour
Appendix 3: List of Regions

- Andvord Bay
- Antarctic Circle
- Antarctic Peninsula
- Antarctic Sound
- Antipode Islands
- Auckland Islands
- Bellingshausen Sea
- Bismarck Strait
- Borgen Bay
- Bransfield Strait
- Butler Passage
- Chilean Channels
- Crystal Sound
- Dallmann Bay
- East Antarctica
- Elephant Island
- Erebus and Terror Gulf
- Falkland Islands
- Ferguson Channel
- Gerlache Strait
- Port Foster
- Powell Island
- Ross Ice Shelf
- Ross Sea
- South Georgia
- South Shetland Islands
- Stanley
- The Snares
- Tierra Del Fuego
- Weddell Sea
- West Antarctic Ice Sheet

Appendix 4: List of Peer Sites

- Goudier Island & Jougla Point
- Skontorp Cove & Brown Station
- Prospect Point & Fish Islands
- South Bay & South Bay/Johnson’s Dock
- Hannah Point & Walker Bay
- Heroine Island & Danger Islands
- Pleneau Island & Port Charcot
- Georges Point & Ome Islands
- Enterprise Islands & Foyn Harbour