



Our ref.: DRA-AFLDC-ACMA-2016

GENEVA, 23 August 2016

Annexes: 5 (Annex 5 available in English only)

Subject: African Conference on Meteorology for Aviation (ACMA-2016) Libreville, Gabon, 2-4 November 2016

Action required: To nominate two participants to attend the Conference by **13 September 2016**

Dear Sir/Madam,

I have the pleasure to inform you that, at the kind invitation of the Government of the Gabonese Republic, the World Meteorological Organization (WMO) is organizing, in collaboration with the Gabon National Meteorological Services and in close coordination with the Agency for Aerial Navigation Safety in Africa and Madagascar (ASECNA), the International Civil Aviation Organization (ICAO) and other regional aviation stakeholders, the African Conference on Meteorology for Aviation (ACMA 2016). The Conference will be held in the Nomad Hotel, Libreville, Gabon, from 2 to 4 November 2016.

The sixteenth session of Regional Association I (RA I-16) in Resolution 2 (Praia, Cabo Verde, 2015), noting the need to gain greater understanding of the global and regional levels on future aviation meteorological service provision in order to better inform future decisions, resolved to organize a regional conference that would build on the outcomes of the Conjoint MET Divisional Meeting of July 2014.

The Conference will provide a forum to discuss and share national and sub-regional experiences on aviation meteorology (MET) matters which are among the priorities of RA I and to build a common understanding of the challenges and opportunities as well as the priorities and risks emanating from global and regional developments, including those associated with the ICAO Global Air Navigation Plan (GANP) and its Aviation System Block Upgrades (ASBU) methodology. In addition, the Conference will consider emerging issues such as the impacts of climate change on aviation, as part of the climate-related challenges for RA I Members. A broad participation of the aviation stakeholders and users of aeronautical meteorological information is envisaged in order to outline the "African aviation landscape" and understand better the current and emerging user needs.

Please find attached a Concept Note (Annex 1) outlining the objectives and expected outcomes from the Conference, a tentative Programme (Annex 2) and an Information Note (Annex 3) that provides details about local arrangements, including a hotel room reservation form.

To: Permanent Representatives of Members of Regional Association I (AFR-789)

Due to the importance of the subject, the Conference is targeting the senior management of National Meteorological and Hydrological Services (NMHSs) (preferably Permanent Representatives, Directors and/or senior management staff responsible for aviation MET services). Noting that, in accordance with the national legislation and service provision arrangements in different RA I Member countries, the Aeronautical Meteorology Service Provider (AMSP) may be an entity outside the NMHS, you are also encouraged to invite additional participants from other AMSP organizations in your country, if such exist. This would facilitate a closer cooperation and mutual understanding of the different organizations participating in the aviation MET service provision.

It is hoped that the costs of your participation will be borne by the Government of your country. However, if this is not possible, WMO could consider upon request, providing a lump sum of US2,000 US dollars as financial support for one participant in each country.

In order to clarify WMO's insurance coverage for non-staff members, I should like to draw your attention to the following:

"In the case of non-staff members of the Organization who are authorized to travel at its expense and/or who are receiving a daily subsistence allowance, the WMO accepts limited responsibility for compensation in the event of death, illness or injury attributable to attendance at meetings or the performance of services on behalf of the Organization. These persons are therefore fully responsible for any expenses incurred as a result of events which are not attributable to attendance at meetings or the performance of services on behalf of the Organization and for arranging such life, health and other forms of insurance as they consider appropriate."

You are kindly requested to nominate participant(s) from your country using the Nomination Form (Annex 4) and to complete the WMO Request for Financial Assistance Form (Annex 5). Please return these forms via facsimile to the WMO Secretariat at fax number: +41 22 730 8047, with a scanned copy to Mr Fabrice Blondel (e-mail: fbondel@wmo.int), as soon as possible, but preferably not later than **13 September 2016**.

Yours faithfully,

A handwritten signature in blue ink, consisting of a long horizontal stroke followed by a series of loops and a final upward stroke.

(P. Taalas)
Secretary-General

AFRICAN CONFERENCE ON METEOROLOGY FOR AVIATION (ACMA-2016)

Libreville, Gabon, 2-4 November 2016

CONCEPT NOTE

OUTLINE:

- Background
 - Conjoint MET DIV 2014
 - RA I-16 session
 - AMCOMET
 - Cg-17
- Objective
 - Build awareness
 - Identify appropriate regional cooperation mechanisms
 - Outline opportunities and risks for NMHSs and seek ways for resolving deficiencies
 - Focus on business models and related governance
- Stakeholders/Partners
 - WMO RA I
 - WMO CAeM
 - ICAO
 - ASECNA
 - AMCOMET
 - Users - IATA, IFALPA, other user organizations
 - Industry (e.g., MFI, ...)
 - ICAO/WMO centres: WAFC London, VAAC Toulouse, TCAC La Reunion
- Format
- Appendix (Resolution 2 (RA I-16))

1. Background

- 1.1. At its sixteenth session held in Praia, Cabo Verde, February 2015, the WMO Regional Association I (Africa) considered the need to raise the awareness that the coming changes in the global and regional Air Traffic Management and the related changes in meteorological service provision, would have a major impact on the provision of meteorological services as part of the air navigation services by most RA I Members. Among those was an increasing pressure for more competitive and commercial service provision. The Association underlined that these trends need to be carefully monitored and discussed, given the importance of assuring aviation safety and service quality, and sustaining fair and equitable cost recovery mechanisms.
- 1.2. The Association agreed on the need to gain a greater understanding of these issues to better inform future discussions and requested the WMO Secretariat to organize a regional conference that would also build on the outcomes of the WMO/ICAO Conjoint MET Divisional Meeting 2014. The Association adopted Resolution 2 (RA I-16) — Future development of meteorological service provision to civil aviation in Region I (Africa).
- 1.3. The MET Divisional Meeting held conjointly by ICAO and WMO in July 2014 was an important milestone in the development of the aeronautical meteorological service. It gave clear directions for the future in particular the need for full integration of the MET information and service in the global framework presented in the ICAO Global Air Navigation Plan and its Aviation System Block Upgrades (ASBU) methodology. The MET Divisional meeting adopted 29 recommendations that mark the future performance improvements of the MET services throughout the ASBU time blocks with horizon 2028 and beyond. The WMO will be a key stakeholder in the coordinated follow up action on those recommendations, in particular in providing the necessary scientific and methodological backgrounds for those improvements. WMO RA I (Africa) is the arena

of vigorous development of the new ATM environment, both in technology and regulations, therefore, ACMA-2016 will be an opportunity to coordinate the African response to the MET DIV 2014 and promote a regional coordinated approach.

2. Objectives

- 2.1. To raise awareness among RA I Members concerning:
 - Current and future developments in Africa towards more efficient organization of the air traffic in Region I and related institutional and technological changes with impacts on the provision of MET service;
 - Major outcomes of the MET DIV 2014, related to the GANP and ASBU, that would require adjustment of existing or new business models for service delivery, including the shift from “product-centric” to “data-centric” information services, regionalization and globalization;
 - New technology to achieve performance improvements in the light of SESAR, NextGen and other such ATM modernization programmes, new concepts and systems (e.g., SWIM).
- 2.2. To promote the development of a coordinated approach among RA I Members in addressing the numerous organizational, regulatory and operational issues related to the meteorological service provision in the African ATM environment and enhance regional coordination and cooperation.
- 2.3. Strengthen the mutual understanding with ATM stakeholders.

3. Stakeholders/Partners

- 3.1. The ACMA-2016 will be organized under the aegis of WMO Regional Association I (Africa) and under the patronage of the RA I president. It will be intended mostly for the RA I Members Directors and senior management of the NMHSs and other providers of aviation MET services. Partnership and coordination with sub-regional bodies like ASECNA is highly desirable.
- 3.2. The event will be supported thematically by the WMO Commission for Aeronautical Meteorology (CAeM) in view of the global character of the discussed issues. In this regard, the experiences of the ECMA-15 conference held in RA VI in October 2015 will be utilized.
- 3.3. Participation of representatives of the ATM community from different segments (airlines, ANS providers, airport management, etc.), will be crucial for building common awareness and understanding. Primary partners in organizing the event will be ICAO and ASECNA, while other partners, such as IATA, IFALPA, CANSO, and other relevant organizations will be contacted and strongly encouraged to participate and present their point of view.

4. Format

- 4.1. The ACMA-16 will be organized under an agenda encompassing institutional and technological aspects of the future MET services for ATM with strong focus on African developments. The sessions will include key note presentations by relevant stakeholders outlining the major needs for change. The keynotes will be followed by presentations of existing best practices and planning examples (including relevant research). Each session will conclude a round table discussion and formulation of recommendations. A panel session will be held at the end to summarize the recommendations and prepare a general statement of the ACMA-16.
 - 4.2. Breakout groups – on a sub-regional basis.
-

AFRICAN CONFERENCE ON METEOROLOGY FOR AVIATION (ACMA-2016)

Libreville, Gabon, 2-4 November 2016

PROVISIONAL PROGRAMME

DAY 1: 2 November 2016 (Tuesday)

08:30-09:30 REGISTRATION

09:30-10:30 Session 1: Opening and Key Notes

ACMA-2016 will be opened with several addresses and keynotes on behalf of WMO, ICAO and other partners, as well as the host country. The president of WMO RA I and the president of the Commission for Aeronautical Meteorology (CAeM) will set the scene outlining the objectives, the challenges, and the expected outcomes of the Conference.

(Opening addresses: Host country, WMO, ICAO, ASECNA; keynotes – P/RA I and P/CAeM)

11:00-12:30 Session 2: African Aviation Landscape – 1

- Several presentations during this session will outline the relevant African aviation policies and initiatives - AFCAC, AMCOMET, ICAO, and industry representatives.
- Acknowledgement of sponsors.
- Tour of exhibition site.

14:00-15:30 Session 3: African Aviation Landscape – 2

Regional stakeholders – ATM, airlines, industry.

16:00-17:30 Session 4: Global ATM concept and MET service change

How the Global Air Navigation Plan (GANP) and its Aviation System Block Upgrades (ASBU) methodology are changing the requirements for meteorological services for international air navigation. The ASBU timeline and related MET modules will be explained. Paradigm shifts in the MET service provision, e.g., the shift from “product-centric” to “data-centric”, will be discussed to build better awareness. An impact assessment regarding the forthcoming technological and institutional changes will be presented.

DAY 2: 3 November 2016 (Wednesday)

09:00-10:30 Session 5: MET response – opportunities and risks – 1

Several national case studies will be presented describing examples of national planning for the GANP challenges with the understanding that there are new opportunities but also risks for the NMHSs and other MET service providers. Opportunities for meeting the challenges through multi-national cooperation will also be addressed.

Highlighting key issues and deficiencies: institutional aspects – legislation, funding, cost-recovery; deficiencies – infrastructure, equipment, competence, qualification.

11:00-12:30 Session 6: MET response – opportunities and risks – 2

More national cases; introduction to near-term implementation challenges, such as the migration to XML/GML-coded information, migration to ISO 9001:2015 and the need for a synchronized regional implementation. Impacts of climate change on aviation, a new subject for the Commission for Aeronautical Meteorology, will also be presented as part of the climate-related challenges for RA I Members.

14:00-15:30 Session 7: MET response – opportunities and risks – 2

More national or sub-regional cases; industry solutions.

16:00-17:30 Session 8: Sub-regional challenges and priorities – break-out groups

DAY 3: 4 November 2016 (Thursday)

09:00-10:30 Session 9: Sub-regional challenges and priorities – reports of break-out groups

11:00-12:30 Session 10: Panel Session

The Panel Session will be organized in an attempt to summarize the discussions and highlight the main issues for RA I Members and their aviation MET service providers in the current regional and global dynamics, including the need for Members to ensure compliance with the new requirements stemming from African aviation policies and initiatives and GANP/ASBU. In the spirit of regional cooperation promoted by WMO, the session will formulate a series of recommendations to be considered by the RA I and CAeM management bodies in providing a streamlined guidance to Members on the challenges, opportunities and risks, in order to enable concrete action planning at national and regional level as a response to those challenges.

14:00-15:00 Session 11: Adoption of ACMA-2016 Statement and closure

AFRICAN CONFERENCE ON METEOROLOGY FOR AVIATION (ACMA 2016)

Libreville, Gabon, 2-4 November 2016

INFORMATION NOTE

Arrival

The African Conference on Meteorology for Aviation (ACMA 2016) will be held in Libreville from 2 to 4 November 2016 in the conference room of the hotel NOMAD. The hotel is situated on the road to Cap Estérias, opposite the United States Embassy, 4 km from Libreville Léon M'Ba International Airport.

A reception and assistance service will be provided in the passenger arrivals hall.

Transport

A bus will be available to take participants from Libreville Léon M'Ba International Airport to their accommodation from 6 p.m (GMT) on Tuesday, 1 November 2016.

Alternatively, participants may use the red public transport service (buses and small taxis). The average cost of the journey from the airport is FCFA 3,000. Journeys around town cost between FCFA 100 and FCFA 2,000.

Visas

Participants from countries subject to visa requirements must take the necessary steps to obtain a visa from the Gabonese authorities in the consular service of their country of origin.

Participants who have applied for a visa using the form on the <https://evisa.dgdi.ga> website have the option of collecting their visa on arrival in Libreville. Those wishing to do so should indicate in their online application form the telephone number of the ASECNA representative in Gabon (05 40 61 79) and the name of the hotel where they will be staying in Gabon.

Two acknowledgements of receipt authorizing participants to embark will be issued. The visa for entering Gabon will be delivered on arrival, on payment of a fee of FCFA 55,000 (EUR 36). To this end, please ensure that your passport is valid.

Health

A certificate of vaccination against yellow fever is required for travellers arriving from regions where this vaccine is recommended. The vaccination can also be obtained on arrival at the airport, on payment of FCFA 16,000 (around EUR 25).

Gabon is a healthy country; however, you are advised to take a few basic precautions, particularly if you eat outside your hotel.

Insurance

Participants are expected to have valid international health insurance for the duration of their stay in Gabon.

Transport between accommodation and conference venue

Transport between participants' hotels and the conference venue will be by bus, according to a timetable which will be provided on arrival.

Currency and exchange rate

The currency used is the CFA franc. One euro is worth FCFA 655.680, although the exchange rate can fluctuate. Some hotels accept euros or US dollars, and payment by VISA card is accepted.

In addition, there are several automatic cash dispensers at the airport (BICIG, UGB, ECOBANK).

Finally, participants should check before departure whether there are any restrictions on importing currency.

Electricity

Local voltage is 220V, 240V, frequency 50HZ.

Telephone/Internet

Direct international lines are available. From abroad, dial 00241 followed by the telephone number of the person you are calling.

There are four mobile phone operators (LIBERTIS, MOOV, AZUR and AIRTEL) providing 3 and 4 G connectivity. Most of the hotels suggested for participants' accommodation have Wi-Fi Internet connection.

In addition, 3G/4G keys and routers can be obtained directly from various operators.

Accommodation

A list of hotels and prices is attached to this note. Participants may book their accommodation directly with the hotel, in which case they are requested to provide the local committee with all the details of their reservation and the schedule for their arrival.

Participants who have difficulty in contacting hotels may contact the local organizing committee, specifying their chosen hotel, arrival and departure dates and method of payment. A form will be provided for this purpose.

Working days and opening hours

Working days and opening hours in Gabon are Monday to Friday, 7.30 a.m. to 3.30 p.m. local time. Saturdays and Sundays are non-working days.

Climate in Libreville in November

November is considered to be the wettest month in Gabon, with rather overcast skies for long periods during the day and frequent storms, particularly at night.

The lowest temperature is 24°C and the highest, 32°C.

The average temperature for the month of November is 28°C and humidity is around 95%. Local time in Libreville is GMT + 1.

Language

The official language of Gabon is French. The conference will be conducted in English and French and support materials will be in both languages.

Security

Libreville is not a dangerous city. However, as in most big cities, care should be taken, particularly if you go out at night.

Registration of participants

Participants are requested to confirm their surname and forename, title and flight details by e-mail or telephone by 27 October 2016. Badges will be prepared and distributed at the conference venue on arrival.

Details of your arrival in Gabon should be sent by e-mail to the following addresses:

- Jean-Pierre MINTSA Tel 00241 05 54 38 75
 - Yvette ZAME NDONG Tel 00241 05 40 64 51 (mendanice@yahoo.fr)
 - Jean-Paul MAKOSSO Tel 00241 05 40 61 79 (makossojea@asecna.org)
 - Martin ONDO ELLA Tel 00241 07 19 87 73 (ondoellamartin@gmail.com)
-

1ère CONFERENCE AFRICAINE DES SERVICES METEOROLOGIQUES POUR L'AVIATION (ACMA 16) - Libreville du 02 au 04 au Novembre 2016

Récapitulatif des renseignements concernant les hôtels visités pour l'hébergement des participants

Nb	Hôtel	Téléphone	E-mail	Type de chambre	Coût nuitée	Coût Petit déjeuner	Internet	Obs
1	Nomad ****	+241 01450601 +241 05407729	info@nomadlibreville.com Site WEB : www.nomad-residence-hoteliere.com	Suite	181.000 Fcfa	Buffet 14.000 Fcfa	Ok	Site des travaux de la conférence
2	Hibiscus Louis *	+241 05179424 +241 04621474	reservationHL@hotelhibiscusgabon.com Site WEB : www.hotelhibiscusgabon.com	-Standard -STD luxe -Mini suite -Suite	- 45.000 Fcfa / 70 Eu - 50.000 Fcfa / 77 Eu - 53.000 Fcfa / 82 Eu - 63.000 Fcfa / 97 Eu	Buffet 5.000 Fcfa	Ok	
3	Hibiscus Boulevard *	+241 07871070 +241 06835518	reservationHB@hotelhibiscusgabon.com Site WEB : www.hotelhibiscusgabon.com	-Standard -Mini suite -Suite	- 42.000 Fcfa / 65 Eu - 52.000 Fcfa / 80 Eu - 62.000 Fcfa / 95 Eu	Buffet 5.000 Fcfa	Ok	
4	Etoile d'Or Sablière ***	+241 01446980 +241 05406880	www.letoielordhotel.com Site WEB : www.letoielordhotel.com	-Standard -Supérieur -Royal club -Suite junior -Suite ministérielle -suite présidentielle	- 98.000 Fcfa - 108.000 Fcfa - 118.000 Fcfa - 228.000 Fcfa - 348.000 Fcfa - 568.000 Fcfa	Buffet 11.000 Fcfa	Ok	
5	ONOMO **	+241 01459100 +241 05609027	Sales.libreville@onomohotel.com Site WEB : www.onomohotel.com	Chambre standard	88.500 Fcfa	Buffet 8.500 Fcfa	Ok	Chambres standard seules disponibles
6	Orchidée *	+241 441066 +241 06187744	Hotel.orchidee@hotmail.com sehg.hotellerie@yahoo.fr	-Eco -Confort -Affaire -Double	- 45.000 Fcfa - 55.000 Fcfa - 65.000 Fcfa - 75.000 Fcfa	Buffet 6.000 Fcfa	Ok	



WORLD METEOROLOGICAL ORGANIZATION

**African Conference on Meteorology for Aviation (ACMA-2016)
Libreville, Gabon, 2-4 November 2016**

PARTICIPATION NOMINATION FORM

The Permanent Representative of with WMO nominates the following candidate as a participant to the above meeting:

1. Country:

2. Service or Organization:

3. Nominee:

Dr ☐ Mr ☐ Ms ☐

Surname:

First name:

Title of present official position:

Address:

Telephone:

Telefax:

E-mail:

Passport No:

Date of Issue:

Date of Expiry:

4. Please indicate whether financial assistance is required or not:

☐ YES ☐ NO

Date: Permanent Representative's signature:

To be completed and returned as soon as possible (by fax/e-mail) and in any case to reach the WMO Secretariat, **not later than 13 September 2016**.

World Meteorological Organization
Offices for Africa and Least Developed Countries and AMCOMET Secretariat
7 bis, avenue de la Paix
Case postale No. 2300
CH-1211 Geneva 2
Switzerland
Fax + 41 22 730 8047
cc: fblondel@wmo.int (Mr Fabrice Blondel)

**WORLD METEOROLOGICAL ORGANIZATION****REQUEST FOR FINANCIAL ASSISTANCE**

**African Conference on Meteorology for Aviation (ACMA-2016),
Libreville, Gabon, from 2 to 4 November 2016
60727-16 – DRA/AFLDC**

PLEASE READ CAREFULLY THE INSTRUCTIONS FOR THE USE OF THIS FORM PROVIDED ON PAGE 3
AND
RETURN IT, WITH A COPY OF THE ITINERARY INDICATING AIRFARE AND DEADLINE FOR TICKET ISSUE,
BEFORE: 13 September 2016
To secretary responsible for meeting: Blondel, Fabrice (Mr); fblondel@wmo.int

1. PARTICIPANT

Please complete the following form with information as they appear in your passport:

Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>		
FAMILY NAME			
MAIDEN NAME (if applicable)			
First Name			
Nationality			
Place of birth		Date of birth (DD/MM/YY)	
Passport number		Validity (DD/MM/YY)	
Holding US Visa	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>		
Schengen visa	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>		
Address			
City		Postal code	
Country			
Mobile phone number		Office phone number	
E-mail address			

**2. ASSISTANCE FROM WMO FOR TRAVEL/DAILY SUBSISTENCE ALLOWANCE (DSA)
LUMP SUM OF USD 2,000****2.1 Request**

Assistance requested: ☐ yes ☐ no

2.2 Payment procedure

(i) Preferred payment method is by **bank transfer**. Please indicate full bank details:

Name of the bank:			
Address:			
Name of account holder			
Account number		Currency of account	
SWIFT Code			
ABA Code (USA)			
SORT Code (UK)			
IBAN Code (Europe except UK)			

(ii) Through UNDP Office ☐

3. INFORMATION ON SUPPORT RECEIVED IN ADDITION TO WMO ASSISTANCE

3.1 Declaration

No additional support received ☐ OR Additional support received ☐

3.2 Information

In case additional support is received, please indicate type of funding (e.g. ticket, subsistence allowance, accommodation, meals, local transportation) and estimated value:

.....
.....
.....
.....

4. APPLICABLE RULES AND INSTRUCTIONS

The travel shall be conducted in accordance with relevant WMO rules and instructions. An excerpt of these is provided in the Annex to this form. Please read it carefully.

By signing this form, I confirm that the information provided in this form is correct to the best of my knowledge and that I shall comply with the relevant WMO rules and instructions.

Signature of the participant: **Date:**

ANNEX

EXCERPT from applicable rules and instructions

Please note that, as per WMO travel rules, air travel shall be provided in economy class, for the most direct and economical route.

For journeys including long-distance flights (over nine hours of non-stop flying time) you may request the WMO to issue the cheapest upgradeable economy class air ticket. The cost of the upgrade shall be covered by the traveller.

Please note that if you are unable to travel after the ticket has been issued, you must inform the airline company at least 2 hours prior to departure to ensure that the ticket will be reimbursed. **Failure to do so will mean you are declared as “no show” and that the ticket cost will be lost.** Please also **inform the secretary responsible for the meeting,** as soon as you cancel your travel.

It is your responsibility to obtain all necessary visas (for transits and final destination) prior to departure.

Evidence of travel (original of boarding passes for air travel or hotel bill when travel has been undertaken by train or car) must be submitted to the WMO secretary responsible for the meeting within 16 calendar days after completion of travel. Failure to do so will result in recovery of DSA and of other advance payments made by the WMO.

You may choose to purchase the airline ticket yourself, rather than asking the WMO to issue one for you. In this case, please inform the secretary responsible for the meeting. However please note the following:

- Tickets can only be purchased **after you have obtained prior authorization** from the WMO Travel Unit and **within the financial limit** provided in this authorization. Tickets purchased before this authorization will not be reimbursed. Tickets purchased above the financial limit provided by the WMO will be reimbursed only up to this limit;
- The invoice or e-receipt relating to the self-purchased ticket needs to be provided to the WMO **before any refund can be processed** and must show the name of the provider, the name of the clients, ticket number and form of payment.
- In case you are unable to travel, the WMO **shall not reimburse** the cost of self-purchased tickets.

INSTRUCTIONS for the use of this form

- Please complete this form in block letters and return page 1 of this form, together with a copy of your passport, to the WMO travel agency indicated under section 2.3. This will allow the WMO travel agency to issue an itinerary for your travel;
- Once you have received the itinerary, please confirm its acceptance to the WMO travel agency and return the full form, together with a copy of the itinerary you received from the WMO travel agency indicating airfare and deadline for ticket issue, to the WMO secretary responsible for the meeting, as indicated on page 1 of this form;

To allow for the timely processing of the travel authorization and the transfer of DSA and other refundable expenses, this form must be received within the deadline indicated