



**IEEE**



**OCEANS '13 MTS/IEEE SAN DIEGO**

To General Chairs of OCEANS'13 MTS/IEEE San Diego

We are pleased to appoint you as the General Chairs of OCEANS '13 MTS/IEEE San Diego, serving as the agent of the Societies. We appreciate the commitment that you and your Organizing Committee have made toward serving the Ocean Community. We look forward to a successful conference and a mutually supportive relationship among your Committee and the two sponsoring Societies, the Marine Technology Society and the IEEE Oceanic Engineering Society.

The primary supporting group, as you prepare and conduct OCEANS '13 MTS/IEEE San Diego, will be the Joint OCEANS Administrative Board (JOAB). The JOAB members we have appointed to assist you all have extensive direct experience with OCEANS Conferences; they can answer any question you may have. They will help you with contact and procedural information and provide general and specific guidance. The corporate memory they provide will help you maintain the features common to all OCEANS Conferences as you develop the individual character of your OCEANS Conference.

MTS and IEEE/OES have established support contracts for Web Site Support and Management Services. Our representatives will assist you in making use of the services these contracts provide. In consideration of your appointment, we expect that you will follow the guidelines and procedures associated with OCEANS Conferences. We further expect that you will keep us fully informed, through JOAB, with regard to your progress and any difficulties you experience. You should plan to meet regularly with JOAB.

Three copies of a Memorandum of Agreement, signed by the Presidents of the Societies and confirming our mutual obligations, are enclosed with this letter. Please sign all three copies and return one to each Society President.

Our Societies are fully committed to your success. You should feel free to call either one of us at any time.

Sincerely,

\_\_\_\_\_  
Jerry Carroll, President, OES

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Date

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Liz Corbin, President, MTS

\_\_\_\_\_  
Date