



Dr. Richard Spinrad

President

Marine Technology Society

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December 22, 2019

Ms. Donna Kocak

Marine Technology Society

Past President

1100 H Street NW, Suite LL-100

Washington, DC 20005

**RE: OCEANS 2023 Limerick Conference & Exposition**

Dear Donna,

Thank you for agreeing to serve as Liaison to **OCEANS 2023 Limerick** for the Marine Technology Society (MTS). This letter is a formal confirmation of your Liaison appointment.

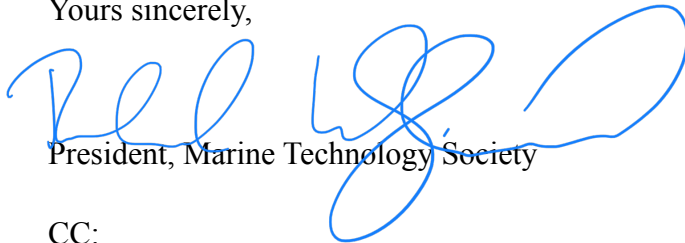
Each OCEANS Conference is co-sponsored by the Marine Technology Society and the IEEE Ocean Engineering Society, and each Society appoints a Liaison who will be closely involved in the development and operation of the conference. We depend heavily on our Liaisons to keep us informed of progress and concerns, and to answer questions that the local organizing committee (LOC) may have about procedures and expectations. You are our direct tie to the day-to-day activities of the LOC.

The Liaisons are expected to participate, either virtually or in person, in the LOC's conference calls and meetings, and to report back to the Joint OCEANS Administrative Board (JOAB) on the conference status after each liaison meeting. JOAB contact information is provided below.

The Liaisons are expected also to ensure that the LOC follows the proper guidelines and procedures of the conference. Please review the planning section of the OCEANS Conference & Exposition website (<https://www.oceansconference.org/planning/>) for detailed information on conference requirements and timetables, job descriptions for LOC members, as well as working protocol between the JOAB, the LOC, and the professional conference organizers (PCO). The PCO for this conference is currently being selected by the LOC and will be notified to you in due course.

As Liaisons are our first line of conference oversight, we rely on you to inform us promptly on any developing concerns or issues so that additional support can be provided to the LOC to ensure success. We may not know they need help unless you tell us, and they may not know help is available unless you tell them.

Yours sincerely,



President, Marine Technology Society

CC:

(1) General Chair of OCEANS 2023 Limerick  
Prof. Daniel Toal ([daniel.toal@ul.ie](mailto:daniel.toal@ul.ie))

(2) OCEANS Conference Leadership

OES	MTS
President Christian de Moustier ( <a href="mailto:ieeeoes.president@gmail.com">ieeeoes.president@gmail.com</a> )	President Richard Spinrad ( <a href="mailto:rick.spinrad54@gmail.com">rick.spinrad54@gmail.com</a> )
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JOAB co-Chair William Kirkwood ( <a href="mailto:kiwi@mbari.org">kiwi@mbari.org</a> )	JOAB co-Chair Donna Kocak ( <a href="mailto:dkocak@mtsociety.org">dkocak@mtsociety.org</a> )

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(3) PCO for OCEANS 2023 Limerick  
Deborah Tudge ([deborah.tudge@ul.ie](mailto:deborah.tudge@ul.ie))