



Expert scoping workshop on Charting Future Horizons: Harnessing Advanced Technologies for the Protection and Sustainable Use of the International Seabed Area

3-5 April 2024
Porto, Portugal (Hybrid)

Information Note for Participants

General Information

The Expert scoping workshop on Charting Future Horizons: Harnessing Advanced Technologies for the Protection and Sustainable Use of the International Seabed Area will be convened by the International Seabed Authority (ISA), in collaboration with the Institute for Systems and Computer Engineering, Technology and Science (INES TEC), from 3 to 5 April 2024, in Porto, Portugal and online via Microsoft Teams.

Venue & Opening

The workshop will be conducted both in-person and online, providing participants with the flexibility to attend either physically at the **Superior Institute of Engineering of Porto (ISEP), Porto (Auditorium Vítor Santos)**, or virtually, via Microsoft Teams.

The workshop will commence daily at 9:00 a.m. (Western European Standard Time; GMT +1) and end at 6 pm. Please see Annex I for more information on the workshop venue and location map.

Useful links:

- Website Link: <https://www.isep.ipp.pt/>
- Google Map Link:
<https://www.google.com/maps/d/viewer?mid=1LKFnepMnupVpyGn17Nv6017I8uDVWwE&ll=41.17789522904147%2C-8.60274386473093&z=17>
- Additional location information: <https://www.isep.ipp.pt/ISEP/Location>

Working Language

The workshop will be conducted in English.

Meeting Documents

All documents and materials relevant to the workshop, including agendas and background documents, will be made available on the following webpage:

<https://www.isa.org.jm/events/expert-scoping-workshop-on-charting-future-horizons-harnessing-advanced-technologies-for-the-protection-and-sustainable-use-of-the-international-seabed-area/>

Contact

Should you have any inquiries related to the workshop, please contact the following officers of the ISA Secretariat:

For workshop-related inquiries:

- Mr. Ulrich Schwarz-Schampera
Programme Management Officer (Mining Geologist)
Office of Environmental Management and Mineral Resources
uschampera@isa.org.jm
- Mr. Changsung Lim
Associate Programme Management Officer
Office of Environmental Management and Mineral Resources
clim@isa.org.jm

For Accommodation related inquiries:

- Ms. Cláudia Almeida
Centre for Robotics and Autonomous Systems (CRAS)
claudia.almeida@inesctec.pt

Nationwide Emergency Number (Police): 112

Recording policy

Recording of the workshop proceeding by participants is strictly prohibited. No participant may electronically record or broadcast the workshop. Those who do not comply with the present recording policy may be asked to leave the workshop without prior notice.

Social Media

The ISA Secretariat will post key highlights of the workshop discussions and outcomes on Twitter and Facebook, using the following hashtags:

- #ISBAHQ
- #ISBATECH
- #THEAREA

If you wish to share postings related to the workshop on social media, please make sure you include the hashtags above. While you are not permitted to take screenshots of the presentation contents without prior consent of the presenter, you may take screenshots during the discussions for posting on social media.

Access to the Online Meeting Platform

The workshop will be accessible online via the [Microsoft Teams platform](#) and is only open to those who have been officially invited by the ISA secretariat. Participants will receive a link to join the meeting, via email, which will be used throughout the workshop. Please see Annex II: General Guidance on the use of the Microsoft Teams Platform.

Disclaimer

The ISA Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical, accident and travel insurance for the period of participation prior to departure.

Health Requirements – COVID-19

At the time of writing (13 March 2024), foreign nationals and citizens of Portugal no longer need to present proof of vaccination, or a negative RT-PCR test to enter Portugal. Participants are however advised to carry a printed proof of their COVID-19 vaccination.

Visa Requirements

Participants are strongly advised to contact the nearest embassy or consular mission of Portugal as soon as possible to secure the required entry visa in a timely manner, prior to departure. It should be noted that airline companies may not allow boarding in the absence of a valid visa.

Useful Websites:

- <https://portaldascomunidades.mne.gov.pt/pt/>
- <https://www.schengenvisainfo.com/portugal/visa/>

Airport Information

Portugal's second-largest city, Porto, is served by Francisco Sá Carneiro Airport (IATA: OPO, ICAO: LPPR). Located approximately 11 kilometres (7 miles) northwest of Porto's city centre, this international airport is the primary gateway to the region.

Francisco Sá Carneiro Airport, often referred to simply as Porto Airport, is a modern facility equipped with various amenities and services for travellers. Travellers flying to or from Porto Airport can expect a range of facilities, including shops, restaurants, car rental services, and lounges. Transportation options to and from the airport are plentiful, with taxis, buses, and metro connections available for convenient access to the city centre and surrounding areas.

Transportation

The meeting venue is located in [the University area](#), in the north of the city, and it is served by the [Metro line D](#) (Yellow Line, "IPO" or "Polo Universitário" stations) with a direct connection (15 minutes) to the city centre (downtown). Please see Annex III for further details.

Hotel Accommodation

There are two hotels in the campus area: [Hotel IBIS São João](#) is a standard Ibis at 5-minute walking distance, [Hotel Eurostars Oporto](#) is a higher standard hotel (larger rooms, etc.), within 10-minute walking distance. Please see Annex IV for further details.

Currency

Portugal uses the Euro. Store owners may refuse large payments in cash. Most major credit and debit cards are widely accepted for payments in hotels, restaurants, shops, and other establishments.

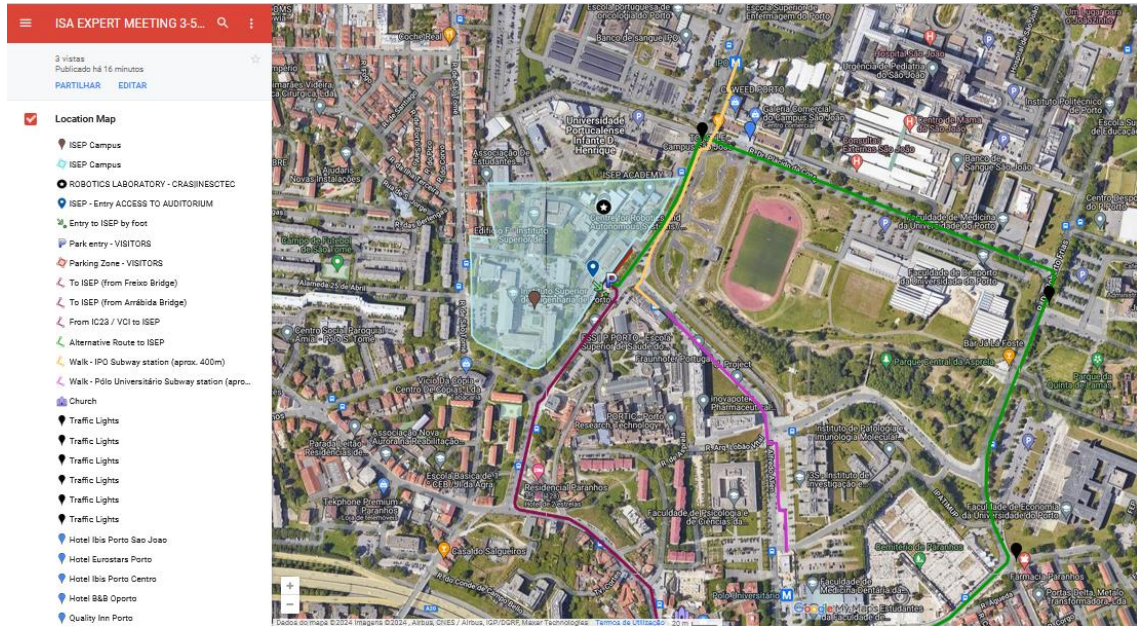
Electricity Supply

In Porto, Portugal, the standard voltage is 230 V, and the frequency is 50 Hz. The power plugs and sockets used in Portugal are Type F. Please refer to image in Annex V.

Weather

During your stay in Porto, you can expect pleasant spring weather, with on average 7 hours of sunshine per day. The average temperatures typically range from 11°C to 19°C (52°F to 66°F). However, it is always advisable to check the weather forecast closer to your arrival date for any updates or changes. Additionally, Porto experiences some rainfall year-round, so it's wise to bring an umbrella or a light rain jacket to be prepared for any showers.

Annex I: Location Map



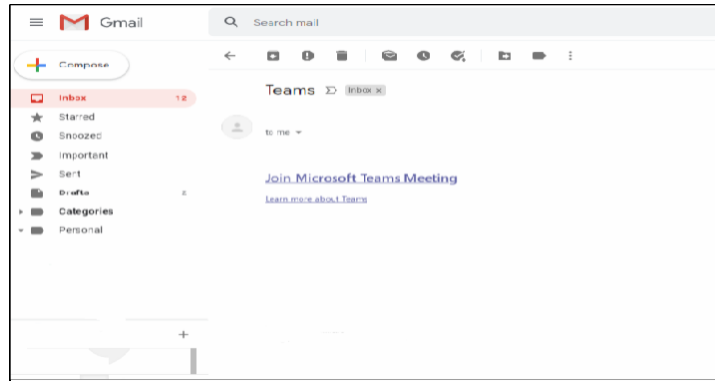
Annex II: General Guidance on the use of the Microsoft Teams Platform

1. Join a Meeting in Microsoft Teams

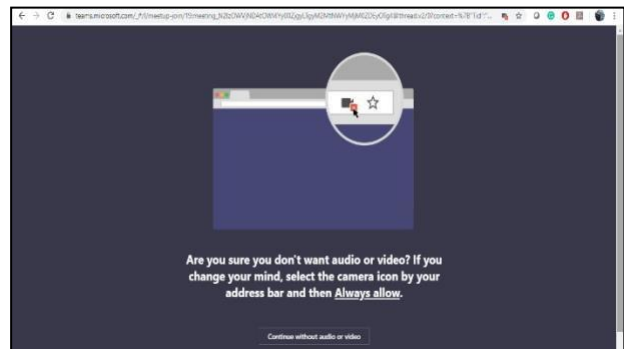
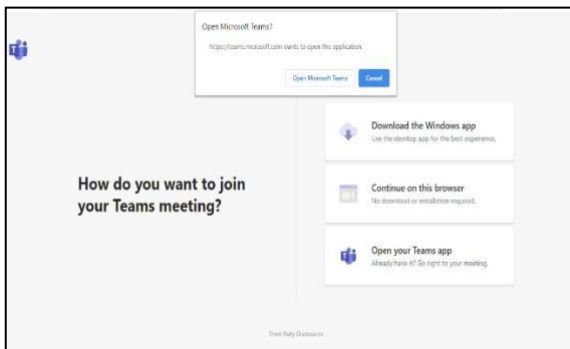
Join as a Guest via Web

*Some features may not be available when joining as a guest.

1. Check your email for the **Meeting Invite**. Click **Join Microsoft Teams Meeting** link.



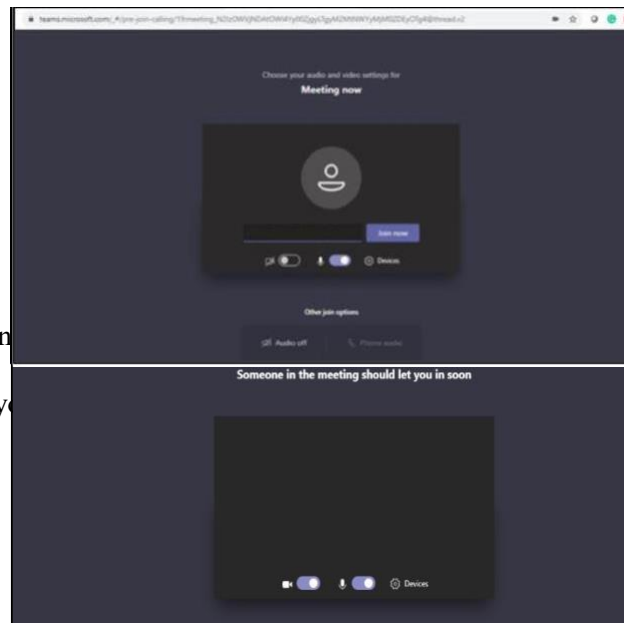
2. Click **Cancel** and Select **Continue on this browser tab**. Click **Always allow** link.



3. Enter **your name** by following the naming protocol: **First Name Last Name** [i.e.: **John Smith**]

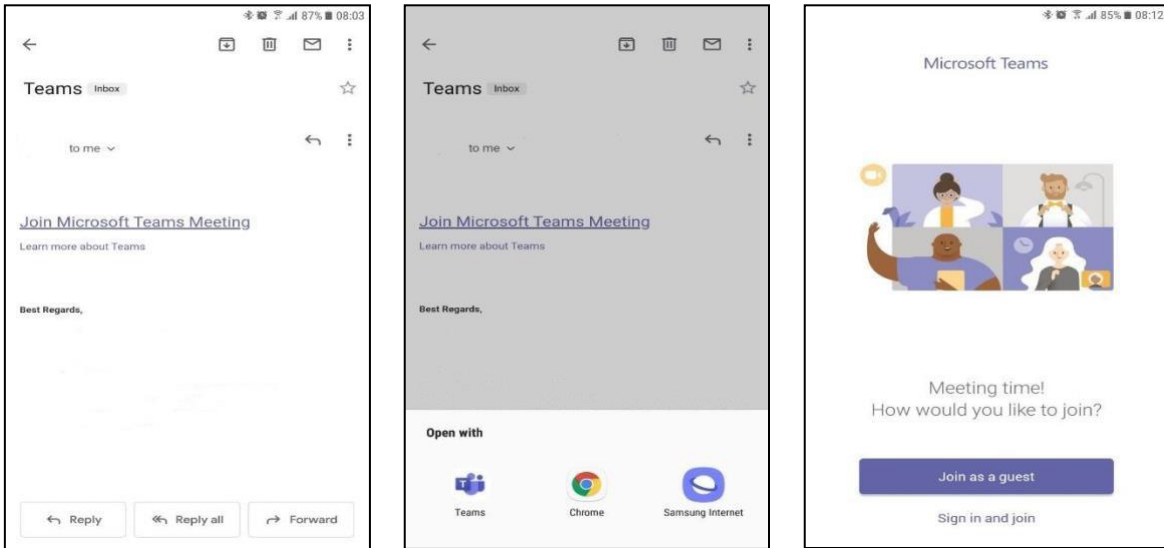
Click **Join now** button.

4. **Enter into Meeting Lobby**: You will be waiting in the Meeting Lobby. The meeting organizer will be notified and will allow you to join the meeting. If you are not allowed to join within 15 minutes, please inform your organizer and join again.



Join as a Guest from Mobile App

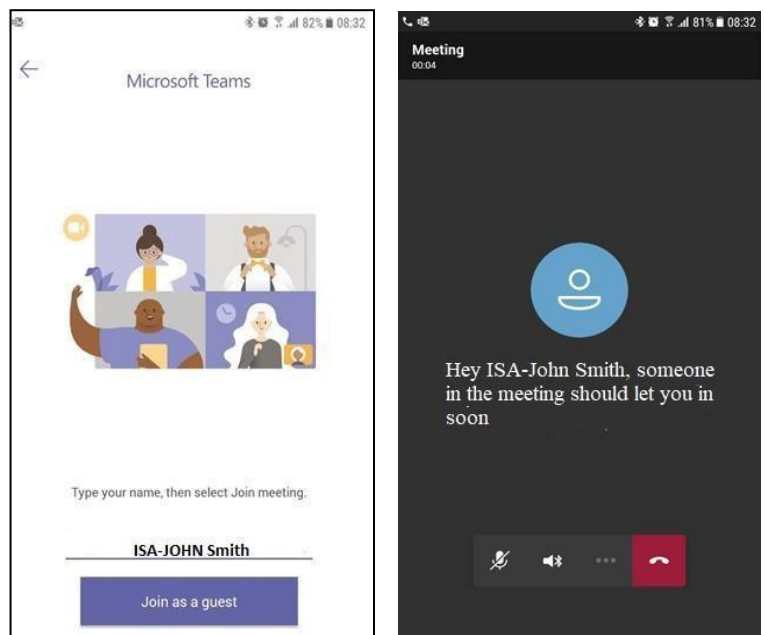
1. **Download and install Microsoft Teams App for Mobile** from the link below:
<https://www.microsoft.com/en-ww/microsoft-365/microsoft-teams/download-app>
2. Check your email for the **Meeting Invite**. Click **Join Microsoft Teams Meeting** link. At **Open with** popup window, click **Teams** icon. Then, click **Join as a guest** button.



3. Enter **your name** by following the naming protocol: **First Name Last Name** [i.e.: **John Smith**]

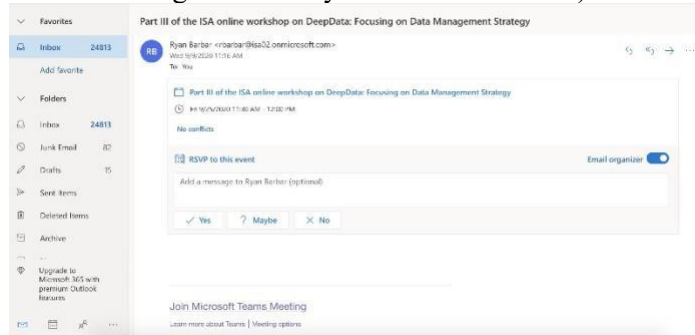
Click **Join as a guest** button.

4. Enter into Meeting Lobby:
You will be waiting in the Meeting Lobby. The meeting organizer will be notified and will allow you to join the meeting. If you are not allowed to join within 15 minutes, please inform your organizer and join again.

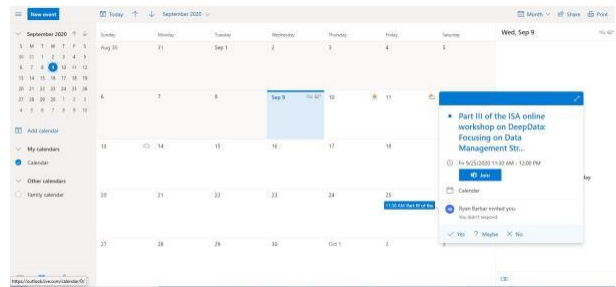
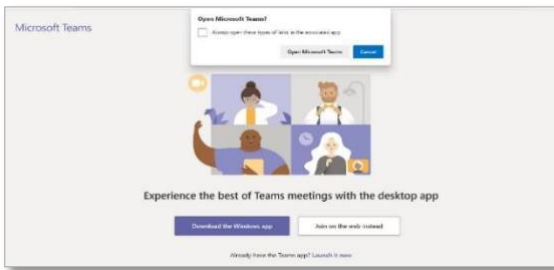


Join from Desktop App

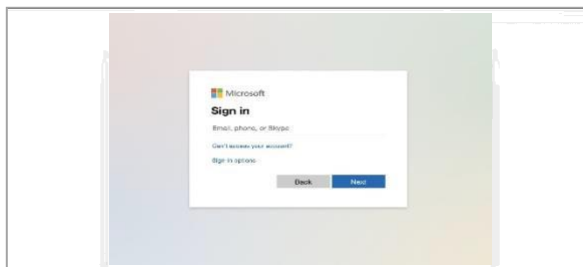
1. **Download and install Microsoft Teams App for Desktop** from the link below:
<https://www.microsoft.com/en-ww/microsoft-365/microsoft-teams/download-app>
2. Check your email for the **Meeting Invite**. Click **Join Microsoft Teams Meeting** link.
(Click **Yes** to add the Meeting Invite into your outlook calendar)



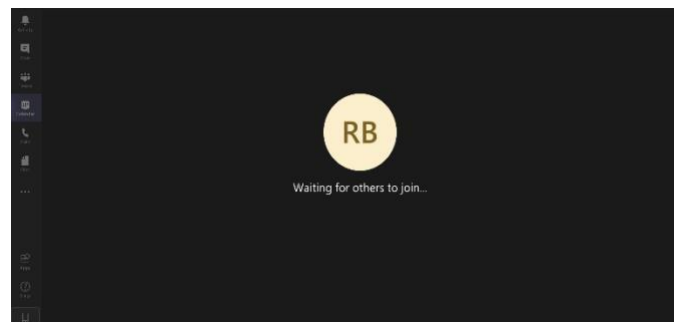
3. Select **Open Microsoft Teams** in the popup window or Click **Join Teams meeting** in your outlook calendar (if added earlier).



Then, **sign in** with your Microsoft account and password, click **Join Now** button. Please kindly make sure that your profile name is consistent with the profile name provided in the registration form (in accordance with naming protocol).



4. **Enter into Meeting Lobby:** You will be waiting in the Meeting Lobby. The meeting organizer will be notified and will allow you to join the meeting. If you are not allowed to join within 15 minutes, please inform your organizer and join again.



2. Change audio/camera settings

You can **toggle on/off** your microphone and camera and change your **audio and camera settings**.


Mute/Unmute

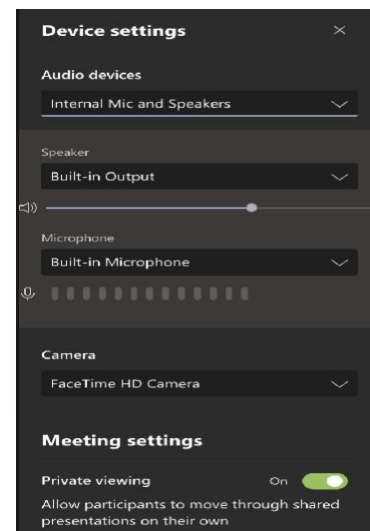
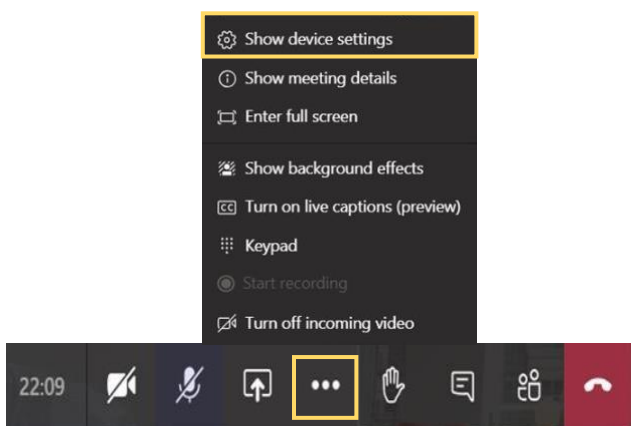


On/Off Camera



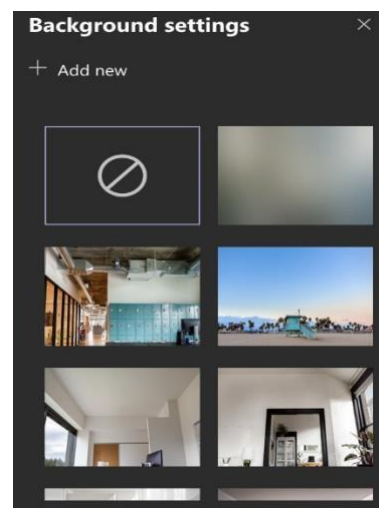
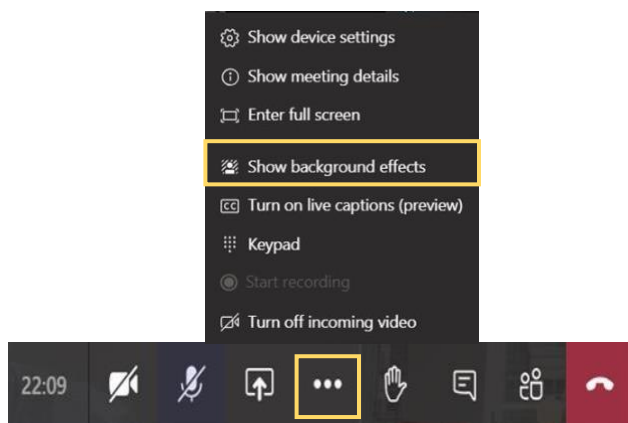
Change audio/camera settings

To change your speaker, microphone or camera settings, select **More options** **...** > **Show device settings**  and select the speaker, microphone and camera options.



Blur/Change background

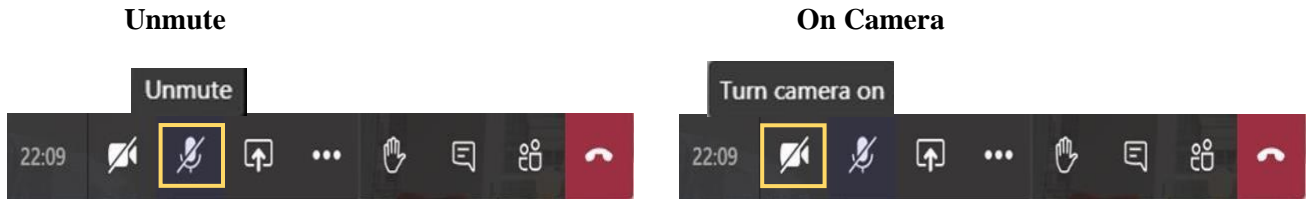
Select **More actions** **...** > **Show background effects**. Select **Blur** to blur your background or choose from the available images to change your background.



3. Request to speak

Request to speak using Chat box

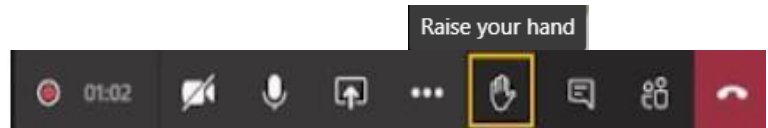
You may request to speak using Chat Box indicating your country/organization (see No. 4 Show conversation/Chat Box). When you are given the floor, please turn on your mic/camera on.



Raise your hand

During a meeting, you can raise a virtual hand to let people know you want to contribute without interrupting the conversation. Meeting presenter will receive a notification that your hand is raised and will lower your hand to give you the floor.

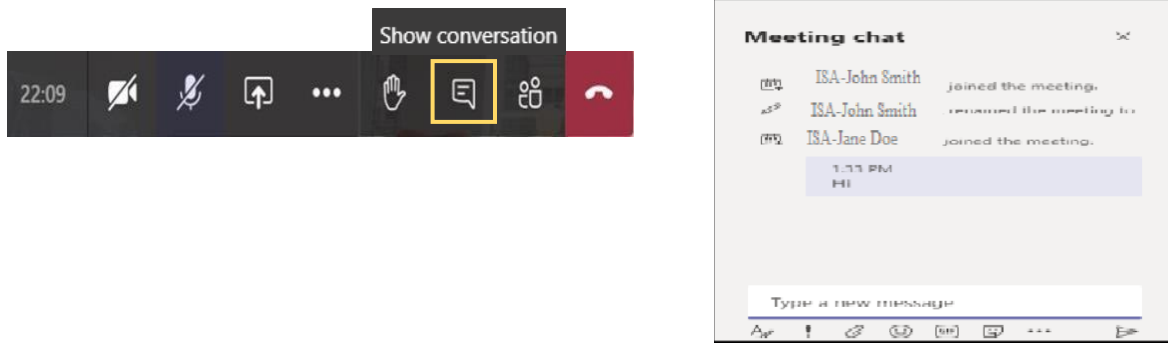
Select **Raise your hand** 



4. Show conversation/Chat Box

Select **Show conversation** icon, the **Meeting chat** window will display on the right side.

Having technical issues: Please directly email at cits_team@isa.org.jm.



Annex III: How to Access Superior Institute of Engineering of Porto (ISEP)

ISEP is located in the main university area of Porto, 10 minutes away from the city centre by subway. Easily accessible by public transportation, the campus is just across the IPO subway station (yellow) line and is also served by the 300, 301, 603, 803 buses. If you are driving, use the map below for directions. The entrance to our campus parking is located on Rua de S. Tomé.

- By Metro: The easiest way to get from Porto Airport to the city centre is to take the metro. Line E (Violet) connects Airport Station to "Estádio do Dragão" Station, and, naturally, to all metro's network (Trindade station). The access to the Station from the interior of the Airport is extremely simple and practical, being fully signalled.
- By Bus: STCP operates bus lines between Francisco Sá Carneiro Airport and different parts of the city. AeroBus is a relatively fast connection between the Airport and downtown Porto, including the city's leading Hotels, every 30 minutes, from 07h45m till 19h15m. Buses 601, 602, 604 and 3M serve the airport.
- By Taxi: Taxis are available 24 hours a day from outside Arrivals at the airport.
- By UBER and like services: UBER is readily available in Portugal.
- By air: Several airlines offer direct service to [Francisco Sá Carneiro International Airport](#), located about 20 Km from the City Centre. There, you can take the metro or the bus to go to the city centre.

Annex IV: Suggested Hotels in Porto

Hotels in Campus area within 10-minute walking distance

- [Hotel IBIS São João](#) is very good for an IBIS. The Wi-Fi is free, with traffic cap. The rate for a single room is around 78 €/night (all taxes and breakfast included). Around the same price there are other solutions for 2 or 3 people sleeping (double beds and 3 single beds).
- [Hotel Eurostars Oporto](#) is a four-star hotel. The rate for a room (max occupancy: 2) is around 150 €/night (all taxes and breakfast included). The Wi-Fi is free everywhere.

Campus area within 25-minute walking distance

- [Axis Porto Business & Spa Hotel](#) is deal for those who choose to stay in comfort. The Hotel is equipped with LCD's with several TV channels and Video On Demand, safe, hair dryer, minibar and balcony. The Hotel also provides free access to wireless internet in public areas and rooms. The rate room for 1 or 2 persons ranges between 107 €/night - 116 €/night (all taxes and breakfast included).

Downtown with 15-minute access to venue, via Metro.

- [Hotel Pão de Açúcar](#) Is a 3 star hotel. It has non-smoking areas, 24h per day reception service, among another services. It has 60 Rooms with double-glazed windows, Air Conditioning, Direct-dial Phone to the exterior, Mini-bar and LED LCD in all the rooms, Private Bathroom with Hairdryer, Breakfast included from 7:30 to 10:30. The Hotel is inserted in a prime location, in the heart of Porto, right next to the Aliados Avenue, where, in just 1 km², you will find more than 100 points of interest to visit. The Aliados Metro station is “just around the corner”. The rate room for 1 or 2 guests is around 100 €/night (all taxes and breakfast included).
- [Quality Inn Praça da Batalha - Porto](#) is a standard 3-star hotel. Rates are 145 €/night for a single room and 156 €/night for a double (all taxes and breakfast included). Wi-Fi is free.
- [Ibis Porto Centro](#) is a standard downtown Ibis. The Wi-Fi is free, with traffic cap. Rates are around 97 €/night for a single room and from 109 €/night for a double room (all taxes and breakfast included). The Wi-Fi is free.
- [Grande Hotel Porto](#) is a charming 3-star hotel which maintains a dramatic, nineteenth century, *fin de siècle* charm. Wi-Fi is free. It is also well located from a transportation perspective. Customers interested in booking should access [Grande Hotel Porto](#) and then make the reservation online. Rooms for 1 start at 167 €/night and for 2 prices start at 176 €/night (all taxes and breakfast included).
- [Hotel Porto Trindade](#) is a 4-star hotel located right in the traditional centre of Porto, with easy access to the main tourist attractions of the city and just across the street from

Metro station of Trindade. Wi-Fi is Free. Rates are 108 €/night for a single room, 123 €/night for a double/twin room (all taxes and breakfast included).

Low cost

- The [Star Inn](#) is a low-cost design hotel with single rooms starting below 64 €/night, all taxes included, with breakfast, 1 person per room. (If breakfast is not considered, prices start at 56 €/night for 1 or 2 persons). For 2 prices start at 72 €/night, with breakfast. The hotel is located at a walking distance from the conference location (25 minutes).

Five-star hotels

- The [Sheraton Porto Hotel & Spa](#) features spacious rooms and a modern spa. The design guest rooms are decorated with a mix of wood, steel and glass furnishings. The campus is at a 5-minute Taxi drive from the hotel. The rates start at 137 €/night for a single room and 155 €/night for a double room, all taxes and breakfast included.
- [Porto Palácio](#) combines executive-conscious and luxury rooms with top-notch spa and gastronomic treats. The campus is at a 5-minute Taxi drive from the hotel. The rates start at: 117 €/night for an executive single room, 131 €/night for a double executive room, 144 €/night for a deluxe single room and 158 €/night for a deluxe twin room. All taxes and breakfast included.
- [Intercontinental Porto Palácio das Cardosas](#). Set in a renovated 18th-century palace, this 5-star hotel offers spacious rooms with views of Porto's historic centre. You can reach the campus by Metro (15-minute trip). Rates start at 258 €/night for a single classic room, taxes included. **Presently the hotel is surrounded by construction works for the new Metro line, although ensuring quality of stay to all guests.**
- The [Yeatman](#) is a design luxury hotel in Gaia with focus on the port wine traditions of the city inviting the guest in the wine spa concept and a relaxing environment. The campus is 15 to 20 minutes by Taxi. Rates are around 405 €/night for single room, 435 €/night for a double room, with all taxes inclusive and free access to the swimming pools and gymnasium.

Other Hotels

You can find more hotels on [TripAdvisor](#) and [Booking.com](#).

Annex V: Type F

