



MCS - DCS Interface Standardization

MDIS Meeting Agenda

Date: 23rd - 24th February 2016

Venue: Hilton Post Oak Hotel, 2001 Post Oak Blvd., Houston, TX 77065, USA

Phone: Phone: +1-713-961-9300. Website: www.hilton.com

Meeting Room: Concorde

OTM Contact: Rachael Mell, OTM Consulting Ltd, Friary Court, 13-21 High Street, Guildford, GU1 3DG
Tel: +44 1483 598000. Email: rachael.mell@otmconsulting.com

Dinner: Mark's Restaurant, 1658 Westheimer Road, Houston, TX 77006
Phone: +1 713-523-3800. Website: <http://marks1658.com/>

Day 0 – Mon 22 February 16		
Steering Committee (SC) Pre-meeting		17:30-19:00
Day 1 – Tue 23 February 16		
Arrival with tea/ coffee		08:30
1	Administration - OTM o Safety brief	09:00
2	Welcome o Opening remarks - Steering Committee o Meeting pack, review outstanding actions/ schedule and agenda - OTM o Introductions from new attendees o Recap of last meeting and progress o Objectives for this meeting	09:10
3	Work group updates o Validation Test Workgroup Update - Paul Hunkar o Recommended Practice Workgroup Update - Scott Weatherwax	09:30
4	Working Sessions will cover the following agenda items o Recommended Practice Feedback - vote after meeting o IOP Test Document - vote sometime after meeting, maybe a few calls o Merged companion spec - vote after meeting o Online server availability o CTT Tests o API 17F text Sessions maybe in the large group or in breakout sessions	09:40
Coffee break		~10:30
5	Working Session cont.	11:00
Lunch		~12:30
6	Working Session cont.	13:30
Coffee break		~15:00
7	Working Session cont.	15:30
8	Feedback from breakout sessions (if required)	17:00
9	Preview MDIS meeting Day 2 – OTM	17:25
Meeting close		17:30
Meet in hotel reception		18:45
Dinner at Mark's Restaurant		19:00
Return to hotel		22:00



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Day 2 – Wed 24 February 16		
Arrival with tea/ coffee		08:30
1	Administration - OTM o Safety brief	09:00
2	Working Session cont.	09:10
Coffee break		~10:30
3	Working Session cont.	11:00
Lunch		12:30
4	Working Session cont.	13:30
Coffee break		~15:30
5	Working Session cont.	16:00
6	Meeting feedback, next steps and discussion (if required)	16:30
7	Closing remarks - OTM	16:55
Meeting close		17:00
Steering Committee, WG leaders & OTM post-meeting		17:15 – 18:00



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Map & Directions

From Downtown Houston to Hotel:

Start out going Northwest on Lamar St toward Travis St. Turn right on Travis St. Stay straight onto Memorial Dr. Turn slight left onto Woodway Dr. Turn left onto W. Loop Fwy N. Turn right on Post Oak Blvd. Go through four traffic light intersections. The hotel is on your left, 2001 Post Oak Blvd.

From Houston Intercontinental Airport

Distance from hotel: 28 mi.

Drive time: 35 min.

Directions: Take JFK to Beltway 8 W. Take Beltway 8 to I-45 S to Downtown. Take I-610 W to I-610 S. Exit Post Oak Blvd, turn right on Post Oak Blvd, pass through 4 traffic lights. Drive is on left.

Transportation to and from the Airport

Super Shuttle	24.00 USD
Taxi	55.00 USD

From William P. Hobby Airport

Distance from hotel: 17 mi.

Drive time: 25 min.

Directions: Exit Airport Blvd, turn left on Broadway. Turn left on I-45 N. Follow to I-610 W then I-610 N. Exit Westheimer, turn left. At first traffic light turn right. Driveway is on right.

Transportation to and from the Airport

Super Shuttle	23.00 USD
Taxi	45.00 USD

