# 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](http://www.hilton.com)  
**Meeting Room:** Concorde  
**OTM Contact:** Rachael Mell, OTM Consulting Ltd, Friary Court, 13-21 High Street, Guildford, GU1 3DG  
**Dinner:** Mark's Restaurant, 1658 Westheimer Road, Houston, TX 77006  
**Phone:** +1 713-523-3800. Website: [http://marks1658.com/](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**  
   - Safety brief  
   - 09:00

2. **Welcome**  
   - Opening remarks - Steering Committee  
   - Meeting pack, review outstanding actions/ schedule and agenda - OTM  
   - Introductions from new attendees  
   - Recap of last meeting and progress  
   - Objectives for this meeting  
   - 09:10

3. **Work group updates**  
   - Validation Test Workgroup Update - Paul Hunkar  
   - Recommended Practice Workgroup Update - Scott Weatherwax  
   - 09:30

4. **Working Sessions will cover the following agenda items**  
   - Recommended Practice Feedback - vote after meeting  
   - IOP Test Document - vote sometime after meeting, maybe a few calls  
   - Merged companion spec - vote after meeting  
   - Online server availability  
   - CTT Tests  
   - API 17F text  
   - Sessions maybe in the large group or in breakout sessions  
   - 09:40

5. **Coffee break**  
   - ~10:30

6. **Working Session cont.**  
   - 11:00

7. **Lunch**  
   - ~12:30

8. **Working Session cont.**  
   - 13:30

9. **Coffee break**  
   - ~15:00

10. **Working Session cont.**  
    - 15:30

11. **Feedback from breakout sessions (if required)**  
    - 17:00

12. **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
### Day 2 – Wed 24 February 16

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>08:30</td>
<td>Arrival with tea/ coffee</td>
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<tr>
<td>09:00</td>
<td>1 Administration - OTM</td>
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<td></td>
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<td>09:10</td>
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<td>16:00</td>
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<td>16:55</td>
<td>7 Closing remarks - OTM</td>
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<td>17:00</td>
<td>Meeting close</td>
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<tr>
<td>17:15</td>
<td>Steering Committee, WG leaders &amp; OTM post-meeting</td>
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<td>18:00</td>
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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 on 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

<table>
<thead>
<tr>
<th>Mode</th>
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<tr>
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<tr>
<td>Taxi</td>
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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.

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