



## MCS - DCS Interface Standardization

### MDIS Meeting Agenda

Date: 17<sup>th</sup> – 18<sup>th</sup> October 2017

Venue: Chevron's Office, 1400 Smith Street, Houston, TX 77002, USA

When arriving for the meeting please check in at the front desk at the entrance to the Chevron offices. Security will call Scott Weatherwax and grant access to enter the facilities. Once badges are issued, security will provide further instructions for getting to the conference room.

Chevron Contact:

Scott Weatherwax, Chevron  
 Email: [scott.weatherwax@chevron.com](mailto:scott.weatherwax@chevron.com)  
 Desk: +1 713 372 9306  
 Cell: +1 713 837 6533

OTM Contact:

Chetan Laddha, OTM Consulting Ltd, Great Burgh, Yew Tree Bottom Road, Epsom, KT18 5XT. Tel: +44 1372 631950. Email: [chetan.laddha@otmconsulting.com](mailto:chetan.laddha@otmconsulting.com)

<b>Day 0 – Mon 16 Oct 17</b>		
<b>Steering Committee (SC) Pre-meeting – Holiday Inn Houston Downtown</b>		<b>17:30-19:00</b>
<b>Day 1 – Tues 17 Oct 17</b>		
<b>Arrival with tea/ coffee</b>		<b>08:30</b>
1	Administration – OTM o Safety brief and site admin	09:00
2	Welcome o Opening remarks - Steering Committee o Introductions from new attendees o Update on progress since May meeting o Objectives for this meeting	09:10
3	Working Sessions will cover the following agenda items o Review CTT specifications o Review Time Sync object o Review Phase II document and prioritise topics	09:30
<b>Coffee break</b>		<b>~10:30</b>
4	Working Session cont.	11:00
<b>Lunch</b>		<b>~12:30</b>
5	Working Session cont.	13:30
<b>Coffee break</b>		<b>~15:00</b>
6	Working Session cont.	15:30
7	Feedback from working sessions (if required)	17:00
8	Preview MDIS meeting Day 2 – OTM	17:25
<b>Meeting close</b>		<b>17:30</b>
Dinner at Blue by Massa's restaurant		19:00



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



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### Accommodation

**OTM have secured bedrooms for the nights of 16<sup>th</sup> – 19<sup>th</sup> October 2017 at the following hotel:-**

**Holiday Inn Houston Downtown**

1616 Main Street  
Houston  
Texas 77002  
USA

**Room rate:** USD 259 per night (room only) excluding taxes

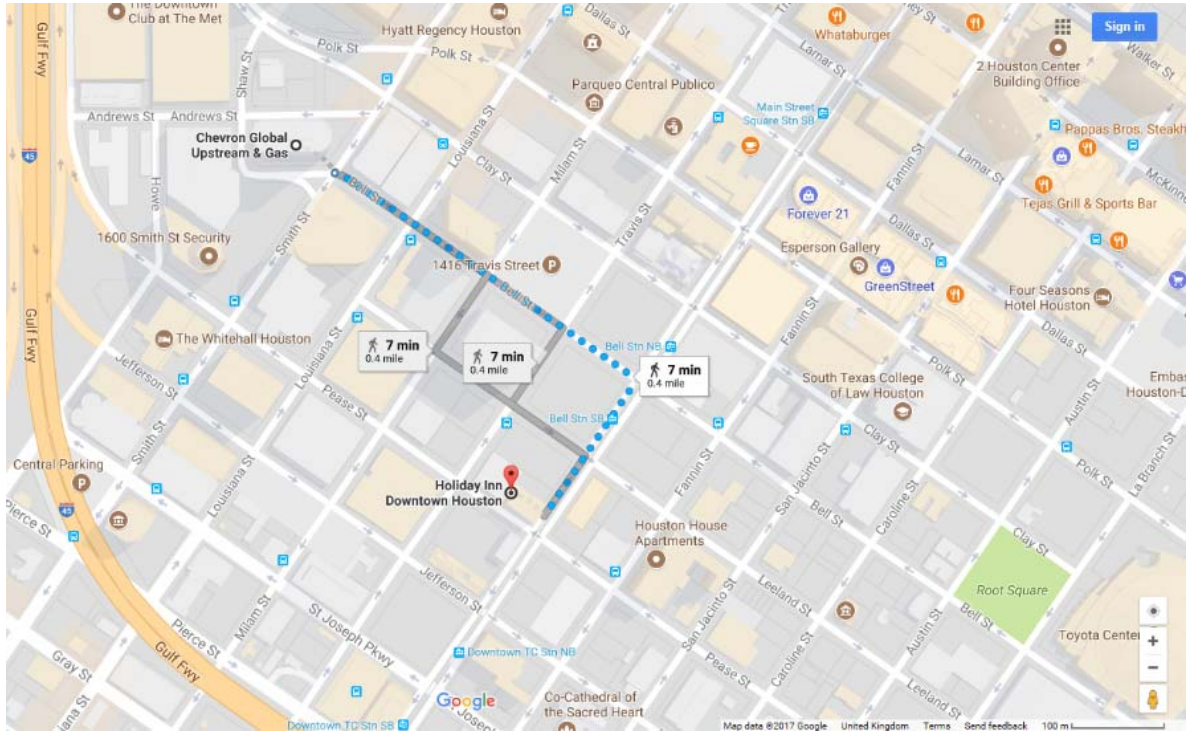
If you would like one of these rooms, then please can you send your arrival / departure dates to [sally.marriage@otmconsulting.com](mailto:sally.marriage@otmconsulting.com) and we will allocate a room to you.



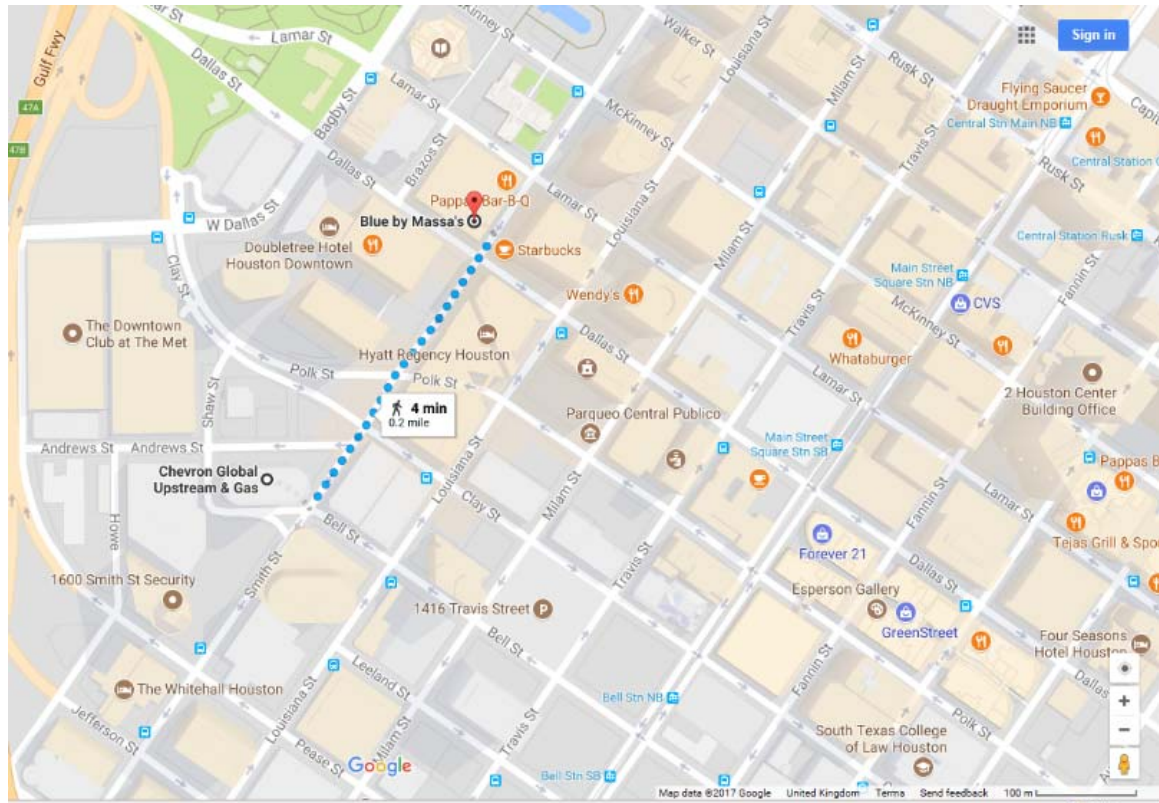
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### Map & Directions / Car Parking

#### Holiday Inn Hotel to Chevron's office



#### Chevron's office to Blue Massa restaurant



## Visitor parking for meetings held at Chevron's 1400 Smith Building

(See map below)

### You may park at the 1400 Smith Street Building - directions follow:

Visitor parking is available in the Allen Center Garage, 300 Clay St., street level, **red stripped section**. There are two red entrances; one off of Clay Street and one off of Andrews Street. Please be prepared to pay the parking charge (up to \$25 per day), upon exiting the garage. If parking at the 1400 garage, please take the elevator to the first floor and exit the garage on the street level at Shaw Street. Use the crosswalks to cross the street and enter the 1400 building off of Andrews Street. Once you enter, please go to the security desk, provide your photo I.D. and they will provide you with a visitor's badge.

Coming from 45 North (North Freeway)

- Take McKinney Street exit (47C)
- Continue on McKinney Street
- Turn right on Smith Street
- Turn right on Clay Street
- As street begins to curve enter garage on left side (**red entrance for visitor's**)

Coming from 45 South (Gulf Freeway)

- Take Scott Street exit (45) towards downtown
- Bear left on Pease Street
- Turn right on Louisiana Street
- Turn left on Bell
- At light go straight; Bell turns into Ruthven
- Continue on Ruthven to Andrews
- Turn left on Andrews and turn right into the red entrance for visitors

### You may park at the 1600 Smith Street (Continental building) - directions follow:

Visitor parking is available in the 1600 Smith Building Garage, street level. Please be prepared to pay the parking charge (up to \$25 per day), upon exiting the garage. If parking at the 1600 garage, please take the elevator to the first floor and exit the garage on the street level at Ruthven. Exit the parking garage and head towards Smith Street; cross at the crosswalk and enter the 1400 building off of Smith Street. Once you enter, please go to the security desk, provide your photo I.D. and they will provide you with a visitor's badge.

Coming from 45 North (North Freeway)

- Take McKinney Street exit (47C)
- Continue on McKinney Street
- Turn right on Smith Street
- Turn right on Ruthven Street
- As street begins to curve enter garage on left side

Coming from 45 South (Gulf Freeway)

- Take Scott Street exit (45) towards downtown

- Bear left on Pease Street
- Turn right on Louisiana Street
- Turn left on Bell
- At light go straight Bell turns into Ruthven
- As street begins to curve enter garage on left side

**See Map Below:**

# Houston, Texas -- Central Business District

