

THIRD CIRCULAR
THE 14th INTERNATIONAL TOVS STUDY CONFERENCE
15 February 2005

Dear Colleague,

The 14th meeting of the International TOVS Working Group is now only 3 months away. We have had a good response to our call for abstracts. The purpose of this Third Circular is to update you on travel details, accommodation options, the visa application procedure and conference registration. The draft program will be available in April, on-line from our ITWG web site at: <http://cimss.ssec.wisc.edu/itwg>

Important Dates

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|------------------------|------------------|
| Deadline for Abstracts | 25 February 2005 |
| Draft Program | 15 April 2005 |
| Final Program | 15 May 2005 |
| ITSC-14 - Beijing | 25-31 May 2005 |

Final Call for Abstracts

If you wish to give an oral or poster presentation at ITSC-14, please provide your abstract before **Friday 25 February 2005** (we have slightly extended the deadline), and indicate whether you would prefer an oral or poster presentation (or both). Please send your abstract to Leanne Avila (email: leanne.avila@ssec.wisc.edu or fax: 001-608-262-5974). We are again planning two poster sessions for this meeting. Due to time constraints, there may be a reduced number of oral presentations. We will make every attempt to accommodate your preference.

Accommodation and conference venue

The ITSC-14 will be hosted by the National Satellite Meteorological Center (NSMC) of the Chinese Meteorological Administration (CMA) based in Beijing, China. The conference location will be at CMA close to downtown Beijing. There will be a registration fee of \$175US for the conference which will cover lunches, a banquet, conference facilities and publication costs for the conference.

The ITSC-14 will start on Wednesday 25 May and conclude on Tuesday 31 May 2005. Bus transportation from the airport to the hotel (about 45 minutes) will be provided on Tuesday morning, afternoon and evening (24 May). We recommend making your flight arrangements to arrive at this time. There will also be buses to return to Beijing Airport departing at 13:30 on 31 May 2005. Please indicate on the hotel/visa form (last page of this circular) or to the conference local organizers if you want to use the bus.

A block booking at the Beijing New Century Hotel <http://www.newcenturyhotel.com.cn/> has been made by the local organizer for conference attendees. The hotel is about a 20 minute walk from the conference venue. The hotel has a swimming pool, sauna, fitness center, indoor tennis, bowling and several restaurants where English is spoken.

The conference rates for a room are:

- Deluxe room (1 person) + breakfast US \$75/room
- Deluxe room (2 persons) + breakfast US \$85/room

Credit Cards are accepted.

For those on a tight budget, there is also a Guest House close to the conference venue, Tuoyuelou Hotel at a rate of US \$30/night for a single room with basic facilities. Reservations are on first come first served basis.

To book either of these hotels please email or fax the attached reservation form **before 15 March 2005**. The rates above are subject to change after this date.

Visa Application process

Conference attendees will need a visa to enter China. To obtain a visa you will need a letter of invitation from NSMC. The attached form should be completed and faxed or emailed to the local organizer, Dongfeng Luo (<mailto:dfluo@nsmc.cma.gov.cn>) or fax +86-10-6217-2724 at the National Satellite Meteorological Center in Beijing. Once you receive a letter of invitation you can then apply for a visa at your local Chinese Embassy. Note postal applications will mean you are without a passport for some time. **The visa process takes time and so you should start the visa application process as soon as you receive this Circular.**

Tourist Opportunities

Our hosts at NSMC are working to arrange tourist opportunities for conference attendees and their spouse during the conference and on the weekend. We are also trying to arrange a trip outside of Beijing after the conclusion of the conference. For example, our hosts suggest a 3-day visit to Xian City after ITSC-14. Xian was the capital city of many ancient dynasties and is renowned for its historical interest to tourists. Since you will need this planning information to make your flight arrangements, we will try to finalize the tourist opportunities and send them to you by early March.

Conference Registration Fees

There will be two methods to pay your conference registration fees.

1. You can pay your US \$175 registration fee before the conference by credit card. Details will be sent in March. You will pay through the ITWG Web site.
2. You can pay your registration fee when you arrive at the conference. However, you will only be able to pay in cash. The cost will be 1,500 Yuan.

Final Call for financial support

We are able to offer at least partial financial support to a number of participants needing assistance to attend the conference. If you anticipate the need for travel assistance, please contact us as soon as possible, indicating your likely needs. We will stop accepting applications for financial support on 1 March 2005. Note that financial support usually goes first to people making a presentation.

Poster Formats

The poster size will be 120 cm x 90 cm (approximately 48 inches x 36 inches). We plan to keep all posters on display throughout the conference. Please be aware that if you have a PowerPoint or .pdf file of your poster then we would like to include it on the ITWG web site in .pdf format.

Paper Formats

We provide below the format for the conference papers to submit which will appear in the conference proceedings. Please ftp the complete file via anonymous ftp to: <ftp.ssec.wisc.edu/itsc14/> (and be sure to send an email to leanne.avila@ssec.wisc.edu with the file name so that your file can be downloaded) so that we can include it in the proceedings, or provide it on a CD or USB storage device/flash memory to us during the conference. We will announce a deadline during the conference of when the papers must be submitted by. We can accept MS Word or .pdf files, zipped if necessary. We intend to provide an on-line version of the proceedings as soon as possible after the conference so we would appreciate a quick submission of all papers. We will convert MS Word documents to .pdf and post only .pdf files on the web site.

Concluding Remarks

We look forward to seeing you all in Beijing on 25 May 2005 for what we are sure will be a productive meeting.

Yours sincerely,
Tom Ahtor and Roger Saunders

ITWG Co-Chairs

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Local Organizer

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Instructions on format of ITSC-14 papers

- Paper page size: A4 (297 mm x 210 mm).
- Margins: all (L, R, top, bottom) 2.5 cm or greater
- Type face for text: preferably Times New Roman or similar. For headings, please use Arial or Helvetica—see below.
- Body text font size: 11 point preferred.
- Text line spacing: Multiple, about 1.2 preferred.
- NO page numbers (In the event that you send us hard copy, please don't number any pages on the front; rather, write in light blue pencil on the reverse side: e.g. Larkin & Wilson, page 1 of 4, Larkin & Wilson, page 2 of 4, and so on.)
- NO Numbering of sections. Please use section headings instead.
- Title of paper:

Title should be bold, centred, upper and lower case, 14 point Helvetica or Arial

- Author(s):
Author(s), 12 point, bold, upper and lower case centred Helvetica or Arial italics
- Author affiliation(s):
Affiliation(s) in Helvetica or Arial italics, upper and lower case, no bold, centred, 12 point (use full name of organisation, city, state/province and country)
- Section headings (Abstract, Introduction, Results, References, etc.):
Section headings are bold, upper and lower case, 12 point, flush left Helvetica or Arial
- Figures: embed these at the most appropriate location within the body of the text if at all possible. Captions, in 11 point Helvetica or Arial type, should be placed underneath the figure and read Fig. n: <descriptive figure caption>.
- Tables: Embed any tables at the most appropriate location within the body of the text, similar to figures. Use 9 point for the body of the table and 11 point (Helvetica or Arial) for the Table title; this should be set above the Table and read: Table m: <descriptive table caption>.
- Citation style: when citing other work within the body of the paper, use, e.g. (Smith and Jones 1996) or Wilson (1985). If there are three or more authors of a paper, use, e.g. Johnson et al. (1977) or (Johnson et al. 1977) as appropriate.
- Reference list: Arrange as follows, using hanging indents by about 1.27 cm:

References

- Abramson, D.L., Jones, M.D. and O'Flaherty, F.X. 1995. Observations and meso-modelling of condensation nuclei distribution. *Aust. Meteor. Mag.*, **56**, 123-144.
- Gary, M.N. and Smith, S.N. 1977. Ozone and hydroxyl radical inter-comparison measurements. *J. Phys. Res.*, **123**, 1124-45.

Please FAX or email this completed form before March 15 2005

Fax number +86-10-62172724 email: dfluo@nsmc.cma.gov.cn

Request for Visa Clearance and Hotel Reservation
THE 14TH INTERNATIONAL TOVS STUDY CONFERENCE
25-31 May 2005 Beijing, China

1) *The following information is needed for CMA to issue the formal invitation letter so you can get a visa from the Immigration Office of the Chinese Embassy.*

Visa Applicant's Name:

Male: *or Female:* *Passport Number:*

Nationality: _____ *City/Country for visa application:* _____

Profession and Affiliation (including full address):

Fax:

Email:

Earliest arrival date in China (dd/mm):

Latest departure date:

2) *A block reservation at the Beijing New Century Hotel is made through the local organizer at the contract price that covers breakfast, two bottles of mineral water in room, swimming pool and steam bath, fitness center. The guests check out with the hotel by themselves. If participants wish to stay at this "five-star" hotel, please check your selection and send back the form to local organizer before March 15, 2005. After the deadline the rate is subject to change.*

Deluxe for single person: US \$75/day

Deluxe for two persons: US \$85 /day

Credit Card (e.g. Visa/MasterCard):

Credit Card Number:

Expiry date : _____(mm)_____(yy)

3) *For those on a tight budget the Tuoyuelou Hotel may have rooms available (NSMC guest house with the budget rate US \$30/day). The reservation is on first come first served basis.*

Yes, please book me at the Tuoyuelou Hotel. *No. I will find hotel by myself.*

If you need the local organizer's assistance to find another hotel please contact directly by fax or email.

4) *Bus transportation will be available on 24 May 2005 from the airport to the hotel and on 31 May 2005 from the conference site/hotel to the airport.*

Yes, I will need bus transportation on 24 May and 31 May.