

THIRD CIRCULAR
THE 15th INTERNATIONAL TOVS STUDY CONFERENCE
July 2006

Dear Colleague,

The 15th 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 mid-August on-line from our ITWG web site at: <http://cimss.ssec.wisc.edu/itwg>

Important Dates

Deadline for Abstracts	7 July 2006
Registration web site opens	1 August 2006
Draft Program	22 August 2006
Final Program	15 September 2006
ITSC-15 - Maratea	4-10 October 2006

Accommodation, transport and conference venue

The ITSC-15 will be hosted by the Italian National Research Council, Institute of Methodologies for Environmental Analysis (CNR/IMAA), located in Potenza, Basilicata, Italy. The conference location will be on the Mediterranean Coast at Maratea in southern Italy. There will be a registration fee of \$120 US for the conference which will cover lunches (including the weekend), conference facilities and publication costs for the conference. Packed lunches will be available on request for the weekend and Tuesday.

The ITSC-15 will start on Wednesday 4 October at 09:00 and conclude on Tuesday 10 October 2006 at 12:00. Bus transportation from Naples airport to the hotel (about 1hr 45 minutes) will be provided on Tuesday (3 October). Bus runs will be scheduled according to the majority of flight arrangements. There will also be buses to return to Naples Airport departing at 12:00 and later on 10 October 2006. Please indicate by email to the conference local organizers (see below) if you want to use the bus and what time your flight arrives.

As an alternative to the conference buses, train transportation is recommended for getting from Naples or Rome to Sapri (where a bus shuttle is available to the conference hotel). Train schedules from Naples and Rome main stations to Sapri are attached below. From Naples airport take a bus shuttle to the main train station (Napoli Centrale). From Rome airports (Fiumicino or Ciampino) take a train to the main station (Roma Termini). You may need to book a seat for some trains which can be done when you book a ticket on the web or up to 15 minutes before train departure. For more information on trains visit: <http://www.trenitalia.it/en/index.html>

You should have already booked a hotel room as advised in the second circular. If not please consult the information in the second circular and let the local organizers know

your requirements *as soon as possible*. The conference hotel Villa del Mare (see link <http://www.hotelvilladelmare.com/>) has a swimming pool and is located above the beach with a lift and path to the beach. Credit Cards are accepted for payment.

Visa Applications

For those conference attendees who will need a visa to enter Italy the local organizer can provide you with a letter of invitation and a form is available from the ITWG web site. Please email romano@imaa.cnr.it with a **completed** version of the form to start the process. Even if you don't need a letter of invitation the form contains useful information on the Visa application process so please read it. Note this must be done **before end of July** so please check if you need a visa to enter Italy. The list of countries who require a visa for entering Italy are available on our web site at: http://cimss.ssec.wisc.edu/itwg/itsc/itsc15/visa_list.html along with the form for the Visa application process. **The visa process takes time and so you should start it as soon as you receive this Circular.**

Tourist Opportunities

Our hosts in Italy are working to arrange tourist opportunities for conference attendees and their spouse during the conference and on the weekend. More details on possibilities will be provided to you by email but current possible options are:

Saturday afternoon: Tour of the local region

Saturday Evening: Conference Meal

Sunday: Trip to Pompei
 Half- or Full-Day long boat trip along coast
 Trip to Matera
 Hiking in National Park

A minimum of 15 participants is required for any tour. Let us know your preferences or indeed other requests.

Conference Registration Fees

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

1. You can pay your US \$120 registration fee before the conference by credit card through the ITWG Web site. Online registration will be available beginning 1 August 2006. Go to the main ITWG web site and follow the link.
2. You can pay your registration fee when you arrive at the conference. However, you will only be able to pay in cash in Euros. The conference fee in Euros will be €100.

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 August 2006. Note that financial support usually goes first to people making a presentation.

Poster Formats

The poster size will be 100 cm (high) x 90 cm (wide) approximately 40 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 and so please email it to leanne.avila@ssec.wisc.edu .

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/itsc15/> (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 Maratea on 4 October 2006 for what we are sure will be a productive meeting.

Yours sincerely,
Tom Achtor and Roger Saunders

ITWG Co-Chairs

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Instructions on format of ITSC-15 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 headers or footers.
- ❑ 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., M.D. Jones, and F.X. O'Flaherty, 1995: Observations and meso-modelling of condensation nuclei distribution. *Aust. Meteor. Mag.*, **56**, 123-144.
- Gary, M.N., and S.N. Smith, 1977: Ozone and hydroxyl radical inter-comparison measurements. *J. Phys. Res.*, **123**, 1124-45.
- Kalnay, E., and Z. Toth, 1994: Removing growing errors in the analysis cycle. Preprints, *10th Conf. on Numerical Weather Prediction*, Portland, OR, Amer. Meteor. Soc., 212-215.
- Wallace, J.J., and P.V. Hobbs, 1977: *Atmospheric Science: An Introductory Survey*. Academic Press, 350 pp.

If you have any questions regarding formatting your paper, please contact leanne.avila@ssec.wisc.edu

FAST TRAIN TIMES FROM ROME

Rome	Sapri	
6:45	10:23	
9:45	13:23	
10:45	15:30	Change in Naples
11:45	16:30	Change in Salerno
13:21	17:56	
13:45	17:23	
14:20	18:48	
14:45	18:48	Change in Naples
16:27	20:46	
16:45	20:46	Change in Naples
17:45	21:23	
19:45	00:40	
23:10	03:32	Change in Salerno

FAST TRAIN TIMES FROM NAPLES

Naples	Sapri	
6:05	8:27	
8:42	10:23	
11:42	13:23	
15:42	17:23	
15:48	17:56	
16:48	18:48	
18:48	20:46	
19:42	21:23	
22:48	03:32	Change in Salerno

*The **hotel** offers a **SHUTTLE** service to the **SAPRI Railway Station**