



**THIRD CIRCULAR**  
**THE 17th INTERNATIONAL TOVS STUDY CONFERENCE**

Dear Colleague:

In less than 3 months, the International TOVS Working Group (ITWG) will be meeting again, this time in Monterey, California hosted by the Naval Research Laboratory (NRL). The purpose of this Third Circular is to update you on travel details, lodging, the visa application procedure and conference registration.

The draft program will be available in mid-February on-line from our ITWG web site at: <http://cimss.ssec.wisc.edu/itwg>

**Important Dates**

Reserve hotel room	13 February 2010
Draft Program	14 February 2010
Final Program	7 March 2010
Deadline for online registration payment	26 March 2010
ITSC-17	14-20 April 2010

**Accommodation, transport and conference venue**

The conference location will be the Asilomar State Beach Conference Grounds (<http://www.visitasilomar.com/>) in Monterey, California. You should have already booked a hotel room as advised in the second circular and by email. If not, please consult the information in the second circular and on the website and complete and fax the booking form which you can find on the website. The deadline is 13 February for the guaranteed block. Cancellations for Asilomar must be made by 13 March (as per registration form).

ITSC-17 will start at 8:30am on Wednesday 14 April and finish at 1:30pm on Tuesday 20 April 2010. Bus transportation from San Francisco Airport (SFO) to the conference site will be provided on Tuesday 13 April at 12 noon and 6pm and transport will also be arranged to the airport after 2pm on Tuesday 20 April. We recommend making your flight arrangements to arrive and depart at these times. If you wish to have a place on the bus please send an email with your flight times to Carine Previatti [[carine@acquaviva.com.br](mailto:carine@acquaviva.com.br)]. We will advise people arriving at other times regarding alternative transportation to Asilomar. You can also monitor <http://cimss.ssec.wisc.edu/itwg/itsc/itsc17/transportation.html> for additional information.

For those conference attendees who will need a visa to enter the US please contact Maria Vasys [[maria.vasys@ssec.wisc.edu](mailto:maria.vasys@ssec.wisc.edu)] urgently who can provide you with a letter of invitation if required.

The visa process takes time and so you should start it as soon as you receive this Circular.

### **Tourist Opportunities**

Our hosts in California are working to arrange tourist opportunities for conference attendees and their spouse/family during the conference and at the weekend. To view current options, please monitor the tourist activities page on the ITSC-17 site:

<http://cimss.ssec.wisc.edu/itwg/itsc/itsc17/activities.html>

More details on possibilities will be provided upon arrival at the conference.

### **Conference Registration Fees**

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

1. You can pay your US \$250 registration fee before the conference by credit card through the ITWG Web site. Online registration will be available from 15 February 2010 Go to the main ITWG web site and follow the link. The **deadline for online registration payment will be 26 March 2010**.

2. You can pay your registration fee when you arrive at the conference; however the cost will be \$300. You must pay in cash (US dollars).

### **Final call for Financial Support**

We are able to offer at least partial financial support to a number of participants needing financial 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 consider all applications received by 14 February and inform you of the outcome by 15 February 2010. We will consider later applications if money is still available, but may not be able to support later bids. In any case, we will stop accepting applications for financial support on 28 February 2010. Note that financial support usually goes first to people making a presentation or poster.

### **Poster Formats**

The poster size will be 41 inches (high) x 31 inches (wide) – approximately 101cm x 78 cm. Those with special requirements for their posters (e.g. size or electronic needs) should contact the co-chairs. We plan to keep all posters on display throughout the conference. Poster presenters will also be given 1 minute in the relevant session to say who they are and what the poster is. PowerPoint or similar tools will not be available for this short oral presentation. 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. We will send details on how to submit your poster closer to the conference dates.

### **Paper Formats**

We provide below the format for the conference papers to submit which will appear in the conference proceedings. You will be able to submit your paper on-line (details to come later) 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 will shortly add a frequently asked questions (FAQ) page to the website with more information. We look forward to seeing you in Monterey for what we are sure will be a productive meeting.

Yours sincerely,  
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ITWG Co-Chairs

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#### Local organizers:

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