

SECOND CIRCULAR
THE 14th INTERNATIONAL TOVS STUDY CONFERENCE
(ITSC-14)
BEIJING, CHINA
25-31 MAY 2005

Dear Colleague:

In 6 months, the International TOVS Working Group (ITWG) will be meeting in Beijing, China, hosted by the National Satellite Meteorological Center (NSMC) of China.

The purpose of this Second Circular is to invite you to let us know if you plan to attend the ITSC-14, and also to submit abstracts to the conference by completing the attendance form and abstract template at the end of this circular and returning by email to leanne.avila@ssec.wisc.edu or fax to Leanne Avila at +001-608-262-5974 before Friday 19 February 2005. We would appreciate your early response if you plan to attend. Also, we include some preliminary information on the Visa application process.

Call for abstracts

- If you wish to give an oral or poster presentation at ITSC-14, please provide your text in the format described below before the **19 February 2005 deadline**, and indicate whether you would prefer an oral or poster presentation (or both). We are again planning two poster sessions for this meeting to accommodate the growing number of posters. We feel the poster sessions at ITSC-13 were very productive and we will work to continue improving their effectiveness. Due to time constraints, there may be a reduced number of oral presentations. We will make every attempt to accommodate your preference.
- Authors must submit their final conference paper in a timely manner before or shortly after the conference. The Co-chairs wish to expedite the publication of conference results, and will hold to tight deadlines for our conference publications, so we greatly appreciate your prompt participation. The format for the papers will be provided in the next circular
- Following the conference, a hard copy of the Working Group Report will be mailed to all attendees. The Working Group Report and the Technical Proceedings will be published on CD-ROM and also made available on the ITWG web site. Your oral and poster PowerPoint presentations submitted to us in electronic form will be made viewable on the ITWG web site (as .pdf files).

Important Dates

Below is a summary of key dates regarding this conference.

3 rd Circular	1 February 2005 (details of accommodation and visa)
Deadline for Abstracts	19 February 2005
Draft Program	15 April 2005
Final Program	15 May 2005
ITSC-14 - Beijing	25-31 May 2005

Conference Topics

The conference will cover a wide range of topics concerning atmospheric sounding, its applications and related issues. We propose that key issues for this meeting include:

- Operational processing and exploitation of ATOVS and EOS data (particularly early results from the NOAA-N sensors and more mature results from AIRS)
- New applications of ATOVS and EOS data in numerical weather prediction and nowcasting
- Use of ATOVS and EOS data over land and ice surfaces
- Generation of geophysical parameters (e.g. clouds, trace gases, etc.)
- Applications of (A)TOVS data in climate monitoring, global change research and reanalyses
- Future infrared and microwave sounders. We plan a special session on preparations for METOP which includes IASI and ATOVS. Other sensors also to be addressed include CrIS, ATMS, FY3, CMIS and others.

Other important and related issues include ATOVS instrument calibration, validation and tuning of radiative transfer models, direct broadcast and community software, new developments in TOVS/ATOVS retrieval science, etc. Papers on these and related topics will be welcome. We solicit your recommendations on other important issues that should be included.

Other important issues will also be raised during the working group meetings which will be held during ITSC-14. The working groups will review issues and provide recommendations and actions related to:

- (i) the exploitation of sounder data for data assimilation / NWP
- (ii) climate applications of satellite sounder data
- (iii) satellite sounder science and products
- (iv) radiative transfer and surface property models
- (v) advanced sounders
- (vi) international co-ordination, including frequency protection
- (vii) software for direct readout stations.

A report of the working group discussions and actions will be prepared after the meeting for consideration by WMO, the space agencies and users.

Registration, 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 on the CMA campus. There are several good quality and budget hotels within walking distance. More information on hotels and reservations will be provided in the 3rd Circular. It is anticipated there will be a registration fee of \$175US for the conference which will cover weekday lunches, a banquet, conference facilities and publication costs for the conference.

The ITSC-14 will start on Wednesday 25 May and finish on Tuesday 31 May 2005. Bus transportation from the airport to the conference site will be provided on Tuesday morning, afternoon and evening (24 May). We recommend making your flight arrangements to arrive at this time. Tourist information, more details on the hotel options and the formal registration process will be provided in the 3rd Circular.

Financial Support:

We will be 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. Note that financial support usually goes first to people making a presentation.

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 3rd Circular will contain precise information on how to obtain your visa. **The visa process takes time and so you should start the visa application process as soon as you receive the 3rd Circular.**

ITSC Reports

The Working Group Report and the Conference Proceedings from the ITSC-XIII meeting in Ste. Adele, Quebec Canada are available on the ITWG web site at: <http://cimss.ssec.wisc.edu/itwg> and from leanne.avila@ssec.wisc.edu. Copies of Working Group Reports and Conference Proceedings from previous meetings are also available from the Co-Chairs.

ITWG Web Site

Great improvements have been made to the ITWG Web site (<http://cimss.ssec.wisc.edu/itwg>). If you have any science or news items of interest to the ITWG membership which you would like to share with the community, please send them to our Webmaster (leanne.avila@ssec.wisc.edu) or contact the Co-Chairs, and we shall try to include them in the Web page contents. Please visit the Web site and provide the Webmaster or the Co-chairs with feedback on how to make the site more useful.

Mailing List

It is important to continuously maintain and update the ITWG mailing list. It would help us greatly in keeping our mailing list up-to-date if you could notify us, without delay, of any changes.

For ITSC-14 we plan to set up a dedicated email list of attendees so if you plan to attend ITSC-14 please provide us with an address and email contact (see form below) so we can keep you updated with plans for the meeting.

Concluding Remarks

Please forward this circular to any others you think may be interested in attending our conference. We hope to see you at ITSC-14 in Beijing.

Yours sincerely,
Tom Achtor and Roger Saunders

ITWG Co-Chairs

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ITSC-14 Attendance and Abstract Form

(Please complete this form and return slip (delete things as applicable), either by replying to this email and filling in the information, or copying this form and sending it by email to leanne.avila@ssec.wisc.edu or by fax to Leanne Avila at +001-608-262-5974.)

I plan to attend the ITSC-14 in Beijing: YES/NO (remove one)

I would prefer to give an oral presentation (a title + abstract is attached): YES/NO (remove one)

I would like to give a poster presentation (a title + abstract is attached): YES/NO (remove one)

Your full name:

Your affiliation:

Email address:

Telephone number (include country code):

Postal Address:

Please complete for your poster/presentation

Title of Presentation:

Presenter / Authors and affiliations:

Abstract: Text here (no more than 400 words)