



THIRD CIRCULAR

THE 16th INTERNATIONAL TOVS STUDY CONFERENCE

Dear Colleague,

The 16th meeting of the International TOVS Working Group is now less than 4 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-March on-line from our ITWG web site at: <http://cimss.ssec.wisc.edu/itwg>

Important Dates

Abstracts Due	30 January 2008
Draft Program	7 March 2008
Final Program	7 April 2008
Reserve hotel room	14 April 2008
ITSC-16	7-13 May 2008

Accommodation, transport and conference venue

The conference location will be Hotel do Frade (<http://www.hoteldofrade.com.br>) in Angra dos Reis (located along the coast, approximately 180 km west of Rio de Janeiro).

There will be a registration fee of \$120 US for the conference which will cover items such as the reception, banquet, conference facilities and publication costs for the conference. The ITSC-16 will start on Wednesday 7 May and finish at lunchtime on Tuesday 13 May 2008. Bus transportation from the Rio de Janeiro airport (GIG) to the conference site will be provided on Tuesday 6 May at 12 noon and 6pm and transport will also be arranged to the airport after lunch on Tuesday 13 May. We recommend making your flight arrangements to arrive at this time. If you are arriving or departing at other times please contact dirceu@cptec.inpe.br and rodrigo@cptec.inpe.br for advice.

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 conference hotel (see link <http://www.hoteldofrade.com.br>) has a swimming pool and is located next to the beach. It has many excellent facilities – see the website for details. Credit Cards are accepted for payment.

Visa Applications

For those conference attendees who will need a visa to enter Brazil the local organizer can provide you with a letter of invitation if required. Please email dirceu@cptec.inpe.br and rodrigo@cptec.inpe.br. The list of countries who require a visa for entering Brazil are available on our web site at <http://www.brazilian-consulate.org/consular/ListofCountries.htm>

and more information on applying for visas can be found at <http://www.brazilian-consulate.org/files.php?id=115> 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 Brazil are working to arrange tourist opportunities for conference attendees and their spouse/family during the conference and at the weekend. More details on possibilities will be provided to you by email and on arrival at the hotel but current possible options are: Boat trips (3 hours, 5½ hours, all day) with swimming/snorkelling. These catamaran boat trips must be booked one month in advance so towards the end of March we will be seeking numbers for this activity.

Hiking (e.g. to local waterfalls)

Rafting

Trip to Paraty: a small and traditional Brazilian village about 70km from Hotel do Frade (this would be an all day event, probably on Sunday). This must also be booked one month in advance, so we will be seeking numbers towards the end of March.

Scuba diving (for beginners and advanced divers)

Water skiing

Banana boat

Fishing

Jeep tours

Helicopter flight

Many tours have a minimum number of people required so we would be grateful if you could indicate likely interest on the pre-registration form so we can arrange to offer the most popular options. Most can be booked two days in advance at the conference.

In addition longer stays in Rio and/or Sao Paulo can be offered before or after. We do not recommend Rio or Sao Paulo for a day trip at the weekend though this could be arranged if there was strong interest. Please contact marcelo@acquaviva.com.br and carine@acquaviva.com.br for details or if you would like information about other destinations such as Iguassu falls or Amazonia.

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 15 February 2008. 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 Brazilian Real and the fee will be 220 Real.

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 at the beginning of February and inform you of the outcome by 7 February 2008.** 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 1 March 2008. Note that financial support usually goes first to people making a presentation.

Poster Formats

The poster size will be 120 cm (high) x 90 cm (wide) 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 and so ftp the file via anonymous ftp to ftp.ssec.wisc.edu/itsc16/.

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/itsc16/ (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 in Angra dos Reis for what we are sure will be a productive meeting.

Yours sincerely,
Stephen English and Allen Huang

ITWG Co-Chairs

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Instructions on format of ITSC-16 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***