



THIRD CIRCULAR

THE 18th INTERNATIONAL TOVS STUDY CONFERENCE

Dear Colleague,

The 18th meeting of the International TOVS Working Group is now less than two months away! The purpose of this Third Circular is to explain how to pay conference registration, remind you to book your hotel room, and provide information on the poster and paper formats. The final program will be available this week on-line from our ITWG web site at: <http://cimss.ssec.wisc.edu/itwg>

Important Dates

Deadline for \$350 registration fee	8 February 2012
Final Program	9 February 2012
Reserve hotel room	9 February 2012
Deadline for \$500 registration fee	29 February 2012
ITSC-18	21-27 March 2012

Accommodation, transport and conference venue

The conference will be held at Toulouse, France where Météo-France will be our generous hosts. Information about hotel bookings was given in the second circular. Please book your room before 9 February 2012. After this date the conference rates will no longer apply.

<http://cimss.ssec.wisc.edu/itwg/itsc/itsc18/accommodations.html>

Visa Applications

For those conference attendees who will need a visa to enter France please contact the local organiser, Vincent Guidard, in order to obtain a letter of invitation.

Conference Registration Fees

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

1. You can pay your US\$350 registration fee before the conference by credit card through the ITWG Web site. This discounted registration fee is available until 8 February and we strongly encourage everyone to pay in advance. Online payment will then remain open until 29 February but at a higher cost of \$500. After 29 February online payment will close.
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 and the cost will be 450 Euros.
3. If you cannot find your original registration confirmation to access the link to your individual payment form or for editing purposes, please contact Maria Vasys at mariav@ssec.wisc.edu. Multiple registrations are causing some confusion.

For more information and to register, submit your abstract and pay please go to <http://cimss.ssec.wisc.edu/itwg/itsc/itsc18/register.html>.

Poster Formats

The poster size is limited to A0 (210 cm high x 105 cm wide, approximately 82 inches x 41 inches). Please note the vertical/portrait orientation. We plan to keep all posters on display throughout the conference; however, due to space limitations, if you have multiple abstracts, you may have to switch out your posters on the same board.

Information about papers is given in the annex at the end of this circular. We strongly encourage the submission of papers.

Concluding Remarks

We look forward to seeing you in Toulouse for what we are sure will be a productive meeting.

Yours sincerely,
Allen Huang and Stephen English

ITWG Co-Chairs

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Local organiser

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Instructions on format of ITSC-18 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***