



THIRD CIRCULAR
THE 19th INTERNATIONAL TOVS STUDY CONFERENCE

Dear Colleague,

The 19th meeting of the International TOVS Working Group is now two months away! The purpose of this Third Circular is to explain how to pay the conference registration, remind you to book your hotel room, and provide information on the poster format. The final program will be available soon from our ITWG web site at: <http://cimss.ssec.wisc.edu/itwg/>.

Important Dates

Deadline for US\$250 registration fee	31 January 2014
Hotel room reservation deadline	10 February 2014
Final Program	15 February 2014
Deadline for US\$350 registration fee	1 March 2014
ITSC-19	26 March – 1 April 2014

Accommodation, transport and conference venue

The conference will be held at Jeju Island, South Korea where the Korea Meteorological Administration will be our generous hosts. Information about hotel bookings was given in the second circular. Please book your room before 10 February 2014. After this date the conference rates will no longer apply.

<http://cimss.ssec.wisc.edu/itwg/itsc/itsc19/accommodations.html>

Visa Applications

For those conference attendees who will need a visa to enter South Korea please contact the local organiser, Dohyeong Kim (dkim@kma.go.kr), 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\$250 registration fee before the conference by credit card through the ITWG Web site. This discounted registration fee is available until 31 January and we strongly encourage everyone to pay in advance. Online payment will then remain open until 1 March but at a higher cost of US\$350. After 1 March 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 by credit card and the cost will be US\$400; there will be no cash option.

You must follow the link included in your registration confirmation email in order to pay your registration fee. If you cannot find your original registration confirmation to access the link to your individual payment form or to edit your registration information, please contact Maria Vasys at mariav@ssec.wisc.edu.

Poster Formats

The poster size is limited to 210 cm high x 100 cm wide, approximately 80 inches x 40 inches. Please note the vertical/portrait orientation. To make it easier to find poster presenters during the conference, please include a photo of the presenter on the poster if possible. We plan to keep all posters on display throughout the conference.

Proceedings Papers

We strongly encourage the submission of proceedings papers which will be made available on-line. The deadline for the submission of proceedings papers will be 31 May 2014. Papers should be submitted in PDF format and details on how to submit papers will be provided later. To ease the preparation of proceedings papers, there will be no strict formatting requirements this time. We will accept proceedings papers as long as title, authors, and affiliations are clearly identified and body text, references, etc follow a sensible standard.

Concluding Remarks

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

Yours sincerely,
Niels Bormann and Mitch Goldberg
ITWG Co-Chairs

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