



## **THIRD CIRCULAR**

### **THE 20th INTERNATIONAL TOVS STUDY CONFERENCE**

Dear Colleague,

The 20th meeting of the International TOVS Working Group is now only a few months away! The purpose of this Third Circular is to explain how to pay the conference registration fee, remind you to book your hotel room, and provide information on the poster format.

#### **Important Dates**

Abstracts deadline	1 July 2015
Draft Program	15 August 2015
Deadline for US\$650 registration fee	15 September 2015
Final Program	15 September 2015
Hotel Room reservation deadline	28 September 2015
Deadline for US\$750 registration fee	12 October 2015
ITSC-20	28 October – 3 November 2015

#### **Accommodation, transport and conference venue**

The conference will be held in Lake Geneva, Wisconsin, USA where the University of Wisconsin-Madison's Space Science and Engineering Center will be our generous hosts.

Information about hotel bookings was given in the second circular. While the deadline for hotel reservations is 28 September 2015, **attendees are strongly encouraged to reserve their hotel room as soon as possible**; the block of rooms (and the hotel itself) may fill up quickly. After 28 September the conference rates will no longer apply.

<http://cimss.ssec.wisc.edu/itwg/itsc/itsc20/accommodations.html>

#### **Financial Support**

We will be able to offer limited financial support to a small number of participants needing assistance to attend the conference. If you anticipate the need for travel assistance, please contact us as soon as possible and no later than 1 July 2015, indicating your likely needs. Note that we will only support participants that will make a formal contribution to the event. We will consider all bids for financial support in July. Note that for those receiving support we will purchase air tickets or assist with the hotel cost. No reimbursements will be made.

#### **Visa Applications**

For those conference attendees who will need a visa to enter the United States please contact the local organizer, Maria Vasys ([maria.vasys@ssec.wisc.edu](mailto:maria.vasys@ssec.wisc.edu)), 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\$650 registration fee before the conference by credit card through the ITWG Web site. This discounted registration fee is available until 15 September and we strongly encourage everyone to pay in advance. Online payment will then remain open until 12 October but at a higher cost of US\$750. After 12 October 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\$850; 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 [maria.vasys@ssec.wisc.edu](mailto:maria.vasys@ssec.wisc.edu).

### **Poster Formats**

The poster size is limited to 244 cm tall x 122 cm wide, approximately 96 inches tall x 48 inches wide. 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 15 January 2016. 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. 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 Wisconsin for what we are sure will be a productive meeting.

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

Niels Bormann  
ECMWF  
Shinfield Park  
Reading, Berkshire RG2 9AX, U.K.  
Ph: +44 118 949 9652, Fax: +44 118 986 9450  
Email: [n.bormann@ecmwf.int](mailto:n.bormann@ecmwf.int)  
WWW: <http://www.ecmwf.int>

Mitchell D. Goldberg  
NOAA JPSS Program Office  
Suite 800  
10210 Greenbelt Road  
Lanham, Maryland 20706, USA  
Ph: +1 301-713-4801, Fax:+1 301-552-2146  
Email: [mitch.goldberg@noaa.gov](mailto:mitch.goldberg@noaa.gov)  
WWW: <http://www.jpss.noaa.gov/>