



THIRD CIRCULAR THE 21st INTERNATIONAL TOVS STUDY CONFERENCE

Dear Colleague,

The 21st 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

Draft Program	15 September 2017
Deadline for US\$500 registration fee	30 September 2017
Final Program	15 October 2017
Deadline for US\$600 registration fee	31 October 2017
ITSC-21	29 November – 5 December 2017

Accommodation, transport and conference venue

The conference will be held at the Darmstadtium in Darmstadt, Germany where EUMETSAT will be our generous hosts.

Information about hotel bookings was given in the second circular. **Attendees are strongly encouraged to reserve their hotel room as soon as possible**; availability is limited, so please book as early as possible to avoid higher rates. **Please pay close attention to hotel reservation deadlines and cancellation policies; each hotel is slightly different:**

- **Hotel Ibis: 8 October 2017**
- **Welcome Hotel: 24 October 2017**
- **Intercity-Hotel: 31 October 2017**

<http://cimss.ssec.wisc.edu/itwg/itsc/itsc21/accommodations.html>

Visa Applications

To find out if you will need to obtain a visa and to learn the visa application requirements, please visit: <http://www.germany-visa.org/germany-visa-requirements/>

For those conference attendees who will need a letter of invitation, please contact the Local Organising Committee at: itsc@eumetsat.int

Conference Registration Fees

We have unfortunately needed to increase the registration fee by US\$25. While we had budgeted for potential changes in the exchange rate, the increase in the exchange rate since we published the Second Circular was much higher than we had anticipated. Registration fees will now start at \$500, depending on when you pay.

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

1. You can pay your US\$500 registration fee before the conference by credit card through the ITWG Web site. This discounted registration fee is available until 30 September and we strongly encourage everyone to pay in advance. Online payment will then remain open until 31 October but at a higher cost of US\$600. After 31 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\$700; there will be no cash option.
3. **Please note: if you need to cancel your registration, you must contact Maria Vasys (maria.vasys@ssec.wisc.edu) no later than 29 October 2017 in order to receive a full refund.** Any cancellations after 29 October 2017 will not be refunded; you may transfer your registration fee to a colleague – please contact Maria for more information.

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.

Guest fees for Icebreaker and Banquet

If you will have a guest at ITSC-21 who will attend the Icebreaker (Wednesday, 29 November) and the Banquet (Monday, 4 December), we will be collecting a guest registration fee (EUR100) to cover the costs of these two events. **This fee will be paid in cash when you register on site at the Darmstadtium; there will be no credit card option.**

Weekend Activities

We now have the final list of available weekend activities. They have been posted on the ITWG website: <http://cimss.ssec.wisc.edu/itwg/itsc/itsc21/activities.html>

Some of the weekend activities require registration and payment in advance and are noted as such on the website. **If you would like to participate in an activity that requires advance registration and payment, please follow the link(s) provided and be sure to complete the registration and payment form by the deadline noted for each activity.**

Poster Formats

The poster size is limited to 150 cm tall x 120 cm wide, approximately 60 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 February 2018. Papers should be submitted in PDF format; 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 Darmstadt 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
WWW: <http://www.ecmwf.int>



Mitchell D. Goldberg
NOAA /JPSS Program Science Office
Joint Polar Satellite System
National Oceanic and Atmospheric
Administration
10210 Greenbelt Road Suite 800/8th Floor
Lanham, MD 20706
Ph: +1 240 676 9145
Email: mitch.goldberg@noaa.gov
WWW: <http://www.jpss.noaa.gov/>