



## THIRD CIRCULAR THE 22nd INTERNATIONAL TOVS STUDY CONFERENCE

Dear Colleague,

The 22nd 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

Abstract submission deadline	15 June 2019
Draft Program	31 July 2019
Deadline for early registration fee	30 August 2019
Final Program	15 September 2019
Deadline for regular registration fee	18 October 2019
ITSC-22	31 October – 6 November 2019

### ITSC-22 Website

<http://cimss.ssec.wisc.edu/itwg/itsc/itsc22/>

### Venue, accommodation, and transport

The conference will be held at the Manoir Saint-Sauveur in Saint-Sauveur, Quebec, Canada and will be hosted by Environment and Climatic Change Canada in cooperation with CIMSS/SSEC/UW-Madison.

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. **The hotel booking deadline is 28 September 2019.**

<http://cimss.ssec.wisc.edu/itwg/itsc/itsc22/accommodations.html>

Bus transportation from Montréal-Pierre Elliott Trudeau International Airport (YUL) to the conference hotel will be provided on 30 October. We are planning to provide two buses, one early afternoon and one late afternoon. We recommend that you plan your arrival between 12:00 (noon) and 17:00, if at all possible. We will also be arranging bus transportation back to the airport on 6 November. As we get closer to the conference, we will be requesting flight information so that we can determine the final bus schedule.

### Visa Applications

To find out if you will need to obtain a visa and to learn the visa application requirements, please visit:

<http://www.cic.gc.ca/english/visit/visas.asp>

For those conference attendees who will need a letter of invitation, please contact Maria Vasys at [Maria.Vasys@ssec.wisc.edu](mailto:Maria.Vasys@ssec.wisc.edu)

## Registration Fees

Registration fees will be paid by credit card either online or when you arrive at the conference. We are also offering an early registration fee if you pay before 30 August – we strongly encourage everyone to pay online in advance. Please note the deadlines below:

1. The early registration fee of US\$500 is available through 30 August online.
2. From 31 August through 18 October, the regular online registration fee is US\$600. After 18 October, online payment will close.
3. If you pay onsite at the conference, the late registration fee is US\$700 which must be paid by credit card. There will be no cash option.
4. **Please note: if you need to cancel your registration, you must contact Maria Vasys ([Maria.Vasys@ssec.wisc.edu](mailto:Maria.Vasys@ssec.wisc.edu)) no later than 18 October in order to receive a full refund.** Any cancellations after 18 October will not be refunded; you may transfer your registration fee to a colleague – please contact Maria for more information.

In order to pay the conference fee, you must follow the link included in your registration confirmation email; this link allows you to edit your registration information, submit abstracts, as well as pay the fee. If you cannot find your original registration confirmation, please contact Maria Vasys at [Maria.Vasys@ssec.wisc.edu](mailto:Maria.Vasys@ssec.wisc.edu).

## Guest fees for Icebreaker and Banquet

If you will have a guest at ITSC-22 who will attend the Icebreaker (Thursday, 31 October) and the Banquet (Tuesday, 5 November), we will be collecting a guest registration fee (US\$150) to cover the costs of these two events. You can pay the guest fee online by credit card when you pay your own conference registration fee.

## Sunday Activities

A list of possible activities for Sunday has been posted on the ITWG website: <http://cimss.ssec.wisc.edu/itwg/itsc/itsc22/excursions.html>

As we get closer to the conference, we will ask you to select your preferred activity (if any) so that we can make arrangements.

## Poster Formats

The poster size is limited to 45 inches x 45 inches, approximately 114 cm x 114 cm. To make it easier to find poster presenters during the conference, presenters should please include a photo of themselves 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 2020. 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 Saint-Sauveur for what we are sure will be a productive meeting.

Sincerely,  
Vincent Guidard and Liam Gumley  
ITWG Co-Chairs



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