

FIRST CIRCULAR

JCSDA 9th Workshop on Satellite Data Assimilation
May 24-25, 2011

Will be held at the
University of Maryland, College Park

Meeting Address: 7950 Baltimore Ave.
Computer & Spaces Science Bldg, 2nd Floor, Room 2400
College Park, Maryland 20742

(map and floor plan attached)

Hotels in College Park: <http://shopcollegепark.org/citymaps/page.php?id=22>

Introduction:

The purpose of the JCSDA Science Workshop is to review the ongoing and planned scientific development sponsored by the NASA-NOAA-DOD Joint Center for Satellite Data Assimilation (JCSDA), and to plan and coordinate future efforts. The JCSDA has the following six scientific priority areas:

- Radiative transfer
- Clouds and precipitation
- Advanced instruments
- Land data assimilation
- Ocean data assimilation
- Air Composition

The JCSDA supports scientific development work in these areas with proposal-based, internally directed funds as well as with external grants and contracts awarded via a competitive process open to the broader scientific community. In fiscal year 2010, this competitive process took the form of a federally funded opportunity (FFO) led by NOAA. In fiscal year 2011, this process took the form of a NASA announcement within the Roses 2010 opportunity. In addition, JCSDA individual partners undertake their own research that overlaps with JCSDA objectives. It is essential that all these efforts be complementary and coordinated. The JCSDA science workshop aims at facilitating this coordination. At the JCSDA Science Workshop, JCSDA Principal Investigators and affiliated scientists are expected to report on progress and participate in discussions about the progress and future plans of the Joint Center.

Registration:

There is no registration fee to attend the JCSDA science workshop. Participants are however requested to register online at www.jcsda.noaa.gov to confirm their participation. This will allow us to put the agenda together and to make sure that the facilities are adequate. Participants will be requested to enter their names, e-mail addresses, affiliations, and whether they will have a presentation. In case a presentation is planned, authors should indicate a title, and specify if an oral presentation is preferred or a poster. Registration is requested by April 8th 2011.

Location:

The 9th JCSDA science workshop on satellite data assimilation will be hosted by the College of Computer, Mathematical and Natural Sciences (CMNS) of the University of Maryland, College Park. The main conference room (#2400) will be located in the main campus, in the Computer & Spaces Science Building on the 2nd Floor. This location offers convenient access to the *Metro* public transit system of the Washington, DC area (College Park/Univ. of Md Metro station, and the Metro bus). It is also walking distance to downtown College Park, MD.

A SPEAKERS GUIDE TO GIVING POSTER OR ORAL PRESENTATIONS

POSTER PRESENTATIONS

The Poster Session Format

Please refer to the program for your particular conference for viewing dates and times. The Program General Information will list poster set up and tear down times.

Poster Display Panels and Support Equipment/Configuration

Please provide your poster in as close to a 2' x 4' (0.6096m x 1.2192m) size as possible.

Mounting of Display Materials

You can mount your poster with the pushpins or tape.

Additional Equipment

Laptops/Computers - Should you elect to bring a laptop or personal computer, a table can be provided for you. However you must provide your own power supply. Please send an e-mail to Sid.Boukabara@noaa.gov to request a table.

Some Pointers for Poster Presentations

Large Format Poster Printing

Many of our authors find that printing a large format poster is now the most convenient way to organize their presentation. There may also be a local print shop in your area that offers the service of large format printing. Please check the telephone Yellow Pages for printing companies.

Formatting Guidelines/Suggestions

- Place the title at the top center of the poster.
- Use 72 point letters.
- Avoid hand drawn materials.
- Keep it simple.
- Do not post the pages of your paper.
- Make sure it has a logical flow.
- Use color, graphics, charts, and photos.
- Key points should be in large type.
- Do not try to tell the entire story on the panel.
- Save some key points for the one-on-one discussion.
- Check the program for the set up and presentation time for your session.

ORAL PRESENTATIONS

Oral Presentation Format

Please refer to the program for your session date and time. Each author has 15 minutes for their presentation. With approximately 12 minutes given for the presentation followed by 3 minutes for questions and answers. If possible, please send your presentation to Sid.Boukabara@noaa.gov (and cc Ninghai.Sun@noaa.gov) so that it can be loaded onto the JCSDA laptop computer. Presentations could also be loaded first thing in the morning or during the break before the presentation.

Meeting Room Standard Equipment

The meeting room is equipped with the following:

one data/video projector
one computer
one podium microphone
one screen of appropriate size.

We encourage you to use the JCSDA supplied computer. Please note that the JCSDA supplied computer does not run Microsoft Vista. All presentations should be saved as a PowerPoint file or as a .pdf and should be tested on a Windows machine prior to the meeting. Please bring your presentation on one of the following media:

- USB flash drive
- CD-ROM, CD-R, or DVD

Note: If your graphics or video clips are not imbedded in your presentation, please be sure that you bring them as well.

Note on Mac-produced presentations

If your presentation was created on a MAC and converted to run on a PC please test it before you come to the meeting. Make sure that the hyperlinks still function. Avoid using a rewritable CD (CD-RW). We've encountered compatibility problems with them.

If your presentation was produced on a Mac and it includes embedded video, your video will most likely NOT play automatically on the PC platform. You will need to either convert your .mov files to .avi format or create a link in your slide show to an external .mov file. If you choose the latter, your animation will play in a separate QuickTime window, outside of your PowerPoint presentation. We strongly recommend that you test your Mac-produced presentation on a Windows based system before arriving at the meeting.

Questions

All questions regarding audio/visual or computer support should be sent via e-mail to Ninghai.Sun@noaa.gov (with cc Sid.Boukabara@noaa.gov). On-site please stop by the registration desk.