



Congrex

ESA's professional conference organiser

European Space Agency

11 February 2008

Dear Author,

As we enter the final phase of planning for the ISPA/SCEA 2008 International Conference, being held May 12-14, 2008, at the Huis ter Duin Grand Hotel and hosted by the European Space Agency (ESA), in Noordwijk, the Netherlands, please be advised of a few important details:

GENERAL INFORMATION:

1. **Biography:** Should you need to still submit your biography, or the biographies of your co-authors, please send the changes to esa.conference.bureau@esa.int no later than **31.03.2008**.

2. You are also requested to **check and confirm clearance from your management to attend the Conference and present your paper**, as soon as possible. In case you are unable to attend the conference organisers would like to offer sufficient time to the authors of a possible replacement paper. We thank you for your understanding on this matter.

3. You will also be requested to provide an **official release form as part of your presentation and paper submission**. Please initiate this using the RELEASE form available on the conference website as of 12 February 2008.

ORAL PRESENTATIONS:

Technical recommendations for oral presentations during ISPA/SCEA 2008:

1. Oral presentation duration: average of **35 minutes plus 5 minutes for Q&A**.

2. A Video and Data projector as well as a PC will be available for the presentations.

3. There is an upload facility available for submitting your presentations. Please see the instructions for this in the next section of this letter.

4. If you have accompanying files to your presentation please place those together with your presentation in a zip file in order to keep the respective files together and preserve folder organization. Please note that uploading your file does not guarantee that your presentation will work. Every author is ultimately responsible to check that his/her presentation works onsite at the conference.

5. Please note that uploading your presentation before-hand will ensure a smooth flow to the conference programme. It is best if most presentations are pre-loaded on the conference laptops.

6. It is required that you bring a back-up presentation on a Windows XP readable CD-ROM or a USB Memory Stick.

7. For performing the presentation, MS-PowerPoint 2003 under Windows XP will be used. It is highly recommended that your presentation will have a compatible format.

8. When using external files (movies etc.), make sure you put them in the same folder as your presentation. Then use these files when preparing your presentation. Copy the entire folder to the disc. Review these specifications when preparing your presentation. Under MS-PowerPoint 2003 you can use the "Package for CD..." menu, located under "File".

9. Standard CODECS for Multimedia files (as provided by a standard installation of Windows XP) are available.

10. Use standard fonts (Arial, Times New Roman, and Courier New). Under MS-PowerPoint 2003 you can embed True Type fonts by marking the "Embedded TrueType fonts" option under "Package for CD -> Options... Please keep in mind that only Fonts will be embedded which do not have their own copyright limitations.

11. Presentations which have been created on a Macintosh or a PC running Linux shall be tested on a PC running Windows.

12. Don't use any kind of password protection on encoding/compression (zip, arc, tar etc) technologies!

Link tip: <http://www.rdpslides.com/pptfaq/FAQ00559.htm>

SUBMISSION OF YOUR CONFERENCE DOCUMENTATION:

Presenters are required to submit three items, no later than **31.3.2008**:

1. **RELEASE FORM** (available on the conference website as on 12 February 2008)
2. **PRESENTATION** (use advice contained in this letter)
3. **FULL PAPER** (available on the conference website as on 12 February 2008)

Please note that the files should be named as follows:

Example: If your name is John Smith....

- Your **RELEASE** file should be called "**SMITH ISPASCEA RELEASE**"
- Your power point **PRESENTATION** file should be called "**SMITH ISPASCEA PPT**"
- Your **PAPER** should be called "**SMITH ISPASCEA PAPER**"

It is possible to upload the three required items using an online system available at the following link (be sure to copy and paste the FULL LINK, ending with the "="symbol!!!):

https://abstracts.congrex.com/scripts/jmevent/MyAbstractPageLogin.asp?Client_Id='CXNL'&Project_Id='08A01'&Form_Id=1&Language_Code=

- Click on the link above. It will direct you to a login page for ISPA/SCEA 2008. Login using the login name and password contained in the record of your abstract submission which was attached to the notification email. Once you have logged in you will be redirected to a page with a link to the page with the upload field. You may browse the files on your hard drive to locate the document you wish to upload, in three easy steps:
 1. Click **UPLOAD**
 2. When the file appears in the upload field you must click **ADD**
 3. To complete the process, you must click **SAVE**

IMPORTANT NOTE!! Please be sure you have used the paper template available on the conference website as of 12 February 2008. Papers not using the template will not be considered for the proceedings.

Please remember to submit all your documentation by 31 March 2008!!!

CONFERENCE ATTENDANCE:

In order to facilitate your access to the conference, we kindly remind you to register using the online system at:

www.congrex.nl/08a01.

Please note that submission of your abstract is not the same as registration for the conference. Everyone who wishes to attend the conference must register online. Please ignore this message if the registration form has already been submitted.

Should you require any further information please do not hesitate to contact us.

Looking forward to meeting you soon at ISPA/SCEA 2008

Best regards,

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