



Dear Author,

As we enter the final phase of planning for the **SSCAG/SCAF/EACE Joint Meeting**, being held May 15-16, 2008, at ESTEC, the Netherlands, please be advised of a few important details:

GENERAL INFORMATION:

1. You are requested to **check and confirm clearance from your management to attend the Meeting 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.
2. No paper submission is required for this meeting.

ORAL PRESENTATIONS:

Technical recommendations for oral presentations during SSCAG/SCAF/EACE Joint Meeting:

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!

SUBMISSION OF YOUR PRESENTATION:

Presenters are required to submit their presentation no later than 9 May 2008:

1) Please upload you presentation in MS PowerPoint format (only this format will be accepted) on the following ftp site not later than 9 May 2008, please note that the FTP upload is the most preferable method of submission:

<ftp://sscagmeeting@ftp.estec.esa.int>

User Name: sscagmeeting

Password: m33t1ng

2) Please note that the files should be named as follows:

Example: If your name is John Smith.... date and time

- Your power point **PRESENTATION** file should be called "**SMITH 15 MAY 0900 PPT**"

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 the **SSCAG/SCAF/EACE Joint Meeting**.

Best regards,

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