



The American Society for Photogrammetry and Remote Sensing

FALL/SPECIALTY MEETING GUIDELINES

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TABLE OF CONTENTS

I.	OVERVIEW	1
II.	BACKGROUND	1
III.	CHART OF RESPONSIBILITIES	2
IV.	FALL CONFERENCE TIMELINE	3
V.	LETTER OF INTEREST IN HOSTING AN ASPRS FALL CONFERENCE FROM REGION OR PARTNER	5
	A. Review of Letter of Interest.....	5
VI.	PARTNERING AGREEMENT	5
VII.	FORMATION OF CONFERENCE PLANNING COMMITTEE	6
VIII.	SITE SELECTION	6
IX.	DUTIES AND RESPONSIBILITIES OF THE CONFERENCE PLANNING COMMITTEE	7
	A. Chair/Vice Chair/Secretary.....	7
	B. Workshop Coordinator.....	7
	C. Technical Program Chair(s) (Oral & Poster Presentations).....	8
	D. Student Volunteer Coordinator.....	9
	E. Technical Program Moderator Coordinator.....	12
	F. Poster/Demonstration Presentation Coordinator.....	13
	G. Keynote and General Session(s) Coordinator.....	13
	H. Marketing Responsibilities of Conference Planning Committee.....	13
	I. On-site Responsibilities of the Conference Planning Committee.....	14
	J. Final Responsibilities of Conference Planning Committee.....	14
X.	DUTIES AND RESPONSIBILITIES OF NATIONAL STAFF	15
	A. Contract Negotiations, Deposits, and Insurance.....	15
	B. Corporate and Government Sponsorships.....	15
	C. Conference Marketing.....	15
	D. Registration.....	15
	E. Proceedings Preparations.....	16
	F. Exhibit Hall.....	16
	G. Meeting Room Assignments and Signage.....	16
	H. Conference Evaluations.....	16
	I. Meetings Held During the Fall Conference.....	16
	J. Conference Web Site Development and Maintenance.....	17
	K. Miscellaneous.....	17

Appendix A Letter of Intent

Appendix B Site Selection Spreadsheet

Appendix C Memo of Instruction for Preparation of Papers

Appendix D Instructions to Authors

Appendix E Copyright

ASPRS Fall/Specialty Conference Guidelines

I. OVERVIEW

These guidelines are designed for ASPRS Regions interested in hosting a Fall or Specialty Conference and/or any outside partner(s). All recommendations set forth in these Guidelines are made with the understanding that extenuating circumstances may require exceptions to some all or guidelines herein. The Executive Director of ASPRS or his/her appointee must approve these exceptions. The following chart lists the primary responsibilities of the Region and partner(s), the Conference Planning Committee (composed of Region and/or partners representatives, see Section IV), and ASPRS Headquarters/National.

II. BACKGROUND

As a rule, the Society sponsors or partners with another organization for a Conference in the Fall. These conferences typically focus on a specific issue or set of issues and are often done in cooperation with another entity or entities, including other professional societies, government agencies, etc. These conferences are more focused than the Annual Conference, so attendance is expected to be lower. The meetings are held at smaller venues with limited social events. Selection of the site for the conference is done in consultation with the Society's meeting partner(s) and through a recommendation made by ASPRS Headquarters to the ASPRS Board of Directors. This is necessary because the venue must be appropriate for the target audience and the conference topic or theme. The majority of planning for the Fall Conference is done at the ASPRS Headquarters level because of the Society's need to work very closely with its partner(s) to accommodate their requirements. Most often papers/speakers are invited, although there is usually a limited call for abstracts. The Technical Program is then developed by representatives of the Conference partner(s)/partners. For these reasons, a different, separate policy for the Fall or Specialty Conference Rebate is necessary.

III. CHART OF RESPONSIBILITIES

Region and/or Partner	Conference Planning Committee	ASPRS HQ/National
Submit letter of interest in hosting Fall conference	Design Conference Theme	Letter of Intent Review (EXCOM)
Name Conference Chairperson and committee incl. ASPRS National staff	Develop <i>Call for Abstracts</i> and session topics that compliment Conference theme	Site selection (selection of city, hotel and convention facilities)
Develop and submit plan to ASPRS National for revenue-sharing between organizations	Select Keynote and General Session Speakers in collaboration with ASPRS National staff	Budget
Provide mailing lists for marketing Conference and/or electronically distribute all promotional materials	Review abstracts and send notification of acceptance/rejection (Tech. Program Committee)	Contract Negotiations
	Submit Preliminary Program material to ASPRS National in accordance with Production Schedule	Prepare meeting schedule in conjunction with committee
	Manage Poster submissions and coordinate on-site displays	Develop and distribute production schedule
	Student Assistantship Coordination	Preparation of marketing materials and Website development
	Recruit and direct Technical session Moderators	Publication of <i>Call for Abstracts, Preliminary Program, and Final Program</i>
	Develop Technical Program schedule (Tech. Program chairperson(s) in conjunction with Nat.)	Proceedings Preparation
	Submit materials for Final Program and proofread all drafts in accordance with Production Schedule	Pre- and On-site registration
		All preparations associated with Exhibit Hall
		Workshops
		Signage
		All on-site arrangements including room assignments. AV, security, Exhibitors' Reception and catering

IV. FALL CONFERENCE TIMELINE

The following is a suggested timeline for actions associated with planning for an Fall Conference. Exceptions to this timeline must be agreed upon by the National Conference Planning Committee.

N = ASPRS National Headquarters
C = Conference Planning Committee
R = Host Region(s) and/or Partner(s)

2 years prior	Letter of Interest from Region and/or Partner to Convention Policy and Planning Committee Chair and National Executive Director [R] Review by Executive Committee [N]
30 months	Executive Committee Review, Board Decision [N] Site selection completed for Conference facility, hotels [N] Contract ratified [N]
24 months	Conference Planning Committee Formed [R&N] Conference Schedule laid out (what happens when during Conference week) within the period of time for which site has been contracted. [N&C]
20 months prior	Theme developed [C] Preliminary Budget prepared for Executive Committee and Board Review and approval [N] Conference Web Site opened [N]
18 months prior	Exhibit Hall Layout prepared [N] Conference Schedule finalized [N&C] Exhibitors Prospectus prepared for distribution [N]
11 months prior	Text for Call for Abstracts Submitted, including information about Conference tracks and specialty sessions [C] Keynote Speaker(s) invited [N&C]
9 months prior	Call for Abstracts & Workshops printed and mailed [N] Preliminary Program information begins development [C] Volunteer Recruitment begins [C] EXCOM, Board, Division, and Committee meetings scheduled [N] Keynote and other invited speakers invitations issued [C]
7 months prior	Abstract Final Due Date [N] Workshops finalized and presenters notified [N]

6 months prior	Letters of acceptance and rejection sent to presenters [C-Tech Program Chair] Communication with Moderators begins [C]
5 months prior	Preliminary program mailed [N] Final program preparation begins [C]
3 months prior	Meeting rooms assigned to sessions/meetings and Moderators assigned [C – Tech Program Coordinator(s) in conjunction] Hotel and travel arrangements for invited speakers finalized [N] Papers submitted for inclusion in Proceedings [N] Exhibitors Descriptions due for Final Program [N]
10 weeks prior	Final Program printed [N]
8 weeks prior	Final site arrangements completed including catering, security and A/V contracting, [N]
6 weeks prior	Signs and supplies ordered [N]
4 weeks prior	First shipment of materials [N]
2 weeks prior	Final shipment of materials [N] Badges prepared [N] Errata sheet prepared [C & N]
1 day prior	Pre-conference meeting with hotel staff [N]
Conference	On-site meeting management [C & N] Registration [N] Exhibit Hall [N]
30 days post	Final wrap-up meeting [C]
60 days post	Submission of Final Conference Report to Convention Policy and Planning Committee and National Executive Director[R]
90 days post	National Executive Director and Chair(s) of Convention Policy and Planning Committee to respond to Region regarding Final Conference Report acceptability and rebate [N]

V. LETTER OF INTEREST IN HOSTING AN ASPRS FALL CONFERENCE FROM REGION OR PARTNER

A letter of interest containing the following information should be submitted to the chair of the ASPRS Convention Planning and Policy Committee with a copy to the ASPRS Executive Director as soon as interest by the region and/or partner has been determined. (See Appendix A – Sample Letter)

- City Location
- Dates (Year)
- Potential for co-hosting with other National or Regional organizations

At least three years prior to the desired date is considered optimum for submission of these materials. The National Meetings Manager or the Chair of the Convention Planning and Policy Committee can confirm available years. Their e-mail addresses can be located on the ASPRS web page www.asprs.org.

A. Review of Letter of Interest

Upon receipt of such letters of interest, the Convention Planning and Policy Committee will review all aspects and confer by teleconference if a scheduled meeting is not within a reasonable time frame. If favorable recommendations are forthcoming, the Committee will forward their findings to the Executive Committee who will in turn review and, if favorable, pass on to the Board of Directors for final consideration. These actions will be taken as expediently as possible either at the next regularly scheduled meeting or by telecommunication.

After approval of the letter of interest by the Executive Committee, the National Meetings Manager will begin preliminary site inspections and negotiations to determine if an appropriate venue is available. If such site is not available at the proposed location, other locations within the region may be suggested to the region/partner for their consideration. The letter of interest can move forward to the Board with an amendment as to the site.

Once the Board of Directors reaches a decision, the Executive Director will notify the region/partner in writing. If favorable, the Region/Partner will be advised to move forward with their obligations.

VI. PARTNERING AGREEMENT

If the Fall meeting is to be in cooperation with a partner organization, a Memorandum of Understanding (MOU) must be drafted by the ASPRS Executive Director and the Executive Director of the partnering organization and submitted for review to their respective Boards for approval. The MOU will stipulate the division of responsibilities of each organization for the Conference planning and execution, the proposed theme for the meeting, names of potential Conference Planning Committee Chair and members, and the terms for profit-sharing and other financial obligations.

VII. FORMATION OF CONFERENCE PLANNING COMMITTEE

The Region, Partners, if any, and ASPRS Headquarters staff will be responsible for forming a Conference Planning Committee as soon as approval has been given for the meeting. It is suggested that key committee members be named in the Letter of Interest and/or MOU. The Conference Planning Committee should be made up of the positions listed below. Some positions may be combined in order to reduce the number of individuals on the Committee. Other positions may be included as deemed necessary. When partnering, it is desirable that at least two people serve as co-directors for the Conference and as Co-Chairs of the Technical Program. The Committee will be responsible for carrying out a number of key activities noted in the timetable in Section II, and will remain in existence until the final report for the Conference is completed.

- Chair – Conference Director and/or Co-Directors
- Vice Chair (if there is no Co-Director)
- Secretary
- ASPRS National Executive Director
- Partner Organization Executive Director (if applicable)
- ASPRS National Associate Executive Director
- ASPRS National Meetings Manager
- ASPRS National Workshop Coordinator
- Technical Program Chair(s)
- Technical Program Moderator Coordinator
- Poster Session Coordinator
- Student Assistantship/Volunteer Coordinator
- Keynote and General Session Program Coordinator

VIII. SITE SELECTION

The proposed city location of the meeting will be a part of the Letter of Interest. It is anticipated that this will be a site able to adequately accommodate the anticipated attendance, including General Session meeting space for 400 to 500 attendees in theatre-style seating, exhibit and poster space (approximately 15,000 square feet), and 6-8 breakout rooms with a 50-person seating capacity in a classroom-type setting. Board of Directors and Committee meeting rooms are also necessary with capacity for 30-40 people in Conference or Board-room style seating. Workshop classrooms as well as office and storage spaces are also required. A minimum of 175 hotel rooms must also be available in the area for peak nights of the Conference. The hotel must be willing to offer government rate rooms.

A site inspection of the proposed city and facilities by the National Meetings Manager will be conducted before a final decision on the location is reached by the EXCOM. Appendix B provides a spreadsheet for organizing site selection data.

Upon final site selection for all of the activities, National will negotiate all contracts with vendors, and execute all documents as well as supplying all necessary deposits.

IX. DUTIES AND RESPONSIBILITIES OF THE CONFERENCE PLANNING COMMITTEE

A. Chair/Vice Chair/Secretary

The Chair(s) and Vice Chair(s) are responsible for the selection of the regional or partner committee members, as well as convening and conducting meetings of the planning committee in a timely manner. These meetings should be teleconferenced starting at least 10 months prior to the Conference and be held at least monthly, then more frequently toward the opening of the Conference. The Chair(s)/Vice Chair(s) will coordinate all aspects of the Conference in conjunction with the responsible Planning Committee members.

Beginning 10 months and at least an additional three times prior to the Conference, the Chair(s) should advise the Convention Policy and Planning Committee Chairs of the activities of the committee and include the Chairs in the teleconferences of the Conference Planning Committee.

The Conference Chair(s) will be asked to digitally send National a picture of themselves, their signatures, and compose a letter of welcome to the attendees for inclusion in the *Preliminary* and *Final Programs*. This should be submitted within the deadlines established in Fall Conference Timeline (Section IV).

It is very helpful to all involved in the Conference to designate someone to serve as Secretary of the Conference Planning Committee. This appointee may or may not be responsible for other areas of the Conference but would keep an accurate listing of all members of the Conference Planning Committee, including contact information, take notes at the meetings, and help compile a final report of the Conference. These documents would be distributed, together with all relevant reports, to all members of the Conference Planning Committee. A complete final report of the Conference should be prepared by the Chair(s), with input from all members of the Conference Planning Committee. This report must be submitted to and approved by the ASPRS Executive Director and the Convention Policy and Planning Committee. This is a requirement for the Region and/or Partners to receive their portion of the Conference rebate. (See Section VII, Paragraph B of these *Guidelines*. It should also be distributed to the Chair(s) of the next Fall Conference). This report will be made available by intranet to future Conference Planning Committees as an appendix to these *Guidelines*.

B. Workshop Coordinator

While the workshops are a very critical part of the Conference and the National Workshop Coordinator serves on the Conference Planning Committee, the revenues and expenses are not included as part of the Conference financial responsibilities and are not to be included in the budget. These financial matters are handled directly by National. The workshops are usually held on the two days immediately preceding the official opening of the Conference. These events increase the Conference attendance. The determination of the number and scope of the workshops offered is the responsibility of the National Workshop Coordinator in conjunction with a Workshop Coordinator (if any) named by the Partner. The sponsoring Region and/or Partners are strongly urged to recommend appropriate workshop presentations to the Coordinator(s).

The Workshop Coordinator will arrange for the presenters, have their workbooks transmitted electronically to National for reproduction in a timely manner, inform National as to financial

compensations, travel arrangements, and Conference registrations. He/she will be responsible for instructing volunteers assigned to workshops in their duties while on-site.

The Coordinator will design an evaluation instrument for distribution during the workshops, forward it to National at least 30 days prior to the meeting to allow for reproduction and shipping, have it distributed during the workshops and collected at the conclusion, tabulate results and advise workshop presenters of results. A copy of all evaluation results should be returned to National within 30 days of the Conference end.

Registration forms for CEUs will be prepared by National for distribution at each workshop. The Coordinator should advise the instructors as to the benefits of students applying for CEUs and encourage their participation. The awarding of CEUs gives added benefit to attending the workshops.

C. Technical Program Chair(s) (Oral & Poster Presentations)

The Technical Program Chair(s), using the Conference theme as a guide, should prepare the *Call for Abstracts*. Electronic posters as well as traditional paper posters should be solicited in the *Call* also. The timeframe for reviewing and selecting all submitted abstracts is approximately 3 months from the *Call* submission deadline. This allows for sufficient review of all abstract submissions and decisions regarding acceptances. It is strongly recommended that a panel of reviewers carefully examine each submission. The number of acceptances should be determined in advance of review, keeping in mind the available time and space for such presentations.

If the number of submissions exceeds the space available for presentations, only one paper from each presenter should be accepted.

All decisions of acceptance made by the Chair(s) will be final.

Abstracts not appropriate for oral presentations may be considered and recommended by the Chairs for poster presentations. Consideration should be given to electronic presentations as well as the traditional boards. The Poster Session Coordinator should be consulted as to the appropriateness of such recommendations.

Letters of acceptance are to be sent by the Technical Program Chairs through e-mail within 30 days of the deadline for submission. A complete list of all accepted oral and poster presenters including their name, address, phone number, e-mail address, and presentation title should be sent as an excel spreadsheet to the National Associate Executive Director as soon as all have been notified. They will then receive communications from him/her regarding submitting their presentations for inclusion in the Conference proceedings and other logistical details. This communication will be handled by National.

All presenters are required to register within 60 days of their notification of acceptance in order to remain in the Conference program. National will keep track of presenter registration and send reminder notices in an effort to get 100% presenter registration by the deadline. Presenters will be reminded that their registrations must be received in order for their papers to be included in the Conference proceedings.

Letters of rejection should be sent through e-mail within 60 days of the deadline for submission. As noted above, oral presentations not accepted may be suggested to become poster presentations. The applicants should be given a deadline of 15 days from receipt to notify the Technical Program

Chair(s) of their intent to participate as a poster presenter. This will allow sufficient time for inclusion in the *Preliminary Program*.

Preliminary Program details A complete list in “Word format” of all Technical and Poster presentations in alphabetical order by presenter(s) last name(s), including paper/poster title, first presenter’s affiliation, city, state and country, must be submitted by the Technical Program Chair(s) to the National Production Manager within the timeframe established to allow for layout, proofing and final printing of the *Preliminary Program*. It is essential that this list be submitted to meet the *Preliminary Program* deadlines as it is a major marketing piece for the Conference and is distributed to the entire membership of ASPRS as well as to all lists supplied by the Region/Partner. Technical Program Chair(s) are responsible for proofreading all drafts of the *Preliminary Program* submitted for their review. They must advise the Production Manager of changes that occur until the *Preliminary Program* is sent to the printer. After the *Preliminary Program* is completed, further program changes should be compiled and submitted to the Production Manager when requested for inclusion in the *Final Program*. Upon completion, the *Preliminary Program* will be posted on the Conference web site.

Final Program details If necessary, a revised, alphabetical list in the same format as previously submitted with changes prominently noted, of presenters with their presentation title, affiliation, city, state and country, should also be submitted to the National Production Manager for inclusion in the *Final Program*. A separate listing divided by tracks or areas of interest must be submitted for the *Final Program* by the Technical Program Chair(s). They are also responsible for proofreading all drafts of the *Final Program* and meeting the deadlines found in the production schedule. They need to advise the Production Manager of changes that occur including cancellations and substitutions, until the *Final Program* is sent to the printer. This too must be done in accordance with the deadline for the *Final Program*. Upon completion, the *Final Program* will be posted on the Conference website.

Errata Sheet details The Technical Program Chair(s) are responsible for advising the National Production Manager of all changes that occur in the program after the *Final Program* has been completed until 10 days prior to the Conference start date. These changes will then be incorporated into an errata sheet that will be distributed with registration materials to the attendees on site.

D. Student Volunteer Coordinator

Due to limited staffing by National at any ASPRS Conference, an essential role in the success of the Conference is played by the Student Assistants and Student Volunteers. The coordination of these assistants requires a considerable time commitment on the part of the Student Volunteer Coordinator in recruitment as well as on-site supervision. There is a National Student Volunteer Coordinator who will be responsible for coordination of the students at the Fall conference. That person will seek input from the Region where the Fall Conference is taking place to help solicit local students as conference volunteers.

The Coordinator’s responsibilities include:

- Recruitment of the needed number of student assistants from local and national colleges and universities. Students are preferred as volunteers since this allows them an opportunity to become familiar with the workings of ASPRS and to attend a national conference without having to pay a registration fee. ASPRS student members are given first preference if more students are recruited than needed.

Student Assistants and Student Volunteers receive a complimentary Conference registration that includes admission to the General Session(s), Technical Sessions, and Exhibit Hall. Social events are not included with the assistant registration. Lunch, if being provided to the Conference attendees, or a small monetary compensation will be paid for each seven and one-half hour shift worked in one day. Student Assistants are required to work a minimum of 18 hours during the Conference; Student Volunteers are required to work a minimum of 8 hours during the Conference.

Non-students will be accepted only on an as-needed basis if a sufficient number of students cannot be recruited. Non-student volunteers will receive a reduced registration fee and the small monetary compensation or lunch ticket allowed students.

It is advisable to recruit an excess number of students over and above the expected number needed since the last minute dropout rate is very high. Many assistants/volunteers will only want to work one-half day shifts during the Conference. This creates the need for additional assistants on certain days.

- Secure all relevant information from assistants/volunteers, maintain all records and determine that all assistants/volunteers have completed the necessary Conference registration forms.
- Advise ASPRS of final number of assistants/volunteers expected at least 14 days prior to the Conference.
- Meet with all available assistants/volunteers on site prior to their assuming their duties for site orientation and further discussion of duties.
- All assistants assigned to workshops MUST meet with Workshop Coordinator one-half hour prior to the workshop start time for detailed instructions. If an assistant is not present one-half hour before the workshop start time, they will be replaced and lose their workshop assignment.
- During the Conference, the Student Volunteer Coordinator will check-in and out all assistants/volunteers to verify the number of hours worked. The Student Volunteer Coordinator is responsible for assuring that the assistants/volunteers dress appropriately, and wear the appropriate identification ribbon when they are serving in their assistant capacity.
- The Student Volunteer Coordinator will distribute daily the monetary compensation or Exhibit Hall lunch tickets and have this noted as received by the assistants/volunteers.

The exact number of assistants/volunteers needed varies depending on the size of the Conference. The usual number will be as follows:

- One for each workshop
- One for each Technical Session
- Two for each day of the Conference for the Registration Area
- Four for each General Session
- One for the day preceding the opening of the Exhibit Hall to assist in the ASPRS booth setup.

- One to assist in the displaying and dismantling of the posters
- One for the ASPRS staff office starting on the first day of the workshops/committee meetings until the Conference concludes.
- Four to assist at entrances to Exhibit Hall to check badges (depending on location and availability of site-security).
- Two/three to assist with Exhibit Hall during any served luncheons.
- One to assist the Meetings Manager during the entire Conference
- Two as floaters daily from the day the committees meet through the concluding session. These are usually the advertised dates of the Conference.

Assistants/volunteers are expected to conduct themselves in a professional manner at all times and realize that they are representing ASPRS to all Conference attendees and also their colleges/universities. They should arrive at least 15 minutes in advance of the time they are scheduled to work, dress presentably in business casual wear (no jeans), check in with their Coordinator for last minute instructions, and remain at their assigned location throughout the time needed. They should inform their Coordinator when they have finished their assignment and assist with other duties as needed until their required hours have been completed. They need to sign-out with the coordinator when they have completed their duties for the day.

To receive full benefits, student assistants/volunteers are expected to work a minimum of **18/8** hours throughout the Conference. ASPRS student members are given first preference when assistants/volunteers are being selected. Non-ASPRS members will be accepted if needed. Duties will be assigned on a first-come basis.

Assistants/volunteers wishing to attend the Conference workshops must register and pay the required workshop fee, if they are not assigned to work that particular workshop.

Duties for assistants/volunteers vary with each assignment. The principal assignments are:

Workshops – Assistants/volunteers for the workshops will be responsible for collecting the attendee tickets at the door, distributing only one workbook per attendee, assisting the instructor with audio visual equipment, handouts and other details, and collecting workshop evaluation forms. It is also essential that the workshop assistants secure the classrooms during the lunch break if they are working with a full day session. This can be done by contacting the site security by house phone and asking that the doors be locked and unlocked at designated times.

Registration Desk -- Assistants/volunteers working the registration area will be assigned duties by the Registration Coordinator and may include preparation of registration packs, distribution of materials, and assisting with inquiries. Those assigned to this task need to be able to interact well with the attendees and answer a variety of questions.

General Sessions – Assistants/volunteers assigned to the General Sessions will be responsible for checking badges of all persons entering the area to insure that they are registered for the Conference and do not have “Exhibit Only” badges, assisting as needed with the audio visual equipment, assisting with the question and answer portion of the program and the distribution and collection of any handouts.

Technical Sessions -- Assistants/volunteers assigned to assist with the Technical Sessions will be responsible for checking badges of each attendee to insure that they are registered for the Conference and do not have “Exhibit Only” badges, assisting the Moderators and presenters

with audio/visual equipment and room setup. The assistants need to determine that the correct sign for each session is posted outside the room.

Poster Presentations – Assistants/volunteers with the posters will work under the direction of the Poster Session Coordinator in aiding the presenters with mounting and dismounting posters and installation of equipment for electronic presentations as needed. These assistants should be available one hour before the starting session each day of the Conference and during the final hour of each day's presentations if posters are rotated daily. If posters remain in place for the entire Conference, the volunteer need only be available for the initial setup and dismantling. Due to space constraints at most locations, posters are rotated daily.

ASPRS Staff Office – Assistants/volunteers may be asked to assist with various office duties including photocopying, collating, phone coverage and minimal computer key stroking while in the ASPRS staff office. In most cases, this position has limited supervision. This position will need to be staffed from the first day of the committee meetings/workshops until the conclusion of the Conference.

Exhibit Hall – Depending on the location, assistants/volunteers may be assigned to check badges of those entering the Exhibit Hall. They may also be assigned to collect tickets for box lunches. Other assignments may be made depending on the site.

Meetings Manager Assistant – Assistants/volunteers assigned to assist the Meetings Manager will place appropriate signage outside each meeting location, check with the presenters regarding any last-minute needs, confirm that the assistant for that session is in place, if catering is ordered for a particular location, confirm that the facility has delivered it in a timely manner, replenish materials on the "Take One" tables, assist with message delivery, and follow-up with any requests for assistance by other ASPRS staff. The persons assigned to this position will be needed from the first day of the committee meetings/workshops until the conclusion of the Conference.

ASPRS Exhibit Booth Assistant – An assistant/volunteer delegated to assist the ASPRS Exhibit Booth Coordinator in set-up of the ASPRS booth on the day preceding the opening of the Exhibit Hall and for two hours following the closing of the Exhibit Hall to assist in dismantling.

Additional Volunteers (Floaters) -- At least two additional assistants/volunteers should be available throughout the entire Conference to act as back up, since unforeseen situations arise that make it impossible for all of the volunteers to fulfill their duties.

The Student Assistantship Program is administered by the National Associate Executive Director and the Conference Volunteer Coordinator. This program provides conference registration, housing and a small stipend to students who apply for and are accepted into this program. In return, they are expected to be available throughout the conference to serve in any of the above volunteer duties for a minimum of 18 hours.

E. Technical Program Moderator Coordinator

The Moderator Coordinator is responsible for working with the Technical Program Chair(s) to determine if abstract submitters have indicated that they would be willing to moderate a Technical Session. (This is included on the abstract submission form.) Once these potential Moderators have been identified, the Moderator Coordinator should contact them and confirm their willingness to serve as a Moderator and their preference of session(s). If additional Moderators

are needed, the Coordinator may solicit more Moderators from the host Region, National Committee Chairs, Division Directors and former National officers. The Moderator Coordinator is responsible for communicating with the Moderators on a regular schedule prior to the Conference and encouraging them to be in touch with all presenters to secure a brief bio to be used in their introduction and to insure their attendance at the Conference.

During the Conference, the Moderator Coordinator is responsible for reviewing the sign-in sheets that will be available in the Presenters' Ready Room and determining that every session has a Moderator present. The Coordinator must instruct each Moderator regarding the completion of the report forms provided by National indicating the assigned presenters have given their papers and documenting any no-shows. Each Moderator should be instructed to complete the form and turn it in at the ASPRS staff office immediately following the session they have moderated. The completion of these forms by all Moderators is essential for presenters to receive their registration rebate.

F. Poster/Demonstration Presentation Coordinator

The Poster/Demonstration Presentation Coordinator should contact the Technical Program Chairs as soon as the letters of acceptance have been distributed and receive a complete list with contact information of all poster and demonstration presenters. Several communications between the Coordinator and the presenters are recommended. These should include specifics as to size of acceptable posters, location of posters on-site, requirements for demonstrations, times for installation and dismantling, registration details and hotel reservation deadline, etc.

G. Keynote and General Session(s) Coordinator

The Conference Planning Committee in collaboration with National handles the selection of the Keynote speaker and General Session(s) speakers with an appointee designated to be the point of contact who will issue the invitation to the person(s) chosen by the Committee. It is desirable that the Keynote address follows the theme of the Conference. As soon as the Keynote speaker(s) has/have accepted the invitation, the Coordinator should obtain an address title, brief description of his/her presentation, biography and picture. These will need to be transferred electronically to the National Production Manager for inclusion in any promotional marketing and also for the *Preliminary* and *Final Programs*.

Backup speakers for both the Keynote and General Session speakers are a **must**. Cancellations are very common among prominent speakers and backups must be obtained as early as possible. While it is sometimes awkward to invite someone as a backup, most people understand that this is a necessary slot to be filled for the Conference to be successful.

It is not recommend that the Keynote speaker be given an honorarium. The speaker, however, is offered complimentary registration, economy travel arrangements, and two nights lodging at the Conference hotel. These expenses will be incorporated in the budget by National.

General Session speaker(s) receive a complimentary Conference registration(s). No additional compensation is given to him/her. Backups are also recommended for all General Session speakers.

H. Marketing Responsibilities of Conference Planning Committee

The Conference Planning Committee is responsible for developing the theme for the Conference 20 months prior to the Conference. This must be available before marketing materials can be prepared. It is also important that the Committee identify Conference “tracks” or specialty sessions at least 12 months prior to the Conference so they can be included in the Call for Abstracts.

The Conference Planning Committee will need to provide the following information to be included in the *Preliminary Program* in accordance with the Time Line identified in Section II:

A letter of invitation from the Chair(s) of the Conference Planning committee with his/her digital picture(s) and signature(s),
Keynote speaker(s) and General Session speaker(s) presentation topics and brief description, pictures, bios),
A complete schedule of all Technical and Poster/applications Sessions

The National Assistant Director of Publications may supply some information or marketing materials generally available from the Conference city, however, the Region is encouraged to provide photographs and as much information about local attractions as possible to encourage attendance.

In order to adequately promote the Conference it is essential that the timeline established by the National Production Manager be adhered to strictly. The National Assistant Director of Publications will prepare the production schedule as soon as the site has been approved and distribute it to the Conference Planning Committee. This schedule will be roughly equivalent to the timeline given in Section II of these *Guidelines* with specific dates included for each required item.

Region hosts and partners are asked to forward any likely exhibitor prospects to the contractor retained by National for exhibit sales promotion.

I. On-site Responsibilities of the Conference Planning Committee

The on-site duties of the Conference Planning Committee vary but each is asked to follow-up on all details of their areas and co-ordinate any outstanding details with the National Meetings Manager. Some of their responsibilities have been noted under their particular areas. The entire Committee is responsible for serving as hosts to all attendees throughout the Conference and is strongly urged to personally welcome as many attendees as possible. This is particularly important if the Conference is being partnered by another organization.

J. Final Responsibilities of Conference Planning Committee

The Conference Planning Committee is required to prepare a final report. Upon submission and acceptance of the final report by the Convention Policy and Planning Committee and the National Executive Director, the Region and any partner rebates will be distributed.

The final report should include all positive and negative results of the Conference, and the areas for improvement in future conferences (see Section VII. for the Revenue Sharing policy and more information on report contents).

The final report should be completed and forwarded to the Convention Policy and Planning Committee and to the ASPRS Executive Director no later than 60 days after the Conference is concluded. A copy of the report should also be supplied to the Chair and partners or Region Conference Chairs named for all upcoming meetings. This will provide them with very practical information.

X. DUTIES AND RESPONSIBILITIES OF NATIONAL STAFF

A. Contract Negotiations, Deposits, and Insurance

- The Executive Director or his/her appointee will negotiate and execute all agreements with contractors, sites and vendors necessary for affecting the Conference.
- National will make deposits or prepayments as required.
- National will obtain certificates of insurance along with any necessary insurance riders
- National will coordinate with its Conference partner(s) on all levels.

B. Corporate and Government Sponsorships

National, in collaboration with the advertising agency, will secure available corporate and government sponsorships.

C. Conference Marketing

National will prepare all marketing pieces with the materials supplied by the Conference Planning Committee. The National Production Manager may supply some information or marketing materials generally available from the Conference city, however, the Conference Planning Committee is encouraged to provide photographs and as much information about local attractions as possible to encourage attendance.

Typical marketing pieces include:

- *Call for Abstracts* (distributed approx. 9 months prior to Conference)
- Ads in appropriate trade journals (placed 2 to 4 months prior to Conference)
- Ads in *PE&RS* on a space available basis
- Web page linked to ASPRS web site (set as soon as site is finalized). This will allow for submission of abstracts, on-line registrations, program details, travel, and site information
- *Preliminary Program* (distributed 5 months prior to Conference)
- *Final Program* (distributed at the Conference with an ad for the upcoming Conference included)

D. Registration

A registration contractor employed by National prior to the Conference will handle all registrations. They can be submitted by the web site, set up by National, faxed, phoned, or mailed to the contractor. The contractor will handle all necessary badges, receipts and tickets. The Registration Area on site will be staffed by the contractor, National and volunteers at hours deemed appropriate for the Conference.

Complimentary Registrations – The following persons or groups of people are approved for complimentary registrations based on Board Policy. Requests for expectations and/or exemptions

to the policy must be submitted to the ASPRS Executive Committee for review and approval prior to the opening of the Conference. Full complimentary Conference registration is provided for:

- Conference Chairs(s)
- Conference Committee Chairs (at the discretion of the Conference Chair(s))
- ASPRS National Staff/Partner Organization Staff
- ASPRS and Partner Organization Officers
- Keynote and General Session Speakers

E. Proceedings Preparations

The Associate Executive Director will, upon receipt of the list of accepted presenters including names, addresses, phone numbers and e-mail addresses, from the Technical Program Chairs, contact each of them regarding the details of submitting their presentations for inclusion on the CD proceedings. They will also receive materials from the Associate Executive Director regarding necessary speaker registration deadlines, and other detailed logistical information. See Appendices C, D and E.

F. Exhibit Hall

A contractor retained by National will handle all exhibit booth sales. The contractor is responsible for booth sales, contract negotiations with the vendors, collection of revenues, and assignment of booth locations. On-site management of the Exhibit Hall is facilitated by National staff.

A professional decorating company will be retained by National to prepare the Exhibit Hall according to the wishes of the site, National and the vendors. They provide equipment and an on-site crew to set-up and dismantle all necessary components for the hall in accordance with local government regulations.

The ASPRS Exhibit Booth will be managed and staffed by National staff with booth proceeds being credited directly to National. ASPRS booth income and expenses are NOT factored into the Conference revenue.

G. Meeting Room Assignments and Signage

At least 60 days prior to the Conference opening, the National Meetings Manager will make all site arrangements including room assignments for workshops, committee meetings, and Technical Sessions, order necessary audio/visual equipment, prepare room setups for all programs, and order food and beverages for all events. All room assignments will appear in the Final Program.

Appropriate signs for all events will be ordered by National and shipped directly to the Conference site.

H. Conference Evaluations

An on-line evaluation survey will be sent by National to all attendees. The results will be shared with the Conference Committee as soon as they are finalized.

I. Meetings Held During the Fall Conference

The following ASPRS governance meetings are held during the Fall Conference but are not the responsibility of the Conference Committee. They will be coordinated by the National staff.

- Executive Committee Meeting
- Board of Directors Meeting
- Committee Meetings
- Division Meetings

Any meetings requested by Conference partners will be arranged for by National staff and are not the responsibility of the Conference Committee.

J. Conference Web Site Development and Maintenance

ASPRS National staff will be responsible for developing, hosting, and maintaining the Conference web site. This responsibility may be delegated by National staff to another party.

K. Miscellaneous

1. One day prior to the Conference opening, the National Meetings Manager and selected National staff will hold a pre-Conference meeting with the facility staff to review all meeting details. Daily meetings throughout the Conference will also be held between the National Meetings Manager and others at the facility site. The National Meetings Manager or an assigned volunteer will check each meeting room prior to the first session for proper room setup, correct placement of audio visual equipment, and prepare and place all signage for each event.
2. National staff will set up the headquarters office and provide necessary supplies and equipment for use by ASPRS and Conference partners for their governance boards.

Appendix A – Letter of Intent

Appendix A. Sample Letter of Interest

January 10, 2005

Ms. Kari J. Craun
Chair, ASPRS Convention Planning and Policy Committee
1400 Independence Road
Rolla, MO 65401

Dear Ms. Craun,

The ASPRS Central Region and ZZZ Association would like to offer to host the 2010 Fall Conference in Little Rock, Arkansas. The Central Region Board and ZZZ members have contacted the Little Rock Tourism and Convention Bureau regarding a proposed conference in the Fall, 2010 timeframe. An excellent convention/conference facility, the Little Rock Exhibition Center, has sufficient space to accommodate an ASPRS Fall conference and does have some dates available in Fall, 2010. The proposed theme for the Little Rock conference would be, "Commercial - Government Partnerships At Work in Geospatial Decisionmaking". The current President of the Central Region, Mr. John Doe, and the University of Arkansas student chapter faculty sponsor, Dr. James Smith, have graciously agreed to serve as co-Directors for the conference. Dr. Jane Brown, from ZZZ Association, will serve as the Technical Program Coordinator.

Based on previous conferences in similar venues to those offered in Little Rock, the Region and ZZZ estimate attendance at approximately 400. We believe the combination of Region and ZZZ support and excellent facilities in Little Rock will combine to make the 2010 Fall Conference a great success.

If you need any additional information, please do not hesitate to call me. I can be reached at 800-555-2000 or via e-mail at jgreen@usfedagency.gov.

Sincerely,

John Green
Central Region National Director

Appendix B - Site Selection Spreadsheet

APPENDIX B Site Inspection Form

	<u>SITE 1</u>	<u>SITE 2</u>	<u>SITE 3</u>
Dates Available			
Sleeping Rooms Available			
Percentage of Total Room Block			
Sleeping Room Rates			
Percentage of Annual Increase			
Single/Double/Triple Suites #			
State & Local Taxes			
Government Rate Rooms Available			
Reservation Deadline			
Rate Guarantee After Cutoff			
Complimentary Room Policy			
Suite Upgrades for VIPS			
Honor Guests Upgrades for VIPS			
Cancellation/attrition Policy			
Condition of Sleeping Rooms			
Amenities in Sleeping Rooms			
ADA Provisions			
First Aid/Medical Facilities			
Emergency Evacuation Plans			
Fire Drills/Alarm System			
Necessary Permits			
Largest Meeting Room Available			
Breakout Rooms Available #			
Exhibit & Meeting Material Storage			
Access to Meeting Space			
Condition of Meeting Rooms			
Seating (Chairs) in Meeting Rooms			
Soundproofing in Meeting Rooms			
Amenities in Meeting rooms			
Meeting Room Rates			
Meeting Room Setup Charges			
Meeting Room Reset Charges			
Exhibit Space Available			
Exhibit Space Rate			
Exhibit Space Flooring			
Exhibit Space Condition			
Ceiling Heights			
Loading Dock for Exhibitors			
Special Concerns with Exhibit Space			
Poster Display Area			
Registration Area			

APPENDIX B Site Inspection Form

	SITE 1	SITE 2	SITE 3
AV Services			
AV Rates			
Security			
Experience w/meetings this size			
Fire Drills/Alarm System			
Food Function Space			
F & B Rates			
Amenties for Food Functions			
Menu Options			
Guest Services			
Nearby Restaurants & Activities			
Guest Parking			
Parking Rates			
Distance from Airport			
Airport Transportation			
Overall Staffing Ratio			
Union Contracts			
Other groups scheduled			
OVERALL IMPRESSION			
TOTAL POINTS -			
1 TO 5 - 5 Being the best			

Appendix C - Memo of Instruction for Preparation of Papers

APPENDIX C

MEMORANDUM

Date:

To: ASPRS Fall/Specialty Conference Proceedings Authors

From: ASPRS Director of Communications

Subject: Preparation of materials for *ASPRS Fall Conference Proceedings*

With this memo you will receive your copyright forms and Instructions to Authors. All papers and posters are to be limited to no more than 12 pages. **Any pages over the 12-page limit will be charged \$40 per page.** Please send a check payable to ASPRS for the correct amount when you submit your paper. Send your paper to:

ASPRS Fall Conference Proceedings
c/o ASPRS
5410 Grosvenor Lane, Suite 210
Bethesda, MD 20814-2160

All papers must be received no later than 5:00 pm on (insert date – 90 days prior to conference).

If you have any questions regarding the Instructions to Authors or how to prepare your paper, please contact me or a member of my staff. Just to save time, I'll answer a few of the most common questions here:

"Do you want my paper on disk/CD and a hard copy?"

Yes, we want your disk/CD and a high quality laser printout of your paper with tables, graphs, formulas, and images in the correct place and to size in the body of the text. Please pay special attention to the part of the attached instructions headed **What to Submit**.

"What is the recommended font on a laser printer?"

A 10-point Times Roman on 11-point leading is the size we ask you to use.

"Can I get an extension on the deadline?"

No. The deadline is set so that we have time to prepare the proceedings and have them delivered for distribution at the meeting. If we push back the deadline, we might not be able to get the proceedings to the meeting.

"Did you get my paper?"

If you are worried about your paper not meeting the deadline or getting lost in the mail, please send it by one of the many methods that provide a tracking number and receipt confirmation. The Post Office and many of the other delivery services can do this for you. We prefer that you not ask us to call you about receiving your paper. We receive about 250 papers for these Proceedings, so it is not feasible for us to call you or respond to calls asking if we have received a paper. However, if you supply an email address, you will get a message indicating that your paper was received.

"Can I publish color illustrations?"

Yes, and at no cost to you. The proceedings are being published on CD ROM only, so there will be no charge for color illustrations.

"Can I fax my paper?"

No. The quality is too poor from a fax for reproduction purposes.

"What if I need to make corrections to my paper once you've received it?"

We can not make corrections to papers. If you find that you MUST make critical corrections, please submit a new disk and hardcopy of the paper CLEARLY STATING THAT IT IS TO REPLACE THE ONE ORIGINALLY RECEIVED. This should be done AS SOON AS POSSIBLE. There will be no extensions for corrected papers.

"Do I have to submit a paper?"

No, you don't, but we certainly hope you do. If you don't have time to submit a full paper, please consider re-submitting your abstract, typed according to the authors instructions -- that's certainly better than nothing.

"I cannot find the Instructions for Authors or the Assignment of Copyright forms. How can I get a copy?"

If you need additional copies of the instructions or forms, please check the ASPRS website at <www.asprs.org/asprs>, Conference website at <www.asprs.org/_____>, or send me an email with your request to <_____@asprs.org>.

Again, if you have further questions, please contact us. See you in_____.

Appendix D - Instructions to Authors

APPENDIX D

ASPRS FALL/SPECIALTY CONFERENCE INSTRUCTIONS FOR AUTHORS REGARDING PREPARATION OF MANUSCRIPTS

Kimberly A. Tilley
Director of Communications
ASPRS: The Imaging and Geospatial Information Society
5410 Grosvenor Lane, Suite 210
Bethesda, Maryland 20814
kimt@asprs.org

PURPOSE

The Proceedings of the **ASPRS Fall/Specialty Conference** will be published on CD-ROM from papers submitted by authors in the format described below. It is important to submit manuscripts according to the instructions so that we can prepare a uniform looking publication. **THE FOLLOWING INSTRUCTIONS WERE TYPED IN THE REQUIRED FORMAT. SEE SAMPLE AT THE END OF THESE INSTRUCTIONS.**

WHAT TO SUBMIT

Authors are asked to submit one of the following media. **NO OTHER MEDIA can be read at this facility.**

- 3.5 inch High Density Diskette
- PC Iomega Zip Disk
- CD-ROM
- ASPRS FTP site. The address is ftp://birdseye.asprs.org. The login is FTP_USER (note capitalization) and the password is ASPRSgeneral (note capitalization). Put your paper into the ASPRS 2003 folder at that site.

Email

Documents can also be accepted via email attachment meeting the following specs:

EMAIL should be sent to: _____ or papers may be posted to the ASPRS FTP site in the ASPRS 20__folder (<ftp://birdseye.asprs.org>). The login is FTP_USER (note capitalization) and the password is ASPRSgeneral (note capitalization).

Attachment should be encoded using UUENCODE, MIME or BINHEX only.

Attachments over 10 MB take a long time to download and should be sent via other media. Attachments may be combined using a utility that creates a standard Pkware ZIP file (Pkware Zip / Winzip® / etc.). (Stuffit files may be acceptable providing nothing fancy is done during the creation of the Stuffit file. The file will be "unstuffed" using Windows-based software.)

Document Format

Documents may be submitted in any of the following formats:

- * Word for Windows
- * Word for Macintosh (saved as compatible with Word for Windows version 97 or earlier. No native Word for Macintosh 98 files)
- * Word Perfect
- * Word for DOS
- * Rich Text Format (RTF)

All other word processing software users should save their documents in one of the above formats. (RTF preferred)

- * Adobe Acrobat PDF format **WITH EMBEDDED fonts.**
- * Microsoft PowerPoint

* Microsoft Excel

Please make sure to send a hard copy of your paper to ASPRS by the deadline, no matter if you send your paper on a disk or by email/FTP. The hard copy is very important if we need to refer to it for final formatting purposes or, in a rare case, if the electronic version is not usable.

Images

Images should be scanned at 300 dpi in either color or grayscale as appropriate. Higher resolutions will be lost in the conversion process. Embed the images in your document. **DO NOT FLOAT THE IMAGES OVER THE TEXT.** (Use paste special in Word for Windows). If you send additional copies of your images separate from the document, use only one of the following formats:

TIF (Tagged Image File Format), BMP (Windows Bitmap), JPEG, GIF.

DO NOT SEND EPS format. This format has many different variations making it nearly impossible to translate them. Use a second disk if necessary. Graphics/images should not exceed 1 MB per graphic/image, with a limit of five (5) to ten (10) per paper. In addition, please submit a clean, dark, readable hard copy of the manuscript, printed from a laser printer of 300 dpi or higher. Clearly label all media and hardcopy as to author and title.

To assure timely and efficient production of the Proceedings with a consistent and easy-to-read format, authors must submit their manuscripts in strict conformance with these guidelines. Correct "widows" and "orphans" in your paper (single lines of text that are left behind on the bottom of a page or that wrap to stand alone at the top of the next page). There will be no opportunity for corrections or improvements of poorly prepared originals. The failure to comply with the following guidelines could disqualify a paper from publication, including the page limitation, or a paper that is not received by the submission deadline.

MANUSCRIPT

Typing

Except for the headings and subheadings, all text should be single-spaced across the page. **DO NOT SUBMIT COPY IN TWO-COLUMN FORMAT. Set the margins for an 8.5 x 11" sheet of paper. Set all margins at 1" on each side and at the top and bottom.** These margins give a 6.5" x 9" area in which to type the copy. For papers submitted by international authors using A4 paper, please center your text in an image area of 6.5" x 9" (11.5 centimeters x 19 centimeters). Copy should be clean, dark, and readable. The type font should be Times or Times Roman, 10 pt. for the body copy, 12 pt. for the main headings, 11 pt. for subheads.

Length

Manuscripts should not exceed 12 pages, including abstract, figures, tables and references (as defined above).

TITLE AND ABSTRACT

Title

The title should appear in CAPITAL LETTERS without underlining, centered on the page, beginning at the top margin of the first page. More than one line may be used, but single-space between lines. Type the author name(s) and affiliation in upper and lower case letters centered under the title. In the case of multi-authorship, group names by firm or organization. Affiliation should include position(s) of the author(s), the institution(s), address(es) and email address(es).

Abstract

Start with a concise abstract (**limited to 250 words** that summarizes the content of the paper. The abstract should be typed in one wide column across the whole page, as shown in the beginning of these Guidelines under "PURPOSE." Leave 2 blank line spaces between the author information and the abstract.

MAIN BODY OF TEXT

Type text single-spaced, with double-line spaces between paragraphs and first order headings. Indent paragraphs 1/4 in. from left margin.

Headings

MAJOR HEADINGS

Major, or first order, headings are to be typed in 12 point boldface capital letters, centered over one column, as above this paragraph.

Subheadings

Type subheadings, or second order headings, in 11 point upper and lower case letters, boldface, and place flush left on a separate line.

Subsubheadings. Subsubheadings, or third order headings, should be indented 1/4 in., with text following on the same line, as in this sentence.

Footnote. Mark footnotes in the text with an asterisk (*); use a double asterisk (**) for a second footnote on the same page. Place footnotes at bottom of the page, separated from the text by a horizontal line.

Pagination. Do not write or print page numbers or notes on the originals, since the book is to be numbered consecutively throughout. Notes and page numbers can be placed on the back of the page in pencil.

References and/or Selected Bibliography

References should enable a librarian to supply the quoted paper or book to the reader. References should be cited in the text thus: (Smith, 1987b) and listed in alphabetical order in the reference section. Make sure that the titles of books and periodicals are italicized. The following formats should be used:

***References from JOURNALS:**

Smith, J. (1987a). Close range photogrammetry for analyzing distressed trees. *Photogrammetria*, 42(1):47-56.

Names of journals can be abbreviated according to the "International List of Periodical Title Word Abbreviations." When in doubt, write the names in full.

***References from BOOKS:**

Smith, J. (1989). *Space Data from Earth Sciences*. Elsevier, Amsterdam, pp. 321-332.

***References from NON-REFEREED LITERATURE:**

a) Smith, J. (1987b). Economic printing of color orthophotos. Report KRL-01234, Kennedy Research Laboratories, Arlington, VA-USA.

b) Smith, J. (1988). Remote sensing to predict volcano outbursts. In: *Int. Arch. Photogramm. Remote Sensing*. Kyoto-Japan. Vol.x Part.J, pp. 456-469.

Illustrations

Placement. Although figures and tables are usually aligned horizontally on the page, large figures and tables may be turned on their sides. If a figure or table is turned sideways, be sure that the top is on the left-hand side of the page.

Captions. All captions should be typed in upper and lower case directly beneath the illustration. Use single spacing if a caption uses more than one line.

Line Drawings. Line drawings in computer format are acceptable. Make sure all text is large enough to be readable if the graphic needs to be reduced. Captions should be typed directly under each illustration. **NOTE: Color is acceptable in ALL illustrations and charts.**

Photographs. Please insert scanned images directly in the text. Type the caption in the text where the photo is to appear. If inserting the image directly into the text is not possible, supply the original photos and make sure they are clearly marked according to where they appear in the paper. Color photographs are acceptable.

Tables. Tables should be typed within the body of the paper. Each table should have a number and title.

Copyright. If your article contains any copyrighted illustration or imagery, include the appropriate copyright statement (such as SPOT Image 200- [fill in year] CNES). It is the author's responsibility to obtain any necessary copyright permission.

Equations, Symbols and Units

Equations. Type the equations. Leave two blank lines before and after equations.

Symbols and Units. Use SI (Système Internationale) Units and Symbols.

TRANSMITTAL AND INFORMATION

Papers must be delivered to ASPRS by (INSERT DATE 90 DAYS PRIOR TO CONFERENCE).

Mail to: ASPRS Annual Conference Proceedings
5410 Grosvenor Lane, #210
Bethesda, MD 20814

REMINDERS:

1. Do not fold or bend your originals; mail them flat. Also, **DO NOT STAPLE** the pages.
2. **DO NOT DOUBLE-SPACE YOUR TEXT.**
3. **Papers not received by the deadline may be omitted from the proceedings.** Submit papers early. If your paper must be reviewed and approved by your agency prior to submission, please start early so that you can meet the deadline.
4. **The speaker registration fee MUST BE PAID by (INSERT DATE 90 DAYS PRIOR TO CONFERENCE) and mailed with the registration form to the address on the registration form. DO NOT INCLUDE PAYMENT/REGISTRATION FORM WITH YOUR PROCEEDINGS PAPER.**
5. **If the speaker registration payment is not received by the deadline, your paper WILL NOT appear in the proceedings.** Take into account any and all regulations your agency has for paying registrations in advance.

IMPORTANT

- **Do not wait until the last minute to submit your paper for the Proceedings.**
- **Do not expect to get an extension for submitting your paper.**
- **You will be notified when your paper is received if your email address is provided, but you may also be contacted after the deadline if your paper has a problem as it goes through production.**
- **If you do not submit your paper according to the guidelines specified in these instructions, there is NO GUARANTEE that your paper will be included in the final proceedings.**

See sample paper layout on next two pages.

AN INTERNET ACCESSIBLE DATA AND INFORMATION SYSTEM FOR RESOURCE MANAGERS

Amelia Budge, Manager
Stan Morain, Director
Earth Data Analysis Center
University of New Mexico
Albuquerque, NM 87131
abudge@spock.unm.edu
smorain@spock.unm.edu

ABSTRACT

Earth Data Analysis Center at the University of New Mexico, under an Earth Science Information Partnering (ESIP) agreement with NASA, is designing an Internet-accessible application for land management applications. Land and resource managers will be able to manipulate spatial and spectral data using a variety of functions to extract information from multi-sensor, multi-temporal, and multi-resolution sources. The business case for the prototype focuses on agencies that manage hundreds or thousands of small, and highly fragmented, land holdings dispersed over regional geographic areas. The intent of the information system is to provide a coordinate-based tool for retrieving spectral, spatial, and socioeconomic data pertinent to each land unit, and to then process these data into information relevant to the manager's need. Spectral data currently included in the test area are Landsat TM, AVHRR, ATLAS, TRMM, Radarsat, and MASTER imagery. Future data sets, as they become available, will include ETM+, MODIS, ASTER, and ALI imagery. Among the several information extraction options for managers will be fly-throughs, temporal trends, economic context, environmental parameters, and eventually, economic modeling scenarios.

INTRODUCTION

Satellite data have been available for over 30 years, but they have not been accessible easily to the public. Many of the satellite programs, such as Landsat, were designed as science missions that acquired data for scientific applications. Practical applications of these data were not the primary concern. Data obtained by most Earth observing missions have been processed using algorithms and data formats developed by scientists for their own research purposes. Furthermore, databases created to house information on these satellite data and their derived products, and access to these databases was designed by, and for, scientists. Therein lies the problem.

NASA received a Congressional mandate to make their data and products available to a broader user community – beyond the science community. However, data formats and access to these data are cumbersome and in some cases, impossible for non-science users. One of the broader community set of users are resource managers, such as land managers, water managers, and wildlife managers, to name a few. These users, for the most part, are not familiar with the scientific jargon utilized in data access systems such as NASA's EOSDIS, the Earth Observation System Data and Information System. Using the EOSDIS web site is not intuitive and is difficult to navigate if one is not familiar with the terminology. This paper focuses on the efforts of the Earth Data Analysis Center, at the University of New Mexico, to develop products from NASA sensor data, and to develop an Internet accessible, user-friendly delivery system that allows all users easy access to these data and products.

NASA EARTH SCIENCE INFORMATION PARTNERS

The Office of Earth Science (EOS) at NASA is funding an initiative known as the Earth Science Information Partners (ESIPs), which consists of twenty-four cooperative agreements between NASA and universities and private enterprise to advance the uses of NASA-sponsored science research and data beyond the scientific community. In

Table 1. ESIP 2 and ESIP 3 Partners

ESIP 2s	ESIP 3s
University of Rhode Island	Bay Area Shared Information Consortium
University of New Hampshire	California Resource Agency
University of California – Los Angeles	University of New Mexico
University of California – Santa Barbara	University of Maryland
Jet Propulsion Laboratory (Genesis)	University of North Dakota
University of Maryland	Rice University
IBM – T.J. Watson Research Center	Planet Earth Science, Inc.
Jet Propulsion Laboratory (Ocean ESIP)	Reading Information Technology, Inc.
Global Hydrology and Climate Center	Scientific Fishery Systems
George Mason University	MRJ Technology Solutions, Inc.
Scripps Institute of Oceanography	University of Minnesota
Michigan State University	NBC Subsidiary (WRC-TV), Inc.

short, their mission is to employ these data and their derived products in applications for broader user communities, such as local governments and industry. Of the twenty-four partner-ships, twelve are focusing on developing data and products for global applications and to provide subsetted products for local uses. These partners (known as ESIP 2s) are primarily universities that are engaged in research projects on a global scale. The other twelve partners constitute a mixture of industry and universities (ESIP 3s) that are focusing on processing NASA datasets into value-added, derived products on local and regional scales that can be ingested by non-science users

such as museums, schools, fisheries, farmers, and resource managers (Table 1).

The Earth Data Analysis Center (EDAC) at the University of New Mexico was awarded an ESIP 3 cooperative agreement in 1998. It is a five-year initiative, to develop custom applications and products for resource managers in the Upper Rio Grande Basin (Figure 1). The Basin extends from Ft. Quitman, Texas (south of El Paso) to the headwaters of the Rio Grande in southern Colorado. Within the Basin, land management responsibilities are characterized by a highly fragmented geographic distribution. During the life of the project, EDAC will prototype products, information, and a customized delivery system to address land management, water management, and air quality assessment applications and needs. Development of the prototype delivery system and early derived products focuses on the needs of local land management agencies such as the New Mexico State Land Office, the New Mexico State Forestry Division, the Bureau of Land Management, and the U.S. Forest Service. These stakeholders are working closely with EDAC to identify Internet products that are responsive to their operational needs.

EDAC's PROTOTYPE PRODUCTS

EDAC's deliverables for the project are twofold. First, an Internet, user-friendly data access and delivery system is required to allow users quick and easy access to customized products and information. Second, these products and information must be presented in packages that are digested easily by practicing resource managers who most likely are not schooled in image processing technology. Ultimately, in accordance with the cooperative agreement, EDAC is required to develop its system and products in such a way that they are sustainable at the close of the five-year project. With these challenges and goals identified, EDAC's approach is to develop a prototype that will be beta tested by its stakeholders before release as a version 0 (V0) product.

Appendix E - Copyright

APPENDIX E

**ASSIGNMENT OF COPYRIGHT
ASPRS Fall/Specialty Conference**

(To be completed by all authors and co-authors who are not U.S. Government employees)

Authors and co-authors of papers submitted for publication in the *Proceedings* must transfer copyright ownership to the American Society for Photogrammetry and Remote Sensing (ASPRS). This form must be completed and returned to the editor before your paper can be published. Please make additional copies for co-authors as needed. All authors who are U.S. Government employees must complete the form titled "Special Note to U.S. Government Employees." All authors must complete at least Part 1 of the "Statement of Clearance" form.

PAPER TITLE:

AUTHOR(S):

Name(s) and Address(es)

Assignment of copyright to the above-titled work is made this _____ Day of _____ 200__ from the above listed author(s), to ASPRS, publisher of the *Proceedings*.

In consideration of the Publishers' acceptance of the above work for publication the author(s) hereby transfer(s) to ASPRS full and exclusive copyright to the work for all purposes for the duration of the copyright. I (we) understand that such transfer of copyright does not preclude specific personal use, provided that prior to said use permission is requested from and granted by the Publisher. **I (we) hereby acknowledge that this paper has not been previously published, nor is it being considered for publication by any other organization.**

SIGNED:

Author	Co-author
Co-author	Co-author
Co-author	Co-author

NOTE: With regards to the rights of the author(s) signing this form, they (or their employer, if this is a "work for hire") may: 1) make copies; 2) reproduce the work in any form; 3) distribute copies; 4) make derivative works (such as lecture notes or textbooks); and 4) give others the rights to do these things, **so long as a proper credit notice appears**. The credit notice should be of the form: "Copyright" (or the symbol, a C in a circle), "YEAR," "COPYRIGHT HOLDER," "*PUBLICATION TITLE*," and "PAGE NUMBERS"; i.e., "Copyright (YEAR INSERTED), American Society for Photogrammetry and Remote Sensing, 20__ *Annual Proceedings*, p. ____."

SPECIAL NOTE TO U.S. GOVERNMENT EMPLOYEES

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ASPRS 20__ Fall/Specialty Conference

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