Final Report
For
ASPRS 2005 Annual Conference

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                    Potomac Region

1.0 Introduction

This is the final report of the Conference Planning Committee for the ASPRS 2004 Annual Conference.   The Conference theme was "Geospatial Goes Global: From Your Neighborhood to the Whole Planet" and was held March 7-11, 2005 in Baltimore, Maryland at the Marriott Waterfront Hotel. The conference represented the culmination of more than 18 months of planning and preparation by the Planning Committee. The local conference committee members (and their primary roles) were:

Chairman	Richard Campbell
Vice-Chairman	Jim Hipple
Secretary	Suzy Jampoler
Technical Program Co-chairs	David Maune & Barry Haack
Committee Members	Larry Pettinger
	Scott Allen
	Larry Hothem
	Andrew Ralowicz
Poster Sessions Chairwoman	Amy Becker
Corporate Sponsorship	Kim Kelemen
ASPRS National Workshop Coordinator	Russell G. Congalton
Volunteer Coordinator Chair	Kristin M. Eickhorst
Technical Tour Co-chairs	David L. Szymanski & Yogendra Singh
Classified Session Co-chairs	Scott Loomer & Ben Ramey
User Group Chair	Anna Marie Kinerney
Keynote and Plenary Session Chairman	Bill Stoney

In addition, we received primary support from ASPRS staff, especially:

Kim Tilley	ASPRS Assistant Executive Director
Anna Marie Kinerney	ASPRS Marketing/Meeting Manager
Rae Kelley	ASPRS Production Manager

2.0 Chairman's Report

2.1 Background (submitted by Dave Maune)

Jan Gervin was the original Conference Chair and Dick Campbell was Jan's Vice-Chair. In early 2004, Dick called Dave Maune and asked him to serve as Chair of the Technical Program Committee for ASPRS 2005 to be held in Baltimore the week of March 7-11, 2005. Dave could not refuse because Jan had served as Chair of the Technical Program Committee for ASPRS 2000 when Dave (then President, Potomac Region) asked Jan to serve, and Dick had served that conference and also edited the Potomac Region's award-winning newsletter for the years that Dave served as President. Dave was told that the date and location of the conference had already been established by ASPRS headquarters. I believe that Jan recommended that the conference theme should be "Geospatial Goes Global: From Your Neighborhood to the Whole Planet." With Jan and Dick's blessing, Dave invited Barry Haack to serve as Co-Chair of the Technical Program Committee. We never established a formal division of responsibilities, but we worked well together from the very beginning.

On March 3, 2004, Jan asked Dave to review a draft Call for Papers. That *call* listed 10 categories or topic areas into which all abstracts were to be submitted. Dave recommended an additional category: Digital Elevation Model Technologies and Applications, including LIDAR and IFSAR. Jan accepted this recommendation.

For a few months, Jan held monthly meetings at ASPRS headquarters, with many committee chairs participating by telecon. With guidance from Anna Marie Kinerney of ASPRS headquarters, it was agreed that abstracts needed to be submitted by July 2, 2004. Jan would work with Dick Campbell and Martin Wills, ASPRS' webmaster, to develop the web site to which abstracts would be submitted.

During the spring of 2004, Dave and Barry recruited other Potomac Region members to join the Technical Program Committee. These included Larry Pettinger, Rick Pearsell, Larry Hothem, Scott Allen, Andrew Ralowicz, and Amy Becker.

On May 4, 2004, Jan Gervin died unexpectedly, and Dick Campbell immediately agreed to serve as Conference Chair. Jan was a good friend to both Dick and Dave personally and to ASPRS as a whole, and to this day we think of Jan as smiling down upon us as we proceeded with the conference in her memory.

Three weeks later, Dick and Dave both attended the ASPRS 2004 conference in Denver (May 24-28, 2004). This gave us both the opportunity to talk with our counterparts at the 2004 conference and to benefit from their lessons learned. The Denver conference had all 90-minute sessions with 10-minute breaks between. We realized from the beginning that we would be challenged in part by motivating speakers to submit their abstracts for 2005 by July 2, 2004, only weeks after completion of the ASPRS 2004 conference and at a time when many families would be taking their summer vacations.

2.1 Vice Chairman's Report

Jim Hipple, Conference Committee Vice-Chair

The Potomac Region believes that this conference was a success for ASPRS National as well as the Region. I will highlight some issues here that need to be addressed for further conferences. Many of these issues, along with a number of others, are highlighted elsewhere in the report.

1. Some in the region have expressed concern about the venue of Baltimore. For Federal Government employees at a number of locations, Baltimore is within the commuting distance and not reimbursable by their respective agencies. This affected the Potomac Program Committee particularly that a number of the Committee Members had to commute from Washington DC to the conference site. A venue closer to Washington DC or an alternate location within the Region (outside the 50-mile commuting radius – examples might be Charlotte, NC or Raleigh, NC) would better ensure attendance by Federal Employees from the Washington DC area.

2. The Conference Planning Committee was challenged continually by the times and lengths of sessions. In many instances, it seemed like the "coffee breaks" and Non-Technical Program related material drove the scheduling of the program. Standard time blocks of either 1-hour (three 20-minute papers) or 1-hour 20 minute length sessions (four 20-minute papers) need to be put in place.

3. I am concerned with the scheduling of paper sessions on Wednesday through Friday, rather than Tuesday through Thursday (Friday being a travel day). There were a number of complaints, paper withdrawals, and no-shows for presentations scheduled on Friday.

4. We need to find a way to integrate Committee Meetings and Division Meetings into the Technical Program time to better attract new people willing to help govern the Society.

4. The final issues are on technology, particularly the burden placed on regions for emailing out technical program materials to the presenters. We suggest, and believe, that the ASPRS servers and email system, rather than that of a volunteer from the Conference Committee or outside services purchased by the Region should handle this. In addition, ASPRS should invest in a Conference Abstract Submission System and meeting that has an integrated meeting planning, registration, and abstract submission function.

3.0 Welcome Reception

Sponsored by ASPRS Potomac Region

The ASPRS Potomac Region Welcome Reception was a complete success. Estimating attendance at ~200 we nearly doubled the number of attendees. Hors d'oeuvres and beverages representing Baltimore's unique American culinary culture were served with a maritime atmosphere along the water's edge. There was information on conference activities, Baltimore (the Charm City), and activities taking place throughout the conference week. Potomac Region Board members welcomed guests and the Potomac Region displayed a continuous slide presentation of Potomac Region activities and opportunities throughout the event.

Live music by a 2-member instrumental group, provided entertainment and dancing keeping the party lively. Potomac Region board members presented Karen Shuckman (ASPRS President) a copy of Abe Anson (ASPRS Potomac Region member, Emeritus) with his latest publication of the history of stereoplotting technology. Outgoing board members received gifts from President Nate Smith, including recognition of the Potomac Region's latest ASPRS Fellow, Larry Pettinger.

The total cost to Potomac Region was $12,571.52.

Lesson's learned from this event: Ran out of drink tickets and Bratwursts; room was very crowded. Attendees will always eat more than is estimated and provided. While the good food kept people at the event and made it a success, it came with a high cost.

4.0 Technical Program Committee Report

4.1 Call for Papers

The Call for Papers was sent to the ASPRS membership the last week in May of 2004, announcing that abstracts would be due by July 2, 2004 and informing members that they would receive their Notice of Acceptance by August 16, 2004. Once abstracts were accepted, their papers were to be submitted for the Proceedings no later than December 10, 2004. During the month of June, there were many emails among Dick Campbell, Martin Wills, Dave Maune, Barry Haack and others discussing the desired way to format the web site to accept abstract information. It was especially important to format the input so we could distinguish between first names and last names; the 2004 conference had considerable difficulty, especially with African, Chinese and Korean names, in determining how to list names in the program, because they only had space for "name" in the abstract, and some listed first names first and others listed last names first, and organizers could not determine which names were first names. Originally, the 2005 committee used the same abstract submission template for all technical sessions, including individual presentations and arranged sessions with multiple speakers. We quickly realized that we needed a separate abstract form for Special Sessions.

4.2 Master Time Schedule

The establishment of a time schedule and room assignments is a very critical element in planning the technical program. The schedule determines the number of technical presentations available for the meeting. The room assignments need to be correlated with expected attendance in each session. There was some information from the 2004 meeting on number of attendees per session which provided guidelines. For 2005, we instituted a systematic collection of information for each session by the volunteers for planning the 2006 meetings. That information is presented later in this report.

Dave Maune established a procedure for assignment of presentation topics that was very effective based upon the initial schedule and room assignments. Each technical committee member was assigned one or more areas of responsibility by topic areas selected by the presenters when submitting their abstracts. Individual committee member were also assigned appropriate Special Sessions to schedule.   Based upon the number of abstracts and special sessions and anticipated number of attendees for each session, the technical committee members were assigned specific rooms to schedule their respective abstracts and special sessions. This avoided competing sessions on the same general topic and greatly eased the compilation of the initial final schedule.

Based upon this process, we recommend changes in the Topic Areas in the abstract submission process. There were some categories with too many submissions and others with too few. Topic 1, Remote Sensing and GIS Technologies and Applications, was too large a category (124 initial submissions). It could be separated into separate categories on Remote Sensing and GIS and/or by general topic such as agriculture, forestry, earth sciences, hydrology, etc. Topic 4, Data Processing and Analysis Techniques Utilizing Remote Sensing and GIS Data, was also too large (64 initial submissions). It could be divided into separate Remote Sensing and GIS components. Topics 8, 9, 10, and 11 in Table 1 received very few submissions and could be combined.

Dave Maune first developed a master Time Schedule and coordinated it with ASPRS headquarters on June 21, 2004. Although tentatively approved at that time, there would be four subsequent changes between then and September 29, 2004 when the Time Schedule was frozen with no subsequent changes thereto. That final Time Schedule is in APPENDIX A. Changes had been made for the following reasons:

- The original schedule called for sessions of either 60 minutes or 90 minutes with all times scheduled on the hour or quarter-hour. The final schedule called for sessions of either 60 minutes or 80 minutes with times on 5-minute increments. This would allow 20 minutes per presentation (including Q&A) — i.e., 3 papers targeted for the 60-minute sessions and 4 papers targeted for the 80-minute sessions.

- The original schedule called for 15-minute breaks between technical sessions. The final schedule called for one 25-minute break in the late morning (after opening of the Exhibit Hall) and one 25-minute break in the early afternoon, plus 15-minute breaks elsewhere. The exhibitors wanted a long break each morning and afternoon to encourage more traffic in the Exhibit Hall.

- The original schedule planned for 10 concurrent technical sessions in 10 rooms for each of 14 time slots, subsequently reduced to 13 time slots. The final schedule planned for 11 concurrent sessions as the number of (late) abstracts grew. We intentionally accommodated late abstracts in order to promote increased interest and attendance. Some of the latest additions were among the strongest and best proposed presentations. Thirteen time slots for eleven rooms would accommodate up to 143 sessions. At the time of the Preliminary Program, only two of those 143 time slots were unused. For the Final Program, five sessions were cancelled, and seven time slots were unused. It was wonderful that we had the flexibility to easily change the number of rooms available. For example, when we were planning on 10 rooms, one of our rooms was very large (Dover A/B/C). We got our 11th room by creating a mid-sized Dover A/B and a small Dover C simply by tasking the hotel to close a divider door between B and C. Even the smallest room held nearly 50 attendees.

- The original schedule called for Keynote and Plenary Sessions to begin at 8:30 a.m. each day. The final schedule calls for the Keynote Session to begin at 8:15 a.m. on Wednesday, the Plenary Session to begin at 8:00 a.m. on Thursday, and the Plenary Session to begin at 8:15 on Friday.

- The original schedule called for the technical sessions to end at 5:30 p.m. on Wednesday and Thursday. The final schedule calls for those sessions to end at 5:45 and 5:35 p.m. respectively. The earlier start times and later end times resulted from the longer coffee breaks and from our joint decision to add Jack Dangermond as a Plenary Session speaker on Thursday, in addition to the previously planned events.

- The original schedule called for the technical sessions to end at 3:45 p.m. on Friday. The final schedule ended at 2:35 p.m. because of desires for attendees to have time to fly back home yet on Friday evening.

- It should be noted that ASPRS had previously decided that all technical sessions should be on Wednesday through Friday, rather than Tuesday through Thursday as at prior

ASPRS conferences. This caused a lot of confusion and complaints from attendees who feel it is best to have the main program on Tuesday through Thursday, with other events such as tours, user groups, workshops and committee meetings on Monday and Friday, recognizing that fewer people are involved in those activities. Throughout the scheduling, Dave and Barry addressed complaints from speakers and moderators who didn't want to be scheduled on Friday. Because of requests, four Friday sessions were cancelled, rescheduled or merged with other sessions on Wednesday or Thursday when rescheduling became possible as a result of paper cancellations.

For example, one coordinator for five Special Sessions insisted that he had to have five 90-minute sessions in the same room for continuity. When advised that we only had four 80-minute sessions all week, he grudgingly said that he could accept four 80-minute sessions and one 60-minute session in the same room since we had no 90-minute sessions. Since there were only four 80-minute sessions during the entire conference (one on Wednesday, two on Thursday, and one on Friday), four or his sessions were scheduled for those time slots in the same room with the 5th in a 60-minute time slot for the same room. However, when he learned that one of the sessions was on Friday, he begged to be rescheduled to a 60-minute session on Thursday, in a different room if necessary — even though speakers were coming only from Washington D.C. — believing that no one would attend on Friday. A few other speakers chose to have their papers withdrawn from the Friday program.

We have no way of knowing, but we believe that attendance at the conference was reduced partly because of the Wednesday-Friday schedule instead of the Tuesday-Thursday schedule preferred by the majority. However, the biggest reason for reduced attendance was the fact that there were at least five competing conferences during this same week.

4.3 Committee Organization and Responsibilities

Dave Maune and Barry Haack knew from the beginning that we served as Technical Program Co-Chairs responsible for the technical program activities on Wednesday through Friday (March 9-11th). We knew that we were not responsible for the Workshops (Russ Congalton), Volunteers (Kristin Eickhorst), Technical Tours (David Szymanski and Yogen Singh), User Groups (Anna Marie Kinerney), or Classified Session (Scott Loomer), although minimal coordination was required with them.

On June 28, 2004 Dave and Barry emailed the memorandum at APPENDIX B to all members of the Technical Program Committee giving them assignments for review of abstracts, only a few of which had been submitted by June 28th. Committee members could review the abstracts by going to www.asprs2005.org, entering "ASPRS" as the username and "2005" as the password. They were tasked to review all abstracts within their assigned "topic" area of responsibility (see Table 1) and to cluster papers together on related themes so as to form individual 60-minute sessions for 2-3 papers or 80-minute sessions for 4 papers with the same theme. They were also asked to recommend moderators from among speakers who had checked "yes" on their abstract form, expressing willingness to moderate. They were asked to prepare for an initial scheduling meeting at Dave's office (Dewberry & Davis) the week of August 9-13, 2004, because we were supposed to have a preliminary schedule ready by August 14th with notice of acceptance by August 16th. Table 1 shows the number of abstracts, by topic area, received as of August 9th.

Table 1 — Technical Program Committee Member Topic Areas of Responsibility

Topic No.	Topic Area	Member Responsible
1 (124 papers as of 8/9/04)	Remote sensing and GIS technologies and applications in various discipline areas (e.g., land and resource management, forestry, agriculture, water resources, wildlife management, ecology, geology, geography and general land cover mapping, urban area applications, etc.	Andrew Ralowicz, later changed to Larry Pettinger
2 (24 papers)	Remote sensor systems (radar, multispectral, hyperspectral, high spatial resolution, digital cameras, video, infrared, photographic, etc.	Scott Allen
3 (31 papers)	Digital elevation model technologies and applications (lidar, IFSAR) to also include photogrammetric DEMs and sonar	Larry Hothem
4 (81 papers)	Data processing and analysis techniques utilizing remote sensor and GIS data	Andrew Ralowicz
5 (16 papers)	GIS data collection, processing and analysis techniques	Scott Allen
6 (3 papers)	GPS uses and concerns	Larry Hothem
7 (32 papers)	Photogrammetry, surveying and mapping issues and techniques	Dave Maune
8 (5 papers)	Data standards, management and policy	Rick Pearsall, later changed to Larry Hothem
9 (9 papers)	Educational programs and issues	Barry Haack
10 (1 paper)	Professional certification programs and policies (ASPRS, States, other)	Barry Haack
11 (8 papers)	Other topics of interest	Larry Pettinger, later changed to Barry Haack
12 (38 posters, 3 demo's)	Poster sessions	Amy Becker
13	Classified Sessions (not our responsibility)	Scott Loomer Ben Ramey

On July 1, 2004, Dave had to leave for a family medical emergency in California and did not return to his office until August 9th. Dave did not have direct access to email in California but tried to use a computer at a local library that allowed a maximum of 30-minutes per day, much of which was lost during the complex log-on process. Dave tried reading and answering his hundreds of emails, but passed many of the ASPRS traffic to Barry Haack for action. At one point, his mailbox was full, and Dave deleted 87 full screen listings of hundreds of emails so that he could read his new emails. These emails were lost permanently. Fortunately, most of the ASPRS-related emails during this time period were handled by Barry Haack or Dick Campbell. This is the perfect example of why there should be Co-Chairs for this committee. Barry was

able to keep us on track even though Dave was seriously sidelined for over 5 weeks at a critical time.

When Dave returned to work on August 9th, he promptly coordinated and sent Memo No. 2 at APPENDIX B to members of the Technical Program Committee for our preliminary scheduling meeting on August 12th.

Dave and Barry subsequently divided their major responsibilities as follows:
- Barry Haack entered many late papers and made edits into the conference Access database set up by Dick Campbell. Barry coordinated and assigned moderators to sessions left blank by the other committee members during their scheduling, and Barry coordinated with organizers of all the Special Sessions regarding speakers and content. Barry responded to emails that did not pertain to scheduling (Dave's responsibility), and Barry identified actions necessary to keep organizers, speakers and moderators informed of the status of their papers or requests.

- Dave Maune developed an Excel spreadsheet for the Master Technical Program Schedule that he used for all time and room scheduling of oral presentations, and all re-scheduling as changes occurred throughout the seven months leading up to the conference. This included coordinating with speakers (and moderators) as changes occurred and responding to hundreds of emails sent to the committee. Dave coordinated with Al Stevens and Kari Craun for organization of the five FGDC-sponsored Special Sessions, with Michael Hodgson for his Special Sessions on Education, and with Marguerite Madden for her Special Sessions on GIS Landscape Modeling, Analysis and Visualization.

- Dave and Barry coordinated all actions with each other so that both would remain informed of actions taken by the other.

- The other members of the Committee were primarily involved during the months of July and August, 2004, while reviewing the abstracts submitted prior to August 12, 2004 when initial "grouping" was performed; after August 12th, Dave made all subsequent changes to the Master Technical Program Schedule.

4.4 Master Technical Program Schedule

Developing a technical program schedule is like trying to paint a moving train. You wish it would stop for a while, but it doesn't. The original deadline for the abstracts was July 2, 2004; as of that date, we only had a few abstracts and could only have scheduled one or two rooms during the conference period. After that deadline, following repeated messages from Kim Tilley at ASPRS headquarters, the abstracts grew in number so that we ultimately scheduled eleven rooms by September 30th when we froze the Preliminary Program.

We continued to get additions until early February of 2005, but we received many more cancellations for three major reasons — (1) many from overseas when speakers could not get visas, (2) from speakers saying their company had denied their funding request to attend the conference, and (3) from researchers saying their planned research findings had not succeeded. If we had "stopped the train" on July 2nd, we wouldn't have had a meaningful

program to attend. Therefore, flexibility and understanding the fact that changes will occur is mandatory for the Technical Program Committee.

Final emails were sent to all presenters and moderators the weekend of February 19-20, and between then and February 25th, 12 moderators cancelled and 18 speakers cancelled, causing the significant changes shown on the final Errata Sheet.

Table 2 shows variations in statistics as of three milestone dates. However, there was much more turbulence than indicated by these statistics because of deletions being offset by additions to the schedule; for example, between the Preliminary and Final Program, there were two Special Sessions deleted (abstracts 600007 and 700001) and three Special Sessions added (abstracts 700017, 700018 and 700019) instead of a simple increase from 39 to 40 such sessions. Also, the 25 Special Sessions as of August 12, 2004 were just skeletons of the sessions to be subsequently developed with speaker names and topics to be discussed.

Table 2 — Changes in Statistics as of Four Milestone Dates

	8/09/2004 for Initial Scheduling	9/30/2004 for Preliminary Program	1/14/2005 for Final Program	2/25/2005 for Errata Sheet
Individual Abstracts	313	309	284	269
Special Sessions	25	39	40	40
Poster Abstracts	41	49	48	48

- Dave Maune developed the master scheduling spreadsheet at Appendix D and used it to track the hundreds of changes.   This worked extremely well. Features of this spreadsheet are as follows:
- Columns:
- Column A: Session numbers

- Column B: Session dates

- Column C: Session times

- Column D: Room sizes (hidden)

- Column E: Room names. On 3/11/2005, after the volunteers submitted their statistics for each session, the number of attendees in the audience was added to Column E. This is intended to allow future planners to estimate room size requirements by major subject area.

- Column F: Numbers of technical tracks assigned by the authors in preparing their abstracts (hidden

- Column G: Names of committee members responsible for review of the assigned technical tracks (hidden)

- Column H: Session titles and Parts (when applicable). Dave also tried to normalize a brief explanation of the session, special session descriptions, organizers, etc., but this could be better handled in other ways.

- Column I: Names and organizations of session moderators [assigned by Barry Haack from authors who indicated their willingness to moderate on their abstract form.]

- Column J: Abstract numbers for Special Sessions only

- Columns K through N: Abstract numbers for individual presentations. Note, column N was blacked out for 60-minute sessions that could not accommodate a 4th speaker.

- Column O: Comments. This was generally used to record the date and time of an incoming email that caused a proposed change to that session, e.g., cancellation of paper, or desire to move from Friday to Thursday.

- Rows:
- For each of the 13 time slots (5 on Wednesday, 5 on Thursday, 3 on Friday) the (11) rooms were initially assigned to the various Technical Committee members for scheduling 2 or 3 papers in 60-minute time slots or 4 papers in 80-minute timeslots for their assigned topics. [Rows in green identify rooms available for Larry Pettinger's abstracts, rows in orange were for Scott Allen's abstracts, rows in light blue were for Larry Hothem's abstracts, rows in pink were for Andrew Ralowicz's abstracts, rows in yellow were for Dave Maune's abstracts, and rows in blue were for Barry Haack's abstracts.] These colors became less meaningful as many papers appeared to be assigned to the wrong topic and such papers were swapped and/or assigned to other sessions. The rooms were of different sizes; generally speaking the single rooms held up to 50 attendees, double rooms up to 100, and triple rooms up to 150, so committee members could decide which papers were likely to draw larger audiences and schedule them for larger rooms. We tried to assign the large rooms to topics that had received the lost attendance at ASPRS 2004, i.e, Lidar, image processing, and photogrammetry.

- Where possible, we tried to keep technical topics in the same room, e.g., all photogrammetry sessions in Dover A/B.

- Overall, it worked well to have nine (9) short sessions of 60 minutes and four (4) long sessions of 80 minutes during the week for each of the rooms.

- The Wetland Education through Maps and Aerial Photography (WETMAAP) seminar was scheduled for all day on Friday, filling the three time slots that day for the Falkland room. This was the first time for this event, organized by Larry Handley of USGS' National Wetlands Research Center (NWRC). Apparently, only 6 or 7 personnel attended this seminar, although several non-educators expressed interest in attending.

- Throughout the scheduling and rescheduling process, Dave highlighted those cells in magenta where there was a change to be made to the Preliminary or Final Program, or to the Errata Sheet after "freezing" the Final Program. This caused all changes to be easily visible.

- Dave also saved the latest version of this spreadsheet every Friday so that we could compare versions as of different dates.

- The final spreadsheet showed paper cancellations and moderator changes. Those highlighted in magenta were changes received in time to publish on the Errata Sheet distributed to all attendees. Those changes highlighted in bright green were received the last few days prior to the conference, arriving too late to be included on the Errata Sheet which had already been printed. Still, many other speakers were "no shows" that provided no messages to indicate that they intended to cancel their presentations.

- Scheduling Challenges:
- This spreadsheet was extremely useful, but it was limited in that it did not list the name of the speaker for each abstract. Several speakers were initially assigned to moderate in one room while scheduled to speak in another room during the same time slot. Several such conflicts were identified during review of the Preliminary Program and (hopefully) corrected for the Final Program. We even had instances were there was initially no schedule conflicts, but when a speaker indicated that he/she could not attend and the paper would be presented by someone else, the substitute speaker was already scheduled to speak or moderate elsewhere at the same time.

- It would be helpful to list the speaker names also in the spreadsheet because many emails were from someone asking: "When am I scheduled to speak?" or "Am I scheduled to speak?" If they listed their abstract number, such question was easy to answer from this spreadsheet. However, most did not list (or even remember) their abstract number, so it was necessary for Dave to enter the Access database, search for the person's name, identify the abstract number, then find the abstract number in the spreadsheet.

- During the time that speakers were submitting their papers to Kim Tilley for inclusion on the CD for the proceedings, several people sent technical papers to Kim that she could not identify. Dave was able to identify and approve most of those papers, but three had been submitted to Kim for which the authors had never submitted an abstract requesting to be approved and scheduled for conference presentation.

- Dave and Barry actually accepted new abstracts up until the final date of January 13, 2005.

- Abstract cancellations between the Preliminary Program and the Final Program were a major challenge. One session went from 4 papers down to 1; others went from 3 or 2 to 1. Although two papers in a 60-minute session was acceptable, we never wanted one paper to be an "orphan," all alone in a session of any length. This caused sessions to be consolidated and a major reason why we went from 309 sessions in the Preliminary Program to 285 sessions in the Final Program. We do not know if this is normal or an aberration, perhaps caused by increased difficulty in obtaining visas as a result of Homeland Security constraints.

- As previously stated, a number of speakers did not want to be scheduled on Friday. One even insisted that she must be scheduled on Tuesday. She planned to attend on Monday through Wednesday morning when she had to leave, but she had no idea on what days the technical program would be conducted. When she saw the dates of

March 7-11, she erroneously assumed there would be technical presentations on Tuesday as in prior years.

- The abstract form on the web site for Special Sessions prompted organizers to fill in the names and topics for four speakers, although many only entered two or three names. However, only four of the 13 sessions were 80-minute sessions that could accommodate four speakers; the remaining nine sessions were 60-minute sessions that could only accommodate three speakers. Many Special Session organizers were disappointed to learn that they were assigned to a 60-minute session (when they had planned on having 90 minutes.) No Special Session with four speakers was scheduled for a short time slot. In future years, we recommend that the Special Session form alert organizers that there might be options for short sessions for 2-3 speakers and long sessions for 4 speakers so they can better plan their Special Sessions.

- Some difficulty was experienced in trying to communicate with authors, especially those overseas. Some email addresses entered on the abstract form were invalid, and several authors did not respond to requests for clarification. Because of higher uncertainty whether presenters from overseas will actually attend the conference, we attempted to schedule such speakers last in each technical session, so that attendees would not sit in silence for 20 minutes between speakers 1 and 3, for example, if speaker 2 fails to show up for the conference.

- Table 3 identifies the room assignments and times for the different session numbers, and it identifies the rooms that were ultimately vacant. Note, that the session numbers are generally in sequence for each room assigned, but there are several time slots where room assignments were changed so as to give a larger room where there was potential for a larger audience. For example, sessions 46 and 48 had rooms swapped because of expected high interest in web geobrowsers in session 46, causing it to be moved from Gelena (capacity = 50) to Laurel C/D (capacity = 100). We attempted to schedule all sessions with a common theme, and especially when having a common track with Part 1, Part 2, etc., in the same room throughout the conference.

Table 3 — Final Room and Session Assignments

	Wednesday 1/9/05					Thursday 1/10/05					Friday 1/11/05		
	9:50 - 10:50	11:15 - 12:15	1:45 - 3:05	3:30 - 4:30	4:45 - 5:45	9:50 - 10:50	11:15 - 12:15	1:15 - 2:35	3:00 - 4:20	4:35 - 5:35	9:50 - 10:50	11:15 - 12:15	1:15 - 2:35
Laurel A/B	1	11	21	32	43	53	64	75	86	97	109	118	128
Iron	2	12	22	33	44	54	65	76	87	98	110	119	129
James	3	13	23	34	45	55	66	77	88	99	111	120	vacant
Gelena	4	vacant	24	35	48	56	67	78	89	100	112	121	vacant
Essex A/B/C	5	14	25	36	47	57	68	79	90	101	113	122	131
Laurel C/D	6	15	26	37	46	58	69	80	91	102	117	123	130
Dover A/B	7	16	27	38	49	59	70	81	92	103	115	124	132
Dover C	vacant	17	28	39	50	60	71	82	93	104	vacant	125	vacant
Kent A/B/C	8	18	29	40	51	61	72	83	94	105	114	126	133
Heron	9	19	30	41	52	62	73	84	95	106	116	127	134
Falkland	10	20	31	42	vacant	63	74	85	96	107		108	

Speakers and moderators received numerous messages sent by Dick Campbell. However, Dave Maune also sent individual e-mails on February 4, 2005 to all speakers who had submitted abstracts after "freezing" of the Preliminary Program, confirming their session assignments, and to all speakers and moderators who were rescheduled to a different session and time slot as a result of the rescheduling activities after publication of that Preliminary Program.

4.5 Special Sessions

In advance of the abstract due date, an e-mail was sent by the Technical Committee Chairs requested Special Sessions to be organized and submitted. This message was sent to individuals who organized the Special Sessions in the prior year meeting and also the heads of the various ASPRS divisions and committees.

There are several issues concerning Special Sessions to consider. We used a separate submission process and data base for the Special Sessions. If that is necessary or if they could be combined with the primary abstract submission process and data base should be considered.

It is current policy to include the Special Session abstracts in the Preliminary and Final Programs. It may not be necessary to do so or if this policy continues, the Special Session abstracts should be required in the submission process and limited to a set number of words for consistency.   For organization of the Program, Special Session organizers should be required to select a Topic Area from the same list as other abstract submissions. Finally, organizers of Special Sessions were often very delinquent in finalizing presenters and titles requiring frequent messages be sent to them.   A process to minimize these delays should be considered.

4.6 Moderators

The original assignment of moderators was done by each Technical Committee Member in compiling each session. Moderators identified their willingness to serve in submission of their abstracts. Our policy was not to assign moderators in the same session in which they made a presentation but to try to assign them to a session on the same day as their presentation and in the same general category.

There were fewer volunteers to moderate than sessions creating some difficulties. To some degree, this was resolved by individuals who requested to make poster presentations and expressed a willingness to moderate. However, time was also spent sending out e-mails almost blindly asking for moderators from individuals who initially did not offer to moderate. It is recommended in the future that a stronger appeal be made in the announcements and in the abstract submission process to have individuals volunteer to moderate. Another limitation is that only those individuals who submit a presentation are asked to moderate. The hosting ASPRS Region might ask for members to volunteer to moderate to develop a pool. A significant issue was the loss of moderators shortly before the meetings. In many cases, this was resolved by contacting the presenters for those sessions asking them to moderate their own session.

4.7 Notifications to Presenters and Moderators

Communication with presenters and moderators was very important.   We attempted all communications via e-mail and recommend that be continued.   However, it was not without difficulty in that some e-mail addresses from the submitted abstract forms were incorrect and it was clear e-mails were not always read.   Appendixes XXX contain copies of our correspondence and instructions.

4.8 Final Program by categories with attendance statistics:

Remote Sensor Systems:
Sessions: 56, 93, 100, 101, 121
Average attendance per session: 20.8

Sessions with 50 or more: none
Sessions with 10 or less: session 101 (10), session 121 (1 on Friday)

Remote Sensing Technologies/Applications:
Sessions: 1, 2, 3, 11, 12, 13, 17, 21, 22, 23, 28, 32, 33, 34, 43, 44, 45, 46, 53, 54, 55, 62, 64, 65, 66, 67, 72, 75, 76, 77, 86, 87, 88, 89, 97, 98, 99, 104, 109, 110, , 111, 116, 118, 119, 129
Average attendance per session: 29.4

Sessions with 50 or more: session 1 (55), session 46 (55), session 53 (74), session 64 (50), session 75 (70), session 89 (55). Session 53 was a USGS special session reporting on Landsat continuity and related topics
Sessions with 10 or less: session 44 (6), session 72 (8), session 76 (9)

GIS Technologies/Applications:
Sessions: 4, 19, 35, 46, 112, 123
Average attendance per session: 26.5

Sessions with 50 or more: session 46 (55). Session 46 reported on 3-D Geobrowsers and the Internet.
Sessions with 10 or less: session 112 (8), and session 123 (6), both on Friday

GIS Landscape Modeling, Analysis, Visualization:
Sessions: 24, 39, 78, 128
Average attendance per session: 19.5

Sessions with 50 or more: none
Sessions with 10 or less: none

Data Processing and Analysis Techniques:
Sessions: 4, 8, 9, 18, 19, 29, 35, 40, 50, 51, 61, 73, 83, 84, 94, 95, 105, 106, 120, 125, 133
Average attendance per session: 26.8

Sessions with 50 or more: session 125 (50). Session 125 pertained to coastal analysis and shoreline mapping

Sessions with 10 or less: session 120 (8), and session 133 (4), both on Friday

Image Accuracy and Performance Metrics:
Sessions: 30, 41, 52
Average attendance per session: 18.5

Sessions with 50 or more: none
Sessions with 10 or less: none

DEM Technologies and Applications (including Lidar and IFSAR):
Sessions: 5, 14, 25, 36, 47, 48, 57, 68, 79, 90, 113, 126
Average attendance per session: 38.9.

Whereas the Lidar sessions were the best attended during the Denver conference in 2004, this category came in second for the Baltimore conference in 2005, beat by the Photogrammetry category dominated by interest in digital cameras.

Sessions with 50 or more: session 5 (80), session 14 (80), session 25 (50). Session 5 reported on Lidar accuracy assessments. Session 14 reported on Lidar DEM extraction techniques. Session 25 reported on the use of Lidar for vegetation classification.
Sessions with 10 or less: none

Photogrammetry:
Sessions: 7, 16, 27, 38, 49, 59, 60, 70, 71, 81, 82, 92, 103, 115, 124, 130, 132
Average attendance per session: 42.2

Sessions with 50 or more: session 7 (120 - largest in conference), session 16 (55), session 27 (88), session 38 (50), session 59 (60), session 92 (50). Session 7 was a digital camera panel discussion. Session 16 was on digital camera calibration. Session 27 pertained to airborne GPS for photogrammetry. Session 38 was a panel discussion on digital imaging data acquisition and processing flow. Session 59 also pertained to digital sensors and processing. Session 92 was a special session on data flow in commercial digital imaging systems. **Clearly, the highlight of the ASPRS 2005 conference was the intense interest in digital camera systems and processes**.
Sessions with 10 or less: session 103 (10)

Mapping:
Sessions: 37, 44, 60, 114, 134
Average attendance per session: 18.6

Sessions with 50 or more: none
Sessions with 10 or less: session 44 (6)

Data Standards, Management and Policy:
Sessions: 6, 15, 60, 102, 122, 131
Average attendance per session: 14.2

Sessions with 50 or more: none.
Sessions with 10 or less: session 102 (7), session 131 (10) on Friday

National and International Programs (NSDI/ISDI, The National Map, Geospatial One-Stop):
Sessions: 26, 58, 69, 80, 91
Average attendance per session: 19.4
Sessions with 50 or more: none
Sessions with 10 or less: session 80 (4)

Education/Professional Development:
Sessions: 10, 20, 31, 42, 63, 74, 108
Average attendance per session: 23.5
Sessions with 50 or more: none
Sessions with 10 or less: none

NGA Academic Research Program
Sessions: 85, 96, 107
Average attendance per session: 13.7
Sessions with 50 or more: none
Sessions with 10 or less: session 96 (10)

Geospatial Data in Courtroom:
Sessions: 117, 127
Average attendance per session: 12.5
Sessions with 50 or more: none
Sessions with 10 or less: session 117 (10)

4.9 Cancellations and No-Shows

For the 134 sessions, after completion of the Final Program (about 3 weeks prior to the conference), the following numbers of moderators, speakers and poster presenters either cancelled or failed to show up with no advance warning:

Table 4 — Cancellations and No-Shows

	Wednesday	Thursday	Friday
Speakers who cancelled at least 1 week prior to conference (changes on Errata Sheet)	8	7	1
Speakers who cancelled too late for Errata Sheet	5	2	0
Speakers who were "no shows" with no notification	12	13	7
Moderators who cancelled at least 1 week prior	5	3	5
Moderators who cancelled late	0	0	0
Moderator "no shows" with no notification	1	1	0
Posters cancelled at least 1 week prior			N/A
Posters cancelled late			N/A

Poster "no shows" with no notification			N/A

4.10 Volunteers

Kirsten Eickhorst served very effectively as Volunteer Coordinator Chair. She collected session reports for 131 of the 134 sessions on the following:
1. Session Number
2. Session Day and Time
3. Moderator Name
4. Number of Presentation No-Shows
5. Average Number in the Audience
6. Is the room too large or too small?
7. Comments and suggestions

Statistics from these reports were used to report on average attendance and sessions especially well attended (50 or more) or poorly attended (10 or less), as documented above. At least three of the volunteers were confused by "Number of Presentation No-Shows" because they reported 3 or 4 no-shows for sessions that had only 3 speakers scheduled, yet commenting that sessions were good. In the future, we recommend that item 4 be changed to report the name of any speaker that failed to show up. Then, we can do a better job of tracking speakers who cancel late or fail to show up.
Problems were reported for the following sessions:

- Session 4, Gelena room reported as small for 40 (but had 48 chairs)

- Session 7, Dover A/B room was definitely too small for 120 (had 100 chairs for this session that had the largest attendance during the conference)

- Session 12, Iron room reported as small for 25 (but had 48 chairs)

- Session 13, James room needed a table to hold the speakers' computers, also reported as small for 42 (but had 48 chairs)

- Session 17, Dover C room reported as small for 40 (but had 50 chairs). This room also had two other problems: (1) layout was poor, with the speaker's podium immediately next to the only door to the room, causing all coming and going to interrupt the speaker; the screen and podium should have been at the other end of the room, (2) lights were allegedly controlled by those in Dover A/B.

- Session 27, Dover A/B room reported as small for 88 (but had 100 chairs)

- Session 31, Falkland room reported as small for 38 (but had 48 chairs)

- Session 40, Kent A/B/C, speaker needed to use microphone in this very large room, but didn't

- Session 46, Laurel C/D room couldn't turn off lights (controlled in Laurel A/B)

- Session 52, Heron room reported as small for 22 (but had 48 chairs) because of poor room layout

- Session 53, Laurel A/B room reported as small for 74 (but had 100 chairs)

- Session 77, James room, couldn't hear because speaker didn't use microphone (normally not required in such a small room)

- Session 79, moderator reported late

- Session 80, Laurel C/D, there were more panelists than attendees

- Session 84, Heron room reported as small for 35 (but had 48 chairs)

- Session 87, Iron room reported as small for 32 (but had 48 chairs)

- Session 89, Gelena room was too small for 55 (had only 48 chairs)

- Session 93, Dover C, reported that lights could not be turned off (however, Dave Maune was in this room at another time when lights were turned off for the PowerPoint presentation. Perhaps light switch was confusing)

- Session 95, Heron room reported as small for 35 (but had 48 chairs)

- Session 100, Gelena room reported as small for 40 (but had 48 chairs)

- Session 102, Laurel C/D reported as too large for 7 attendees (had 100 chairs). Several other sessions also reported room sizes were too large

- Session 107, Falkland room reported as small for 20 (but had 48 chairs)

- Session 108, special Seminar had 7 educators

- Session 112, first two presenters were late

- Session 114, Kent A/B/C had projector problem, with no one to help

- Session 117, Laurel C/D room lights went off when turned off for Laurel A/B

- Session 121, Gelena room had only 1 person in the audience

- Session 126, reported that some speakers (especially grad students) need to be tutored on presentation techniques. They tend to read from slides, turn backs to the audience, and can't be heard. This comment was known to pertain to several other sessions as well.

4.10 Dick Campbell Issues

The following issues were raised by Dick Campbell for comment: Answers are from Dave Maune, unless added with comments from other members of the Technical Program committee.

1.   Should more time be allotted for presentations (currently 20 minutes per paper, including Q&A)? Although speakers were generally pleased when they were able to have more time (because of vacancies in the schedule, or cancelled speakers), not one speaker complained that 20 minutes was insufficient. Speakers must learn to be concise in presenting key points. Attendees do not expect to receive complete details at a conference like this.

2.   Should the total number of papers be reduced? The total number of papers could be reduced if (1) we relied more on invited speakers and less on abstract submissions, and (2) if we rejected papers from graduate students and researchers wanting to present their findings. We tend to accept most abstracts because this encourages increased attendance by presenters, gives graduate students the chance to participate in a conference and learn what ASPRS is all about, and presents obscure research results that help to stimulate our society.

3.   Should we have more plenary sessions? All plenary sessions were outstanding in 2005, including those on Friday morning (Homeland Security) that were poorly attended. The intense interest in digital cameras this year could have justified a plenary session on digital cameras. However, the hottest topic from 2004 (Lidar) was less popular in 2005, so it may be difficult to pre-judge interest in selected topics based on data from the prior year.

4.   Should papers be rejected by authors who have a track record of not showing up for at least the last two conferences? Yes, but we will need to collect good data. Our forms collected by volunteers in 2005 reported on the number of no-shows, but not the names of the no-shows. In 2004, we received no feedback whatsoever for individual sessions, so we didn't know the number in attendance or speakers who failed to show up.

5.   Should papers be rejected that do not meet the Topics specified in the Call for Papers? No. Several very good papers did not clearly fit in any of the specified topics.

6.   Should a database of past papers be kept that will allow for similarity searches of past presentations? No. This would be too much of an additional burden.

7.   Should the total number of papers to be accepted be included in the Call for Papers? No. I see no benefit from this.

8.   Should a commercial program be purchased to manage the organization and processing of the technical sessions, with training provided to the Technical Committee? Perhaps "yes", if there is such a commercial program and is successfully used by others.

9.   Should special sessions not be accepted if details are not complete by the deadline specified in the Call for Papers? No. None of the special sessions were complete by the deadline. We would have had no special sessions in 2005 if this were the rule. In fact, most of the special sessions were not finalized until shortly before preparation of the Final Program.

10.   Should papers not received by the deadline specified in the Call for Papers be accepted late only as poster sessions? No. Organizers always have the discretion to reject late papers. If this had been the rule in 2005, we would have had no conference because very few abstracts were submitted by the deadline. As much as I would like for this to be the rule, it would greatly weaken the quality of the technical program.

4.11 Other Issues and Recommendations (Lessons Learned)

These are extracted from various components of this report and elsewhere in part as a summary for future planning. They are not in any specific order.

1.   Changes should be made in the Topic Areas of the abstract submission process to obtain a similar number of abstracts in each area to ease the assignment of presentations to sessions.

2.   Technical sessions on Tuesday, Wednesday, and Thursday may be preferable over Wednesday, Thursday and Friday

3.   The Technical Committee Report and Lessons Learned from Denver 2004 by Roger Hoffer and Jeff Liedtke were very useful. We made some changes but strongly recommend the Reno Technical Committee review that document.

4.   Useful and easily accessed data bases for all aspects of the Technical Committee responsibilities are critical. Dick Campbell and Martin Wills were very responsive and helpful and can make additional suggestions in this area.

5.   In addition to a list of speakers for the Final Program, we added a list of moderators.

6.   Possible begin the Plenary Sessions no earlier than 8:30

7.   There is a need to list sessions by categories for the Preliminary and Final Program. The Technical Committee should consider this in organizing the program and in their database.

8.   ASPRS HQ and the Publications Committee should consider the appropriateness of having Meeting Proceedings.

9.   The development of the Technical Program by assigning Rooms and Topic Areas to individual Technical Committee members was very effective.

10.   More efforts should be made to solicit volunteers to moderate sessions

11.   Special Sessions need to be solicited, perhaps use the same submission process as general presentations, select Topic Areas, and have consistent abstracts.   Consideration as to the necessity of publishing Special Session Abstracts in the Programs should be made

12.   A better process of compiling and editing the Preliminary and Final Programs should be considered.

13.   Providing the Volunteers a form to summarize attendance at each session is useful for future planning.

14.   Attempts to reduce the problem of late cancellations and no-shows should be evaluated. One option is to enforce a pre-registration deadline or be dropped from the Final Program. Because of an expectation that no-shows will often be from international participants, they were generally placed at the end of a session to minimize disruption.

15.   There was minimal review of Abstracts for presentation. Is this an appropriate policy?

16.   The various deadlines for abstract submission, notification of acceptance, preliminary program, final program etc. often seemed early and consideration for extending these dates should be considered.

17.   There were some problems with multiple laptops in a session and options to minimize these difficulties should be examined.

5.0 Technical Tours

Two technical tours were planned, organized, and conducted successfully on Monday March 8, 2005, from 8 AM to 12 PM and 12:15 PM to 5 PM. Following is the outline summary report on both the tours.

5.1 Technical Tour #1:   GIS, Emergency Management, and Homeland Security; State of Maryland Emergency Operation Center (EOC) Tour

Conference Committee Coordinator: Yogendra Singh
Tour Organizer and Presenter: Prof. Dr. Jay Morgan, Director, Center for GIS, Towson State University; Maryland, assisted by Michael S. Herzberger, CGIS, Towson State University.

Tour Registration: 20
Attendees: 10
General Comments: The tour organization, conduct, and technical contents were all outstanding. The program started on time as was planned at the Maryland emergency operations center facility. The program description as published is reproduced for reference.

The attendance of 10 persons on the tour was however disappointing to the presenters although 20 persons had registered. The reason for high absence is not known but may be due to early morning schedule and also being the first day of the conference. The attendees may have arrived at a later date and time. Those who attended, however, were very well rewarded and impressed with contents of the presentation. It was highly educative tour. The system is complex which involves presence of more than 50 organizations at the center in the event of declared emergencies relative to homeland security.

Tour Description: There was no departure from the published program.

5.2 Technical Tour #2:   USGS Landsat and NASA EOS Terra, Aqua, and Aura Satellite Operations

Conference Committee Coordinator: Yogendra Singh
NASA Tour Organizer: Ronald Smilek; USGS; Flight Systems Manager
Presenters:
Ronald Smilek; USGS; Flight Systems Manager
Steve Covington Aerospace; USGS/NASA liaison and Flight Operations Support
Darrel Williams, PhD; NASA; Associate Chief, Hydrospheric and Biospheric Sciences Laboratory,LBA-ECO Project Manager, and Landsat Project Scientist
Jon Ranson; NASA; Head Biospheric Sciences Branch
Clare Parkinson; NASA; Aqua Project Scientist
Paul Ondrus; NASA; Earth Science Mission Operations Director (He is responsible for all operations for ESMO and he gave the permission for ASPRS to visit.)

Tour Registration: 33
Attendees: About 26
General Comments: The tour organization, conduct, and technical contents were all outstanding. The program started slightly late due to commuting delay, however, it did not

affect the overall conduct of the tour program. The program contents were very detailed, informative, and educative. Presentations were made by several senior management of the respective program. The tour had two main parts:

(a) Lecture-style overview presentation, high level, for the entire group.

(b) Walk-around tour of both Landsat and Terra/Aqua operations (Two tour groups to reduce number of people visiting control rooms)

The discussion materials were:
USGS Landsat
- USGS/NASA Program management relationship and USGS role in charge of ops
- Description of L-5 and L-7 operations
- Description of sensors
- LTAP
- Foreign ground reception

LPSO
- NASA Science Team highlights

NASA Terra/Aqua
Similar topics

Everything went smoothly and the tour was highly appreciated and liked by the attendees.

5.3 Technical Tour at the National Security Agency National Cryptologic Museum, Fort Meade, MD

Time: 1230-1530
Tour Guide: Museum Curator
Attendance: 16
Phone: 301-688-5849

There were no problems encountered with arranging or executing this tour. The people attending seemed to enjoy the guided tour. The facility was small and took about 2 hours to get the tour and browse.

We proposed several other tours including a tour of the Orbimage operations center and the Dulles location of the Smithsonian Air and Space Museum. The travel time for this tour was too great according to the committee. We also attempted to make arrangements for a tour of NGA, but we couldn't come up with enough unclassified information to make-up a 3 hour tour.

APPENDIX A — Master Time Schedule (Final)

Revised schedule for ASPRS 2005 (as of 9/29/04 9:45 am).

Wednesday	March 9, 2005	Duration
7:00 am to 8:00am	Past President's Breakfast	60 min
8:00 am to 8:15 am	**BREAK (15 min)**	15 min
8:15 am to 9:35 am	Plenary Session - Environment: Welcome & announcements (15), + Keynote Address (Admiral Lautenbacher) (45) + Awards (20)	80 min
9:35 am to 9:50 am	**BREAK (15 min)**	15 min
9:50 am to 10:50 am	Technical Sessions 1-11	60 min
10:50 am to 11:15 am	**BREAK (25 min)**	25 min
11:15 am to 12:15 pm	Technical Sessions 12-22	60 min
12:15 pm to 1:45 pm	Annual awards luncheon, installation of officers	90 min
1:45 pm to 3:05 pm	Technical Sessions 23-33	80 min
3:05 pm to 3:30 pm	**BREAK (25 min)**	25 min
3:30 pm to 4:30 pm	Technical Sessions 34-43	60 min
4:30 pm to 4:45 pm	**BREAK (15 min)**	15 min
4:45 pm to 5:45 pm	Technical Sessions 44-54	60 min
10:00 am to 7:00 pm	Exhibits	
5:30 pm to 7:00 pm	Exhibits Reception	
9:35 am to 5:30 pm	Poster Sessions & Applications Showcase	

Thursday	March 10, 2005	
8:00 am to 9:35 am	Plenary Session - International: President's talk (15) + Sec Gen Borrero, PAIGH (30) + Jack Dangermond (30) + Awards (20)	95 min
9:35 am to 9:50 am	**BREAK (15 min)**	15 min
9:50 am to 10:50 am	Technical Sessions 55-65	60 min
10:50 am to 11:15 am	**BREAK (25 min)**	25 min
11:15 am to 12:15 pm	Technical Sessions 66-76	60 min
12:15 pm to 1:15 pm	Lunch on your own	60 min
12:00 pm to 1:30 pm	Memorial Address & Student Awards	90 min
1:15 pm to 2:35 pm	Technical Sessions 77-87	80 min
2:35 pm to 3:00 pm	**BREAK (25 min)**	25 min
3:00 pm to 4:20 pm	Technical Sessions 88-98	80 min
4:20 pm to 4:35 pm	**BREAK (15 min)**	15 min
4:35 pm to 5:35 pm	Technical Sessions 99-109	60 min
10:00 am to 5:00 pm	Exhibits	
9:30 am to 5:30 pm	Poster Sessions & Applications Showcase	
7:00 pm to 11:00 pm	Evening at Baltimore Aquarium	
Friday	March 11, 2005	
7:00 am to 8:00 am	Exhibitors Breakfast	
8:00 am to 8:15 am	**BREAK (15 min)**	15 min
8:00 am to 4:40 pm	Education Special Session, WETMAAP Seminar	All day
8:15 am to 9:35 am	Plenary Session - Homeland Security: Steve Cooper, CIO DHS (30), + Bert Beaulieu, NGA	80 min

	(30) + Awards (20)	
9:35 am to 9:50 am	**BREAK (15 min)**	15 min
9:50 am to 10:50 am	Technical Sessions 111-120	60 min
10:50 am to 11:15 am	**BREAK (25 min)**	25 min
11:15 am to 12:15 pm	Technical Sessions 121-130	60 min
12:15 pm to 1:15 pm	Box Lunch in Exhibit Hall	60 min
1:15 pm to 2:35 pm	Technical Sessions 131-139	80 min
10:00 am to 2:00 pm	Exhibits	

APPENDIX B — Technical Program Committee Memo No. 1

June 28, 2004

MEMO TO: Technical Program Committee
ASPRS 2005

FROM: Dave Maune, Technical Program Committee
        Co-Chair

The ASPRS 2005 Annual Conference, "Geospatial Goes Global: from Your Neighborhood to the Whole Planet" will be held March 7-11, 2005 in Baltimore, MD. Information about the conference can be viewed at www.asprs.org/baltimore2005.

Richard Campbell is the Chair for the entire conference. Barry Haack and I are Co-Chairs of the Technical Program Committee. Our committee consists of the following:

- Barry Haack, George Mason University, bhaack@gmu.edu, (703) 993-1215
- Dave Maune, Dewberry & Davis, dmaune@dewberry.com, (703) 849-0396
- Larry Hothem, USGS, lhothem@usgs.gov, (703) 648-4663
- Rick Pearsall, USGS, rpearsall@usgs.gov, (703) 648-4532
- Larry Pettinger, USGS, lpetting@usgs.org, (703) 648-4519
- Al Stevens, USGS, astevens@gsdi.org, (703) 648-5119
- Scott Allen, Northrop Grumman-TASC, sallen11@cox.net,
- Andrew Ralowicz, Earth Satellite Corp, aralowicz@earthsat.com, (240) 833-8221
- Amy Becker, NGA, Amy.M.Becker@nga.mil, (202) 264-5737

Please confirm that you received this email and verify your phone number. Scott Loomer, NGA, Scott.A.Loomer@nga.mil and Ben Ramey, USGS, bramey@usgs.gov are handling the classified session. They are technically separate from our committee.

Input for the special arranged sessions as well as individual abstract submissions are due to our committee by July 2nd. Only a few are posted as of today, but Kim Tilley just sent out a reminder message to all members. The abstracts can be viewed at www.asprs2005.org. Enter the username ASPRS (all caps) and password 2005. Then "Abstracts DB." Each abstract has a major Topic Area (technical track) indicated, for which I hope the persons listed below can assume responsibility for arranging individual sessions of either 3 papers for 60-minute sessions, or 4 papers for 90-minute sessions.

Each session should include clusters of papers on related topics. For example, Topic Area 1 might have 2 sessions on agricultural applications, 3 sessions on forestry applications, 1 session on water resources applications, etc.   You will also need to identify the moderator for each session; those who submit abstracts indicate "yes" or "no" for their willingness to serve as a moderator (for a session other than the session in which they are presenting). We need to ensure that Moderators are assigned sessions which they do not participate in and are not in conflict with their own presentations. Also, any speakers from a foreign country should be listed last in each time slot because of the increased likelihood that they will be unable to attend. If a session ends early because the last scheduled speaker is a "no show", that's OK, but it's always difficult when attendees have to wait when we aren't allowed to start speaker No. 2 when speaker No. 1 is a "no show."

My proposed assignments are in the following table.

Topic No.	Topic Area	Member Responsible
1	Remote sensing and GIS technologies and applications in various discipline areas (e.g., land and resource management, forestry, agriculture, water resources, wildlife management, ecology, geology, geography and general land cover mapping, urban area applications, etc.)	Andrew Ralowicz
2	Remote sensor systems (radar, multispectral, hyperspectral, high spatial resolution, digital cameras, video, infrared, photographic, etc.)	Scott Allen
3	Digital Elevation Model Technologies and Applications (lidar, IFSAR) This would also include photogrammetric DEMs & sonar.	Larry Hothem
4	Data processing and analysis techniques utilizing remote sensor and GIS data	Andrew Ralowicz
5	GIS data collection, processing and analysis techniques	Scott Allen
6	GPS uses and concerns	Larry Hothem
7	Photogrammetric, surveying and mapping issues and techniques	Dave Maune
8	Data standards, management and policy	Rick Pearsall
9	Educational programs and issues	Barry Haack
10	Professional Certification Programs and Policies (ASPRS, States, other)	Barry Haack
11	Other topics of interest	Larry Pettinger
12	Poster Sessions	Amy Becker
13	Classified Sessions (not our responsibility)	Scott Loomer Ben Ramey

At www.asprs2005.org, click on "Abstracts DB." Then you can search for all abstracts in your topic area by:
- Search for: "Topic Area"
- Change "Contains" to "Starts with"
- Enter first few words of the above Topics, for example: "Remote Sensing and GIS" or "Other topics"
- Dick Campbell indicates that you can print out all abstracts in your Topic Area by one of several methods:
- To print one abstract only, click on the "View" (see left column) for the record you wish to select and print. The single record will display on your screen. Using IExplorer Browser 5.5+ or Netscape 7.1+ Browser, click File and Print to print the page.
- To print all records selected by your search (Requires IExplorer 5.5+). Click "Printer-Friendly Version" at the top of the page. From your IExplorer menu click File and then Print Preview; confirm that each record is a separate page, then click the Print button. Hint: if your record search exceeds 20, then after your search change the Records per page to a higher number.

- If a person uses Netscape 7+ as their browser, they will not be able to print all the records selected to print the "View" record. Also, Netscape users may have to select File/Print View and select "scale to fit" before printing the page, if they want the entire record to fit on one page.

I will attach a file to my email that lists times and dates for an estimated 140 technical sessions planned for 2005 so you can see the available sessions each day with lengths of either 60 or 90 minutes. This file also lists the various sessions used for ASPRS 2004 in Denver, for use as an example of what was done this year. The poster sessions are scheduled for Wednesday and Thursday from 9:30 a.m. until 5:30 p.m. In 2004, we had 36 posters up all day on the 1st day, and 36 different posters up all day on the 2nd day.

Barry Haack plans to review all the arranged special sessions and abstracts to see if they belong in the Topic Areas listed by submitters for the various technical tracks for which he will prepare separate abstract piles for each Topic Area. He expects to complete his reviews by July 16th. At that time, Barry will email to each committee member the ID numbers of abstracts for each of you to review directly on the web site listed above, without Barry having to print and mail paper copies. Then you can print out your own hardcopies as described above. Hopefully there will be no change from the sorted abstracts for your Topic Areas.

Each of you will then have until August 6th to draft your plans for establishing individual sessions within your assigned Topic Areas. You can either accept or reject technical presentations, or you can recommend that a rejected paper instead be presented as a poster session rather than a technical presentation.

We would then meet at my office (Dewberry, 8401 Arlington Blvd., Fairfax, VA 22031 - one half mile west of the Capital Beltway on Arlington Blvd which is Highway 50) on Saturday, August 7th at 8:30 a.m. to lay out a draft program. I'll arrange for a conference room with large table for sorting piles of abstracts, if necessary. Barry will be away the last week of July and first week of August, but he will return around August 9th. We can then plan on a final meeting again on Saturday, August 14th. We have to notify applicants that their abstracts were accepted or rejected by August 16th, and our final program must be submitted by August 23rd. During these meetings, I will make room assignments for the different Topic Areas based on the capacity of the different rooms available; Dick Campbell and I counted attendance at various sessions during the 2004 conference, so we have some idea of the expected attendance in most Topic Areas. We need to keep the same Topic Areas (technical tracks) in the same room throughout the conference; but that was impossible with LIDAR this year because there were more LIDAR presentations than total time available, so we had two simultaneous LIDAR sessions running at times.

The keynote speaker on Wednesday, March 9, 2005 is expected to be Admiral Lautenbacher of NOAA. The invited speaker at the plenary session on Thursday, March 10, 2005 is Secretary General Borrero of the Pan American Institute for Geography and History (PAIGH); he will follow the address by the incoming President of ASPRS. On Friday, March 11, 2005, our plenary session will include 3-4 invited speakers on Homeland Security and Geospatial Preparedness.

Since Wednesday might be considered to be our "environmental day," we should consider "stacking" environmental papers on that day. Thursday might be considered to be our "international day," so we should consider "stacking" international papers on that day. And Friday might be considered to be our "homeland security day," so we should consider "stacking"

homeland security papers on that day. Of course, most papers don't fit clearly into any of these daily themes, so they will be organized throughout the 3-day period.

Please let me know ASAP if you can support the Topic Areas listed, or if you feel that you cannot do so. Also, not knowing your summer holiday schedules, will you be available during the time periods and dates that I mentioned?

I myself will be away on a family medical emergency between July 1 and July 16, so please respond to this memo ASAP on June 29th if possible. Thank you.

Dick Campbell has posted the Summary of the Denver 2004 conference at www.asprs2005.org (archive section). Anna Marie Kinerney at ASPRS summarized comments from attendee critique forms. It offers some interesting viewpoints.

APPENDIX C — Technical Program Committee Memo No. 2

August 9, 2004

MEMO TO: Technical Program Committee
ASPRS 2005

FROM: Dave Maune, Technical Program Committee
       Co-Chair

This is Memorandum No. 2 for the Technical Program Committee of the ASPRS 2005 Annual Conference, "Geospatial Goes Global: from Your Neighborhood to the Whole Planet" which will be held March 7-11, 2005 in Baltimore, MD. Information about the conference can be viewed at www.asprs.org/baltimore2005.

Richard Campbell is the Chair for the entire conference. Barry Haack and I are Co-Chairs of the Technical Program Committee. Our committee consists of the following:

- Barry Haack, George Mason University, bhaack@gmu.edu, (703) 993-1215
- Dave Maune, Dewberry & Davis, dmaune@dewberry.com, (703) 849-0396
- Larry Hothem, USGS, lhothem@erols.com, (703) 648-4663
- Larry Pettinger, USGS, lpetting@usgs.gov (703) 648-4519
- Rick Pearsall, USGS, rpearsall@usgs.gov, (703) 648-4532
- Al Stevens, USGS, astevens@gsdi.org, (703) 648-5119
- Scott Allen, Northrop Grumman-TASC, sallen11@cox.net, Monday (703) 764-1811; Tuesday & Friday (703) 877-5092; Wednesday & Thursday (540) 653-5753
- Andrew Ralowicz, Earth Satellite Corp, aralowicz@earthsat.com, (240) 833-8221
- Amy Becker, NGA, Amy.M.Becker@nga.mil, (202) 264-5737; home (703) 893-3654
- Scott Loomer, NGA, LoomerSc@nga.mil (703) 735-3062

I (Dave Maune) have temporarily returned from my family's 5-week medical emergency in California, but I may have to return at any time. While accessing my emails from a public library in California that allowed very limited time for me each day, I had to delete most of my hundreds of emails because I kept exceeding my allowable file size. This caused me to lose the paper trail that I would normally have to track special requests that people made to me and Barry Haack. Barry will attempt to reconstruct those emails, especially any emails asking for special sessions that are not included in the ASPRS2005 Access database managed by Dick Campbell. If any member of the Technical Program Committee is aware of requests for special sessions that don't appear in the database at www.ASPRS2005.org, please bring them to Dave's and Barry's attention. The remainder of this memo has been coordinated jointly by Dave and Barry.

For exclusive use by the Technical Program Committee at the convention site, we have five large rooms (each holding between 100 and 180 attendees) and five smaller rooms (each holding between 45 and 50 attendees) to schedule for the three days.
- On Wednesday, March 9th, each room can schedule the equivalent of 16 papers total, with four 1-hour sessions (each with 3 individual presentations or one special session per 1-hour session) plus one 1.5-hour session (with 4 individual presentations or one special session per 1.5 hour session).
- On Thursday, March 10th, each room can schedule the equivalent of 17 papers total, with three 1-hour sessions (each with 3 individual presentations or one special session

per 1-hour session) plus two 1.5-hour sessions (with 4 individual presentations or one special session per 1.5 hour session).

- On Friday, March 11th, each room can schedule the equivalent of 13 papers total, with three 1-hour sessions (each with 3 individual presentations or one special session per 1-hour session) plus one 1.5-hour session (with 4 individual presentations or one special session per 1.5 hour session).

The blank schedule for a single room is at the end of this memorandum -- one page for each of the three days. If you feel that the room size we suggest below is inadequate, we could "carve out" Harborside Salons D and E (each holding 220) from the main Harborside ballroom when plenary sessions are not in session; but this will require getting people to move out of the main ballroom so divider walls can be pulled and chairs re-arranged; this might work for sessions starting at 11:00 a.m., after the plenary session closes at 9:45 each day.

We have reviewed the abstracts and special sessions on our web site at www.asprs2005.com, and the totals appear to be as follows for the members of our committee when we assign special sessions to some of you, as well as individual abstracts submitted under "other topics of interest."

Larry Pettinger (with help from Rick Pearsall) has Topic 1: Remote Sensing and GIS Technologies and Applications in Various Discipline Areas (. . .). In addition to 124 individual abstracts, 6 special sessions appear to fit within Topic 1:
- 78659 - Advances in Hyperspectral Imagery Processing
- 500009 - Impact of the Landsat 7 ETM + Scan Line Failure on Imagery and Applications
- 74916 - Linking Land Water Measurements to Sensor Radiance: Connecting the Dots
- 49292 - Remote Sensing Applications for Disaster Management and Homeland Security
- 9309 - Remote Sensing Strategies in Marine Protected Areas: Linking Science and Management via the RESAAP
- Un-numbered (not yet in database) - Landsat Continuity . . . (per Larry Pettinger)

If the special sessions are 1.5-hour sessions that would normally include 4 papers, Larry is responsible for scheduling the equivalent of 148 presentations (124 + 6x4 = 148). Each room has time to present 46 papers for the week (16 on Wednesday, 17 on Thursday, and 13 on Friday). Therefore, we'd like for Larry Pettinger to schedule one large room and two smaller rooms, using copies of the blank schedules at the end of this memo. Three rooms should normally schedule 3x46 = 138 presentations. Therefore, needing time for 148 presentations, Larry is expected to need a few extra sessions that we'll insert elsewhere in the schedule (by using part of Barry Haack's time -- all day Friday (March 11th) for example.

Scott Allen has Topic 2 (Remote Sensor Systems) and Topic 5 (GIS Data Collection, Processing and Analysis Techniques). In addition to 24 individual abstracts for Topic 2, and 16 individual abstracts for Topic 5, two special sessions appear to fit within Topic 5:
- 500005 - GIS and Disease Studies
- 500004 - Landscape Analysis using GIS: Metrics and Modeling

If the special sessions are 1.5-hour sessions that would normally include 4 papers, Scott is responsible for scheduling the equivalent of 48 presentations (24 + 16 + 2x4 = 48). Thus, Scott should schedule one large room for the three days, i.e., the equivalent of 46 papers. Therefore, Scott is expected to need one or two extra sessions that we'll insert elsewhere in the schedule.

Larry Hothem has Topic 3 (DEM Technologies and Applications), Topic 6 (GPS Uses and Concerns), and Topic 8 (Data Standards, Management and Policy). In addition to 31 individual

abstracts for Topic 3 (DEMs, which needed the largest room at ASPRS 2004), three individual abstracts for Topic 6, and five individual abstracts for Topic 8, five special sessions appear to fit within Topics 3 and 8:

- 909 - Data standards, management and policy
- 500003 - Landscape Modeling and Visualization: Joint ASPRS Commission IV Working Group Special Session
- 338697 - Standards and strategies for the development and understanding of geographic information
- 9413 - Standards in Action
- 500002 - What does it mean to be an archive?

Also, Larry Hothem should probably take 3 of the "other topics of interest" papers (see the Barry Haack write-up below). If the special sessions are 1.5-hour sessions that would normally include 4 papers, Larry Hothem is responsible for scheduling the equivalent of 62 presentations (31 + 3 + 5 + 5x4 + 3 = 62). We'd like for Larry Hothem to schedule one large room for the full three days to accommodate the LIDAR/IFSAR session plus other topics Larry feels will draw a larger audience, plus a smaller room for all-day Wednesday plus Thursday morning. Thus, Larry Hothem essentially has 1.5 rooms to schedule for the week.

Andrew Ralowicz has Topic 4: Data Processing and Analysis Techniques Utilizing Remote Sensor and GIS Data. In addition to 67 individual abstracts, there were no special sessions that we felt belonged clearly in Topic 4. We'd like for Andrew to schedule one large room for the three days (for sessions you feel will draw a larger audience), plus a smaller room for the three days (for sessions you feel will draw a smaller audience). Both rooms should have some times left over for others who need additional time slots.

Dave Maune has Topic 7: Photogrammetric, Surveying and Mapping Issues and Techniques. In addition to 32 individual abstracts, the following seven special sessions appear to fall within this topic:

- 86175 - Airborne GPS for photogrammetry
- 500011 - Close-range photogrammetry
- 167227 - Data flow in commercial digital imaging systems
- 192612 - Digital camera panel discussion
- 264228 - Digital mapping camera calibration/characterization/contracting guidelines
- 500010 - Softcopy photogrammetry
- 204529 - Special panel discussion: Digital imaging data acquisition/processing flow: a user's perspective

Also, Dave Maune should probably take two of the "other topics of interest" papers (see the Barry Haack write-up below). If the special sessions are 1.5-hour sessions that would normally include 4 papers, Dave Maune is responsible for scheduling the equivalent of 62 presentations (32 + 7x4 + 2 = 62). Dave Maune will schedule one large room for the full three days to accommodate the photogrammetry sessions (believed to have drawn the second largest audience for ASPRS2004) plus a smaller room for Thursday afternoon and all-day Friday. The smaller room will be shared with Larry Hothem who will schedule it for all-day Wednesday plus Thursday morning.

Barry Haack has Topic 9 (Educational Programs and Issues), Topic 10 (Professional Certification Programs and Policies), and Topic 11 (other topics of interest). In addition to 9+1 individual abstracts (the six "other topics of interest" can be assigned to Larry Hothem and Dave Maune), the following special sessions appear to fall within these topics:

- 500007 - GIScience employment trends abroad panel session

- 500006 - GIScience employment trends in Homeland Security: panel discussion
- 500008 - Grand challenges in GIScience: university/industry
- 500012 - Geospatial data in the court room: case studies
- 500001 - Geospatial data in the court room: views from behind the stand

If the special sessions are 1.5-hour sessions that would normally include 4 papers, Barry is responsible for scheduling the equivalent of 30 individual presentations (9 + 1 + 5x4 = 30). We only have a smaller room left for Barry to schedule for the three days, with some time left over for others. However, we feel that we'll need to identify where larger rooms are needed, and reallocate the "other topics of interest" -- especially for Jack Dangermond's presentation. Jack Dangermond of ESRI submitted an "other topic of interest" paper entitled: "Can Distributed GIS Efforts Become a Global System?" Jack draws such large crowds that we may want to treat him as a second plenary session on Friday and use the large auditorium. Jack is clearly too important to place in a small room - though a 180-person room may suffice for him. Alternatively, we may chose to not call his talk a plenary session but merely schedule him for a special session in the large ballroom, following the plenary session.

In addition to Jack Dangermond's presentation which could be considered a part of either topic 8 (Data Management) or topic 5 (GIS), other papers in Barry's "other topics of interest" category include papers that could fit into categories managed by others. For example:
- Larry Hothem could include abstract ID 87196 (Laser Scanning for Large Structure Surveying) within topic 3 which includes other LIDAR papers.
- Larry Hothem could include abstract ID 49800 (WisconsinView - Building a Remote Sensing Community in Wisconsin) within topic 8 (data management).
- Larry Hothem could include abstract ID 72796 (Can Distributed GIS Efforts Become a Global System?) within topic 8 (data management).
- Dave Maune could include abstract ID 7125 (High quality images from low-end scanners using sub-pixel technologies) within topic 7 (photogrammetric, surveying and mapping issues and techniques).
- Dave Maune could include abstract ID 80106 (Mapping Support for the TerraMax OSU/Oshkosh DARPA Grand Challenge Team) within topic 7 (photogrammetric, surveying and mapping issues and techniques)
- Unless we reallocate some of these "other topics of interest" papers, Barry will find it impossible to identify a common theme for such diverse topics.

Amy Becker needs to review the 38 posters and 3 demos that have been submitted. We currently have Poster Sessions & Applications Showcase scheduled for both Wednesday and Thursday (March 11th and 12th) from 9:30 a.m. until 5:30 p.m.

Al Stevens should review the abstracts to see what happened to the GSDI, NSDI, GOS, and National Map presentations. None were listed among the pre-arranged special sessions in the database, although there may be individual presentations on these subjects.

Everyone on the committee is invited to Dave Maune's conference room at Dewberry this week Wednesday (August 11th) at 4:00 p.m., but it is not mandatory that you be there if you can complete your scheduling without needing to talk with the others on the committee. Dewberry is located at 8401 Arlington Blvd (Highway 50) in Fairfax, just west of the Capital Beltway. From the Beltway, take Highway 50 west towards Fairfax about 1/2 mile to the first traffic light (Williams Drive). Dewberry is the 6-story building on the left-front (southwest) corner of Arlington Blvd and Williams Drive. It's best to turn left onto Williams Drive, and then right and around to the front of the building facing Highway 50. There is plenty of free visitor parking.

Bring your own food if you plan to eat; or we could go out to Wendy's across the street. Please call Dave at (703) 849-0396 to indicate whether or not you plan to attend:

- If you can come this Wednesday, please arrive around 4:00 p.m.   The front door is locked at 5:00 p.m. (It's hard to get in after 5:00, but we're free to work late.) Prepare as much of the attached worksheets as you can for the number of rooms that you have been assigned.
- If you cannot come this Wednesday, please complete as much of your worksheets as you can and email them to Dave Maune and Barry Haack by Wednesday.
- There are at least three scenarios where you may need to coordinate with others:
- Many of the special sessions are "place holders" where the organizers are still coming up with topics, names and email addresses for presenters. You will need to coordinate directly to get the complete information. I understand that Dick Campbell has someone to enter data for special sessions so that the Access database is complete and correct.
- Some of the papers were assigned by their authors to topic areas that appear inappropriate. For example, Dave received one paper under photogrammetry and mapping that he felt belonged with the LIDAR papers in the DEM section. The subject even includes "photogrammetry" in the title, but photogrammetry is not involved -- only processing of LIDAR intensity data -- which Dave doesn't consider to be photogrammetry. We'd prefer to keep all the LIDAR papers within Larry Hothem's topic 3, even when discussing LIDAR intensity returns. We're sure there are dozens of other examples where a paper might better fit in another person's topic category -- or at least where it warrants discussion with others on our committee.
- There will be odd papers that don't appear to fit with other papers in some common theme for an individual 1-hour session. Perhaps if we discussed these odd papers with others, we would find common ground for a coherent session.

We will all need to do something extra for the pre-arranged Special Sessions. These will have one ID number instead of 3 or 4 for the individual presentations that are grouped into a common theme. The Preliminary Program and Final Program normally state something like the following example from the ASPRS 2004 program:

Agricultural Applications of Remote Sensing and GIS -- Part 1: Techniques Used in Countries Throughout the World. Special Session sponsored by the Remote Sensing Application Division, ASPRS, and organized by Jacqueline Luders, Earth Satellite Corporation (Invited Presentations). Moderator: Jacqueline Luders, Earth Satellite Corporation. (Then the program goes on to state the room number, titles of presentations and names/affiliations of presenters or panelists.)

We will see how far we get this Wednesday evening, and what problems are unresolved, before deciding when we will meet again during this coming week. We need to complete our main planning and scheduling work by August 14th.

The following pages are worksheets for Wednesday through Friday (March 11th - 13th) that topic organizers will need to be completed for each of the rooms that have been assigned to each member of our committee. Please schedule foreign speakers last (within each 1-hour or 1.5-hour session) since they are more likely to be "no shows." Also please choose moderators who agree to serve (for related sessions, if possible, other than the one in which they are presenting) and who you are most confident will speak good English. If you wish to reject a paper, or recommend it instead for a poster session, please give your recommendations to either Dave or Barry to receive a second opinion.

The overall intent of our scheduling is for each topic organizer to establish groups of 3 (or 4) papers that can be presented under a common "attention getting" title for each session. In lieu of 3 or 4 individual presentations, you may instead schedule one of your special sessions which itself may include several speakers or panelists.

Please complete the following tables for the number of rooms that you have been assigned, and complete by this Wednesday if possible.

Thank you.

Wednesday, March 9, 2005
Size of Room _____ (large or smaller)
Topic Number(s) _____
Organizer _____

Time	Title for Session	Moderator and ID Numbers
9:45 a.m. - 10:45 a.m. 3 papers		Moderator's Name: _____ Moderator's email: _____ ID 1 _____ ID 2 _____ ID 3 _____
11:00 a.m. - 12:00 p.m. 3 papers or 1 short special session		Moderator's Name: _____ Moderator's email: _____ ID 1 _____ ID 2 _____ ID 3 _____
1:30 p.m. - 3:00 p.m. 4 papers or 1 long special session		Moderator's Name: _____ Moderator's email: _____ ID 1 _____ ID 2 _____ ID 3 _____ ID 4 _____
3:15 p.m. - 4:15 p.m. 3 papers or 1 short special session		Moderator's Name: _____ Moderator's email: _____ ID 1 _____ ID 2 _____ ID 3 _____
4:30 p.m. - 5:30 p.m. 3 papers		Moderator's Name: _____ Moderator's email: _____ ID 1 _____ ID 2 _____ ID 3 _____

Thursday, March 10, 2005
Size of Room _____ (large or smaller)
Topic Number(s) _____
Organizer _____

Time	Title for Session	Moderator and ID Numbers
9:45 a.m. - 10:45 a.m. 3 papers		Moderator's Name: _____ Moderator's email: _____ ID 1 _____ ID 2 _____ ID 3 _____
11:00 a.m. - 12:00 p.m. 3 papers or 1 short special session		Moderator's Name: _____ Moderator's email: _____ ID 1 _____ ID 2 _____ ID 3 _____
1:00 p.m. - 2:30 p.m. 4 papers or 1 long special session		Moderator's Name: _____ Moderator's email: _____ ID 1 _____ ID 2 _____ ID 3 _____ ID 4 _____
2:45 p.m. - 4:15 p.m. 4 papers or 1 long special session		Moderator's Name: _____ Moderator's email: _____ ID 1 _____ ID 2 _____ ID 3 _____ ID 4 _____
4:30 p.m. - 5:30 p.m. 3 papers		Moderator's Name: _____ Moderator's email: _____ ID 1 _____ ID 2 _____ ID 3 _____

Friday, March 11, 2005
Size of Room _____ (large or smaller)
Topic Number(s) _____
Organizer _____

Time	Title for Session	Moderator and ID Numbers
9:45 a.m. - 10:45 a.m. 3 papers		Moderator's Name: _____ Moderator's email: _____ ID 1 _____ ID 2 _____ ID 3 _____
11:00 a.m. - 12:00 p.m. 3 papers or 1 short special session		Moderator's Name: _____ Moderator's email: _____ ID 1 _____ ID 2 _____ ID 3 _____
1:00 p.m. - 2:30 p.m. 4 papers or 1 long special session		Moderator's Name: _____ Moderator's email: _____ ID 1 _____ ID 2 _____ ID 3 _____ ID 4 _____
2:45 p.m. - 3:45 p.m. 3 papers or 1 short special session		Moderator's Name: _____ Moderator's email: _____ ID 1 _____ ID 2 _____ ID 3 _____

APPENDIX E: Email Paper Acceptance

Dear Barry Haack,

We are pleased to inform you that the paper, An Evaluation of Derived
Radar Measures for Land Use/Cover Extraction under Different
Incidence Angles, Seasons and Orbital Directions by Barry Haack has
been accepted for presentation at the ASPRS 2005 Annual Conference
and Technology Exhibition, to be held March 7-11 2005 at the Marriott
Waterfront Hotel in Baltimore. Maryland.

We are in the process of finalizing the date and time for your
presentation. This information, along with details regarding
registration, author and copyright requirements, will be provided in
our next email.

Thank you for your interest in participating in the ASPRS Annual
Conference. We look forward to a fun and informative meeting. We
apologize for any inconvenience that this delayed notice may have
caused.

PLEASE ACKNOWLEDGE RECEIPT OF THIS NOTICE BY CLICKING ON THE
FOLLOWING LINK

 http://www.c2corp.net/asprs2005/TPview.asp?ID=4555 .

Sincerely,

Dave Maune, Barry Haack
Technical Program Co-Chairs
ASPRS 2005 Annual Conference

APPENDIX F: E-MAIL TO ALL PRSENTERS

Ref: Technical Session No. 18
PaperID: 4555

Dear Barry Haack,
You have been scheduled to make your presentation in a session on **Data Processing and Analysis Techniques - Part 2: Image Classification on 3/9/2005, 11:15am - 12:15pm**. The following instructions are for clarification.

Guidelines for ASPRS Conference Presenters
Prior to the Conference:
• Please contact your session **moderator, Xinghe Yang , (Email:yang@gis.leica-geosystems.com)** or respond when he/she contacts you by email. Let them know that you are definitely planning to come to the conference and present your paper. Be sure the moderator for your session knows how to contact you, if needed.
• Provide the moderator with one sentence statement about your current position, and any particularly pertinent current or past activities that could be used by the moderator in introducing you.
• If, for some reason, you will not be able to come to the Conference and present your paper, you should let both your Session Moderator, Xinghe Yang, and both of the Technical Program Co-Chairs know immediately.
After arriving at the Conference:
• Immediately after you register at the conference, go to the ?Speaker?s Room?. There you will find a ?Master Program? posted. Please put your initials and cell phone number beside your name on this Master Program. We will be asking the moderators to do the same thing. This will be our way of knowing that speakers and moderators have arrived and that we don?t have a ?no-show? situation.
• The Speakers Room will be set up with some projectors and screens for you to use in preparing and rehearsing your presentation. It will be available for you at all times. However, remember that there will be over 400 presentations and only a few projectors in the Speakers Room, so one might not be available immediately when you go to the Speakers Room. Please share!
At the time of the Session in which you are to speak:
• Arrive at the room at least 5 minutes prior to the start of the session. Find your moderator and introduce yourself to him/her. You may need to check with that person on name pronunciation , job titles, etc., just to be sure they know how you pronounce your name
• If you are doing a Power Point presentation, you will need to provide your own computer. In order to minimize the set-up time required, try to do your set-up as quietly and unobtrusively as possible while the previous speaker is answering questions after their presentation or before the session.
• We will be operating within a fairly tight schedule, so it will be VERY IMPORTANT that you keep your presentation within the allotted time. Each speaker is allocated a total of 20 minutes in the program for their presentation. However, 1 minute of that will be spent in introducing you, and you need to allow about 4 minutes for a couple of questions. Therefore, as a speaker, you will have ONLY 15 MINUTES for your presentation! This is NOT much time! Those 15 minutes will go by VERY FAST! Therefore, it is very important that you rehearse your presentation thoroughly, so that you will be confident that you will be able to stay within your time.
Please include the your Technical Session Number and Paper ID and with any email correspondence. Thank you for your participation in the ASPRS2005 meetings.

Dave Maune and Barry Haack
Technical Program Co-Chairs
technicalprograms@asprs2005.org

- 18-
3/9/2005 , 11:15am - 12:15pm
Data Processing and Analysis Techniques - Part 2: Image Classification
Moderator: Xinghe Yang , Leica Geosystems
(Email: yang@gis.leica-geosystems.com)
An Evaluation Of Derived Radar Measures For Land Use/Cover Extraction Under Different Incidence Angles, Seasons And Orbital Directions
Barry Haack, George Mason University
(Email: bhaack@gmu.edu)

APPENDIX G: Duties of Technical Session Moderators

Prior to the Conference:
Contact each of your speakers by email (contact information should be in the email accompanying this attachment). Let them know that you will be moderating their session and how to contact you, if needed. Ask them to have the presenter (who may not be the senior author of the paper) send you a short statement about his or her current position, and current or past activities that you can use in introducing them. Also tell them that if, for some reason, they will not be able to come to the Conference and present their paper, they should let both you and the Technical Program Co-Chairs know immediately.

If for any reason you can not attend the conference or moderate your session, please let one of the Technical Program Co-Chairs know as early as possible, so that we can arrange a substitute. Also, please let your speakers know that someone else will be moderating the session.

After arriving at the Conference:
Immediately after you register at the conference, go to the Speakers Room. There you will find a Master Program posted. Please put your initials and cell phone number beside your name on this Master Program. We will be asking the speakers to do the same thing. This will be our way of knowing that moderators and speakers have arrived and that we don't have a no-show situation.

Prior to your session, check back in the Speakers Room to confirm that all of your speakers have arrived at the conference (by checking on the Master Program).

Guidelines for Moderating and Reporting the Session:
Arrive at the room at least 5 minutes prior to the start of the session. Find your speakers and introduce yourself to them. You may need to check with them on name pronunciation, job titles, etc. Tell them of the importance of keeping their presentation within the time limits, and explain the use of the 5 minute, 1 minute, and Times Up warning signs that you will be using (see below). (We will also be sending the authors an email with information in it about how the moderators will be working to keep the session on time.)

If the speaker is doing a Power Point presentation, he/she will need to provide their own computer. In order to minimize the set-up time required, ask them to do their set-up as quietly and unobtrusively as possible while you are fielding questions from the previous speaker or before the session begins.

Start the session on time. We will be operating within a fairly tight schedule, so this will be important.

Keep your speakers on schedule!! In most cases, unless one of your speakers is a no-show, no speaker will have more than 20 minutes for their introduction by you, their presentation, and the question & answer time. This means that they will have only about 15 minutes to make their presentation. Not an easy task!

Introduce the session topic and introduce yourself (be sure to include a comment about your current position or activities). Explain that each speaker will have approximately 15 minutes for

their presentation, with time for a couple of questions afterward, and that you will be signaling the speakers concerning their remaining time.

As you introduce each speaker, give the name of their paper and the names of all authors. Then indicate the name of the person who will be giving the paper, and generally you should provide about a short statement about their position and qualifications or past activities. Such introductions should take only about one minute, so are short but informative.

Keep track of the time. When the speaker has been talking for 10 minutes and has 5 minutes left, hold up a 5 minute warning sign (these will be available in each presentation room and also in the Speakers Room). This allows the speaker know how much time he/she has left, so they can judge whether they are on schedule to finish on time, or if they need to move ahead a bit faster. After 14 minutes, hold up the 1 minute warning sign (by which time they should be into their conclusions), and after 15 minutes hold up the Times Up sign. If the speaker does not close their presentation within the next 3 minutes, stand up (off to the side). When the full 20 minutes are up, if the speaker still has not finished, you will need to interrupt him/her, and indicate that their 20 minutes are up and that you need to introduce the next speaker in order to keep the session on time.

When the speaker finishes their presentation, you need to stand up and either ask for questions or indicate that there is no time remaining for questions and that you will need to proceed with the next presentation in order to keep the session on schedule. Assuming that the speaker finishes on time, you should have 3 - 4 minutes for a few questions. Ask for questions from the audience, but be prepared with a question of your own in case the audience is slow to raise any questions. Usually after the first question, anyone else that has one will be ready to ask it.

Be sure to thank each speaker at the end of the question and answer period, or when they are finished with their talk.

If you have a no show speaker in the middle of the session, DO NOT move speakers out of their assigned time slot. If you think you have a no show because the speaker did not sign in at the Speakers Room, nor were you able to make contact with them just before the session started, first ask if they are present in the room. If not, either call a short break or field additional questions from the previous speaker or speakers.

End your session on time. In most cases, another session will be starting in your room shortly after your session is scheduled to be over. Be sure to thank all of your speakers as you end the session.

Room arrangements:
Each of the Technical Program rooms should have a volunteer (often a graduate student) assigned to it. They will be responsible for the lights, A.V. equipment, and to act as a go-fer, if needed.

Each room will be equipped with a microphone, projection screen and a projector for Power Point presentations. The speakers will have to provide their own computer, or make arrangements to share one. There will be no overhead or 35mm projectors unless prior arrangements have been made. For panel sessions, there will be a table and chairs, and one or more microphones in the front of the room. Speakers must provide their own laser pointer.

<u>After your session is over:</u>

It is very important for us to have information on each session in planning future conferences. Please complete the form at the bottom of this sheet and either return it to the Speaker Room or give it to the Volunteer.   You could also ask the Volunteer to be responsible for the form

After your session is over, please leave the "Time Signs" in the room for the next moderator. If there were any particular problems, or if you have suggestions for improvements at this or future conferences, please take a minute to fill out a Suggestion Form that will be available in the Speakers Room, or contact one of the Conference Committee Members with your comments or suggestions.

Again, THANK YOU for your willingness to moderate one of the technical sessions, and for your overall participation in this ASPRS Conference!

David Maune and Barry Haack
Technical Program Co-Chairs
2005 ASPRS Conference, Baltimore, MD

SESSION REPORT ASPRS 2005 BALTIMORE

Please complete this form for the session you moderate and either return it to the Speakers Room or have the Volunteer be responsible for the form.

Session number:

Session day and time:

Moderator name:

Number of presentation no-shows:

Average number in the audience:

Is the room too large or too small?

Comments and suggestions:

APPENDIX H: Guidelines for ASPRS Conference Presenters

Prior to the Conference:
Respond to your session moderator when he/she contacts you by email. Let them know that you are definitely planning to come to the conference and present your paper. Be sure the moderator for your session knows how to contact you, if needed.

Provide the moderator with one sentence statement about your current position, and any particularly pertinent current or past activities that could be used by the moderator in introducing you.

If, for some reason, you will not be able to come to the Conference and present your paper, you should let both your Session Moderator and both of the Technical Program Co-Chairs know immediately.

After arriving at the Conference:
Immediately after you register at the conference, go to the "Speaker's Room". There you will find a "Master Program" posted. Please put your initials and cell phone number beside your name on this Master Program. We will be asking the moderators to do the same thing. This will be our way of knowing that speakers and moderators have arrived and that we don't have a "no-show" situation.

The Speakers Room will be set up with some projectors and screens for you to use in preparing and rehearsing your presentation. It will be available for you at all times. However, remember that there will be over 400 presentations and only a few projectors in the Speakers Room, so one might not be available immediately when you go to the Speakers Room. Please share!

At the time of the Session in which you are to speak:
Arrive at the room at least 5 minutes prior to the start of the session. Find your moderator and introduce yourself to him/her. You may need to check with that person on name pronunciation , job titles, etc., just to be sure they know how you pronounce your name

If you are doing a Power Point presentation, you will need to provide your own computer. In order to minimize the set-up time required, try to do your set-up as quietly and unobtrusively as possible while the previous speaker is answering questions after their presentation or before the session.

We will be operating within a fairly tight schedule, so it will be VERY IMPORTANT that you keep your presentation within the allotted time. Each speaker is allocated a total of 20 minutes in the program for their presentation. However, 1 minute of that will be spent in introducing you, and you need to allow about 4 minutes for a couple of questions. Therefore, as a speaker, **you will have ONLY 15 MINUTES for your presentation!** This is NOT much time! Those 15 minutes will go by VERY FAST! Therefore, it is very important that you rehearse your presentation thoroughly, so that you will be confident that you will be able to stay within your time.

Thank you for your participation in the ASPRS2005 meetings.

Dave Maune and Barry Haack
Technical Program Co-Chairs

APPENDIX I: Letter to Speakers Not Responding to E-Mail

October 14, 2004

PresenterName
PresenterAffiliation
PresenterAddress1
PresenterAddress2
PresenterCity, PresenterState PresenterZip
PresenterCountry

Dear (*presenter full name from database*),

We have attempted to notify you of our acceptance of your paper via email three times since August 16, 2004. However, it seems that your email address is invalid or your email server is blocking our email. In any case, we are pleased to inform you that your paper, "(*title from database*)" has been accepted for presentation at the ASPRS 2005 Annual Conference and Technology Exhibition, March 7-11, 2004 to be held at the Marriott Waterfront Hotel, Baltimore, Maryland, USA.

At this time, your paper is scheduled for presentation on (*day, date & time from database*). Your paper title will appear in the preliminary program, which will be mailed in November, and will also be posted on the conference website. Room assignments will appear in the final program. Your presentation should last 15 minutes.

Unfortunately, recent conferences have been plagued by speaker non-attendance. We understand that unforeseen circumstances may prevent speakers from attending the conference, however, if you are unable to attend, please inform your session moderator, (read from database) who will be contacting you within the next month or so. We would like to limit last-minute dropouts. For this reason, we now require that all speakers register in advance of the conference. Please note that in order to confirm your place on the program, you must register with full payment by December 10, 2004, including all necessary fees. A registration form will be mailed to you with the preliminary program. The registration form and payment must be submitted directly to ASPRS National Headquarters in Bethesda, MD, USA. Only the person presenting the paper is eligible for the reduced "speaker rate" fees.

A block of rooms has been reserved at the Baltimore Marriot Hotel (the conference headquarters hotel). Each conference attendee must make his/her own hotel arrangements by calling the hotel directly. To access our conference room block, you must reference the "ASPRS " group. Baltimore Marriott Waterfront Hotel is located at 700 Aliceanna Street, Baltimore, MD 21202, USA. Their phone number is, toll-free in the United States and Canada at 1-800-468-3571 or directly at 1-410-385-3000.

Please visit (*URL retreived from database*) to review the most current information regarding your session. At this web location, please review the three documents for the authors:
- Memorandum (http://www.asprs.org/baltimore2005/authcovletter.pdf) is a cover letter everyone should read.

- Author Instructions (http://www.asprs.org/baltimore2005/author-instructions.pdf) contains the instructions to authors wishing their presentation to be published in the Conference proceedings.
- Assignment of Copyright (http://www.asprs.org/baltimore2005/copyright-assignment.pdf) contains legal forms that must accompany all submissions to the Conference proceedings. Downloadable copies of these documents will also be posted on the conference web-page at www.asprs.org . Manuscripts and completed forms must be received at ASPRS Headquarters by December 1, 2004. If you wish to submit only an abstract for publication, you must re-submit the abstract according to the attached instructions. Please note that your standing in the program will not be affected by declining to submit material to the proceedings.

ASPRS provides one (1) LCD projector and screen for each oral session room. We also provide appropriate microphones for rooms where we deem them to be necessary. This means that smaller rooms will not have microphones because all participants should be able to hear the speaker(s) without a problem. If you require projection equipment other than what we provide, please specify the items from the list found on the form at http://www.asprs.org/baltimore2005/AVEQUIFORM.pdf and email it. Or you may complete an online form at (*URL derived form database*). These items will be provided at no cost, unless the request is received after the **January 31, 2005** deadline, in which case the speaker will be charged for the equipment.

ASPRS does not provide lap top computers, internet hook up, or laser pointers. Presenters are required to bring their own equipment or make arrangements directly with Anna Marie Kinerney, ASPRS Meetings Manager, (301-493-0290, ext. 106; email akinerney@asprs.org) for these special requests. Presenters will be charged for this type of additional equipment and any other equipment requested on site. **You must complete a request by downloading the form at http://www.asprs.org/baltimore2005/AVEQUIFORM.pdf by January 31, 2005 to ensure reservation of the equipment.**

When you arrive at the conference site in March, pick up your registration materials, then check in at the speaker ready room in Marriott Waterfront. Your registration packet will tell you where the room is located. The room will be equipped with a LCD projector and screen so you may do your last-minute preparations.

Foreign participants should apply for travel permissions, passports, entrance visas, etc. as soon as possible since travel to the United States has become more difficult in the past year.

Thank you for your interest in participating in the ASPRS Annual Conference. We look forward to a fun and informative meeting. We apologize for any inconvenience that this delayed notice may have caused.

PLEASE ACKNOWLEDGE RECEIPT OF THIS NOTICE BY SENDING AN EMAIL to PresenterAcknowledgemet@asprs2005.org

Sincerely,

Drs. David Maune and Barry Haack
Technical Program Co-chairs
2005 ASPRS Annual Conference
www.asprs.org/baltimore2005/