



**Final Report
For
ASPRS 2004 Annual Conference**

DATE: JULY 12, 2004

REV. 4

PREPARED BY: Allen Cook
Chair, 2004 Conference Planning Committee

1.0 Introduction

This is the final report of the Conference Planning Committee for the ASPRS 2004 Annual Conference. The Conference was held May 23-28 at the Adam's Mark Hotel in Denver, Colorado. The actual Conference represented the culmination of more than 18 months of planning and preparation by the Planning Committee. The local Committee members (and their primary roles) were:

Allen Cook	Chair
Marceil James	Secretary
Roger Hoffer	Technical Program Co-Chair
Jeff Liedtke	Technical Program Co-Chair
Stella Todd	Volunteers
Sheila Pelczarski	Technical Tours
Tina Cary	Keynote Speakers
Brian Soliday	Corporate Sponsorship
Ken Turnbull	Social Events
Ian Wells	Database, User Groups
Matt Bobo	Database
Keith Elliott	Classified Program Co-Chair
Scott Loomer	Classified Program Co-Chair
Finances	Allasane Toure
Workshops	Russell Congalton

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

Allen Cook, Conference Committee Chair

Planning for the 2004 Conference began with a proposal in May of 2002 from the Rocky Mountain Region to host the Conference in Denver. This preliminary proposal was modified in the fall, when ASPRS was able to contract with the Adam's Mark hotel to host both the 2002 PECORA 15/Land Satellite Information IV and the 2004 Annual Conference. While we were using different parts of the facility, we were able to gain good insights into the facility and staff supporting the 2002 effort that helped us and prevented reoccurrences of some problems. In addition, we gained additional experience working with ASPRS in conference planning, since (for example) I was Volunteer Coordinator for Pecora 14 in 1999, was on the PECORA Planning Committee in 2002, and Stella Todd was Volunteer Coordinator for the 2002 PECORA Conference.

The 2004 Planning Committee began meeting in earnest in February of 2003, and usually met monthly up to May of 2004. We developed a schedule of meeting over breakfast at a restaurant near the midpoint of our committee distribution. After the minutes were completed and distributed, Roger Hoffer and I usually held a telecon with ASPRS staff, usually the end of the same week. When additional meetings were required, (as in reviewing abstracts and assembling the technical program), we met for all-day Saturday sessions at Northrop Grumman.

The budget for the Conference was prepared early in the process, as an interactive effort between the Committee and ASPRS staff. Since it is primarily a planning document that is derived from experience at past conferences, it really is a "best guess" effort, but it serves to focus everyone's attention, and highlights important areas for detailed planning. The budget is a conservative estimate, based on high-end costs and low-end attendance, but looking at past conferences thought to be similar in nature.

The Conference schedule was drafted next, with some evolution over the next year. Developing the schedule is a rather complex process, and can be contentious. There are many activities to consider, and a tight schedule with facility constraints, conflicting needs and unwritten traditions guarantee that no program schedule is perfect! Maintaining attendance on the last day is always a challenge, particularly if the conference ends near a holiday.

The 2004 Planning Committee began with very little supporting documentation. The Convention Planning Guidelines came out in draft during our planning, and the best budget and planning material we had came from the St. Louis Conference, really too old in some respects. As we proceeded, we worked with ASPRS to prepare a working schedule for conference planning. There is now a good topic template, but each Conference Committee should work with ASPRS staff to develop a specific schedule with calendar-based deliverable dates everyone can agree on and work to.

The development of a Conference Theme and logo was perhaps more difficult than the Committee expected. We ran a “contest” to solicit logo ideas, but ultimately we used one developed by Rae at ASPRS. We got a couple of good ideas locally, but the response was rather underwhelming. The theme for the conference was developed by the Committee, and evolved from a number of ideas that came up and were evaluated over a series of 2 or 3 meetings.

The major work item for the Committee was of course the Technical Program. The program and related schedule were assembled over 3 all-day work sessions, in which all abstracts were grouped, categorized and then slotted into sessions and allocated to rooms. Following this, a major effort became communications. We had to generate a variety of emails to communicate with authors and moderators, to keep everyone informed and current. We encountered problems with sending large email lists, and in verifying that our communications were being received. Through all this, Roger Hoffer and Jeff Liedtke maintained an incredible amount of email traffic. Keeping track of everything was a significant challenge.

Our second major work item (and unknown to the Committee in advance) was the database. Abstract submissions to the ASPRS website are placed into an Access database. However, there were no queries or tools developed to extract information from the database, and many fields were poorly defined for the intended purpose. ASPRS does not have a database “guru” on staff, so the Committee was in the difficult position of locating a database expert to help. We had to do massive edits, and develop our own tools to extract data elements in order to generate emails, topic sorts, author sorts, and many similar items. This caused significant delays in our schedule, and consequent delays in generation of the preliminary program at ASPRS. While this problem has been partially alleviated by the queries and routines we developed, this problem remains a significant risk to the schedule, so long as ASPRS does not have the ability to manipulate databases.

In addition to the above, there is a significant impact to production efficiency, since all production and edits to preliminary and final programs do not utilize the database. We developed the ability to link the database to a Word version of the preliminary program, so that changes in the database could be made dynamically to the Conference Program. However, ASPRS was not equipped to handle these changes. Consequently, (and still currently) all edits to the preliminary and final programs are made via faxed edits on hardcopy printouts after the initial submission in Microsoft Word. (see Lessons Learned for more on this topic).

The Social Event was planned early on, with the Denver Museum of Nature and Science selected as the preferred site from a list of 4 candidate sites we toured a year previous to the conference. Actually getting a contract with the site and individual performers took much longer, but this was handled by ASPRS, and did not involve the Committee (for the most part).

Support to the Conference by Volunteers was excellent this year. The Committee was concerned until very late that we would have insufficient numbers, due to the current policy on Volunteers. This policy does not provide for daily-only volunteers. This despite the fact that most volunteers are students (as intended) and most are fairly local to the Conference. If the a conference is scheduled during a school term, many students cannot attend the conference for more than a single day. This did not present a problem in our case, but we recommend this policy be considered for change by the Convention Planning and Policy Committee.

Email communications with ASPRS proved to be rather unreliable during the planning of the Conference. It seems that some emails are being filtered and rejected by email systems in transmission, with no error message being returned. This problem was intermittent, and did not affect everyone. It meant we were forced to confirm receipt of email, to ensure that critical communications were not missed. Since many systems are being increasingly tightened to restrict spam, this issue can be expected to continue.

The rest of my comments are in “Lessons Learned” (section 8).

3.0 Technical Program Final Report

Roger Hoffer and Jeff Liedtke - Technical Program Co-Chairs.

We believe that this was the largest (and best) technical program ever at an ASPRS Conference, with a total of 525 presentations in 138 Technical Sessions, in addition to the classified sessions. Approximately 600 paper proposals were received in response to the call for presentations, but a few proposals were not accepted and there were many cancellations, both after the Preliminary Program was published, and even 17 cancellations after the Final Program was published. Of the 525 actual presentations (minus a few “no-shows”), 69 were poster papers (2 sessions).

One of the things that made this conference such a success, in relation to the technical program, was the fact that there were a total of 61 “Special Sessions” that were organized by various individuals and committees or Technical Divisions of ASPRS. These special sessions included 16 on “Lidar” (organized by Martin Flood, Chair of the ASPRS Lidar Committee from both submitted and invited papers), 10 sessions on “Multi-temporal Image Analysis” (organized by Pol Coppin), 9 on the “National Spatial Data Infrastructure ...” (organized by Al Stevens and Kari Craun). A new feature this year was a set of four special sessions on “Career Development”, which were organized by Michael Hodgson, Chair of the Education Committee, in cooperation with the Denver Local Organizing Committee, and which were of considerable interest and very well attended (standing room only – even on the last afternoon of the conference). We would recommend that future conferences include special sessions on “Career Development”. Another special session that created a great deal of interest, and which we would recommend for future conferences was one on “Is Digital Aerial Photography Admissible?”, organized by Charles E. Olson, Jr. We

wish to express our sincere appreciation to all those individuals who worked so hard to develop the various special sessions. The special sessions were well organized and created considerable interest in the various topics. We believe that these sessions were a significant contribution in making this technical program so successful.

Another thing that we think helped increase interest in poster papers was that we gave cash prizes (\$100, \$75, \$50 and \$25) to the best four poster papers in each of the two poster paper sessions, and announced the winners at the Plenary Session the following morning. The poster papers were put up before noon, remained up all afternoon and the authors were present with their poster paper during the last hour of the afternoon. This schedule provided a significant amount of time for people to view the posters and then talk to the authors, if interested. The overall quality of the poster papers was outstanding!

We received many comments concerning the overall excellence of the technical program. Several people stated that they believed the quality of the papers at this conference was much better than is often the case. There were some complaints that 15 minutes was too short a time for presentations, but we feel that, although it is clearly not much time, a well organized presentation can be made and information can be effectively conveyed within a 15 minute time frame. We provided both the speakers and the moderators with very explicit instructions concerning the amount of time available for each presentation, and guidelines for keeping the technical sessions on time. We also prepared “5 minute”, “1 minute”, and “Times Up” signs for the moderators to use to help the speakers stay on time. We believe that the definitive instructions to speakers and moderators, as well as the signs for the moderators to use, helped keep the technical sessions well organized and on time. That, along with the 15 minute time for each presentation may have contributed to presentations that were well organized and succinct.

Another major difference in the 2004 Conference was that we had a Plenary Session every morning during the three days of the technical sessions. The first plenary presentation by Dr. Ahmed Noor on emerging technologies, and the last plenary presentation by Dr. Steve Lee on “What’s New on Mars? A Mars Exploration Rover Mission Update” were particularly interesting and well received. The daily plenary session format provided for some very interesting plenary presentations and also for the “burning of the mortgage” on Tuesday and for the incoming ASPRS President, Dr. Russ Congalton, to make his address on Wednesday morning to a much larger audience than would be the case if these events had occurred during the Business and Award Luncheon. It also provided the opportunity to make a few of the major awards at times when they could be more widely recognized, which is very nice and also helps create more widespread interest in all of the awards that are given by ASPRS.

All in all, we believe that the technical program portion of the 2004 ASPRS Conference was outstanding – one of the best, if not the very best ever at an ASPRS conference – thanks to the efforts of all the presenters, moderators and others who helped in organizing so many special sessions. Many thanks to all who participated!

This “Summary Report” is followed by a much more detailed report on “Lessons Learned” which give many of the details of what we did, how we did things, recommendations for doing things in the future, and a series of attachments so that future Technical Program Chairs don’t have to start from scratch with some of the needed communications with authors and moderators.

4.0 Technical Tours Report

Sheila Pelczarski
Technical Tours Chair

Spectrum Mapping Tour – May 27

Attendance: RSVP = 35, Actual = 19

Nineteen ASPRS members from around the world survived the three-block walk to the Spectrum office in downtown Denver. This was a great opportunity to meet the tour goers, stretch our legs, and view the great city of Denver.

Once we arrived at 1999 Broadway, everyone rode the elevator up 32 floors to reach Spectrum’s office. Rob Eadie greeted the group and provided an overview of the latest innovations in aerial mapping technology and discussed the wide range of services provided by Spectrum. In addition to LIDAR, Spectrum offers professional services in project consulting, custom remote sensing and GIS application development, and training. Mapping Services include fixed and rotary wing aerial photography, digital terrain models and contour mapping, planimetric feature mapping, and color/panchromatic digital ortho photography. Remote Sensing capabilities include LIDAR terrain mapping, hyperspectral image mapping, digital color and CIR camera image mapping, and land cover classification.

After the overview, the group was divided into smaller groups to allow for more interaction with the tour guides and technicians providing the demonstrations. Rick Vincent, Rob Eadie, and Alistair Stewart guided the groups to three separate live demonstrations showcasing specific highlights of specialties that Spectrum has to offer. The first demonstration detailed the LIDAR DEM filtering process. The group was guided through the filtering process used to automatically remove vegetation from raw data. The next station demonstrated SILC processing, which is the classification of LIDAR data using multispectral imagery. This process allows for automatic classification of roads, buildings, vegetation, water, and other features. The last demonstration was on Ortho image production. This demo detailed Spectrum’s proprietary medium-format digital camera data, which is collected concurrently with the LIDAR data.

After the technical part of the tour concluded, we gathered back in the conference room for questions and answers. All of this wrapped up with tasty snacks and even better company and conversations. A wonderful view was to be had looking out from the 32nd floor windows.

BP Center for Visualization – cancelled

The BP Center tour had to be cancelled late in March due to a scheduling conflict. The Director informed me that their staff would be traveling back from a conference in Florida on that day. The staff person I had scheduled the tour with during the previous fall had left the Center; she was unaware of the Florida conference at that time.

Digital Globe Tour – May 28

Attendance: RSVP = 48, Actual = 27

Part of the fun of going to Digital Globe is the scenic ride to Longmont, with its great views of the foothills, Flatirons, and Longs Peak in Rocky Mountain National Park, as well as some of Colorado's remaining farmland. After check-in and welcoming, the first stop on our tour was at Customer Service, where the company philosophy is atypical. All employees are empowered to find a solution for their customers, which means they can go to any level, rather than through a standard management protocol. All employees are highly trained; this is not just a call center. Their customers run the gamut from theoretical scientists to real estate agents to school children. Customer Service has a colorful assortment of international and US state flags hanging in their work area, and they speak many languages.

Next we got a look at Collection Planning. Here the satellite's future path is charted to accommodate customer requests as well as speculative collections. Factors involved include specific customer requests, weather and cloud cover, and particular dates needed for an area, regardless of weather.

We were allowed a peak into the Mission Control Center, not unlike a NASA space mission control room, only smaller. Computer screens are everywhere. These folks monitor and direct the satellite path and acquisitions in real time. All have previous flight experience, often with the military. They also keep an eye on the news via CNN to be able to capture imagery in an area if a significant event occurs, such as an earthquake or volcanic eruption.

Data retrieval and storage are a significant part of Digital Globe's operations. Many terabytes of imagery data reside on hard disk at any given time; the remaining data are stored on DLT tape. Copies of the archive are stored off-site as a backup, just in case. Data are never erased; the imagery archive continues to grow over time. Historical data are always useful for change detection studies.

Although Digital Globe is now primarily a commercial operation, Defense and Intelligence support is still an important part of the operation. This work is done in secure areas behind closed doors in pods scattered around the company.

We saw many examples of QuickBird images on the walls as we wandered through the company. At the end of the tour we gathered in the board room for refreshments, questions, socializing, and a virtual tour around the world with examples from QuickBird. All participants received a goodie bag containing product samples on CD, a baseball cap, snazzy pen, and key chain with compass. With our heads and hands and bellies full, we made our way back onto the bus for the scenic ride back to Denver.

Jeppesen Tour – May 28

Attendance: RSVP = 23, Actual = 12

The Jeppesen facility is far larger than anyone expected, and very nicely appointed. After refreshment/breakfast provided by Jeppesen, tour guides Dave Vogel and Mike Fox provided a presentation on the history of Jeppesen as a company, its growth over the past decades, the foundation products and services on which it was built, and the new directions it is following. Following the formal presentation, the group was split and alternately received a technical tour and a building tour. There is obvious excitement at Jeppesen about what they are doing and the future of the company.

Jeppesen and Company was founded in 1934 by Captain E. B. Jeppesen, who designed and produced the first flying chart depicting routes using new radio aids and flight patterns. Now a Boeing company since October 4, 2000, Jeppesen is recognized as the world's leading aviation information supplier.

Jeppesen offers a variety of products related to flight security to customers around the world. The products include (1) Charts and navigation data, (2) Navigation software, (3) Training systems, (4) Pilots supplies such as flight bags/case and flight logs and logbooks, and (4) Custom services for corporate flights and airlines. Most of the company's revenue is based on the production of hardcopy maps. The Electronic Flight Bag (EFB) is a new product that will revolutionize the world of aviation charts for pilots everywhere. GIS is increasingly being used in areas like Terrain Avoidance programs, runway incursion procedures, and simulated landings.

Jeppesen has developed a precision (5m CE90) Airport Mapping Database (AMDB) for about 300 airports around the world. The company used high resolution remote sensing data along with photogrammetric techniques and GIS tools. The system is already in place in some aircraft. A video demonstration of a flight simulation conducted by NASA using Jeppesen's AMDB was presented.

This was followed by a visit to the GIS production line, showing the chain of events leading to the development of flight line plan maps, including map digitization, quality

control/quality assurance, and final flight plan update within a GIS environment. We also visited a laboratory where high-spatial-resolution satellite imagery, mainly the panchromatic band, is used to extract point, line and polygon features to update airport maps with very high accuracy. Before leaving, we were introduced to a flight control terminal, a service Jeppesen provides to private pilots and airlines companies for guidance during landing and takeoff.

Due to the high level of interest from attendees, the question-and-answer period ran long. The group was mixed with U.S. and foreign visitors and all seemed to really enjoy the tour. Dave Vogel also announced several remote sensing- and GIS-related job openings at Jeppesen and asked members to spread the word.

Summary comments:

Looking at the attendance numbers, there was quite a discrepancy between advance registrations and actual numbers showing up for all three tours. This surprised me at first, but I think this has a lot to do with the fact that they were scheduled so close to the holiday weekend. And by the end of the week of any conference, people tend to get tired and subject to "information overload." Technical tours held earlier in the conference, such as during the Workshops, tend to have larger enrollment and attendance. This is what I would suggest for future conferences.

9.0 Summary of Volunteer Participation

Stella Todd, Volunteer Coordinator

Volunteer participation was strong at the ASPRS 04 Conference, with student volunteers from the United States, Finland, and Canada. Forty-four students committed 15 hours each to helping with a variety of activities, including registration, workshops, exhibitions and posters, technical sessions, and social activities. The activities ran smoothly as a result of their efforts.

Volunteers represented more than fifteen institutions of higher education. Colorado students made up about $\frac{1}{4}$ of all volunteers, with a big contingent from Metro State College of Denver. Other institutions with multiple volunteers included Ohio State, University of Mississippi, University of Arkansas, Purdue University, and Humboldt State University. The number of students interested in volunteering was much higher than for Pecora 15 for which I also coordinated volunteers, possibly due to increased advertising and a higher number of conference attendees overall.

Some students were not interested in participating if they could not receive a specific schedule but most were somewhat flexible about assignments. The attrition was about 15%, with six students dropping out due primarily to schedule conflicts. Some dropped because they couldn't get the assignments they requested. I distributed the workshop assignment among as many students as possible, as many students are particularly interested in them.

This year the volunteer form on the Internet included a more detailed list of what days and activities were of interest to students. This information was useful for scheduling students in activities they wished to attend, which helped minimize requests for schedule changes. An even more detailed form for volunteers to complete, that would include information about technical session topics of interest would be helpful for future conferences.

About a month before the conference a schedule was developed using an EXCEL spreadsheet, organized by date, time and room. All events were written in the cells for each time and room. As volunteers were scheduled their names were added to the event with a bold red font. Every volunteer was sent the schedule to check for event times and possible errors. This resulted in some schedule changes before the Conference. At the Conference volunteers were instructed to initial every event for which they were assigned on a master schedule located in the volunteer room. Most volunteers complied with this request.

Only about $\frac{1}{4}$ of the volunteers attended the orientation Saturday evening. This made it difficult to address any specific concerns with individual volunteers. A document needs to be developed with very clear personal guidelines for how to deal with Conference participants so that volunteers know what to tell people in different circumstances and

where to go, even if the volunteers don't attend the orientation. Some of these circumstances can be difficult for inexperienced volunteers to handle. A **what to do if** guideline list would be very helpful for volunteers.

The volunteer orientation seemed mostly directed to workshop volunteers. Most of the workshop volunteers attended the orientation. If volunteers need to attend the orientation they should be told so when they sign up to volunteer.

One volunteer failed to show up at a workshop even though he attended the volunteer orientation. But his workshop was located off-site at a local university. That circumstance did not come to my attention, nor was this discussed at the orientation. I did not read the workshop description in detail so I also missed this fact as well. Unusual circumstances should be addressed at the orientation and should also be addressed prior to the Conference via email. Another workshop volunteer failed to show up ½ hour prior to the workshop even though this was specified in the workshop volunteer description sent via email. Fortunately another volunteer was able to fill in. It was very helpful to have "floaters" around during the workshops as a few timing and scheduling glitches developed. The document handed out at the orientation on volunteer responsibilities had an error that made it sound like volunteers could attend workshops for free.

Overall the glitches were few, and mostly fixable. Students generally were happy to help out. They were a nice group of folks to get to know.

6.0 Final Report from the Keynote Committee

Tina Cary, Committee Chair

We began by discussing what we believe constitutes a good keynote address. The committee agreed that what we want from a keynote is new information and thought-provoking ideas. We were not looking for someone to tell us about our own science and technology applied in our own fields; rather, we would like to hear something about other fields that we could borrow or to which we might contribute. We also noted that if the keynote speaker could be someone well-known, they would serve to attract attendees to the conference. As part of this discussion, and in coordination with the Technical Program Committee, we agreed that we wanted to have a plenary session every day to provide a shared experience to attendees. We also agreed that we wanted at least one speaker to provide something specific to Colorado, while still of general interest.

We initiated our search by identifying a number of speakers we thought would be of interest to attendees. We were particularly interested in Erik Weihenmayer, the blind man who climbed Mount Everest and authored **Touch the Top of the World**. Because our theme was "Mountains of Data -> Peak Decisions" we thought having him as a keynote speaker would be very fitting and would get attention and publicity for our conference. He lives in Golden, just west of Denver. However, the agency that handles his speaking engagements conveyed that he is paid \$35,000 to \$50,000 per speech, so that idea came to a sudden end. The agency suggested Eric Alexander, who made the climb with Erik Weihenmayer and lives in Aspen. Since he is not as well-known, his fee is only one tenth as much. However, since the time of the ASPRS budget crisis the only support planned for a speaker is transportation and two or three nights in the hotel, no honorarium. We also reviewed a local speaker whose preferred theme is "Pursuit of Passionate Purpose," but did not feel her theme and style would fit with our conference and our predominantly male audience.

A member of our committee had heard Professor Ahmed Noor of Old Dominion University speak and recommended him. He was available on our date, and would be able to accept our invitation with only travel and hotel expenses paid, no honorarium.

Professor Noor's presentation was expected to be visionary and "far out." To be more "down to earth" we invited Keith Lenard of the Elk Foundation, and to convey something of Colorado as a place, we invited Lynne Sherrod of the Colorado Cattlemen's Agricultural Land Trust. As the time of the meeting approached and the Mars landers were in the news, we also investigated having a brief update on the status of the mission in the plenary session, and were pleased to be able to bring Dr. Steven Lee of the Denver Museum of Nature and Science and member of the Mars science team to speak as well.

All arrangements were made via email and telephone. Thank you notes were sent via regular mail.

7.0 Classified Session Final Report, ASPRS 2004 Annual Conference, Denver

Scott Loomer and Keith Elliott, Co-Chairs

Overview

In association with the 2004 ASPRS Annual Conference in Denver, a Classified Session, sponsored by the National Geospatial-Intelligence Agency and hosted by Northrop Grumman Corporation, was held on Friday, 28 May 2004. The Classified Session was administered as a tour-like event by the ASPRS with an additional fee (\$55) charged to participants to cover transportation to and from the session site and breakfast and lunch during the session. In addition, each participant had to be a US citizen with the proper security clearances to attend the session. The Classified Session was held in a secure auditorium at a Northrop Grumman facility near Buckley Air Force Base. The Co-chairs of the session were Scott Loomer (NGA) and Keith Elliott (USGS). Allen Cook coordinated the Northrop Grumman facility and food arrangements. NGA co-sponsored the session along with the ASPRS. NGA provided \$5000 to cover the administrative costs associated with the session, which reduced the individual fee to essentially the per capita costs associated with transportation and food.

Process

A call for presentations was published in the preliminary program and, ultimately, 16 presentations from NGA, USGS, CIA and Intelligence Community commercial partners were received and placed on the program. It was the responsibility for each presenter to send their presentation to the Northrop Grumman site through the appropriate channels. The process worked well enough considering that the co-chairs were in Virginia and the session facility was in Colorado. All interaction between the co-chairs, the facility and the presenters was accomplished by email with a few phone calls. A distinct advantage over the regular conference technical sessions was that the Classified Session attendees were at the session for the day and any changes or adjustments to the schedule could be handled as needed without concern about staying synchronized with other sessions. Even so, care was taken to closely adhere to the published schedule with the result that the session finished on time, which was an important consideration given that many were departing Denver directly from the Northrop Grumman site.

Successes

All presenters and their presentations made it to the session, which was successful and well received by the attendees. The bus transportation was on time and accommodated those who only needed transportation to the Northrop Grumman site from which they departed directly for the airport. The food (hot buffet breakfast and gourmet sack lunches) was outstanding and the sack lunches allowed the session to

continue after only a short break at noon. The support from the Northrop Grumman site was superb in all aspects. The auditorium was comfortable and had all the necessary audio-video equipment, the security staff was efficient in checking the attendees into the facility and the operations of the caterer were handled efficiently. Close to a hundred (I don't have a final list/count) people registered for the Classified Session and most attended. The proximity of the 2005 Conference to Washington where there are large numbers of cleared, interested personnel will likely see an increase in attendance next year.

Problems

There were a few areas where improvements can be made at future Classified Sessions. First, better presentation transfer instructions would reduce the effort by the site staff in receiving and consolidating the presentation files and moving them into the auditorium. Mandating a standard format for file names that includes the presenter's name and short title would preclude sorting out numerous files all named "ASPRS Presentation"! There was some confusion about the security level for the session, specifically whether it was NOFORN (US citizens with clearances only) or REL UK, AUS, CAN (US and British, Australian and Canadian citizens with clearances). It is recommended that in the future the session be REL UK, AUS, CAN as the DoD and IC have commonwealth partners that work within our facilities and shouldn't be excluded from the Classified Session.

Future Classified Sessions

It may not be possible or perhaps even desirable to have a Classified Session at every ASPRS Conference, but it does allow the scope of the Conference to extend into topics that involve a significant sector of the photogrammetry and remote sensing discipline. Obviously, the key component is a suitable venue. Secure auditorium facilities are not available everywhere, even in major cities. However, the general recommendation is to try to include a Classified Session whenever possible.

8.0 Lessons Learned

Comments from Conference Chair, Allen Cook and Technical Program Co-Chair, Roger M. Hoffer

There were many things that we learned as we went along in the process of coordinating the Overall and Technical Program activities for the 2004 Conference. This report will attempt to address several groups of items, and will have several documents attached. It is hoped that portions of this report (as appropriate), but especially the attachments will become part of the ASPRS Conference Planning Handbook.

The report is grouped into the following topics:

- (A) Communications with ASPRS Headquarters
- (B) Abstract Submission Procedures
- (C) Local Organizing Committee Data Base Requirements
- (D) Organizing the Technical Sessions
- (E) Preparing the Preliminary and Final Programs
- (F) Communicating with Authors and Moderators
- (G) Miscellaneous comments/thoughts

(A) Communications with ASPRS Headquarters

1. Communications with HQ folks was critical. We met as a Local Organizing Committee once a month, and Marceil (our secretary) sent out the minutes within a couple of days. Allen Cook and I then had a conference call with Kim Tilley and Anna Marie Kinerney at ASPRS HQ, and discussed each item in the minutes. It was very effective and efficient. There were also numerous emails and phone calls. We found that Kim and Anna Marie were very effective and efficient in responding to our questions, providing the needed information as quickly as possible. There were some times when we were in some disagreement on how to best handle some particular question or issue, but we were able to work it out. The main thing was to have good, open, frank discussions about all aspects of the conference, and to make sure that everyone knows what is being planned.

2. One thing that we did not do, but which we would recommend, is for one of the Local Organizing Committee to make notes about any and all action items that came out of these conference calls, and attach that information to the minutes after the conference call has been completed. Such information would then serve as a good reminder for all concerned. "Go-backs" are frequent, and it is important to document what is agreed and the reasons why. As planning for the conference evolves and progresses, items will come up requiring reconsideration of previous assumptions.

3. The Conference Policy and Planning Committee has general guidelines concerning deadlines for various activities prior to the conference. It is very helpful to then convert these generalized time-frames (e.g., six months prior to the conference, three weeks prior, etc.) into specific dates. This should be done as a joint exercise between HQ and the Local Organizing Committee (LOC), since each group may have a different set of constraints. HQ folks have many activities going on at all times, and need to fit the preparation of the Preliminary or Final Program, for example, into the rest of their schedule. The LOC may have key people dealing with final exams or semester breaks, or perhaps traveling at critical times. All those kinds of things need to get factored into a workable schedule to which everyone can then adhere.

4. Be sure that the LOC (especially the Technical Program Chair) and HQ people are in agreement concerning the deadline for paper proposals to be submitted and also the date indicated in the Call for Papers when authors will be notified concerning acceptance of their papers. These dates need to be related to (1) making decisions concerning the acceptance of a paper proposal and getting the author notified, and (2) the deadline for you to get the Preliminary Program material in to HQ, and for corrections (perhaps several iterations) to be made to the Preliminary Program draft material. If authors haven't heard from you by the date published in the Call for Papers, you will receive many queries about the status of their paper. If you don't get the material organized and to HQ in time to meet the deadline for the Preliminary Program, it has major repercussions on HQ staff time allocation as well as potential implications for conference attendance.

(B) Abstract Submission Procedures

1. The form for abstract submissions needs to be revised in several ways, including:

a. There needs to be a separate block for the "Last Name of Senior Author", and then another block for the full name of the senior author. In several instances, we could not tell which was the last name and which was the first name of the author. (This was primarily a problem with foreign names. Also, some authors apparently did not know what "surname" meant, so it would probably be best just to use the term "last name". Having the author's last name in a defined data base location is important so that you can do data base sorts, based on the senior author's last name.

b. Don't ask for "Affiliation". Some folks apparently did not understand that term. In the block titled "Affiliation", we received many abstracts that included department name, and many people put their professional title in this block. Instead, have a block on the form requesting "Name of university, company or government agency for whom you work". There may even need to be a comment to the effect of: "(Do not include the department or your title)". The reason for this is that the Preliminary and Final Programs will include only the name of the university, company or agency, not the person's title or the department where the person works.

c. Have a block in the abstract submission form for the author to include 4 - 6 keywords. This helps when you are sorting the abstracts into groups of similar topics.

d. Continue to have a block asking if the author would be willing to act as a moderator. This gives a good set of potential moderators within each track.

e. Clearly indicate on the submission form that the title of the paper should be "Capital and Small Letters" (Perhaps With An Example), rather than all capital letters or no caps. This will save a lot of reformatting time.

f. Develop a block right on the submission form for "Projection Needs: ___ LED for Power Point presentations; ___ Overhead Projector; ___ 35 mm Projector" Also, include a comment right there about: "Note: Authors must supply their own computer or make arrangements to share one with another author." We had a great deal of confusion as to how many and which authors would need overhead or 35 mm projectors. There were a few such requirements, but there were also authors who showed up at the conference expecting to find such projectors in each room, and they weren't there, so that required some last minute scrambling and added expense.

g. Limit the length of the abstract so that the entire paper submission form can be printed out on a single page. This is very helpful when working with the submissions later.

h. Develop a different submission form for special sessions. We had several folks who were developing special sessions or panel sessions, and the existing form is not set up to accommodate that situation. The form needs a place for the title of the session, and sentence or two about the session, name and affiliation and email address of the person organizing the session. Then it needs a place for the names, affiliations and email addresses of all speakers, and if appropriate, the titles of their presentations. (Some panels and special sessions didn't have a presentation title for each speaker, while others did.)

2. Communications concerning the web submission procedures are crucial.

a. Communicate clearly with ASPRS HQ and especially with the WebMaster who will be handling the receipt of the abstracts concerning deadlines for abstracts to be submitted, and what is to happen to abstracts received after that deadline. For the 2004 Conference, the web page was closed as of midnight on the day abstracts were to be submitted. Many authors tried to submit an abstract in the next day or two, and could not, causing much frustration and many emails among various people. Because we (the Technical Program Co-Chairs) were not going to process the abstracts until a few days later, it would have been OK with us if the web page had remained open for a few more days. (But then, deadlines start to lose their meaning!) The biggest problem for us came from situations where Technical Division Directors and others were organizing special sessions, and they were still identifying speakers and having them try to submit an abstract to the web page. Because of this, we kept asking the Web Master to keep

the web page open for longer times, which caused some problems for him. He eventually gave us a code number, which we then supplied to session organizers and potential authors that would allow them to submit a late abstract.

There needs to be some discussion with the Conference Planning and Policy Committee as to how to best handle the situation of late submissions, whether for special sessions or not, and a better solution needs to be developed and documented as to how this particular issue will be handled. One possible solution might be that after the deadline has passed, keep the web site open for a time, and send a response to authors submitting late papers indicating that the submission was received after the deadline, but it will be considered if there is space in the program to accommodate the paper. That way, the deadline is being emphasized, but the paper is still being considered, depending on the schedule of the Technical Program Chair(s) and the way the program is developing.

b. A method needs to be developed to allow authors to modify their abstract and also to verify that their paper has indeed been received. An author receives an automated response that the abstract has been received, along with a Paper ID Number. However, there seemed to be a lot of confusion for some authors as to whether their paper had actually gotten into our system, resulting in many duplicate submissions and emails to us. We also received a number of emails asking us to change a word or paper title or something else in the abstract. If the author could do that, it would help minimize the email load on the Technical Program Chair(s).

(C) Local Organizing Committee Data Base Requirements

1. One of the most critical issues we encountered in the entire process was not realizing that the abstract submission forms would be handled with a software package called "ACCESS", and that we would need to have one or two people on the Local Organizing Committee with extensive experience in working with and manipulating the ACCESS software. This person or these people are absolutely essential for handling the data bases and sorting the abstracts in ways that are needed by the Technical Program Chair(s) and by ASPRS HQ (such as being able to effectively provide a "Presenter's Index").

2. It is STRONGLY recommended that a standardized procedure be developed to take the data from the abstract submission form and get it into the appropriate formats for the local organizing committee folks to work with it. Our ACCESS data base person spent a lot of time figuring out how to take the various pieces of information from the abstract submission forms and the various items of information needed to define the Preliminary Program (e.g., track titles; abbreviations for track titles; session names; session date; session times; author names; paper titles, etc.), and get it all into a data base form that could be sorted as needed. This should be a standard process for any future conference, without each local organizing committee having to reinvent this particular wheel!

3. The following data base sorts were found to be particularly helpful:
 - a. Abstract ID Number; author (last name, first name); title of paper; author's email address
 - b. Author last name; author full name; abstract ID number; title of paper; author's email address
 - c. Track topic; title of session; date of session; time of session; authors (full names) (each author, in order within session), abstract ID number; paper titles
 - d. Session Number; session title; author (full name); title of paper; author's email address
 - e. Author last name; author full name; Session Number; Abstract ID number; title of paper; author's email address
 - f. Others as needed. Being able to sort by ID Number early on was critical. Sorting by author's last name was important throughout because many emails from authors didn't identify their paper ID Number or even title. This sort was especially helpful in handling paper cancellations, of which there were many. The Session Number isn't added until the entire program has been organized, but after that the key pieces of information were author's name, session number, session title, session date & time, and author's email address.

(D) Organizing the Technical Sessions

1. We printed out a copy of each abstract. These were then sorted by key words and paper titles into topic groups (e.g., lidar, photogrammetry, GPS, forestry applications, etc.). Each group was then sorted into common topics and three and four paper sessions were organized. We generally put authors from other countries as the last speaker in the session, since we felt that these people were more likely to not come to the conference.

We did the sorting during a couple of Saturday working sessions with most of the committee. It made the sorting go fast, but with so many people (6 or 7) involved, there were some inconsistencies. In retrospect, probably having only 3 or 4 people do this would have been ideal, but the people involved need to have different technical backgrounds so that they can effectively interpret the abstracts to get them into the best groupings.

2. Track titles and session titles reflecting the topics were then developed. This should be done by just one or two people so as to maintain consistency. The tracks and sessions were then organized into the dates and time blocks available, and also into the rooms available. The room sizes were the driver as to which sessions were put into which rooms, based on our collective wisdom as to which sessions would be the most popular. We used a matrix showing room numbers across the top, with dates and times down the side of the table. We then simply put the different sessions into available rooms and times, starting with the tracks having the most sessions.

3. Once the tracks and sessions were defined, we created a list of potential moderators within each track using the information provided on the abstract form. In most cases, we had a sufficient number of people willing to moderate a session so that we could

assign moderators to a session within the same track, but not the session in which they were presenting. (We felt that it is rather tacky for a person to present in the same session in which they were moderating. In addition, because we were putting authors from other countries as the last speaker in the session, the moderator could not be last speaker in most cases.)

4. We goofed by not having a system set up for volunteers to count the number of people in each session during the conference and making that information part of our final report. Thanks to the efforts of Dick Campbell and Dave Maune, who will be handling the 2005 Conference in Baltimore, a good number of attendance counts were obtained. (see Appendix K). Getting this information should be a standard process for every conference. Such information is useful in determining trends about popular topics, and thus would be VERY important in determining which sessions to put into the various size rooms that are available.

5. Poster paper sessions tend to have more than the usual number of “no shows” for some reason. Therefore, it is recommended that close communication be made with poster paper authors, especially urging them to let you know if they cannot present their poster paper. It is also important to be very clear that the poster boards are 8 ft. (horizontal) x 4 ft. (vertical). We had not been explicit about the “landscape” orientation of the poster boards, and had several emails from authors asking about the dimensions. We also had a few authors who assumed that it was 8 ft. vertical and 4 ft. horizontal, and had prepared their posters accordingly. It is also recommended that you send out the evaluation guidelines to the authors as a way of educating them concerning things to include in their posters.

(E) Preparing the Preliminary and Final Programs

1. Once the track names and session names had been defined, moderators assigned to each session, and all sessions had been placed in a given time slot and room, we used the data base to generate a Word document with all the technical program material in it. This was then sent to ASPRS HQ, along with the rest of the Preliminary Program material prepared by the other folks on the committee. Rae Kelley at HQ put together the draft of the Preliminary Program and sent it to us as an email attachment. We went over it and made any necessary corrections. Rae wants such corrections to be made in ink on a hard copy, and then FAX her the pages with corrections. We ended up going through several such iterations.

2. After the Preliminary Program was sent to the publisher, we received a number (approximately 30) of paper cancellations. These updates were made in the Preliminary Program as corrections to the Final Program. In some cases, we had people who had asked about submitting a late paper, and so we were able to fill some of the cancellation holes with these late paper submissions. In most cases, we simply ended up with short sessions. For purposes of our own record keeping and to communicate with our data

base folks, cancellations and corrections were documented in a Word document that we also sent to HQ as a backup to the FAXed corrections.

3. The Final Program required a number of changes that had not been part of the Preliminary Program. Most important were the Session Numbers which were now added for each session. It was found that we would not have wanted to identify session numbers prior to this time, because in some cases we changed sessions around or combined sessions due to paper cancellations. If we had defined session numbers any earlier in the process, it could have gotten very confusing when we moved sessions around or cancelled sessions and renumbered the remaining sessions. Having a Session Number to use in identifying each session certainly made things much easier in tracking sessions and papers.

4. The Final Program also included a "Speaker Index", which was a list of all speakers – not necessarily the senior author– and the session number in which that person was presenting a paper. Again, the data base was critical for being able to identify the presenter or presenters when that person was not the senior author of the paper. In addition to the Presenter Index, we identified the presenters in the Final Program list sessions and papers with an asterisk after their name any time the presenter was someone other than the senior author.

5. Another thing needed for the Final Program that took a while to develop was the "Session Categories" page (see Appendix M). This involved defining a combination of Tracks and Sessions, and then reviewing each session and deciding where it should be listed in the Session Categories list. Some sessions were listed in more than one location.

6. We again went through several iterations of the Final Program with HQ, sending them a FAX with the corrections (which is the format HQ personnel insist on) We also sent a Word document as a backup and to provide Matt Bobo with the necessary information to make the corrections in our data base.

7. After the Final Program was sent to the printer, we also received a number of last minute cancellations due to illnesses, visa problems, etc. At this point, we simply documented the changes in an "Errata Sheet" that HQ printed and distributed with the Final Program as people registered.

(F) Communicating with Authors and Moderators

1. Communications with authors and moderators is obviously critical. Be sure to get the Preliminary Program developed prior to the date that is published for notifying authors concerning paper acceptance, and then notify the authors of the status of their paper. We sent emails to all authors and flagged the email as priority. We did not request a reply, which was probably a mistake, because we found that some folks don't seem to pay much attention to emails. Because of that, or problems with changed

email addresses, sending an email does not always guarantee that the person has received it unless you request a response. We also are under the impression that some email systems will delete emails that are sent out to many people at once, so some folks were not receiving our emails for this reason. Perhaps part of the automatic response to authors after they have submitted a paper proposal would be to request that they add the names and email addresses of people from whom they will be receiving email communications to their system, so that the emails would be accepted by their system.

2. We sent an email to all potential moderators, including a list and email addresses of the people in that session, along with an attachment of the “Duties of Moderators” (see Attachments F and G). We asked each moderator to contact each speaker in their session to get material to use in introducing the person. That proved to be very useful, because several found that a speaker was not planning to come to the conference, and we had not been notified. So the moderators were able to notify us of these cancellations.

3. HQ requires all speakers to register for the conference at the same time that they submit their paper for the proceedings. We had several authors who could not get their paper ready in time for the proceedings, and therefore thought they would have to withdraw their paper from the conference and not present it at all. (They simply didn’t read the details in the Instructions to Authors published by HQ and available on the ASPRS web site.)

Therefore, I would highly recommend that an email be sent from the Technical Program chair, pointing out that authors are encouraged to come to the conference and present their paper even if the paper is not in the Conference Proceedings. Such an email should be sent shortly prior to the deadline when papers must be submitted for the proceedings.

4. Once a data base sort is made of all sessions, authors, and moderators (sorted by senior author last name), it would be helpful to send that as an attachment to all authors, encouraging them to contact their moderator if they haven’t been contacted by that person already. A similar data base for moderators showing the email addresses of speakers could be sent to all moderators, just to be sure that everyone has the information needed to contact each other.

5. Generally, when emails are sent to authors or moderators, it seems that it is helpful to keep the email VERY SHORT and to the point. People don’t seem to read beyond the first paragraph in many cases it seems. If the email contains significant information, the only way you can be certain that it has been received is to “Request read receipt”, and then check off the responses. (It took about four rounds of emails to some session moderators before I actually heard from them all.)

(H) Miscellaneous Comments/Thoughts

1. The “Resume Booth” (224) had more job postings than resume postings!

2. E-Connectivity in the hotel was poor. There were complaints about the internet connectivity and performance, the lack of wireless connectivity, and cell phone reception. This is increasingly important to people, as they travel and try to maintain connectivity with their offices and families.
3. The registration website never had a registration fee for Exhibits-Only posted, just "TBA". One person (Trent Meyers) said he would have come if they had posted any reasonable price. He emailed an inquiry, a week before the conference, but never got a response. Usually this means there were others.

Hopefully these "Lessons Learned" thoughts and suggestions will prove useful to future Technical Program Chairs. Best of wishes for some GREAT CONFERENCES in the years ahead!

9.0 Attachments:

Attachment A – Call for Papers

Attachment B – Initial Acknowledgment of Paper Proposal Submission

Attachment C – Notification of Paper Acceptance (presented papers)

Attachment D – Notification of Paper Acceptance (Poster Papers)

Attachment E – Guidelines for ASPRS Conference Presenters

Attachment F – email to Potential Moderators

Attachment G – Duties of Technical Session Moderators

Attachment H – email to authors, reminding them to submit their manuscript to the Proceedings

Attachment I – email to Poster Paper Presenters

Attachment J – ASPRS 2004 Annual Conference Poster Paper Evaluations

Attachment K – Attendance at Technical Sessions

Attachment L – Example email sent by the moderator to speakers in a technical session

Attachment M – ASPRS 2004 Conference Session Categories

Also note that in addition to the above attachments, there are several key items of information for authors that are posted on the ASPRS website, including instructions for preparation of manuscripts for the proceedings, registration information and forms, and copyright forms.

CALL FOR PAPERS

**ASPRS Annual Conference:
May 23-28, 2004 in Denver, Colorado**

“Mountains of Data → Peak Decisions”

Come to the mountains and peaks of Colorado in 2004!

Now is the time to start thinking about the ASPRS 2004 Annual Conference to be held in Denver Colorado, May 23-28, at the Adam's Mark Hotel. This conference, “Mountains of Data → Peak Decisions,” will focus on new capabilities and technologies needed for you to succeed as we enter an era where decisions are increasingly based on a greater diversity of available geospatial data. The Conference organizers will present an exciting program of interest to professionals in all aspects of remote sensing, geographic information systems, land and natural resources management, environmental management, photogrammetry, mapping, surveying, and geodesy. You will learn about the latest instruments, analysis techniques and uses of these “Mountains of Data” and how “Peak Decisions” can be reached with these technologies. Interact with industry colleagues, see products from 100+ vendors and get hands-on knowledge of new hardware and software applications.

WHO SHOULD ATTEND? YOU! — Be a part of one of the most exciting 2004 conferences in your profession. Attend many of the technical presentations and exhibits, educational workshops, and user group sessions devoted to the very latest technologies and analysis techniques in your specialty area. Enjoy the opportunity to meet old friends and make new ones. This is also the 70th anniversary of ASPRS, so we invite you to join us for this milestone event.

WHO SHOULD SUBMIT ABSTRACTS? YOU! — If you are a user, producer, vendor or researcher who has a new or improved process, technique, capability, application or product that will be of benefit to your 2,000+ colleagues who plan to attend this conference.

MARK YOUR CALENDAR and plan to present a paper and/or attend this conference. In addition to abstracts for the regular technical session, we encourage you to submit a short abstract for a poster paper or video presentation. We will have some technical poster paper and video presentation sessions, with awards given for the best poster papers submitted.

Categories and Topic Areas for Abstracts

The ASPRS 2004 Annual Conference “Mountains of Data → Peak Decisions” will be held May 23-28 at the Adam's Mark Hotel in downtown Denver, Colorado. We

encourage submissions on research and utilization of cutting edge technologies in the remote sensing, photogrammetric, and GIS fields as well as technologies which may provide information or assistance to the surveying and mapping community. We also welcome submissions for updates on the more traditional technologies.

This conference will have an outstanding set of technical presentations on all aspects of imaging and geospatial information. In following the theme of the conference, "Mountains of Data → Peak Decisions", we will feature sessions on how to collect data, how to process and analyze data, and how to derive information from this data that is useful in making decisions, whether it is for resource management or business or other purposes.

There will be technical sessions dealing with:

- **Remote sensing and GIS technologies and their 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.);
- **Remote sensor systems** (lidar, radar, multispectral, hyperspectral, high spatial resolution, video, infrared, ifsar, photographic, etc.);
- **Data processing and analysis techniques utilizing remote sensor and GIS data;**
- **GIS data collection, processing and analysis techniques;**
- **GPS uses and concerns;**
- **Photogrammetric, surveying and mapping issues and techniques;**
- **Data standards, management and policy;**
- **Educational programs and issues;**
- **Professional Certification Programs and Policies (ASPRS, States, other);**
- **Other topics of interest**

Poster/Video Presentations

Poster papers and short video presentations also will be featured as part of the technical program at this conference. Abstracts submitted for these sessions are encouraged and will be given full consideration by the Technical Program Committee. Please use the online abstract form to submit your abstract for a poster or video

presentation. www.asprs.org/denver2004. Also, please note that awards will be given for the best posters submitted in each poster session.

ASPRS Workshop Proposals

ASPRS Workshops are intended to be educational. As a result, they are expected not to be commercials for vendor software or hardware. (User group meetings are available for vendor specific products.) Workshops should be impartial and cover a wide range of commercial sources even if a specific commercial vendor employs the instructor. Workshops can be taught as either half-day (4 hour) or whole-day (8 hour) courses. Workshops will not have more than two paid instructors. If there is more than a single instructor, one instructor will be the point of contact for the workshop.

Anyone wishing to propose a Workshop for presentation (this would be the person who would be the instructor) must provide the following information to the National Workshop Director by September 19, 2003:

1. Workshop title
2. 500 word abstract describing the length of the workshop (half or whole day); the goals/objectives and content of the workshop; the intended audience of the workshop including whether it is introductory, intermediate, or advanced material; and, names of instructors
3. Instructor(s) vitae
4. Whether or not this is an established or a newly developed workshop and whether these instructors have given this workshop in the past
5. If it is an established workshop, provide a copy of the most current workbook/materials

All workshop proposals will be considered for this meeting and the National Workshop Director will notify those selected for inclusion in the Workshop Program. In addition to considering new proposals, the Workshop Director will recruit additional workshops to complete a well-balanced program, minimizing subject overlap and maximizing the quality of the overall Workshop Program. Anyone wishing to propose a workshop for consideration should contact ASPRS Workshop Coordinator Russ Congalton at 603-862-4644 or russ.congalton@unh.edu for instruction.

Submission of Abstracts

Abstracts should be submitted electronically only, using the form shown on the conference web site: www.asprs.org/denver2004

Abstracts are limited to 250 words and **must include**:

1. Paper Title
2. 3 - 5 key words

3. Author Name(s)
4. Proposed Presenter(s)
5. Affiliation(s)
6. Mailing Address
7. Phone, Fax, and E-mail for ALL authors and presenters

NOTE: If electronic submission using the web site abstract form is not possible, please send the above information in paper form to:

ASPRS 2004 TECHNICAL PROGRAM CO-CHAIRS:

Roger Hoffer

or

Jeff Liedtke

3700 Bald Eagle Lane
Ft. Collins, CO 80528
Ph: 970-223-1152
e-mail:
roco8@mesanetworks.net

1900 Pike Road
Longmont, CO 80501
Ph: 303-682-4983
e-mail:
jliedtke@digitalgolbe.com

Selection Criteria

All abstracts will be reviewed for content and appropriateness. The final decision on program and inclusion of topics will depend on response to the call and space availability. By November 3rd all authors who submitted abstracts will be notified regarding acceptance by the Technical Program chairs for this conference. After November 3, 2003, if an author has submitted an abstract and has not received notification of whether or not their abstract has been accepted, please contact the Conference Technical Program chairs at the email address above. Upon notification of acceptance, authors must sign and return the acceptance letter indicating their willingness to present at the conference.

Important Abstract Dates:

Abstract FINAL Deadline:

September 19, 2003

Notice of Acceptance:

November 3, 2003

Paper Deadline:

Papers submitted for the Proceedings **MUST** be received no later than

February 27, 2004

Conference Registration and Deadlines

Authors of accepted abstracts will be asked to confirm their commitment to participate in the conference by Friday, February 27, 2004. At that time they must complete a speaker registration form, video release form if required, and include the appropriate speaker registration fee. **Speakers are required to pre-register no later than Friday, February 27, 2004 to receive the discounted speaker rate. Speakers who intend to submit a paper for the final Conference Proceedings must do so by February 27, 2004.**

Organization of the Conference

The ASPRS 2004 Annual Conference will be held from Sunday through Friday, May 23-28, with Sunday, May 23rd and Monday, May 24th reserved for Committee Meetings, Workshops and User Group Sessions. The Formal Opening, Technical Sessions and Exhibits will be on Tuesday through Thursday, May 25th - 27th. There will be several very interesting Technical Tours on Friday, May 28th, including visits to nationally known industry leaders, government centers, and data collection systems in aircraft at a nearby airport. The primary conference events will be held at the Adam's Mark Hotel in Denver. Guest Tours and Social Events will be scheduled at various times and locations throughout the week.

**See the ASPRS web site for more information
as it becomes available – www.asprs.org**

***** Attachment B *****

Initial Acknowledgment of Paper Proposal Submission

Thank you for your ASPRS paper submission. We have received it and are working on putting the Technical Program together. We will inform you concerning the status of your paper as soon as possible.

If you have any questions, please contact us at the email addresses shown below.

Sincerely,

Roger Hoffer and Jeff Liedtke

Technical Program Co-Chairs

roco8@mesanetworks.net or jliedtke@digitalgolbe.com

*****Attachment C*****

Notification of Paper Acceptance (presented papers)

Congratulations! Your paper has been accepted for presentation at the ASPRS 2004 Conference in Denver, May 24 - 29, 2004. In order for your paper to be included in the Conference Proceedings, it must be submitted to ASPRS Headquarters by February 27, 2004. Please refer to the detailed instructions concerning paper preparation that are available on the ASPRS Website. Also, please note that you must register for the Conference at the time you submit your paper for the Proceedings. If you do not submit a paper for the Proceedings, you are still encouraged to present your paper at the conference.

Please note that the only projector equipment that will be provided at the conference are LCD projectors, and you must provide your own laptop computer (or make arrangements to share one). If you need other types of projection equipment (i.e., overhead projectors or 35 mm projectors), you must inform us so that appropriate arrangements can be made to have such equipment available. Guidelines for presenters will be sent at a later date.

Again, our congratulations! We are looking forward to a GREAT CONFERENCE !

Sincerely,

Roger Hoffer and Jeff Liedtke

Technical Program Co-Chairs

roco8@mesanetworks.net or jliedtke@digitalgolbe.com

*******Attachment D*******

Notification of Paper Acceptance (Poster Papers)

Congratulations! Your paper has been accepted as a Poster Paper for presentation at the ASPRS 2004 Conference in Denver, May 24 - 29, 2004. If you would like the material to be presented in your poster paper to be included in the Conference Proceedings, it must be submitted to ASPRS Headquarters by February 27, 2004. Please refer to the detailed instructions concerning paper preparation that are available on the ASPRS Website. Also, please note that you must register for the Conference at the time you submit your paper for the Proceedings. It is not necessary for you to submit a paper for the Proceedings in order to present a poster paper at the Conference.

Poster papers should be prepared for presentation on 8 ft (horizontal) x 4 ft (vertical) boards. More details concerning the poster paper sessions and the preparation of poster papers will be sent to you at a later date.

Again, our congratulations! We are looking forward to a GREAT CONFERENCE !

Roger Hoffer and Jeff Liedtke
Technical Program Co-Chairs

roco8@mesanetworks.net or **jliedtke@digitalgolbe.com**

***** Attachment E *****

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 (see the example introductions below).

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 500 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.

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.

*****Attachment F*****

email to Potential Moderators

Dear (*name*),

You've indicated on your abstract form that you would be willing to moderate a session at the ASPRS 2004 Annual Conference in Denver in May. We would like to accept your offer and ask you to moderate a session entitled (*session name*), scheduled for (*day & time*). **Please confirm that you are willing to moderate this session** by sending your response to **both** Roger Hoffer and Jeff Liedtke, Technical Program Co-Chairs (at the email addresses shown below).

The titles of the papers, names of the authors, and the e-mail address of the senior author are shown below. The duties of moderators are described in the attachment. If you have any questions, please direct them to either Jeff or Roger.

Thank you so much for your participation in this 2004 ASPRS Conference! We think this will be one of the biggest and best ASPRS Conferences ever! We have processed nearly 600 abstracts, and there are many very interesting topics that will be presented and discussed. We do hope that you will be willing to serve as a moderator for the session indicated.

Sincerely,

Jeff Liedtke and Roger Hoffer
Technical Program Co-Chairs,
2004 ASPRS Conference, Denver, CO

Session Title: roco8@mesanetworks.net

Papers and Speakers: jliedtke@digitalglobe.com

*****Attachment 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 one sentence statement about his or her current position, and current or past activities that you can use in introducing them (see the example introductions below). 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 cant 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 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.

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 one sentence statement about their position and qualifications or past activities.

(For example: The title of the next paper is Lidar Measurements of Ponderosa Pine Tree Heights, authored by Dan Peters, Jim Brown, and Alex Smith. The paper will be presented by Dan Peters, who is a professor in the Department of Forestry at Michigan State University. Dr. Peters has been teaching remote sensing, photo interpretation and GIS courses for over 15 years. He is also a Past President of ASPRS. Or, The next paper is titled: Accuracy of DEM data obtained from the Xena satellite, and is authored by George Lake and Robert Jones. George Lake will be presenting the paper. George is a PhD graduate student in the Department of Civil Engineering at the University of Wisconsin, and this paper involves some of the results of his dissertation.) 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 doesn't wrap up their presentation within the next 3 minutes, stand up (off to the side). When the full 20 minutes are up, if the speaker still hasn't 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 10 minutes 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.

After your session is over:

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 session, and for your overall participation in this ASPRS Conference!

Roger Hoffer and Jeff Liedtke
Technical Program Co-Chairs
2004 ASPRS Conference, Denver, CO

*****Attachment H*****

email to authors, reminding them to submit their manuscript to the Proceedings

To All Authors, 2004 ASPRS Conference in Denver:

This is a reminder that you need to submit your conference proceedings papers by the deadline of February 27, 2004, 5:00pm, EST. They can be submitted electronically. The guidelines for preparing and submitting your paper are on the ASPRS web site for the 2004 Annual Conference: (<http://www.asprs.org/denver2004>)

Click on the "Proceedings Papers" bar on the left side of the page, and you will see connections for three sets of information for authors: 1) a memorandum, 2) Author Instructions, and 3) the Copyright Release Form.

Also, you will need to register as a speaker by February 27 as well. If you do not register by Feb. 27, your paper WILL NOT be included in the Conference Proceedings. Please note that the manuscripts for the Proceedings are to be sent directly to ASPRS Headquarters, not to those of us on the Technical Program Committee. Any questions concerning the preparation of the papers for the Proceedings should also be directed to Kim Tilley of the ASPRS Headquarters staff. Also note that, as pointed out in our email sent in December, you can submit your paper as a regular 12 page paper, or if that is not feasible, you may simply submit an "elongated abstract", or even a set of Power Point slides (providing the file is not too large). In whatever format you choose, we do really encourage you to submit your paper so that it will be included in the Proceedings.

Please note that if you are unable to submit your paper in time to be included in the Conference Proceedings, you are still encouraged to present your paper at the Conference. Your paper does not have to be in the Proceedings in order for you to come to the Conference and make your presentation.

The registration form and on-line registration instructions are also found on the ASPRS web site for the 2004 Annual Conference. Note from the Conference Registration Fee information that, as speakers, your registration fee is \$150 less than the advance registration fee for members, and \$250 less than the member registration fee after April 23! Registration fees for students are considerably less. However, in every case (students or non-students), if you are not a member of ASPRS already, it would save some money to become a member, in that your registration fees are much less for members than non-members.

The Preliminary Program will be posted to the ASPRS web site within the next few days. Please check it over to be sure that the information concerning your paper is correct. If there is any difference between email communications from us and what is shown in the Preliminary Program, the Preliminary Program information takes precedence, and is the correct set of information. If there are any problems or conflicts in time (e.g., being a moderator and a speaker in different sessions at the same time), please send an email right away to Roger Hoffer (roco8@mesanetworks.net) **and** Jeff Liedtke (jliedtke@digitalglobe.com) (Technical Program Co-Chairs), and we will get the problem resolved before the Final Program has to go to press in early March.

Many thanks for your participation in this 2004 Annual ASPRS Conference! It is going to be one of the largest, if not THE largest technical programs ever! It should be a GREAT Conference! We will look forward to seeing you in Denver in May!

Roger Hoffer & Jeff Liedtke
Technical Program Co-Chairs
roco8@mesanetworks.net or jliedtke@digitalglobe.com

*****Attachment I*****

email to Poster Paper Presenters

Hi all --

Below is some important information regarding your poster paper to be presented at the ASPRS Conference in Denver in May. If you have questions about any of this, please let me know.

1) You should be registered for the Conference by now. As a presenter, you receive the substantial registration discount provided to presenters. If you have not yet registered, please do so as soon as possible.

2) As soon as you arrive at the Conference, please go to the "Speaker Ready Room", and put your initials beside your name in a "Conference Master Listing" that will be posted in this room. That will let us know that you have arrived, and will be presenting your poster.

3) Your poster paper is scheduled for Tuesday, May 25. As indicated in the Conference Preliminary Program, all poster papers should be up at their designated location, ready for people to view, by 11:30am on that date.

4) All authors are asked to be present, standing by your poster paper, from 4:00pm to 5:00pm on that date. This schedule will allow people to view the poster papers all afternoon, and then to come by to talk to the authors during the scheduled "Applications Showcase" (i.e., Poster Paper) session, as shown in the Preliminary and Final Programs.

5) Each poster paper will be given a display board that is 4 feet x 8 feet in size. These display boards are cloth covered, so posters can be mounted using display pins (which we will provide). If you do not want to use display pins, you must provide your own materials for mounting your poster paper. Obviously, you do not need to make your poster paper a full 4' x 8', but that is the maximum size that can be accommodated. A label with the name of the senior author will be pinned to the display board where your poster is to go. (These will be in the order that the poster papers are listed in the program, so that may help you in finding the correct location for your poster.)

6) There will be prizes of \$100, \$75, \$50, and \$25 for the four best poster papers in your session! The winners will be announced publicly at the plenary session the following morning. The judging will be done by a panel of experts representing each of the Technical Divisions of ASPRS. We're looking forward to seeing some outstanding poster papers!

7) I have been designated as the "Moderator" (this actually means the coordinator) for the poster papers sessions, so if you have any questions, or if you have to cancel your poster paper for any reason, please let me know.

Take care! We'll look forward to seeing you in Denver! This will be one of, if not THE largest, technical programs ever! We're glad that you will be part of it!

Roger

Roger Hoffer
Technical Program Co-Chair
ASPRS 2004 Conference
roco8@mesanetworks.net

*****Attachment J*****

ASPRS 2004 Annual Conference Poster Paper Evaluations

- 1 **Title & Affiliation:** Does title reflect content of the poster? Were author's names and affiliations included?
- 2 **Objectives:** Are objectives or purposes clearly stated? Do they make sense? Can you clearly understand what the project is about?
- 3 **Site Map:** Is the map a "real" map-- i.e., does it include scale, north arrow, source, legend? Do you know where the study site is?
- 4 **Analysis:** Are materials and analysis methods clearly defined and understandable? Does the analysis make sense?
- 5 **Results:** Are results understandable?
- 6 **Conclusions:** Is there a clear statement of conclusions? Do conclusions relate to and cover all of the objectives statements?
- 7 **Layout:** Is the poster visually pleasing? Are font sizes appropriate? Is poster appropriate size? Is space used effectively and efficiently?
- 8 **References:** Are references complete? Are they properly cited in the poster?
- 9 **Summary points** – Points added based on overall quality and effectiveness of the poster:
 4 = Excellent; **3** = Very Good; **2** = Satisfactory; **1** = Needs Improvement.
(Note: Summary points are to emphasize the overall quality of the poster, since some of the above categories are much more important than others.)

***** Attachment K *****

Attendance at Technical Sessions

(Session Number - Session Title (Attendance))

- 1- Education in the Geospatial Sciences — Part 1 (27)
- 2- Lidar Sensors and Applications — Part 1: Applications in Forestry (125)
- 3- Meteorology and the Geospatial Sciences (20)
- 4- Multi-temporal Image Analysis and Applications — Part 1: Multi-temporal Image Analysis Methods (25)
- 5- National (& Global) Spatial Data Infrastructure and its Activities with the National Map Program, the President's Management Program on E-Gov and the Geospatial One-Stop Portal — Part 1: A Look at the Evolution of the National Infrastructure (NSDI) (47)
- 6- The Art and Science of Photogrammetry — Part 1: Photogrammetric Orientation (General)
- 7- Radar and Microwave Sensors and Applications — Part 1: Interferometric Synthetic Aperture Radar (IFSAR) (54)
- 8- State-wide Mapping Programs (35)
- 9- Remote Sensing and GIS Applications on the U.S./Mexico Border (20)
- 10- Use of Remote Sensing for Water Resources Applications — Part 1: Measuring Water Quality of Lakes and Streams (35)
- 11- Remote Sensing and GIS for Wildlife Applications (23)
- 12- Education in the Geospatial Sciences — Part 2
- 13- Forestry Applications of Remote Sensing and GIS — Part 1: Geospatial Sciences for Wildland Fire Management
- 14- Remote Sensing for Global Environmental Monitoring and Modeling — Part 1
- 15- Evolution of the Digital Orthophoto Program and its Future — Part 1: Panel Discussion on Historic Perspective
- 16- Lidar Sensors and Applications — Part 2: Operational Mapping – Sensor Calibration and Data Validation
- 17- Multi-temporal Image Analysis and Applications —Part 2: Comparative Studies on Multi-temporal Image Analysis Methods
- 18- National (& Global) Spatial Data Infrastructure and its Activities with the National Map Program, the President's Management Program on E-Gov and the Geospatial One-Stop Portal — Part 2: Spatial Data Infrastructure as it Evolves Domestically and Globally
- 19- The Art and Science of Photogrammetry — Part 2: Photogrammetric Orientation: Rational Polynomial Coefficients (RPCs)
- 20- Radar and Microwave Sensors and Applications — Part 2: Applications and Analysis Techniques
- 21- Vegetation Assessment Using the Geospatial Sciences — Part 1: Mapping Vegetation with High Spatial Resolution Imagery

- 22- Use of Remote Sensing for Water Resources Applications — Part 2: Measuring Water Quality of Lakes and Streams
- 23- Education in the Geospatial Sciences — Part 3 **(29)**
- 24- Forestry Applications of Remote Sensing and GIS — Part 2: Forest Fire Detection, Mapping and Management **(35)**
- 25- Remote Sensing for Global Environmental Monitoring and Modeling — Part 2 **(18)**
- 26- Evolution of the Digital Orthophoto Program and its Future — Part 2: Panel Discussion on the Future Perspective **(50)**
- 27- Lidar Sensors and Applications — Part 3: Future Trends in Lidar **(120)**
- 28- Multi-temporal Image Analysis and Applications — Part 3: Change Detection for Land Use/Land Cover Applications **(52)**
- 29- National (and Global) Spatial Data Infrastructure and its Activities with the National Map Program, the President’s Management Program on E-Gov and the Geospatial One-Stop Portal — Part 3: The Federal Geographic Data Committee (FGDC), Cooperative Agreements Program (CAP), a Grants Assistance Program **(23)**
- 30- The Art and Science of Photogrammetry — Part 3: Photogrammetric Orientation: Rational Polynomial Coefficients (RPCs) (continued) **(59)**
- 31- Radar and Microwave Sensors and Applications — Part 3: Mapping and Characterizing Earth Surface Features **(14)**
- 32- Vegetation Assessment Using the Geospatial Sciences — Part 2: Evaluating Vegetation Characteristics with Remote Sensing and GIS **(45)**
- 33- Use of Remote Sensing for Water Resources Applications — Part 3: Floods and Flood Hazard Assessments **(16)**
- 34- Accuracy Assessment Considerations
- 35- Forestry Applications of Remote Sensing and GIS — Part 3: Applications Using Various Sensor Systems
- 36- Remote Sensing for Global Environmental Monitoring and Modeling — Part 3
- 37- GeoCover-Ortho: Three Epochs of Global Landsat Spectral Mapping
- 38- Remote Sensing for Geological Applications
- 39- Lidar Sensors and Applications — Part 4: Lidar in Education
- 40- Multi-temporal Image Analysis and Applications — Part 4: Fuzzy and Object Oriented Approaches in Change Detection
- 41- National (& Global) Spatial Data Infrastructure and its Activities with the National Map Program, the President’s Management Program on E-Gov and the Geospatial One-Stop Portal — Part 4: International SDI Case Studies for Sustainable Development
- 42- Applications and Utilization of Orthophotos
- 43- Vegetation Assessment Using the Geospatial Sciences — Part 3: Remote Sensing for Mapping Arid Lands
- 44- Use of Remote Sensing for Water Resources Applications — Part 4: Monitoring Coastal Ecosystems
- 45- Applications Showcase Session 1
- 46- Agricultural Applications of Remote Sensing and GIS — Part 1: Techniques Used in Countries Throughout the World
- 47- GIS Division — Part 1: ISPRS Commission IV WG 6: Landscape Modeling and Visualization

- 48- Forestry Applications of Remote Sensing and GIS — Part 4: Inventory and Monitoring of Forest Resources with Satellite Data
- 49- Image Analysis Techniques — Part 1
- 50- Lidar Sensors and Applications — Part 5: Urban Applications
- 51- Multi-temporal Image Analysis and Applications — Part 5: GIS-driven Change Detection
- 52- National Geospatial Information Agency (formerly NIMA) Academic Research Program — Part 1
- 53- National (& Global) Spatial Data Infrastructure and its Activities with the National Map Program, the President's Management Program on E-Gov and the Geospatial One-Stop Portal — Part 5: Geospatial One-Stop : Implementing the Vision
- 54- The Art and Science of Photogrammetry — Part 4: Photogrammetric Orientation: Rational Polynomial Coefficients (RPCs) (continued)
- 55- Developing New Standards for a Changing Geospatial World — Part 1: Panel on Digital Sensor Calibration/Evaluation
- 56- Urban Applications of the Geospatial Sciences — Part 1: Remote Sensing and Urban Sprawl
- 57- Agricultural Applications of Remote Sensing and GIS — Part 2: Mapping and Monitoring Corn
- 58- Forestry Applications of Remote Sensing and GIS — Part 5: Assessing Forest Health
- 59- GeoCover – Ortho — Part 1: Landsat Applications on a Global Scale
- 60- GPS Surveying Techniques
- 61- GIS Division — Part 2: Bridging GIS and Spatial Analysis
- 62- Image Analysis Techniques — Part 2
- 63- Lidar Sensors and Applications — Part 6: Flood Plain Mapping **(60)**
- 64- Multi-temporal Image Analysis and Applications — Part 6: Change Detection in Forestry
- 65- National Geospatial Information Agency (formerly NIMA) Academic Research Program — Part 2
- 66- Urban Applications of the Geospatial Sciences — Part 2: Analysis Techniques for Mapping Urban Sprawl
- 67- Agricultural Applications of Remote Sensing and GIS — Part 3: Effective Use of the Geospatial Sciences for Agricultural Applications **(30)**
- 68- Environmental Assessment of Hazardous Sites **(19)**
- 69- Image Analysis Techniques — Part 3 **(29)**
- 70- Lidar Sensors and Applications — Part 7: Applications in Forestry (continued) **(55)**
- 71- Lidar Sensors and Applications — Part 8: Unique Tools and Applications **(32)**
- 72- Multi-temporal Image Analysis and Applications — Part 7: New Time Series Analysis Techniques **(20)**
- 73- National (& Global) Spatial Data Infrastructure and its Activities with the National Map Program, the President's Management Program on E-Gov and the Geospatial One-Stop Portal — Part 6: Implementing Geodata.gov - Interoperability Lessons **(22)**
- 74- New and Emerging Sensor Systems — Part 1: Fitting the Sensor to the Need **(55)**
- 75- The Art and Science of Photogrammetry — Part 5: Stereo **(43)**

- 76- Developing New Standards for a Changing Geospatial World — Part 2: Panel on USGS Progress on Remote Sensing Calibration and Quality Assurance **(25)**
- 77- Urban Applications of the Geospatial Sciences — Part 3: Estimating Population Densities with Remote Sensing and GIS **(33)**
- 78- Agricultural Applications of Remote Sensing and GIS — Part 4: Characterizing Crops and Croplands
- 79- Forestry Applications of Remote Sensing and GIS — Part 6: Applications Throughout the World
- 80- Image Analysis Techniques — Part 4
- 81- Lidar Sensors and Applications — Part 9: Operational Mapping - Sensor Calibration and Data Validation (continued) **(40)**
- 82- Lidar Sensors and Applications — Part 10: Data Processing
- 83- Multi-temporal Image Analysis and Applications — Part 8: Land Cover Trend Analysis
- 84- National (& Global) Spatial Data Infrastructure and its Activities with the National Map Program, the President's Management Program on E-Gov and the Geospatial One-Stop Portal — Part 7: The Geospatial One-Stop Portal — Two Clicks to Content
- 85- New and Emerging Sensor Systems — Part 2: New Sensor
- 86- The Art and Science of Photogrammetry — Part 6: Digital Elevation Model Generation
- 87- Developing New Standards for a Changing Geospatial World — Part 3: Panel on Digital Imagery Standard: Producer and User Perspectives
- 88- Urban Applications of the Geospatial Sciences — Part 4: Satellite Remote Sensing for Mapping Impervious Surfaces
- 89- Agricultural Applications of Remote Sensing and GIS — Part 5: Geospatial Sciences applications for Cotton
- 90- Forestry Applications of Remote Sensing and GIS — Part 7: Characterizing Forest Canopies with Remote Sensing
- 91- Image Analysis Techniques — Part 5: Neural Networks
- 92- Lidar Sensors and Applications — Part 11: Lidar in Education (continued) **(20)**
- 93- Multi-temporal Image Analysis and Applications — Part 9: Change Detection Using Time Series Satellite Data
- 94- New and Emerging Sensor Systems — Part 3: New Sensor Systems (continued)
- 95- The Art and Science of Photogrammetry — Part 7: Digital Elevation Model Generation (continued)
- 96- Developing New Standards for a Changing Geospatial World — Part 4: Development of Digital Data Standards
- 97- Urban Applications of the Geospatial Sciences — Part 5: Methods for Mapping Impervious Surfaces
- 98- GIS Division – Part 3: GIS and Fire Science
- 99- Applications Showcase Session 2
- 100- Airborne GPS — Part 1: Direct Georeferencing **(40)**
- 101- Career Development — Part 1: Current Employment Trends and Activity in Geospatial Technology **(40)**
- 102- Is Digital Aerial Photography Admissible? **(50)**

- 103- Analysis and Applications of Hyperspectral Data — Part 1
- 104- Analysis Techniques for Feature Extraction —Part 1: Effective and Efficient Techniques
- 105- Forestry Applications of Remote Sensing and GIS — Part 8: Analysis Techniques for Forest Inventories
- 106- Lidar Sensors and Applications — Part 12: Coastal and Bathymetric Mapping
- 107- National (& Global) Spatial Data Infrastructure and its Activities with the National Map Program, the President’s Management Program on E-Gov and the Geospatial One-Stop Portal — Part 8: First Steps Toward Implementing The National Map
- 108- The Art and Science of Photogrammetry — Part 8: Photogrammetric Project Implementation
- 109- Urban Applications of the Geospatial Sciences — Part 6: Applications in Remote Sensing and GIS for Urban Environments
- 110- Web-based GIS — Part 1: Distributed Processing
- 111- Agricultural Applications of Remote Sensing and GIS — Part 6: Remote Sensing for Assessing Weed Infestations
- 112- Airborne GPS — Part 2: GPS for Aerial Surveys **(40)**
- 113- Career Development – Part 2: Steps to Employment — Resume, Interviews, and Marketing
- 114- Analysis and Applications of Hyperspectral Data — Part 2
- 115- Analysis Techniques for Feature Extraction — Part 2: Comparisons of Feature Extraction Techniques
- 116- Forestry Applications of Remote Sensing and GIS — Part 9: Forest Cover Mapping
- 117- GeoCover – Ortho — Part 2: Landsat Applications on a Global Scale (continued)
- 118- Lidar Sensors and Applications — Part 13: Terrestrial Laser Scanning
- 119- National (& Global) Spatial Data Infrastructure and its Activities with the National Map Program, the President’s Management Program on E-Gov and the Geospatial One-Stop Portal — Part 9: First Steps Toward Implementing The National Map (continued)
- 120- Urban Applications of the Geospatial Sciences — Part 7: GIS Applications in Transportation
- 121- Web-based GIS — Part 2: Standards to Enable Web-based GIS
- 122- Career Development – Part 3: Steps to Employment — Examples and Discussion
- 123- Analysis Techniques for Feature Extraction — Part 3: Feature Extraction of Buildings and Urban Features
- 124- GIS as a Decision Support System — Part 1: GIS for Environmental and Cultural Decision Making
- 125- Global and National Land Cover Data Bases: Status and Utilization
- 126- Lidar Sensors and Applications — Part 14: Applications in Forestry (continued) **(25)**
- 127- Lidar Sensors and Applications — Part 15: Data Processing (continued) **(45)**
- 128- The Art and Science of Photogrammetry — Part 9: Airborne Sensor Workflow
- 129- Sensor Quality Validation and Verification — Part 1: Sensor Radiometric Calibration
- 130- Data Visualization — Tools, Techniques and Applications

- 131- Web-Based GIS — Part 3: Web-Enabled Distributed and Mobile Processing
- 132- Remote Sensing and GIS for Mapping and Assessing Wetlands
- 133- Career Development — Part 4: University Opportunities in the Geospatial Sciences **(45)**
- 134- Multi-source Data Fusion **(36)**
- 135- Developing Application Tool Sets **(11)**
- 136- GIS as a Decision Support System — Part 2: Data Analysis Techniques and Implementation
- 137- Lidar Sensors and Applications — Part 16: Lidar Mapping - Project Examples **(45)**
- 138- Sensor Quality Validation and Verification — Part 2: Sensor Geometric Calibration **(45)**

*****Attachment L*****

Example email sent by the moderator to speakers in a technical session

Hi Marcia, Sam, Bill and Joe --

I want to let you know that I will be moderating the session at the ASPRS Conference in Denver at which you will be giving your paper. I will need some information from you to use in introducing you and your paper, and there are some things that I need to inform you about concerning this session.

By now, you should have received notice that our session is titled: " Global and National Land Cover Data Bases: Status and Utilization", and it will be on Thursday, May 27, from 1:00 pm to 2:20 pm. The room will be Governor's Square 11.

In order to give you a proper introduction at the Conference, sometime within the next two weeks or so, I would appreciate it if you could send me a one sentence statement with the correct title of your paper, names of all authors, and any pertinent information about your (i.e., the presenter) current position or job title, and agency. I would also like one or two appropriate sentences about your current or past activities that you think would be of interest to the audience.

If, for any unforeseen reason, you will not be able to come to the Conference or there is a change as to who will be doing the presentation, please let me know immediately.

Just so that you know what to expect by way of the projection equipment, each room will have a projection screen and a high-end projector for Power Point presentations, but that is all. Speakers will need to provide their own computer or make arrangements to use someone else's computer. There will be no hook-up to the web. . If any speaker needs an overhead projector or a 35mm projector, please let me know immediately so that we can make arrangements to have it in the room at the proper time. Please let me know if you will need anything other than the standard Power Point projector. You will also need to provide your own laser pointer.

Immediately after you register at the conference, please 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. This will enable all concerned to know that moderators and speakers have arrived and that there aren't any "no-show" situations.

Please let me know if you have any questions about any of this. Thanks to your efforts, I think this will be one of the most interesting sessions at the Conference -- it should be great! I'll look forward to seeing you in Denver!

Roger

*****Attachment M*****

ASPRS 2004 Conference Session Categories

General Interest (not shown later as a separate category)

State Wide Mapping Programs -- 8
Remote Sensing and GIS Applications on the U.S./Mexican Border -- 9
Evolution of the Digital Orthophoto Program and Its Future -- 15, 26
Accuracy Assessment Considerations -- 34
GeoCoverBOrtho: Global Mapping with Landsat -- 37, 59, 117
National Geospatial Information Agency (NIMA) Academic Research Program -- 52, 65
Developing New Standards for a Changing Geospatial World -- 55, 76, 87, 96
New and Emerging Sensor Systems -- 74, 85, 94
Is Digital Photography Admissible? -- 102
Global and National Land Cover Data Bases: Status and Utilization -- 125

Applications Showcases

Poster Paper Sessions -- 45, 99

Education

Education in the Geospatial Sciences -- 1, 12, 23, 39, 52, 65, 92, 101, 113, 122, 133

GIS

GIS Analysis Techniques and Standards -- 61, 110, 121, 125, 131, 136
Remote Sensing and GIS Applications -- 9, 11, 13, 24, 32, 35, 46, 47, 48, 51, 57,
58, 67, 77, 78, 79, 89, 90, 98, 105, 109, 111, 116, 120, 124, 132
GIS Division Sessions -- 47, 61, 98

Image and Data Processing

Analysis Techniques -- 49, 62, 66, 69, 80, 91, 103, 104, 105, 110, 114, 115, 123,
127, 130, 131, 134, 136
Data Calibration Issues, Standards and Techniques -- 16, 34, 37, 42, 55, 59, 76,
81, 87, 96, 100, 112, 117, 121, 129, 138

Lidar

Applications in Mapping Natural & Cultural Resources -- 2, 50, 63, 70, 71, 106,
118, 126, 137
Lidar Sensors, Data Analysis and Other Uses -- 16, 27, 73, 81, 82, 127
Lidar in Education -- 39, 92

Multi-temporal Image Analysis

Methods -- 4, 17, 40, 72, 93
Change Detection Applications -- 28, 51, 64, 83, 93

Natural Resource Applications

- Agriculture -- 46, 57, 67, 78, 89, 111
- Forestry -- 2, 13, 24, 35, 48, 58, 64, 70, 79, 90, 98, 105, 116, 126
- Geology -- 38
- Environmental and Land Cover Assessment -- 8, 9, 14, 25, 36, 47, 68, 71, 72, 83, 117, 118, 124, 125, 137
- Meteorology -- 3
- Urban Environments -- 50, 56, 66, 77, 88, 97, 109, 120, 123
- Vegetation Assessment -- 21, 32, 43
- Water Resources -- 10, 22, 33, 44, 63, 106, 132
- Wildlife -- 11

National (& Global) Spatial Data Infrastructure and its Activities with the National Map Program, the President's Management Program on E-Gov and the Geospatial One-Stop Portal

Parts 1-9 -- 5, 18, 29, 41, 53, 73, 84, 107, 119

Photogrammetry

- Photogrammetric Orientation -- 6, 19, 30, 54
- Photogrammetric Techniques and Applications -- 37, 75, 86, 95, 100, 108, 128, 135
- Generation and Use of DEMs -- 86, 95

Sensors and Sensor Systems

- Sensor Systems and their Data Characteristics (General) -- 34, 55, 59, 74, 75, 85, 87, 94, 100, 102, 129, 138
- GPS -- 60, 100, 112
- Hyperspectral Sensors and Applications -- 103, 114
- Lidar -- 16, 27, 81, 82, 118, 127
- Orthophotos -- 15, 26, 42
- Radar and Microwave Sensors and Applications -- 7, 20, 31

Special Sessions Organized by Various Individuals and Committees of ASPRS -- 1, 2, 4,

5, 9, 12, 13, 15, 16, 17, 18, 23, 26, 27, 28, 29, 37, 39, 40, 41, 46, 47, 50, 51, 52, 53, 55, 59, 61, 63, 64, 65, 67, 70, 71, 72, 73, 76, 81, 82, 83, 84, 87, 92, 93, 98, 100, 101, 102, 106, 107, 112, 113, 117, 118, 119, 122, 126, 127, 133, 137
