MEMORANDUM

Date: July 1, 2010

To: ASPRS, CaGIS, ISPRS, and AutoCarto Fall Conference Proceedings Authors
From: Kimberly Tilley, ASPRS Director of Communications
Subject: Preparation of materials for Conference Proceedings

Please keep papers and posters to no more than 12 pages. Send your paper to:

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

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

"I cannot find the Instructions for Authors or the Assignment of Copyright forms. How can I get a copy?"
If you need additional copies of the instructions or forms, please check the ASPRS website at http://www.asprs.org/orlando2010/index.html, or send an email with your request to kimt@asprs.org.

"What is the recommended font?"
A 9-point Times Roman is the size we ask you to use.

"Can I publish color illustrations?"
Color will be available on the CD ROM version only. For the hardcopy version of the ISPRS Archives they will be converted to black and white.

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

"Do you want my paper sent by email, on a disk/CD, or a hard copy?"
We prefer that you send your paper either by attachment to an email to kimt@asprs.org, or by posting it to the ASPRS FTP site in the 2010_Fall_Conference folder (ftp://birdseye.asprs.org). The login is ASPRS/FTP_USER (note capitalization) and the password is ASPRSgeneral (note capitalization).
We no longer need you to send a disk/CD or a high quality laser printout of your paper. Please pay special attention to the attached instructions.
"Can I fax the copyright forms?"
Yes, you may fax the copyright forms to 301-493-0208.

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

"What if I need to make corrections to my paper once you've received it?"
We cannot make corrections to papers. If you find that you MUST make critical corrections, please submit a new electronic copy of the paper **CLEARLY STATING THAT IT IS TO REPLACE THE ONE ORIGINALLY RECEIVED.** This should be done **AS SOON AS POSSIBLE.** There will be no extensions for papers needing corrections.

"How do I register?"
Presenters who submit papers or posters for publication in the conference proceedings MUST REGISTER according to the Presenter Registration Policy listed in the Acceptance Letter you received from the Technical Program Co-chairs.

**NOTE: The Presenter Registration Deadline is August 15, 2010. This date is earlier than the early registration deadline for attendees.**

Please use the registration form at http://www.asprs.org/orlando2010/index.html. Presenters who are only attending the conference on the day they are presenting their paper/poster may register at the appropriate daily registration rate.

If you are not a student, but are presenting a poster, you may register at the proper rate. All presenters are expected to register for the conference at the appropriate rate (early registration, member or nonmember, etc.). When you register on line you should see a screen immediately after you hit the "Submit" button that tells you the registration went through and gives you a confirmation number. If you do not see that screen, then the registration did not go through. The registration company will send you another confirmation within a few weeks. To check on your registration status, call ASPRS Conference Registration at **(410) 798-0705 or (888) 233 2864 (Toll Free).** **DO NOT CALL ASPRS DIRECTLY;** we do not have the registration information at our headquarters office. **PLEASE NOTE:** If you wait to register at the last minute, the on line registration will be clogged and you may not be able to submit the registration on time.

"I am a student, which registration rate do I have to pay?"
If you are a student and you are giving an oral presentation in a technical session or a poster
presentation, you may register at the appropriate Student Registration Price as long as you provide a valid student ID with your registration.

"I am an exhibitor, how do I register?"
Companies that are exhibiting at the conference will receive an Exhibitor Kit with a registration form included. If you will be working at your company's exhibit during the conference, you can use one of those registrations; otherwise, you should complete the online registration form.

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

TRANSMITTAL AND INFORMATION
Papers must be delivered to ASPRS by September 13, 2010.

Mail to: ASPRS/CaGIS/ISPRS/AutoCarto Fall Conference Proceedings c/o ASPRS 5410 Grosvenor Lane, #210 Bethesda, MD 20814

REMINDERS:

- DO NOT NUMBER the pages.
- DO NOT DOUBLE-SPACE YOUR TEXT OR USE THE PARAGRAPH FEATURE.
- Save your final document as your last name.doc (i.e. Tilley.doc). If you have more than one paper, number them (i.e. Tilley_1.doc; Tilley_2.doc, etc.).
- Papers not received by the deadline may be omitted from the proceedings. Submit papers early. If your paper must be reviewed and approved by your agency prior to submission, please start early so that you can meet the deadline.
- The speaker registration fee MUST BE PAID by August 15, 2010. DO NOT INCLUDE PAYMENT/REGISTRATION FORM WITH YOUR PROCEEDINGS PAPER. If you are an exhibitor and will be using the registration that comes with your exhibit booth, or if one of the co-author's is presenting the paper, please send me an email informing me of that.
- If the speaker registration payment is not received by the deadline, your paper WILL NOT appear in the proceedings. If you are not speaking at the conference, your paper is ineligible to be in the proceedings. Take into account any and all regulations your agency has for paying registrations in advance.

IMPORTANT

- Do not wait until the last minute to submit your paper for the Proceedings.
- Do not expect to get an extension for submitting your paper.

You will be notified when your paper is received if your email address is provided.

Important Dates
August 15, 2010
Presenter registration due

September 13, 2010
Final papers due
(to be considered for publication)

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