

## Instructions for 2009 METSAT Conference Submissions

Please use the following format when submitting information on attendees and presentation topics. Information can be submitted via the website or via e-mail, if desired.

### Attendee(s)

- a. Name: (name, rank/grade, branch of service)
- b. Representing: (agency or organization)
- c. Email address:
- d. Mailing address:
- e. Telephone: (DSN/commercial/fax)
- f. Estimated time of arrival and departure to/from Oahu, Hawaii
- g. Also attending TCC?
- h. Attending METSAT Conference Ice Breaker?

### Presentation Topics

- a. Title:
- b. Originator: (agency or organization)
- c. Presenter: (name, rank/grade of presenter)
- d. Presentation medium:
  - Presentations less than 20 MB may be uploaded via the TCC webpage
  - Presentations exceeding 20 MB should be mailed on a CD ROM

**Please note: Policy prohibits the use of thumb drives on DoD computers! All presentations brought to the conference should be placed on CD ROM**

- e. Brief Synopsis:

Important NLT Dates:

1. 20 Mar 09 (Friday) – Last day to reserve a Navy Lodge room from the conference block. Remember that rooms are available on a first come, first served basis.
2. 27 Mar 09 (Friday) – Names of attendees and presentation topics in the above formats due to the conference coordinator (via e-mail/web submission).
3. 10 Apr 09 (Friday) – All fees are due by mail.
4. 17 Apr 09 (Friday) – All electronic presentations (power point, etc.) are due to the conference coordinator.

Conference Fees:

METSAT Conference: \$15/day

TCC: \$15/day

METSAT Conference Ice Breaker (Monday, 27 April): \$20

Contact Information:

The mailing address for submitting conference fees is:

NAVMARFCSTCEN / JTWC  
Attn: TCC/METSAT Conference 2009  
425 Luapele Road  
Pearl Harbor, HI 96860

NOTE: If also attending the TCC, one check may be submitted for both conference fees.

Please make checks payable to Matthew Kucas.

FAX numbers are: (DSN) (315) 474-8902, (Commercial) (808) 474-8902

E-mail address is: kathryn.payne@navy.mil

Note: Please use “2009 METSAT Conference” as the subject on all correspondence to ensure proper routing. Please address any questions and/or clarifications to Capt Kathryn Payne.