

Extended abstracts

We encourage all presenters to submit an extended abstract since time for presentations and poster viewing is limited. Your extended abstract is an excellent opportunity to include more detailed information, colour figures, figures, and graphs that may require more time for study than is available at the meeting. Your extended abstract is also your opportunity to be part of this valuable permanent record of the meeting.

The extended abstract volume will be produced mainly as a CD, to be available at the conference. A small number of hardcopies will also be produced afterwards by WMO for their own use. Extended abstracts must be provided to wmoda5_xab@bom.gov.au by **9 September 2009**, to allow sufficient time for preparation of the CD's. Because of the short time, there can be **no extension** and so we encourage all participants to submit their abstracts early in case of problems with reading, formatting or graphical issues.

Extended abstracts must conform to the following standards. Ignoring these may result in the abstract being omitted from the CD, the printed volume, or both.

1. Adobe pdf format. Please ensure that all necessary fonts are embedded within the document.
2. File size no larger than 3 Mb (6 Mb for invited speakers).
3. Maximum of 8 pages (16 for invited speakers).
4. File name to be `author.pdf` if there is one author, `firstauthor_secondauthor.pdf` if there are two authors, or `firstauthor_etal.pdf` if there are three or more. Author name is to be the author's family name. If one author has multiple papers, then append `_a`, `_b` etc to the filename. **Eg: Terego_etal.pdf**
5. We recommend single-column format, single-spaced 12-pt font (Times Roman or Arial preferred) and A4 or US letter paper, for ease of reading on-screen. Paper title, authors, and so forth as per the attached proforma.
6. Colour figures are fine, but the printed version will be black and white. Please ensure that your graphics are readable in either format.
7. **The final abstract must be received by us no later than 9 September 2009.**

We will not be reviewing the manuscripts. All authors are strongly encouraged to have their manuscripts reviewed within their institution, or by other colleagues.

Title centred and in 14 pt bold type

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1. Introduction

The title should be the same as for your accepted presentation, centred and in 14-pt bold type.

The authors should be in the same order as for your presentation, with the presenting author in bold. The authors and their affiliation should be centred, in 12-point type. Please include the presenting author's email address.

2. Sections

Sections should be numbered and have headings in bold type.

Paragraphs should be 12-pt single-spaced, with a blank line between paragraphs.

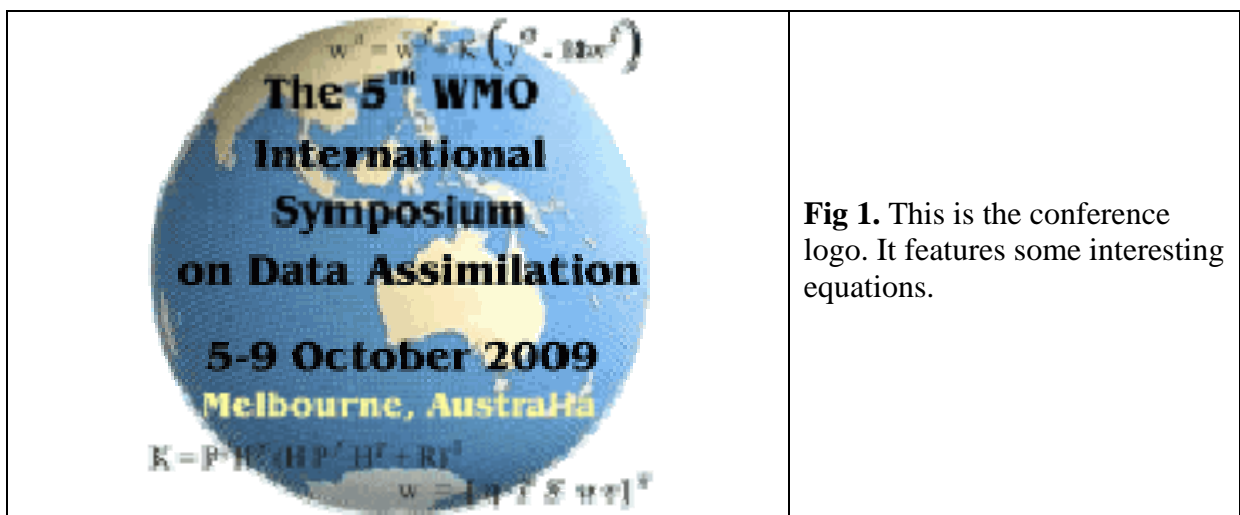
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Figures may be in colour for the CD, but will be printed in black and white for the hard copy. Please make sure that your figures are meaningful in both formats! Each figure should be numbered, and have a caption next to or beneath it. If your file size is too large, consider reducing the resolution of your figures.



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We must receive your abstract by **September 9**. If it is late, it will not be able to be included in the CD. This is a firm deadline so that we can make the CDs available at the conference.

Your pdf file must not exceed 3 Mb (6 Mb for invited speakers). Your document must not exceed 8 pages (16 for invited speakers). If you exceed these limits, we might have to omit your document from the CD and/or printed volume.

Acknowledgements

A place to thank people or institutions.

References

Author, A.N., 2009: Data assimilation. *J. Data Assimilation*, **1**, 1 – 100.