

## **EXTENDED SAMPLE ABSTRACT FOR A STISS-PRESENTATION IN LANDSHUT: A CASE OF INTERACTIVE SOCIETAL IMPACT (ALL CENTERED 12 PT BOLD)**

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**Abstract:** This example abstract presents all layout details for an easy production of a two-page account for each oral and poster presentation which was accepted for the Second THORPEX International Science Symposium (STISS) to be held in Landshut, Germany from 4-8 December 2006. It induced a large number of responses. (The abstract section is 9 pt)

**Keywords** – *THORPEX, WMO, Data assimilation, Group dynamics* (9 pt in italics)

### **1. INTRODUCTION (headline in CAPITALS, 10 pt, bold)**

Conferences are a standard medium for a personal distribution of findings from scientific research. A full week with 4.5 days (Monday morning to Friday noon) is considered to be the maximum duration, which can realistically be managed. A single session format is optimal in the sense that everybody can listen and communicate with everybody and the organisational work is limited.

Presentations are divided into oral talks of 12 minutes each (plus 3 minutes for discussion and the change to the next speaker) and poster displays for an interactive discussion in rooms adjacent to the general venue (cf. Figure 1). Table 1 shows the number of presentations submitted to STISS broken up by session. Authors of both equally important classes of presentations have the possibility to send an extended abstract of two pages to the STISS organisation committee. From these a conference volume will be compiled. It will be distributed to the participants when they register for STISS. In this fashion everybody can select at leisure and with suitable material at hand all the STISS presentations that are of special interest to him.

### **2. CONTENTS OF EXTENDED ABSTRACTS**

The extended abstract ideally resembles a short scientific publication (note) with sections ‘Introduction’, ‘Data’, ‘Model’, ‘Conclusions’. A few references may help the interested reader to find further information. A table or a typical figure, accompanied by an appropriate caption, may be well suited to raise the reader’s curiosity.

Some information about the status of the work, like ‘in progress’, ‘exploratory’ or ‘maturely settled’ may be useful to set the scene for discussions with the audience during the conference.

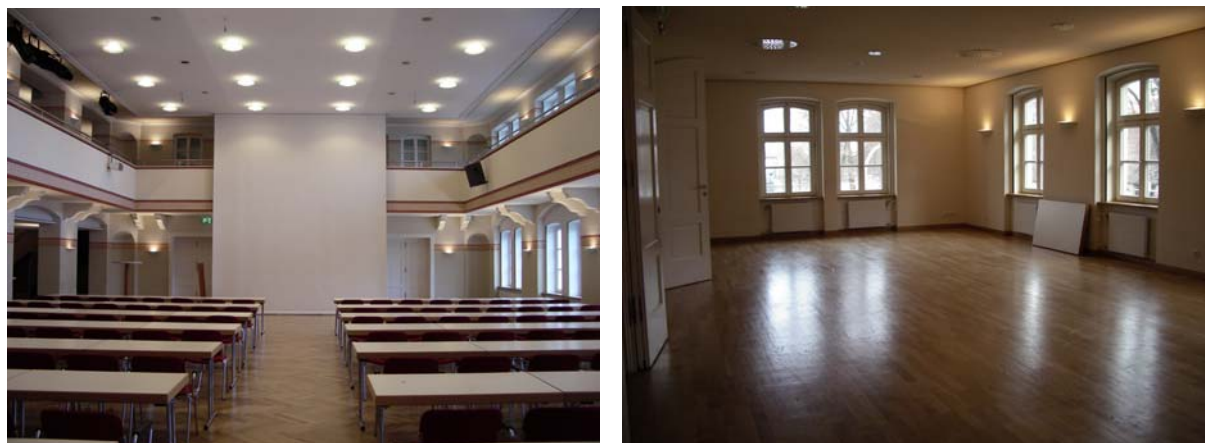
### **3. LAYOUT OF EXTENDED ABSTRACTS**

The extended abstract should be formatted as this example on two pages in **A4-format** (21.0 cm wide, 29.6 cm high) with margins of 2.5 cm on each side. This results in a printable area of 16.0 cm wide and 24.6 cm high. The best font is ‘Times New Roman’ with the font size in points (pt) as specified at various places of the text.

The text runs in one wide column and is ideally structured in sections and paragraphs. New paragraphs begin indented without an empty line. Pages **must not** be numbered as the pagination will be done for the full volume.

THORPEX working group	Oral-A	Oral-B	Oral-C	Oral-D	Poster-I	Poster-II	Poster-III
DAOS	5	5	4		10	10	9
OS	3	5				6	7
PDP	6	6	7	6	16	15	16
SERA	6	5	5		9	9	11
TIGGE	3	5			9	9	

**Table 1.** Example for a table: Number of announced oral and poster presentations in the various sessions. Caption underneath and best placed at the bottom of page 1 (or top of page 2); table entries should be in 10 pt font; captions in 9 pt.



**Figure 1.** Details of the STISS venue during a visit in November 2005: Left: Hall for oral presentations with high screen and balcony around (there will be no tables but only chairs). Right: One of the adjacent rooms where the boards for poster displays will be placed (caption in 9 pt font; figure is preferably placed at bottom of page 1 or top of page 2).

#### 4. STRUCTURE OF EXTENDED ABSTRACT

Each abstract starts with a centred title/subtitle which may take up several lines (in 12 pt and all in CAPITALS). First name and last name of all co-authors follow. The affiliation with postal and email addresses should be only given for the first (i.e. presenting) author. This saves space. These details help the reader to contact an authoring team.

Optional, though useful pieces of short information are **abstract** and **keywords** as exemplified above. They may be dropped, especially if space turns out to be short. A few numbered sections can help to structure the text. Subsections should be avoided in favour for equally important ordinary sections as two pages do not provide much room anyway. Acknowledgements are also an optional item to be placed between the text and a short list of references (as e.g. Bougeault et al., 2001; Palmer and Hagedorn, 2006).

#### 5. FORMATTING AND POSTING OF EXTENDED ABSTRACT

The extended abstract should be formatted with MS-Word (as this example) or an equivalent word-processing scheme. The following naming convention helps us to produce the Volume of Extended Abstracts:

**STISS-<first-author>-<oral/poster>.doc**

This file is consequently called 'STISS-Volkert-poster.doc'. We will convert the doc-file to pdf-format and assemble the entire volume with table of contents and pagination.

Files formatted in pdf-format and named

**STISS-<first-author>-<oral/poster>.pdf**

are also acceptable, especially from all who use other word processing systems.

Please send your extended abstract by Email to **[hans.volkert@dlr.de](mailto:hans.volkert@dlr.de)** at your earliest convenience, but not later than 1 November 2006. Otherwise the STISS-Volume cannot be produced in time.

#### 6. CONCLUSION

Nearly 140 co-authoring teams submitted Extended Abstract, the large majority of them well adhering to the deadline and the example provided. This example is updated and included in proceedings volume to make a bit more explicit how a scientific community, which is quite diverse in many respects, is willing to co-operate on a voluntary basis. A short deadline before the meeting with some flexibility for late comers and the avoidance of an extra charge appear to have contributed significantly to the large number of responses.

*Acknowledgements: WMO and THORPEX-IPO provide financial assistance for the publication of the STISS proceedings volume. Jana Freund (DLR) is commended for having competently compiled and annotated these 300 pages (in 9pt italics).*

#### REFERENCES (example for journal article and book; in 9 pt; second line indented for better distinction)

- Bougeault, P., P. Binder, A. Buzzi, R. Dirks, R. Houze, J. Kuettner, R. B. Smith, R. Steinacker, and H. Volkert, 2001: The MAP Special Observing Period. Bull. Amer. Meteorol. Soc. **82**, 433-462.
- Palmer, T. and R. Hagedorn (eds.), 2006: *Predictability of weather and climate*. Cambridge University Press, Cambridge, UK, xv + 702 pp.