



UN/NASA/JAXA Meetings for ISWI

Operational Plan

Circulated in ISWI Newsletter Vol. 2, Number 89

Division of Labor

- Formal Agreement: UN + host country, Coordination with ISWI (Hans Haubold, Joe Davila, Host scientist)
- Local Organization: Meeting logistics, local transportation, Subsistence for 50 people
- Scientific program: Focus on a theme in each meeting (Nat Gopalswamy + a theme leader), form ISOC, decide on tutorial speakers

Timeline

- 2 years before the meeting: Proposal to host a meeting made by formally communicating to UN with a copy to ISWI
- 1 year before the meeting the host scientist attends the UN/NASA/JAXA meeting to get acquainted with the organization and confirm the organization.
- 8 months before the meeting: Letters of organization signed; application for participation open
- 6 months before meeting: Financial support secured; applicants selected; LOC letters for visa sent
- 3 month before: Preliminary scientific program
- 1 month before: Scientific program finalized, printed