

## FOREWORD

This Manual has been prepared to assist ISPRS Technical Commission Presidents (TCPs) and Working Group (WG) Chairs, Co-Chairs and Secretaries to work within accepted ISPRS guidelines that govern its operation, many of which in the past have not been fully documented. It brings many of the guidelines together in one volume for easy reference, including those related to the TCP responsibilities, WG officer responsibilities, publications to which ISPRS officers are expected to contribute, and guidelines for the preparation, publication and distribution of *The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences*. Since the contents of this manual will evolve over time, it will be updated when appropriate.

Chen Jun  
ISPRS Secretary General

Version June 2011

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## INTRODUCTION

The International Society for Photogrammetry and Remote Sensing is a non-governmental organization devoted to the development of international cooperation for the advancement of the photogrammetry, remote sensing, and spatial information sciences (SIS, GIS and LIS), and their applications. The Society operates without discrimination on the grounds of race, religion, nationality, or political philosophy. ISPRS is a 'Society of National and Regional Societies', which are Ordinary Members, Associate Members and Regional Members from over 100 countries around the world, from which individuals are derived to participate in Society activities

The official ISPRS publications are:

1. *The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences* are a series of Volumes containing the proceedings and the scientific and technical presentations of:
  - each Congress, edited and distributed by the Member organization responsible for the Congress,
  - Technical Commission Symposia, and
  - selected conferences, workshops and tutorials.
2. The *ISPRS Journal of Photogrammetry and Remote Sensing* is the official publication of the Society. It contains peer reviewed scientific and technical articles in the fields of the photogrammetry, remote sensing, and spatial information sciences (SIS, GIS and LIS), and as such, endeavours to be a primary channel of communication on the scientific activities of ISPRS, for specialists in all countries working in the many disciplines applying photogrammetry and remote sensing, and spatial information systems.
3. The *ISPRS International Journal for Geo-Information* is an open access journal publishing articles in the area of spatial information sciences.
4. The *ISPRS Book Series* is for the publication of high quality papers from ISPRS meetings and for special publications. Material in the Book Series is of the highest quality and is peer reviewed.
5. The *ISPRS eBulletin* is the official bulletin of the Society. It contains such items as the ISPRS Annual Report, general news of ISPRS activities, event reports of ISPRS sponsored conferences, keynote speeches, book, project and technology reviews, minutes of Council and Technical Commission meetings, calls for papers, the Calendar of events, member and officer lists, etc.

6. The quadrennial publication *ISPRS Organization and Programs* (Silver Book) contains the structure and organisation of ISPRS with listings of all Commission and WGs, terms of reference (ToR) and officer addresses; ToR of ISPRS Awards; Statutes and Bylaws; and other ISPRS background information.
7. The annual publication *ISPRS Member List* (Blue Book) is published to provide Members, officers and interested groups with current addresses of Members and Commission Correspondents.

Special circulars and announcements are published periodically to provide information on Congresses, Symposia and other activities of ISPRS.

The scientific and technologic activities of ISPRS are the responsibility of the eight Technical Commissions and their nominated Working Groups. The Ordinary Member organisation selected to host each Technical Commission is elected by the General Assembly at each quadrennial ISPRS Congress. Ordinary Members submit bids to take on this responsibility for a four-year term. Guidelines, describing the responsibilities of Ordinary Members that take on this responsibility are given in section 2. Working Groups (WG) are appointed by the Technical Commissions, following approval by the ISPRS Council. Guidelines for the conduct of a WG are found in section 3.

This manual presents information on:

- (i) the responsibilities of the ISPRS Technical Commissions and Working Groups and procedures to ensure efficient operation
- (ii) the relationships between the Technical Commission President (TCP) and the WG Chairs and Co-Chairs
- (iii) the responsibilities of WG Chairs and Co-Chairs
- (iv) arrangements for ISPRS sponsored meetings
- (v) ISPRS publication policies
- (vi) relevant ISPRS Guidelines and general ISPRS procedures.

The Manual is intended to ensure that such a diverse organisation as ISPRS will be able to operate in an efficient manner, with all contributing parties being aware of the accepted procedures and conventions operating within the Society. It is also placed on the ISPRS Home Page ([www.isprs.org](http://www.isprs.org)).

## TECHNICAL COMMISSIONS

### 1. Introduction

Technical Commissions (TC) are hosted by Ordinary Members. Members wishing to host a TC should submit an application to the Secretary General 4 months before the Congress according to the instructions given in section 3 below. Council will welcome applications from 2 members to jointly host a TC, or for separate hosting of TCs, but joint organisation of Symposia. Members making an application must be fully conversant with the responsibilities of hosting a TC and of the responsibilities and duties of the Technical Commission President (TCP) as set out below.

### 2. Major responsibilities of Technical Commissions

- 2.1 The responsibilities and the main tasks of a Technical Commission are defined in Statute XIII and Bylaw XIII of ISPRS. TCPs are officials of ISPRS and are expected to take this responsibility seriously.
- 2.2 The Member organization will have complete financial responsibility for all expenses incurred by the work of the Commission. Before submitting an application to the Society for a Commission, the Member must ensure that the necessary resources are available.
- 2.3 Technical Commissions are expected to host a Symposium between Congresses
- 2.4 The TCP should be able to spend considerable time on Commission work, especially during the months prior to the Symposium and the next Congress.
- 2.5 It is essential that the Commission Board be provided with English speaking secretarial assistance. About 30 percent of the secretary's time will be needed for Commission affairs. The tasks of the Commission Secretary should be undertaken by a person who can work in close cooperation with the TCP.
- 2.6 The TCPs must be free to undertake international travel. They will be expected to attend joint meetings with the Council of the Society annually between Congresses. They will also be expected to attend a planning meeting of one or two days immediately after the Congress and all applicants must plan their travel schedules to allow for this possibility. In addition, it may be necessary to hold Commission Board meetings with Working Group Chairpersons. All travel expenses of the TCP must be financed by the host country(ies).
- 2.7 The host country will be required to sign a contract with ISPRS. This will set out the responsibilities of both parties. A model contract is provided in Appendix 1.

### 3. Applying for hosting a Technical Commission

- 3.1 Members wishing to host a Technical Commission for the next four-year period shall submit an

application to the Secretary General 4 months before the Congress. The application shall contain the following information:

- Name(s) of Ordinary Member(s) making the application;
  - Name of the proposed Technical Commission President (TCP);
  - A provisional plan for financial and management arrangements;
  - A provisional plan for technical meetings (symposia and workshops) for the four year period.
- 3.2 Before the General Assembly of ISPRS decides to allocate a Commission to an Ordinary Member, the proposed TCP shall present to the General Assembly the details of their proposal as set out in paragraph 3.1.
  - 3.3 In choosing the Ordinary Member or group of Ordinary Members to be entrusted with the responsibility for the work of a Commission, the General Assembly shall take into consideration all relevant factors, including in particular:
    - the various Ordinary Members willing to undertake the responsibility;
    - the scientific and technical ability available to each candidate;
    - the professional standing and ability of the person proposed as Commission President;
    - the ability and willingness of each Ordinary Member and other organizations in its country to support a Commission;
    - the programme of Commission activities proposed by the Ordinary Members and in particular the Working Groups, their chairpersons and the events contemplated.
  - 3.4 Council will review the applications for running a Technical Commission for may interview applicants in person or by telephone conference prior to the Congress, in order to clarify aspects of the proposal and ensure that their proposals do meet the expectations.
  - 3.5 Elected TCPs will be required to attend a joint meeting with Council immediately after the Congress. Applicants will be notified of the dates of that meeting before the Congress.

### 4. Symposia

- 4.1 Technical Commissions are required to hold a symposium between Congresses. (See Appendix 2 "Guidelines for Planning ISPRS Symposia"). TCPs are encouraged to consider joint Symposia with other TCs and also to consider whether the Symposia can be organised together with a regional event.
- 4.2 The subject matter is to be related to the field of the Commission or Commissions if a joint symposium is planned. When a Symposium is convened in a

developing country, the topics of other Commissions may be included in the Symposium, if pre-approved by Council.

- 4.3 A technical exhibit may be arranged, preferably within the scope of the Commission.
- 4.4 The financing of the Symposium is the sole responsibility of the Ordinary Member hosting the TC. Registration fees may be charged as appropriate. An ISPRS surcharge equivalent to ten percent of all paid Symposium registrations will be imposed to contribute to the costs of running the Society and for improving ISPRS activities.
- 4.5 The schedule of all Symposia will be approved by Council at the post Congress Joint Meeting. Council requires a draft programme for Symposia and major workshops to be presented and approved at the Joint Meeting which will be held in the autumn of the Congress year.
- 4.6 The proceedings of each Commission Symposium shall be published in the prescribed format as a Part of the Volume of *The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences*. Instructions for publication are given in Appendix 4.
- 4.7 ISPRS Council has signed a contract with Copernicus Gesellschaft mbH commencing from 1 July 2011 and effective until 31 December 2014 to assist event organizers to facilitate the management of their event through two service Packages numbered A and B. Service Package A will include management of Abstracts, Full Papers and supply of the papers to the Web Master for inclusion in the ISPRS Archives. . The use of Package A in this contract will be **mandatory** for all organizers of ISPRS events, including Symposia. Service Package B will be optional and provide for registrations of delegates, names badges etc. A separate agreement must be established between organizers of each ISPRS event and Copernicus Gesellschaft mbH, which will permit considerable flexibility in content to satisfy specific needs of each event. More details are given in Appendix 4 and a copy of the Contract will be provided by the Secretary General. Contact details are as follows: [meetings@copernicus.org](mailto:meetings@copernicus.org)  
<http://meetings.copernicus.org>

## 5. Working Groups

- 5.1 Once appointed at the Congress, TCPs are responsible for the preparation, planning, management and reporting of the Commission's work for the following four years.
- 5.2 Preparation for selection of WG officers and the determination of Terms of Reference (ToR) must commence at the Congress at which the TCPs have been selected, in consultation with the outgoing TCPs, and taking into consideration the Resolutions approved at the Congress for the Commission. The selection of WG officers and WG ToR must be finalised for presentation and ratification at the Joint

Meeting of TCPs and Council in October/November following the Congress.

- 5.3 The optimum number of working groups is eight, in exceptional circumstances a Commission may have up to 10 WGs.
- 5.4 TCPs are strongly advised to reestablish successful working groups with the same officers on the recommendation of Council.
- 5.5 Each Working Group may have a 'Chair', 'Co-Chair' and 'Secretary'. TCPs may also appoint Regional Representatives where relevant to the work of the WG.
- 5.6 TCPs should take advantage of the inter-disciplinary nature of ISPRS scientific activities and the resulting opportunities for enhancing the activities of their Commission by encouraging their WGs to include researchers from related inter-disciplinary areas. Inter-disciplinary keynote papers and/or sessions should also be included in Commission Symposia. TCPs should also encourage joint activities with other WGs and with other cognate organizations.
- 5.7 WG officers will be selected on the basis of:
  - Recognition of their talents and scientific achievements, and the inter-continental representation of the selected officers.
  - Their ability to manage and direct the activities of the WG for the four year period.
  - Their ability to independently fund the operations of the WG, including holding WG meetings during the years between congresses and symposia.
  - Their acceptance of the requirement to attend the Symposium of their Commission and the Congress during their period of tenure of the WG and present papers on the topics of the WG.
- 5.8 In the process of approving the plans for the WGs, Council will take into consideration the overall structure of the WGs, their ToR and the selection of WG officers according to the above requirements. Inter-Commission (IC) WGs may also be approved if considered necessary by Council, but the responsibility for the management of the ICWG must be taken by a nominated TCP. The proposed WGs, modified where appropriate, will normally receive endorsement at the JM following the Congress.
- 5.9 WGs will be numbered according to their Commission in Roman numerals, followed by the WG number in Arabic numbers. For example, WG II/6 refers to Working Group 6 in Commission II.
- 5.10 In seeking involvement of the full membership of ISPRS, TCPs should establish contact with the Commission Correspondents of the Member organisations of ISPRS. To assist TCPs in this process, a matrix of overlaps in the scientific activities of TCs and Regional Members is available from the Secretary General. Details of the Member organisations and addresses of Commission Correspondents are provided in the *ISPRS Membership List* (Blue Book), published annually by

the Secretary General, and also posted on the Society's Home Page.

- 5.11 The TCP shall review and evaluate the activity of each Working Group and report to the Council annually.
- 5.12 The TCP may replace, in consultation with the Council, any Chairperson who has not been active and who has not contributed to the work of the Commission.
- 5.13 The TCP may reorganize the Working Groups in consultation with Council.

## 6. Reporting

- 6.1 TCPs must attend the annual two to three day Joint Meeting of the Technical Commissions and the Council, to report on Commission activities and problems that may arise in the operation of the WGs, and to coordinate plans for the Symposia and/or the Congress.
- 6.2 TCPs must report on the implementation of the Resolutions of their Commission at the Joint meeting held in the year of the Symposia.
- 6.3 The TCPs are required to prepare and submit by 15 December an Annual Report as outlined in Appendix 10, and are to ensure that summary reports of their Commission and WG events are submitted promptly for publication in *ISPRS eBulletin*. In Congress years the annual report will be prepared jointly by the outgoing and incoming TCP.

## 7. Communications

- 7.1 TCPs should communicate regularly with the Commission Correspondent. Guidelines and responsibilities of TCPs and Correspondents are given in Appendix 11.
- 7.2 TCPs are required to use the official file numbers in all ISPRS correspondence. File numbers are found in Appendix 17.

## 8. Publications and ISPRS Home Page

- 8.1 The TCPs are expected to seek high quality papers suitable for publication in the *ISPRS Journal of Photogrammetry and Remote Sensing* and the *ISPRS International Journal for Geo-Information* at their symposia and WG meetings, and provide papers for at least one theme issue on topics related to their Commission during the four year period of their tenure on the Commission.
- 8.2 TCPs and WG Chairs are expected to collaborate with the Journal editors in publicising the Journals at symposia and workshops and to assist the participation of the editor in these meetings.
- 8.3 The TCPs and WG Chairs are expected to submit news items and WG Newsletters for publication in *ISPRS eBulletin* to the editor of *eBulletin*. The Society's Annual Report will be printed in *ISPRS eBulletin*. TCPs are entitled to place up to five free

full-page advertisements of their Symposium, (limited to one page per Commission per issue) in *ISPRS eBulletin*.

- 8.4 The official ISPRS Home Page is <http://www.isprs.org>. TCPs and WG officers are required to develop and maintain their own Home Pages according to the "Guidelines for Preparation and Maintenance of ISPRS Webpages" Appendix 15. The Commission address shall take the form of [http://www.\\*\\*\\*\\*.isprs.org](http://www.****.isprs.org)
- 8.5 The provision of links between Commission, WG Home Pages and the ISPRS Home Page, and vice versa, must be coordinated with the ISPRS Web Master.
- 8.6 As a Society courtesy, TCPs and WG Chairs are encouraged to send promptly to all TCPs and Council, complimentary copies of their Symposia *ISPRS Archives* Volume, as well as other ISPRS Workshop, Conference, etc. *Archives* Volumes published by their Commission and/or WG.

## 9. Recommendations on ISPRS Awards

- 9.1 The ISPRS presents major awards at each Congress, including Young Author Awards for authors of papers at the Congress who are younger than 35 years of age, and The President's Honorary Citation to WG members for outstanding performance during the four year period.
- 9.2 TCPs are expected to propose recommendations for candidates for the major awards, through their Ordinary Member as appropriate and in accordance with the ISPRS Awards documentation provided in the "Silver Book."
- 9.3 TCPs will be required to assess papers submitted for the Young Authors Awards, and to nominate candidates for The President's Honorary Citation, according to the Guidelines in Appendix 12.

## 10. Resolutions for the Congress

TCPs are responsible, in cooperation with the First Vice President, for the compilation of scientific and technical resolutions that are presented to the General Assembly at the Congress for approval. The TCP shall organize a Commission Resolutions Committee in cooperation with Working Group Chairpersons/Co-Chairpersons and prepare draft scientific and technologic Resolutions for consideration before the last Joint Meeting of TCPs with Council. The TCP shall submit a final draft of Resolutions to the First Vice-President in due time for review by the ISAC prior to the Congress. The format and schedule for the preparation of the resolutions are outlined in The Guidelines for Proposing ISPRS Resolutions in Appendix 13.

## 11. Other responsibilities of TCPs

- 12.1 TCPs are to keep the Secretary General promptly informed of all address changes of officers in their Commission and its WGs.

- 12.2 ISPRS Council and Honorary Members, the Chairperson of the Financial Commission and the Editor of the *ISPRS Journals* are entitled to register at Commission Symposia and Working Group meetings free of charge. It is expected that free accommodation will be provided to Council during the TC Symposium.
- 12.3 One of the Technical Commissions is expected to invite Council and Technical Commission Presidents to convene Council and Joint Meetings (comprising Council and Technical Commission Presidents and Secretaries) in conjunction with its Symposium. These meetings are normally scheduled for the last Symposium in the year, and have duration of three to four days. Reports on Symposia, assessment of the performance of the Commissions, and planning for the forthcoming Congress will be important items of consideration at the Joint Meeting.
- 12.4 TCPs are responsible for ensuring conformance by Working Group Chairpersons to the "Guidelines for Conducting a Working Group", see page 7.
- 12.5 The Technical Commission V President, or a Council designee, will be an ex-officio member of the CIPA Committee, and as such will be required to attend the biannual meetings of the CIPA Committee.
- 12.6 Outgoing TCPs should be prepared to attend the post Congress Joint Meeting of Council with incoming TCPs if deemed advantageous to the operations of the Commission.

## WORKING GROUPS

### 1. Selection of Members & Plan for WG Activities

- 1.1 WG officers are responsible for organising the scientific activities of the WG according to the Terms of Reference prepared in coordination with their TCP and approved by Council.
- 1.2 The Council and TCPs entrust each WG with the responsibility to address those Resolutions that have been approved by the General Assembly and are relevant to the WG's activities. WG ToRs should be developed, addressed and status reported so that they reflect the essence of Resolutions and previous work in the area.
- 1.3 WGs are expected to develop a program of activity covering the areas of interest of the WG, which may include specific topics of research, tests, case studies or questionnaires.
- 1.4 The Chairpersons/Co-Chairpersons shall be financially capable of attending the mid-term symposium of the relevant Technical Commission as well as the following Congress to report on Working Group activities.
- 1.5 Individual members of WGs are to be selected according to their expertise in the area of interest of the WG, and also to ensure a good distribution of members in the various continents. WG Chairs are requested to take advantage of the interdisciplinary nature of ISPRS activities and the resulting opportunities for enhancing the activities of their WG by including researchers from related inter-disciplinary areas.
- 1.6 There is no limit to the number of persons who may be involved in a WG, but it should generally be kept to a manageable size.
- 1.7 All candidates for WG Chairs and Co-Chairs must read this section of the Orange Book and sign a letter (See Appendix 18) accepting these guidelines as conditions of appointment for a period of four years

### 2. Meetings, Symposium and Congress

- 2.1 WG officers are expected to organise WG meetings during the odd-numbered years between Congresses and Symposia. These meetings may take the form of a workshop, tutorial, seminar, or colloquium. Guidelines for organizing meetings are given in Appendix 3. The organisers must contract Copernicus GmbH for the management of Abstracts, Full Papers and supply of the papers to the Web Master for inclusion in the ISPRS Archives under Service Package A in the ISPRS contract with Copernicus GmbH. The optional Service Package B is also available for providing registrations of delegates, names badges etc. Further details of this contract are available in Appendix 4 and from the Secretary General.

- 2.2 All WG Chair/Co-Chairs are expected to attend the Symposium and Congress, and be responsible for assisting the TCP in preparing the technical program of the Symposium, as well as assisting in its smooth operation.
- 2.3 Council requires a draft programme for Symposia and major workshops to be presented and approved at the Joint Meeting which will be held in the autumn of the Congress year. WG officers should submit their draft programme for the 4 year period to their TCP as soon as possible after the Congress to ensure that a coherent and workable programme of ISPRS meetings is planned.
- 2.4 All such meetings that are organised under the name of ISPRS must be approved by Council through the Secretary General prior to their announcement. This approval process will avoid clashes of dates of ISPRS meetings of like topics.
- 2.5 These meetings can be held at the same time as other meetings, such as Ordinary Member meetings, provided they have their own identity, or they may be organised as separate meetings.
- 2.6 WG Chairs are encouraged to hold joint meetings and other joint activities with cognate organisations.
- 2.6 The Chairpersons and Co-Chairpersons shall assist the TCP is preparing the programme for the mid term Symposia and Congress and may recommend to the TCP, candidates to present invited papers at these meetings.

### 3. Reports, Publications, and Communication

- 3.1 A summary report about the significant events, recommendations and conclusions of all ISPRS sponsored meetings must be prepared for publication and submitted to the Secretary General for inclusion in the ISPRS eBulletin and webpages. Guidelines for preparation of reports are given in Appendix 9.
- 3.2 WG Chairs/Co-Chairs are to submit their Annual Report to their TCP no later than 15 November of each year, as described in Appendix 10.
- 3.3 Working Groups chairs should publicise their activities in advance through the ISPRS eBulletin. The text for these entries must be prepared by the WG and submitted to the Secretary General.
- 3.4 Regular communication should be maintained with members of the WG, by a newsletter and/or a WG Home Page.
- 3.5 It is essential for the progress of the scientific activities of ISPRS, that WG officers maintain contact with Council through their TCP.
- 3.6 The first contact point for WG officers should be the appropriate TCP. However, if there are issues that will involve the Council then the Secretary General should be contacted.

#### **4. Changes to Working Groups**

- 4.1 If, due to unforeseen circumstances or other reasons, the WG officer is unable to continue serving in the position, he/she must notify the TCP promptly, and preferably with a recommended replacement.
- 4.2 If a WG has been found to be inactive, it will be dissolved on initiative of the President of the Commission concerned, or the Council.
- 4.3 Council has the final say in the composition and ToRs of Working Groups and may override decisions of the TCP when circumstances dictate



## APPENDICES

### APPENDIX 1

#### Contract for Technical Commissions

#### LETTER OF AGREEMENT FOR TECHNICAL COMMISSION ...(*number of Commission*) SYMPOSIUM OF THE INTERNATIONAL SOCIETY FOR THE PHOTOGRAMMETRY AND REMOTE SENSING IN .....(*city, country*)

Between the **International Society for Photogrammetry and Remote Sensing, Inc.**, a non-stock, not for profit corporation registered in the State of Maryland, USA, (hereafter referred to as ISPRS), represented by President ..... and the.....(*name of Ordinary Member responsible for the Commission*, represented by ..., (*name of President of Ordinary Member or representative e.g. TCP*) cooperating with ... (*name additional partners if appropriate*) (hereafter these parties to be jointly referred to as The Host).

#### 1) Purpose of Agreement

a. The ISPRS hereby charges The Host with and The Host hereby accepts responsibility for the preparation of the ISPRS Technical Commission ... ..(*number of Commission*) Symposium, which shall take place in ...(*location*), from ... (*dates*) 2006. The ISPRS Technical Commission Symposium shall include scientific and technical sessions of the Commission and Working Groups (WGs), tutorials, social events, a Commission Board meeting, and where appropriate, exhibitions and technical tours. Guidelines for Planning an ISPRS Symposium and publication of a Volume of the International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences are included in the ISPRS Guidelines "Manual of Operation of ISPRS Technical Commissions and Working Groups" (The Orange Book).

*(The following clause must be added for Joint Conferences, i.e. conferences which have been approved by Council for convening their meeting in conjunction with the Symposium)*

b. The Host will simultaneously conduct the ..... (*name of cooperating conference*) Conference in a manner that enhances the experience of ISPRS and .....(*name of cooperating conference*) Conference attendees. The nature and payment for these events, as well as the manner of their incorporation into the ISPRS Symposium, shall be agreed by the Symposium organisers and the ISPRS Council. In all instances, the ISPRS Symposium shall be the foremost sponsor of the combined event, however, a conjoined Conference may be given up to equal status (billing) if Council agreement has been given.

c. ISPRS Council has signed a contract with Copernicus Gesellschaft mbH which defines two new conference management packages commencing on 1 July 2011 and effective until 31 December 2014. The contract is designed to assist TCPs in facilitating the management of their Symposium through service Packages A and B. Service Package A will include management of Abstracts, Full Papers, while Service Package B will be optional and provide for registrations of delegates, names badges etc. Use of Package A will be **mandatory** for all TCPs organizing their Symposium. A separate agreement must be established between the TCP and Copernicus Gesellschaft mbH, which will permit considerable flexibility in content to satisfy specific needs of each event.

Full details of the contract can be obtained from the Secretary General. Contact details of Copernicus GmbH are: meetings@copernicus.org <http://meetings.copernicus.org> Phone +49-551-900339-20 Fax +49-551-900339-70

#### 2) Facilities and services

The Host shall provide to ISPRS, the equipment, facilities and services referred to in Appendix A of this Agreement, which is part of this Agreement.

#### 3) Printing of Materials

Appendix B of this Agreement, which is part of this Agreement, contains the detailed information related to the material that shall be printed, as well as the terms and conditions that such printing shall comply with.

#### 4) Finance

The Host shall have complete financial responsibility for all aspects of the Symposium organization. ISPRS will not provide any funds for this purpose.

The following Registration Fees shall apply to the ISPRS Symposium:

Before .....

After .....

Participants :

Full time students & seniors\*

Accompanying persons

\* As of starting date of the Symposium: Students must be less than 30 years old and produce evidence of multiple coursework; seniors must be age 65 or older.

Honorary Members of ISPRS (7), Members of ISPRS Council (6), Financial Commission Chair (1), ISPRS Journal Editor (1), and persons invited by the ISPRS President (maximum of 3) shall receive free registration.

All of the above listed persons collectively are referred to hereinafter as participants.

For administrative guidance and services ISPRS shall receive a payment equivalent to 10 % on all paid registration fees at the Symposium. ISPRS shall receive 80% of these funds by ...*(2 months after the Symposium – state date)* and the balance no later than ...*(4 months after the Symposium – state date)*, by transfer to the ISPRS bank account in Switzerland (UBS Bank PO Box, 8030 Zurich-Römerhof, account no. 251/811.089).

VAT may be charged to registrants in accordance with current local regulations at the time of due payment.

Any items requested by the ISPRS, but not listed herein, shall be paid by the ISPRS. Other items not requested shall not be charged to the ISPRS.

#### **5) Social Events**

A social programme for participants shall be arranged by the Host and be provided free of charge or at a reasonable fee.

#### **6) Exhibition**

The Host may organize a Commercial and Scientific Exhibition in conjunction with the Symposium, which shall be open to Symposium participants.

#### **7) Public Outreach Programme**

The Host should organize jointly with the ISPRS, a Public Outreach Programme consisting of public lectures, local TV and radio coverage and other planned activities oriented on the public within The Host country. The Host will be responsible for creating and disseminating the publicity for the event.

#### **8) Visas**

The Host shall send a letter of invitation (without promise of financial support) upon request to potential participants. The Host shall take all measures with its government officials required to assure that all potential participants will be issued appropriate visas according to the 1958 declaration adopted by the International Council of Science (ICSU) concerning non-discrimination on the basis of politics, nationality, religion, race or gender, and unimpeded entry and exit, subject to local law.

#### **9) Insurance**

The Host shall provide adequate third party liability and casualty insurance coverage, subject to local law, for the duration of the Symposium for all participants. For this purpose, The Host shall present to the ISPRS, prior to the Symposium, proof of insurance in the form of an Insurance Policy in the English language (or a certified translation thereof).

**OR, IF AND ONLY IF, THE HOST IS UNABLE TO PROVIDE INSURANCE AS A NORMAL PROCEDURE WITHIN THEIR COUNTRY, THE FOLLOWING STATEMENT MUST BE USED**

“It shall be the responsibility of the participants to cover themselves with appropriate insurance cover. Neither .....(The Host) nor ISPRS shall be responsible for any damage caused to participants as part of attending the Symposium.”

The Host shall make this clear in the announcement brochures, and urge all participants to travel to the Symposium with their own insurance cover.

**10) Security Measures**

The Host shall coordinate with the official and regular channels of The Host country for appropriate security measures for the protection of participants and accompanying persons, working equipment and belongings at the Symposium venue and organized Symposium events.

**11) Compensation for Damages**

The Host shall hold ISPRS free from liability for any and all damages resulting from any claims or judgments in favor of third parties, governmental or other entities, for any acts or omissions occurring during the Symposium and its related events.

**12) Applicable Law**

This agreement and its construction, validity and effect is entered into in the State of Maryland, USA and is subject to the laws thereof with the exception of its conflict of laws provisions.

**13) Arbitration**

Any unresolved dispute arising between the Parties to the present Agreement shall be submitted, at the request of either Party, to arbitration for final resolution in accordance with the American Arbitration Association Rules of Conciliation and Arbitration. The tribunal appointed under the said Rules of Conciliation and Arbitration shall sit in USA and, unless otherwise specified in the Rules, shall apply the law of the State of Maryland, USA applicable to arbitration proceedings and the execution of arbitral awards.

All costs of arbitration shall be borne equally by the Parties.

Any arbitration award shall be conclusive and binding on all parties and shall be enrolled as a final judgment against the non-prevailing party in a court of competent jurisdiction.

**14) Revision**

The terms of the present Agreement, including this paragraph 14, may be amended upon written agreement of the Parties to changes proposed by either Party in writing.

**15) Duration**

a) The present Agreement shall remain in force up to the .....(date), by which time all obligations under the Agreement are to be fulfilled.

b) Notwithstanding the terms of the sub-paragraph a) of the present paragraph, the ISPRS and The Host shall be entitled to terminate the present Agreement forthwith in the case of natural hazard, civil unrest (whether the acts causing the unrest are lawful or unlawful), uprising, acts of terrorism, national or international emergency or conflict, labor unrest, the emergence of a risk to public health or safety, unforeseen compulsions on Host or similar events. The existence of any of the said or similar events in so far as they present an obstacle to the holding of the Symposium, shall be determined in agreement between the parties, whereupon the Symposium, at the option of the ISPRS, shall be either postponed to a mutually agreeable date or shall be organized in the territory of the State of another host organization in accordance with the rules and procedures of the ISPRS. Where termination occurs as a result of such a decision, the parties agree that in no case shall they claim from the other party, indemnities for any of the costs or other responsibilities that arise directly or indirectly from such termination. The Host shall take every reasonable measure to assist the ISPRS in organizing the Symposium at an alternative site.

**In witness whereof, the Parties to this Agreement confirm their agreement to the terms therein, signed in two originals, one for each Party concerned.**

**For ISPRS**

**For The Host:**

-----  
*President of ISPRS*

-----  
*President, .....(of Ordinary Member or its representative)*

-----  
*ISPRS Commission ..... President*

## APPENDIX A

### *Facilities and equipment*

- An appropriate theatre-type venue for the Opening and Closing Ceremonies which will amply accommodate the total expected attendance, equipped for electronic and viewgraph projection.
- ISPRS prefers that Symposia offer at least one plenary session in a lecture room with a capacity of 2-300 people, depending on the expected attendance.
- No more than 2 parallel sessions is preferred, but if attendance warrants it, more parallel sessions are acceptable. Rooms for parallel Technical Sessions should have a school-room-setup capacity of a minimum 50-100 persons in each, equipped for electronic projection and normal audio-visual equipment.
- Ample poster space to allow for up to 30 simultaneous poster presentations.
- A small office with table and seating space for 15-25 individuals for the Technical Commission Board.
- A minimum of .....(fill in number) Internet access sites for Symposium participants to use on a paid or complimentary basis.
- If appropriate, an exhibit hall to accommodate the commercial and scientific exhibit.
- Speakers check-in and rehearsal room equipped with equipment for slides, overheads and electronic projection and equipped with a large table with chairs.
- Registration and information desk.
- Travel agency facilities.
- A rendez-vous point.
- Signs for all session rooms listing in detail, the sessions and presenting authors, the Poster Session rooms, and the Local Organizing Committee Office.

### *Staff*

The Host shall provide:

- A designated individual to serve as Symposium Manager, who will have final responsibility for all aspects of the Symposium operation. The Symposium Manager will establish a Symposium Committee which will organize the technical programme in coordination with the Working Group Chairs and Co-Chairs, all financial aspects, the secretarial work, the social events, and where appropriate the scientific exhibit and the technical tours, and attend to special tasks such as press relations, travel bureau relations, etc.
- Adequate on-site staff to ensure the smooth operations of the registration and information desks on a daily basis throughout the Symposium.
- On-site staff to ensure the smooth operations of audio-visual equipment at all Technical, Poster and tutorial sessions.

### *Hotel and Travel*

- The Host shall provide free of charge to ISPRS Council:
  - Accommodation and meals and entry to all Social activities for the ISPRS Council during the Symposium.
  - Accommodation and meals and meeting room for Council for 4 to 5 days of Council Meeting and Joint Meeting of Council and Technical Commission Presidents (*one Commission only will be required to provide these facilities*)

## APPENDIX B

### *Printing of Material*

- All printed material shall be prepared in cooperation with Copernicus GmbH, the company contracted to manage the abstracts, papers, final program and provision of papers to the ISPRS Web Master for inclusion in the ISPRS Archives of Photogrammetry, Remote Sensing and Spatial Information Sciences.
- All material to be distributed publicly or to authors shall be subject to final review by Council.
- Announcement and Call for Papers: to be printed and distributed internationally and widely to all interested parties 12 to 15 months prior to the Symposium.
- Final Programme: including the full technical session schedule, which shall be distributed to the Symposium participants.
- The Symposium papers shall be available at the beginning of the Symposium on appropriate electronic media. This will be prepared according to the ISPRS Guidelines and will have a volume number assigned by the Secretary General and will include a built-in keyword and author search facility. A limited number of printed copies shall be made available, to be provided, free of cost to the ITC Librarian (ISPRS Archivist) and, at the discretion of the Commission President, to others. A sales fee may be charged to others.
- The Host shall have exclusive sales rights for printed and electronic versions of the Symposium proceedings before and during the Symposium.
- List of Participants shall be furnished to all Symposium participants during the Symposium and a digital copy provided to the Secretary General.
- A web site shall be established and maintained in cooperation with Copernicus to include all Announcement information plus links to the ISPRS Home Page and other relevant sites.
- The official ISPRS logo shall be prominently displayed on all public documents.

## APPENDIX 2

### GUIDELINES FOR PLANNING ISPRS SYMPOSIA

#### 1. Introduction

Planning for the midterm Symposium should start immediately after the Congress. A proposed schedule is given in section 13.

ISPRS shall be the primary sponsor of all midterm Symposia. Additional sponsors must be organised well in advance.

#### 2. Conference Facilities and Accommodation

Conference facilities should be selected according to the most suitable options for the host country. They may be in a hotel, rented facilities, or within the host's facilities, e.g. university lecture theatres. The location of housing and the conference in the same venue ('residential format'), in a hotel or in a university college, is a suitable option, since it facilitates contact and discussions between the participants, and generates a good workshop-like atmosphere.

Common lunches further add to exchange between the participants.

It is preferable for the accommodation to be organized by a local tourist organization, since it reduces the considerable workload associated with this task.

As many of the ISPRS Council members as possible will attend the Symposia. Therefore, TCPs should plan their budgets for the Symposium and other events to host by the Commission, so that Council can be provided with complimentary registration and accommodation.

TCPs must organise a meeting of the TC and WG officers and the Council during the Symposium to review progress of the Commission.

As a result of the agreement signed by ISPRS Council, two service Packages numbered A and B are available through Copernicus Gesellschaft mbH to assist TCPs to facilitate the management of Symposium.

- Service Package A will include management of Abstracts, Full Papers and supply of the papers to the Web Master for inclusion in the ISPRS Archives. The use of Package A in this contract will be mandatory for all TCPs. Copernicus contacts the symposium organizer for introduction and planning of the upcoming cooperation after TCPs signs the symposium contract with the ISPRS council to set up the project which will then follow the ISPRS Orange Book .

- Service Package B will be optional and provide for registrations of delegates, names badges etc. A separate agreement must be established between organizers of each ISPRS event and Copernicus Gesellschaft mbH, which will permit considerable flexibility in content to satisfy specific needs of each event.

More details of the Contract are given in Appendix 4 and can be provided by the Secretary General. Contact details are as follows: [meetings@copernicus.org](mailto:meetings@copernicus.org)  
<http://meetings.copernicus.org>

#### 3. Technical Programme

Management of the Technical programme and all publications will be according to the contractual arrangements made with Copernicus GmbH. Copernicus signs a contract with symposium organizer about the services provided and the financial settlement. The conference programme evolves, abstracts are submitted, conference papers follow later on.

The Technical Programme, including the review of the abstracts and their acceptance, should be determined by the TCPs in consultation with the Working Group (WG) Chairs and Co-Chairs. Notification or rejection of abstracts should be sent to all authors at least 4 months prior to the Symposium. The final programme should be distributed on the Web and also by mailing if appropriate. Organisers should ensure that all speakers attend the Symposium by communicating with them by e-mail and/or a process of advanced registration.

#### 4. Structure of Symposium

- 4.1 The Symposium Opening Session should include a keynote speaker who identifies the important developments in the Commission's activities.
- 4.2 Keynote papers and/or sessions on relevant interdisciplinary topics through other international bodies should be included in the Symposium.
- 4.3 The Symposium programme may be based on single-sessions, parallel sessions (*no more than two*), or a mix of single and parallel sessions, depending on the number of papers presented. The latter enables the focus of sessions on specific topics and/or the provision of plenary sessions for each WG.
- 4.4 Oral Sessions should normally last 90 minutes, comprising four or five speakers. A time allocation of about 15 minutes for each speaker leaves sufficient time for questions. Furthermore, it ensures that the time slots for each speaker are not overrun, which is a requirement when there are parallel sessions.
- 4.5 Poster sessions should be included in the programme, with brief presentations (*approx. 3-5 minutes each*) by the authors prior to the commencement of the session.
- 4.6 A final session comprising summary reports by the WG Chairs and the Commission President on the content of the technical sessions is a good approach for presenting the main issues of the Symposium.

#### 5. Exhibition

An exhibition may be included in the Symposium. An "Exhibitor's Showcase Session" provides the exhibitors with an opportunity to present themselves to the participants, and hence integrates them into the symposium.

## 6. Announcement and advertising

- 6.1 Airmail and E-mail from organizers, E-mail via Working Groups, and posting on the ISPRS web site should be used for the distribution of announcements on the Symposia, according to the contractual arrangements made with Copernicus GmbH. The ISPRS and Commission WebPages should also be used, but they cannot be used exclusively.
- 6.2 Advertisements should also be placed in *ISPRS eBulletin*, the *ISPRS Journal for Photogrammetry and Remote Sensing*, the *ISPRS Journal for Spatial Information Sciences*, as well as other journals and especially during other conferences.
- 6.3 TCPs are responsible for keeping Council informed of the plans and progress for the Symposium and for providing multiple copies of Symposium brochures to Council.

## 7. Abstracts

The submission of abstracts shall be according to the contractual arrangements made with Copernicus GmbH. The services of Package A Copernicus GmbH provided are charged via a flat rate per submitted abstract in order to give ISPRS and their local organizers a basis for their financial planning or to include the Copernicus fee in the registration charges or abstract fees. Abstracts withdrawn by the author later in the organizational process still have to be counted for this service allowance.

Extended abstracts of up to 1000 words are encouraged. There is (a) the possibility that people submit their abstract text as plain text, LaTeX, or WORD content, or (b) that people submit a more complex PDF abstract containing figures, equations, tables. All abstracts, preliminary and final programmes shall be available on the Web and in print form at the Symposium according to the contractual arrangements made with Copernicus GmbH.

## 8. Registration Fees

- 8.1 The TCP may contract Copernicus for Service Package B to manage registrations, provision of name badges etc.
- 8.2 On-site full-registration fees will vary according to local conditions.
- 8.3 Special fees for students and seniors should be about half the full fee.
- 8.4 Developing countries may find it appropriate to offer a much reduced registration fee for 'local' members.
- 8.5 Symposium planning will be facilitated by offering a reduced advance full-registration fee and by including the price of the conference dinner.
- 8.6 Authors should submit an advance registration fee with their full paper.
- 8.7 The Society surcharge equivalent to 10% of all paid registrations shall be rebated to the ISPRS Treasurer.

## 9. Papers

- 9.1 Written papers must be prepared according to ISPRS Guidelines for *The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences*. (See Appendices 4 and 5) and will be managed according to the contractual arrangements made with Copernicus GmbH.
- 9.2 Paper submission should be in electronic form according to the contractual arrangements made with Copernicus GmbH, and it enables production of the *Archives* on an appropriate electronic medium.
- 9.3 Only those papers for which the author will attend the Symposium should be included in the *Archives*.

## 10. Publication of Proceedings of Symposium

- 10.1 All Symposia proceedings must be published as a Volume of *The ISPRS International Archives of Photogrammetry and Remote Sensing* according to the ISPRS Guidelines Appendices 4 and 5 and managed according to the contractual arrangements made with Copernicus GmbH.
- 10.2 Proceedings must be available to registrants upon arrival to the Symposium.
- 10.3 Complimentary copies of the Symposium *Archives* Volume should be provided to all other Commission Presidents, Council and the ISPRS Headquarters.
- 10.4 Complimentary copies of the Symposium *Archives* Volume should be provided to all other Commission Presidents and Council, and to the ITC Librarian, Hengelosestraat 99, P.O. Box 6, 7500 AA Enschede, The Netherlands; Phone +31-534-874-444. (The ISPRS permanent Archives repository.)

## 11. Awards

Best poster awards and young authors' awards are encouraged. The decision of the awards can be made in advance of the Symposium based on the submitted paper, or during the symposium based on the paper and its oral presentation. Awards should be presented at a plenary session.

## 12. Reports and Publication of Symposium Papers

- 12.1 A Commission rapporteur should be identified to the Secretary General three months in advance by the TCP of each Commission for the preparation of a Symposium report for publication in the last issue of *ISPRS eBulletin* of the Symposium year.
- 12.2 TCPS, WG Chairs and Co-Chairs should identify about 5 suitable papers for consideration by the Editor-in-Chief for publication in the *ISPRS Journal of Photogrammetry and Remote Sensing*

**13. Suggested Schedule for Symposium Planning** according to the contractual arrangements made with Copernicus GmbH

Site selection	within 3 months of Congress
Finalise and sign contract with Council	15-18 months prior to Symposium
First announcement <b>and initial call for Exhibits</b>	15-18 months prior to Symposium
Second Announcement and Call for Papers	9-12 months prior to Symposium
Deadline for extended abstracts	6 months prior to Symposium
Notification of acceptance of papers	4 months prior to Symposium
Deadline for submission of manuscripts	2 months prior to Symposium
Early Registration	2 months prior to Symposium
Final Programme	about 1 month prior to Symposium



## APPENDIX 3

### GUIDELINES FOR ORGANISING ISPRS WORKSHOPS

#### 1. Approval and announcement

1.1 WG officers are expected to organize ISPRS sponsored events (especially workshops) during the odd-numbered years between Congresses and Symposia. WG Chairs should consult the ISPRS Events Calendar to identify other meetings/conferences with which they can conveniently coordinate dates and locations. All meeting/conference organizers are encouraged to co-locate ISPRS Sponsored or Co-Sponsored meetings which are on the same or similar topics. If this coordination is not feasible and a proposed meeting topic clashes and is scheduled within four months of another approved meeting, then special approval may be granted by the Secretary General with the agreement of the affected TCPs.

1.2 The procedure for approval of ISPRS sponsored events is as follows:

- a. Working group chairs review The Events Calendar, and consult with their TCP on the topic and date of the event. Then an application form (see end of this section) for hosting the ISPRS sponsored event, which includes proposed dates, topic, location, organizer with contact details and names of co-sponsors etc. TCP sends the application to the Secretary General for approval.
- b. If the event is approved, the Secretary General will give formal approval to the TCP and the event convenors. This information will be copied to the ISPRS Webmaster ( Markus Englich, markus.englich@ifp.uni-stuttgart.de ) and Copernicus (meetings@copernicus.org). If full details cannot be provided initially, they should be sent to the Webmaster as soon as they are available by the event organizers.
- c. The event organizers should contact Copernicus Gesellschaft mbH for the utilization of the conference service Packages A and/or B to facilitate the management of the workshop or conference. Service Package A will include management of Abstracts, Full Papers and supply of the papers to the Web Master for inclusion in the ISPRS Archives. The use of Package A will be **mandatory** for all ISPRS events. Service Package B will be optional and provide for registrations of delegates, names badges etc. A separate agreement must be established between organizers of each ISPRS event and Copernicus Gesellschaft mbH, which will

permit considerable flexibility in content to satisfy specific needs of each event.

- d. Storage and preservation of all data about the conference programme, abstracts, and conference papers will be done by Copernicus and will be made available to the Event organizers as well as to the ISPRS upon request.

1.3 Event organizers are entitled to contribute one-half page announcement and call for participation of the ISPRS sponsored event in ISPRS eBulletin and other media if possible. The text (.doc file) and 1-2 images for conference site in 300 dpi for these entries must be prepared by the event organizers and submitted to the Editor-in-Chief of ISPRS eBulletin.

#### 2. Publication

2.1 Workshop convenors may opt to publish proceedings in one of the following ways;

- a. As a volume in the International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences according to the contractual arrangements made with Copernicus GmbH. This may be as peer reviewed papers or not.
- b. As a volume in the ISPRS Book Series, for which the papers must be peer reviewed.
- c. As a one off stand alone volume on paper or electronic media.

2.2 WG Chairs who request to publish proceedings of their meetings (Workshops, Conferences, Tutorials) as a volume of *The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences* must follow the "Guidelines for Publication and Review of *The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences*" in Appendix 4 and according to the contractual arrangements made with Copernicus GmbH. The volume number will be determined by the Secretary General.

2.3 Publications in the Book Series must follow the guidelines in Appendix 8.

#### 3. Reports

A summary report about the significant events, recommendations and conclusions of all ISPRS Sponsored meetings must be prepared for publication and submitted to the Editor of *ISPRS eBulletin* in one month after the completion of this event. Guidelines for preparation of reports are given in Appendix 9.

#### 4. Presentation

A “Manual for Presentation of Technical Papers at ISPRS Congresses and Symposia” is given in Appendix 6, and should be sent to all presenters of papers well in

advance of the meeting. WG Chairs are encouraged to help ISPRS Foundation in raising funds by ticking a appropriate box to the registration forms, which will support the benevolent activities provided to persons from developing and emerging countries.



## APPLICATION FORM FOR ORGANIZING AN ISPRS EVENT

### Date of Application:

<b>Title of the Event:</b>	
<b>Proposed Dates of Event:</b>	<b>Event Venue:</b>
<b>Expect Number of Participants:</b>	<b>Event Website:</b>
<b>Background of the Event</b>	
<b>Themes of Event</b>	
<b>Event organizer(s) and co-organizer(s) (Names, ISPRS TC/WG, Address, Tel., Fax, E-mail)</b>	
<b>Contact Person representing organizer(s) (Name, Address, Tel., Fax, E-mail)</b>	
<b>Whether to use Copernicus <input checked="" type="checkbox"/> services package(s) for organizing the ISPRS event</b> <input type="checkbox"/> <b>Service package A:</b> Abstract, paper and programme management (MANDATORY if publishing a proceedings in ISPRS Archives)  <input type="checkbox"/> <b>Service package B :</b> Registration management	
<b>Important remarks for preparing and organizing an ISPRS organized event:</b> 1. Please read and follow Guidelines for organizing ISPRS Workshops ( <a href="http://www.isprs.org/documents/orangebook/app3.aspx">http://www.isprs.org/documents/orangebook/app3.aspx</a> ) and the Guidelines for Preparation of Reports of ISPRS Sponsored/Supported Conferences and Meetings ( <a href="http://www.isprs.org/documents/orangebook/app9.aspx">http://www.isprs.org/documents/orangebook/app9.aspx</a> ). 2. The event organizer(s) should contact Copernicus Gesellschaft mbH for the utilization of the conference service Packages A and/or B to facilitate the management of the workshop or	

conference. Service Package A will include management of Abstracts, Full Papers and supply of the papers to the Web Master for inclusion in the ISPRS Archives. The use of Package A will be mandatory for all ISPRS events if proceedings in ISPRS Archives will be published. Service Package B will be optional and provide for registrations of delegates, names badges etc. A separate agreement must be established between organizers of each ISPRS event and Copernicus Gesellschaft mbH (meetings@copernicus.org), which will permit considerable flexibility in content to satisfy specific needs of each event.

3. A summary report about the significant events, recommendations and conclusions of all ISPRS organized events must be prepared for publication and submitted to the Editor of ISPRS eBulletin in one month after the completion of this event.
4. Please help **ISPRS Foundation in raising funds**. A tick-off box should be put on the registration forms of this ISPRS event for donations to The ISPRS Foundation (for sums of \$10, \$50, \$200 or \$500)( or equivalent in local currency),with the statement.

***You are encouraged to support the benevolent activities provided by TIF to persons from developing and emerging countries by ticking the appropriate box below:***

- *I/We pledge a contribution of \$10, \$50, \$200, \$500 or \$\_\_\_\_,which will be **provided in addition to the Registration Fees**.*
- *I/We pledge a contribution of \$10, \$50, \$200, \$500 or \$\_\_\_\_,which will be provided to the Registration Fees.*

**Approval of TCP(s)**

**Signature :**

**Date:**

**Approval of Secretary General**

**Signature:**

**Date:**

*After the approval of ISPRS Secretary General, the event will be listed in ISPRS Calendar Webpage and ISPRS logo can be used formally by the event.*

Please complete this **application form** and return to:

**Prof. Chen Jun**

**ISPRS Secretary General**

Secretariat: isprs@nsdi.gov.cn

## APPENDIX 4

### GUIDELINES FOR PUBLICATION AND REVIEW OF THE INTERNATIONAL ARCHIVES OF THE PHOTOGRAMMETRY, REMOTE SENSING AND SPATIAL INFORMATION SCIENCES

All Congress Directors, Technical Commission Presidents, Working Group Chairpersons and Convenors of ISPRS Congresses, Symposia, Conferences, Workshops and Tutorials who produce publications should regard themselves as representatives or agents of ISPRS and are responsible as publisher. The management of abstracts, preparation of papers and provision of the papers to the Web Master shall be according to the contractual arrangements made with Copernicus GmbH.

1. *The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences* (hereinafter *Archives*) are generated from ISPRS Congresses, Symposia and workshops, and shall be produced in printed paper or electronic media based volume. Specifications for preparation are given in the **ISPRS Guidelines for Authors** and are available in the ISPRS Home Page ([www.isprs.org](http://www.isprs.org)) and published in the ISPRS Orange Book, copies of which may be obtained from the Congress Director. All *Archives* must be coordinated in advance with the Secretary General and must use:
  - a. a readable format on appropriate electronic media with appropriate software for reading and searching,
  - b. ISPRS Archives ISSN 0256-1840,
  - c. the official ISPRS logo,
  - d. the approved Archives volume and part number,
  - e. The French and German translation of the title: Archives Internationales des Sciences de la Photogrammétrie, de la Télédétection et de l'Information Spatiale, and Internationales Archiv für Photogrammetrie, Fernerkundung und Raumbezogene Informationswissenschaften
  - f. the ISPRS Guidelines for Authors,
  - g. an index of keywords and authors,
2. ISPRS Conference, Workshop and Tutorial publications which meet specifications a. through g., and which will be subject to the review process described in these Guidelines, and have received prepublication approval by the ISPRS Council are eligible for inclusion in the ISPRS series of the *Archives*.

Adherence to these specifications is encouraged for all ISPRS Conference, Workshop and Tutorial publications. Those publications not adhering to these specifications shall stand on their own right as

ISPRS publications but shall not be promoted as part of the official *International Archives of Photogrammetry and Remote Sensing*.

3. *Archives* cover, color, volume and part numbering, must be approved and coordinated with the Secretary General in advance. ISSN 0256-1840 is reserved exclusively for ISPRS *Archives*. Unless otherwise approved:
  - a. Two colors selected by the Secretary General and Congress Director shall be used for each four-year term; one color for the Congress volumes, and a second color for all approved mid-term volumes.
  - b. Volume numbers shall be progressively Roman numbered with odd numerals reserved for Congress volumes and even numerals reserved for Commission Symposia and other publications of ISPRS Conferences, Workshops, and Tutorials which have been approved for the Archives.
  - c. Part number for Congress volumes shall be Part **A** for the Congress Proceedings volume, and Part **B** for the Congress paper volumes followed by the Arabic number of the relevant Commission (followed by lower case a, b, etc. for multiple volumes of the Commission).
  - d. Part number for the Commission Symposia volumes shall be the Arabic number of the Commission.
  - e. Part number for other Conferences, Workshops or Tutorials shall be the Arabic number of the primary sponsoring Commission followed by **C**, **W**, or **T** respectively, and an Arabic sequence number assigned by the Secretary General.
4. ISPRS must be prominently mentioned in any promotional material that refers to publications containing papers from meetings organized solely or jointly by ISPRS.
5. If an *Archives* publication is arranged with another organization, e.g. a co-producer or co-sponsor, the publication must nevertheless use specifications a. through j. cited above and must use the *Archives* cover design without alteration or addition. Additionally, if all or a selected number of papers of an ISPRS publication are published by a co-sponsor or another third party as a separate book/

electronic media (e.g. a compendium), the ISPRS must be prominently reflected by the cover design.

6. Advertisements may be published in the *Archives* provided that they are contained only within the end pages. Advertisements may not be printed elsewhere within the *Archives*.
7. **Authors should be informed that the Archives will be available on the web for downloading.** Copyright resides with the author(s) of a paper except where it is retained by an author's employer. Compilation of a collection of papers, as in a volume of the *Archives*, may be claimed by the organization (often an Ordinary Member of ISPRS) which is responsible for production of that volume. That organization must not deny an author's copyright, nor should it attempt to seek a transfer of author's copyright to any other party. **The conference organizers are authorized for all pre- and at-conference sales only.**
8. **All post-conference sales of ISPRS Archives are exclusive to ISPRS.**
9. One complimentary copy of all *Archives* is required to be submitted to the ISPRS permanent headquarters. The permanent headquarters serves as the permanent ISPRS *Archives* repository for the Society. One complimentary copy of all *Archives* is required to be submitted to the Librarian of The Institute for Aerospace Survey and Earth Sciences (ITC) in The Netherlands by the publisher. The contact address for shipping is: Ms. Marga Koelen, ITC Librarian, Hengelosestraat 99, P.O. Box 6, 7500 Enschede, The Netherlands; Phone +31-534-874-444. The ITC serves as the permanent ISPRS *Archives* repository for the Society.
10. Complimentary copies of all *Archives* are required to be provided to all members of Council as appropriate electronic media.
11. *The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences* are the official records of the Congress and ISPRS mid-term Symposia as well as ISPRS workshops. They represent the state-of-the-art of the work carried by ISPRS researchers in the photogrammetry, remote sensing and spatial information sciences. To ensure the highest quality of papers is published in *Archives* Volumes, the recommended process of review is as follows.
12. Review of ISPRS Congress and Symposium Proceedings
  - a. Extended abstracts (up to 750 words) of all keynote, invited and presented papers at the Congress or Symposium will be reviewed by the TCP of the relevant Commission and the appropriate WG Chair. A recommendation

will be made to include a paper in the *Archives* on the basis of relevance of the paper to the work of the Commission, quality of the subject matter, and the suitability of the subject matter of the paper for the theme of the Congress or Symposium. The names of the persons who have been responsible for ensuring the quality of the volume shall be displayed in the volumes as 'editors'. ISPRS Council reserves the right to select independent reviewers for the volumes when appropriate.

- b. TCPs are encouraged to introduce a full review process of all or selected papers submitted for inclusion in the Congress or Symposium proceedings, which are relevant to their Commission. In this case, special instructions shall be issued by the Congress Director, or in the case of a Symposium, by the relevant TCP to ensure that full papers are submitted by authors by the deadline for the Congress or Symposium (approximately 9 months in advance of the Congress or Symposium). The fully reviewed papers shall be appropriately marked and compiled separately in the *Archives* volume. The review process may be carried out 'open' or 'blind' (name of the author removed from the reviewer's copy) by at least two reviewers, the names of whom will be unknown to the authors. The 'editors' of the volume will be those people responsible for the supervision of the review process. A full list of all reviewers may also be included in the *Archives* volume.

### 13. Review of Workshop/Tutorial Proceedings

To be eligible for publication as a volume in the *Archives*, ISPRS sponsored Workshop or Tutorial proceedings shall be peer-reviewed. The review panel must be approved by Council, and shall be the relevant TCP and the Chairs/Co-Chairs responsible for the volume, or independent reviewers selected by Council. The volume shall be identified and appropriately marked as having been peer reviewed and the names of the review panel shall be displayed as 'editors'.

There are two recommended options for this review process.

- a. *A review of each individual paper*  
Each individual full paper, or an extended abstract of each paper must be reviewed by the review panel, and accepted on the basis of relevance of the paper to the work of the Commission, quality of the subject matter, and the suitability of the subject matter of the paper for the theme of the Workshop/Tutorial. If a full review process is to be carried out, it shall be based on Section 14 of these guidelines.

Papers not meeting review quality standards shall not be published as an *Archives* volume.

*A review process of the volume as a whole.* (This procedure is more likely to be applicable to

Tutorials.) The whole volume must be reviewed and accepted by the review panel on the basis of its relevance to the work of the Commission, and quality of the subject matter.

## ORGANIZING ISPRS EVENTS WITH COPERNICUS

The ISPRS council and Copernicus signed a framework contract about the services abstract & programme management, as well as registration management. Whereas the latter is an optional service for any organizer of an ISPRS Event, the usage of the abstract and programme services shall be mandatory for future ISPRS Events.

Copernicus offers various online tools for authors to submit their abstract first and later their conference paper, for session organizers to review abstracts, to transfer them to other sessions, to provide programme committees with scheduling suggestions, and to decide about oral and poster presentations, as well as tools for programme committee members to set up the session programme, seek suggestions for session content from interested parties, to finalize the session programme, as well as to schedule oral and poster sessions. All these tools organize the work flow and communication amongst the involved parties and results in the online programme including search functionalities, personal programme generator, and different derivatives (programme book, abstract USB flash drive, programme PDF files, etc.).

From the meta data collected upon abstract submission and scheduling, as well as from the submitted conference papers, Copernicus is then able to publish the ISPRS Archives including tables of contents for each Event following the structure of the event (programme group – session – contribution), author indices, search functionalities and keyword selection.

Copernicus will provide the Event organizers with all tools for the management of the programme and papers, commencing from submission of abstract to the publication of the final programme. Copernicus will develop web services based on specific conference designs for management of the databases as well as provision of the publications for the ISPRS Archives. Thereby, Copernicus is ready to adopt the designs and layouts of the Event organizers to be consistent with Event brandings and corporate designs.

The set-up of the cooperation and the work flow between an Event organizer and Copernicus is as follows:

- An Event organizer plans an ISPRS Working Group conference, Commission Symposium, or another kind of conference. ISPRS Secretary General informs Copernicus once an Event is approved and sends title of the event, location, date, as well as contact person (name, phone and email) to [meetings@copernicus.org](mailto:meetings@copernicus.org)
- Copernicus contacts the Event organizer for introduction and planning of the upcoming cooperation. Most important questions are:
  - Deadlines and milestones.
  - Conference work flow and usage of the various Copernicus tools (the structure and workflow of the conference, which modules of the Copernicus system can be used, etc.)
  - Conference website: hosted and maintained by Copernicus or by the Event organizer? In the latter case, Copernicus would use the website templates and style sheets of the Event organizer for usage in all Copernicus online tools. Customers, authors, participants will not notice the difference between Event organizer's information websites and Copernicus' tools embedded in the process.
  - Generation of session programme: Copernicus includes either the list of programme groups and sessions from the Event organizer into the Copernicus system, or the Event organizer decides to generate the session programme through Copernicus' tools (recommended by larger events).
  - Abstract submission: the Event organizer decides on the layout and the submission formats (plain text, WORD, LaTeX, PDF upload) for the initial abstract. The later conference papers will be submitted as author-generated PDF files following the preparation guidelines of the ISPRS Orange Book. If peer reviews are required by the event organizer, Copernicus will provide the Event organizer with appropriate tools for supply of papers to reviewers, on-line reviewing and transmission of results of review process to authors.
  - Copernicus will then guide the Event organizer as well as the involved parties (authors, session organizers, programme committee members) through the process and all Copernicus tools used for the generation of the conference programme from abstract submission to scheduled sessions. Thereby, the system informs and reminds all involved parties about their tasks and duties.

- Copernicus signs a contract with the Event organizer outlining the services provided and the financial settlement. If registration management is also used by the Event organizer, Copernicus and the Event organizer agree on the different approaches of invoicing and handling of value added taxes.
- The conference programme evolves, abstracts are submitted, conference papers follow later on and if necessary papers are peer-reviewed and authors informed of the results. At the end of the process, Copernicus provides the following outputs:
  - The online programme including the described functionalities listing the abstracts and conference papers inside the session programme in an integrated approach to publishing the scientific content of the conference (session – oral/poster sub-session – schedule with titles & authors – PDF of abstracts and conference papers).
  - A master files of a programme book, with or without abstracts, for printing.
  - A master USB flash drive for the production of abstract USB sticks or abstract DVDs.
  - A new volume of the ISPRS Archives. Besides the conference-focussed publication of abstracts and conference papers in the conference environment and website, Copernicus provides the conference papers in the ISPRS Archives including author indices, search functionalities and keyword selection.. That means, the overall ISPRS Archives published online through the ISPRS website list for an Event (= volume of ISPRS Archives) the structure session → contribution → conference paper, but in the ISPRS Archives environment. By doing so, ISPRS gets both worlds – the conference paper as a conference contribution inside the conference world, but in parallel an ISPRS Archives publication following the rules and requirements of a scientific publication.
- After the conference programme is finalized and the conference has taken place, Copernicus will invoice the Event organizer for the provided services.
- Data will be stored and preserved by Copernicus and all data for the conference programme, abstracts, and conference papers will be made available to the Event organizer as well as to the ISPRS upon request.

## APPENDIX 5

### GUIDELINES FOR AUTHORS PREPARING MANUSCRIPTS FOR ISPRS SPONSORED MEETINGS

M. O. Altan<sup>a\*</sup>, G. Toz<sup>a</sup>, I. Dowman<sup>b</sup>, S. Kulur<sup>a</sup>, D. Z. Seker<sup>a</sup>

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#### Commission VI, WG VI/4

**KEYWORDS:** Manuscripts, Proceedings, *ISPRS Archives*, Guidelines for Authors, Styleguide.

#### ABSTRACT:

These mandatory guidelines are provided for preparation of papers accepted for publication in the series of Volumes of *The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences* from ISPRS Congresses and Symposia, and other ISPRS sponsored meetings. These guidelines are issued to ensure a uniform style throughout the series. Your cooperation in adhering to these guidelines is greatly appreciated by the host organizing committee of the meeting. *The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences* will be produced either on an appropriate electronic media or printed in hardcopy on paper, according to the requirements of the meeting organizing committee, and distributed to registrants at the meetings. All papers that are accepted by the relevant scientific committee of an ISPRS event will be published provided they arrive by the due date and they correspond to these guidelines. Papers should be sent to the meeting organizers in digital form. Reproduction is made directly from author-prepared manuscripts, in electronic or hardcopy form, in A4 paper size 297mm x 210mm (11.69 x 8.27 inches). To assure timely and efficient production of the *Archives* with a consistent and easy to read format, authors must submit their manuscripts in strict conformance with these guidelines. The Society may omit any paper that does not conform to the specified requirements. **There will be no opportunity for corrections or improvements of poorly prepared originals.** These instructions have been prepared in the form that is internationally agreed on for volumes of the *Archives*.

### 1. MANUSCRIPT

#### 1.1 General Instructions

Maximum paper length is restricted to 6 printed pages. Invited papers can be increased to 12 pages. The paper should have the following structure:

1. Title of the paper
2. Authors and affiliation
3. Keywords (6-8 words)
4. Abstract (at least 100 words)
5. Introduction - including motivation, aims (and for long papers structure of the paper), overview and references to related work (in separate section)
6. Main body - explanation of methods, algorithms, data used, instrumentation (sensors, systems, etc.), results and discussion
7. Conclusions
8. References
9. Acknowledgements
10. Appendix

All papers should be sent to the meeting organisers in digital form. However, if in exceptional circumstances, the paper cannot be prepared digitally, it must be prepared on A4 paper according to these guidelines, and sent to the organisers for scanning.

#### 1.2 Page Layout, Spacing and Margins

The paper must be compiled in one column for the Title and Abstract and in two columns for all subsequent text. All text should be single-spaced unless otherwise stated herein. Left and right justified typing is preferred.

Setting	A4 size paper	
	mm	inches
Top	25	1.0
Bottom	25	1.0
Left	20	0.8
Right	20	0.8
Column Width	82	3.2
Column Spacing	6	0.25

Table 1. Margin settings for A4 size paper

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\* Corresponding author. This is useful to know for communication with the appropriate person in cases with more than one author.



### 1.3 Preparation in Electronic form

To assist authors in preparing their papers, styleguides for preparing digital versions of papers are provided in Word and/or LaTeX on the *Archives* page at the ISPRS Home Page.

<http://www.isprs.org/documents/orangebook/appb2.html>  
The size of the paper in PDF format should not exceed the limit in Mb specified by the organizer of the meeting.

### 1.4 Hardcopy Preparation

If the paper is transmitted to the meeting organisers in hardcopy version only, it must conform in appearance to these guidelines for authors. Each page must be output on a high quality computer printer. Avoid dot-matrix printer, but if you have no better choice, please make sure to set it for near-letter quality, so that the dots overlap. Simple dot-matrix printing, where the dots are separated from one another, does not reproduce in an acceptable fashion. Write the author's last name and the page number on the back of each page. Do not type the page number on the manuscript sheet.

### 1.5 Length and Font

All manuscripts, except Invited Papers, submitted in hard copy or electronically are limited to a size of no more than six (6) single-spaced pages (A4 size) in the printed version of the *Archives*, including abstracts, figures, tables and references. ISPRS Invited Papers are limited to 12 pages. For any additional page, the extra expenses must be paid for by the author(s) according to the price-list set by the meeting organisers. For the printed version of the *Archives*, the font type Times New Roman with a size of nine (9) points is to be used.

## 2. TITLE AND ABSTRACT BLOCK

### 2.1 Title

The title should appear centered in bold capital letters without underlining, near the top of the first page of the paper. The font type Times New Roman with a size of twelve (12) points is to be used. Use more than one line if you wish, but always use single-spacing. After one blank line, type the author(s) name(s), affiliation and mailing address (including e-mail) in upper and lower case letters centered under the title. In the case of multi-authorship, group them by firm or organization as shown in the title of these Guidelines.

### 2.2 ISPRS Affiliation (optional)

For those authors affiliated with a specific Commission and/or Working Group of ISPRS, a separate title may be entered. The title should be centered in bold type after one blank line below the title affiliation, i.e. Commission #, Working Group #. The Commission

number shall be Roman and the Working Group number should be the Commission Roman number, slash, WG Arabic number, e.g.

### Commission VI, Working Group VI/3

### 2.3 Key Words

Leave two blank lines under the Title. Type "**KEY WORDS:**" in bold capital letters, followed by 5-8 key words, according to the list appended to these Guidelines or as provided on the *ISPRS Archives* Home Page.

<http://www.isprs.org/publications/archives.aspx>

Normally only key words provided on this list will appear in the "Keywords Index" found at the end of each Volume of the *Archives*.

### 2.4 Abstract

Leave two blank lines under the key words. Type "**ABSTRACT:**" flush left in bold Capitals followed by one blank line. Start now with a concise Abstract (limited to 250 words) which presents briefly the content and very importantly, the news and results of the paper in words understandable also to non-specialists. Type text single-spaced, **without** blank lines between paragraphs, as shown at the beginning of these Guidelines under ABSTRACT. Start paragraphs flush with left margin. After the English abstract follows - whenever possible - a translation of it to one or two of the other two official languages of ISPRS: to French (RÉSUMÉ) and/or to German (KURZFASSUNG).

## 3. MAIN BODY OF TEXT

Type text single-spaced, **with** one blank line between paragraphs and following headings. Start paragraphs flush with left margin.

### 3.1 Headings

#### MAJOR HEADINGS

Major headings or section headings are to be centered, in bold capitals without underlining, after a triple line space (two blank lines) and followed by a double line space (one blank line).

#### Subheadings

Type subheadings flush with the left margin in bold upper case and lower case letters. Subheadings are on a separate line between two single blank lines.

**Subsubheadings:** They are to be typed in bold upper case and lower case letters after one double line space (one blank line) flush with the left margin of the page, with text following on the same line. Subsubheadings

may be followed by period or colon, they may also be the first word of the paragraph's sentence.

Decimal numbering of all sections is recommended. If bold printing is not available to you, use underlining, instead, but only for subheadings and subsubheadings, not for Major Headings.

### 3.2 Footnotes

Avoid footnotes, but if you need them, mark footnotes in the text with an asterisk (\*); use a double asterisk (\*\*) for a second footnote on the same page. Place footnotes at the bottom of the page, separated from the text above it by a horizontal line.

### 3.3 Illustrations

**3.3.1 Placement:** Figures must be placed in the appropriate location in the document, as close as practicable to the reference of the figure in the text. While figures and tables are usually aligned horizontally on the page, large figures and tables sometimes need to be turned on their sides. If you must turn a figure or table sideways, please be sure that the top is always on the left-hand side of the page.

**3.3.2 Captions:** All captions should be typed in upper and lower case letters, centered directly beneath the illustration. Use single spacing if they use more than one line. All captions are to be numbered consecutively, e.g. Figure 1, Table 2, Figure 3.

**3.3.3 Line Drawings:** Drawings in papers prepared in digital form must be in the appropriate location in the document.

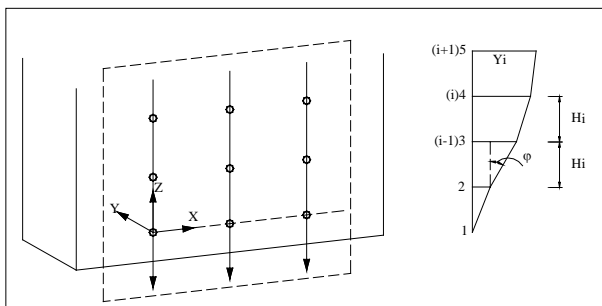


Figure 1. Figure placement and numbering

For the best reproduction of line drawings of papers prepared in hardcopy, the original drawings should be made on white paper and carefully mounted in an appropriate position within the text. (Use rubber cement or pressure sensitive wax, not glue, mucilage or scotch tape). Make lines wide enough and lettering large enough to remain legible after any reduction in size, i.e., at least as large as capital letters.

Do not use any low contrast photocopying process, because the figures will reproduce poorly after scanning.

**3.3.4 Photographs:** For papers prepared in digital form, images must be placed in appropriate positions in the paper. Type the caption directly under photos.

**3.3.5 Tables:** Tables should be produced directly within the text. Each table should have a number and a caption.

**3.3.6 Copyright:** If your article contains any copyrighted illustrations or imagery, please include a statement of copyright such as: © SPOT Image Copyright 19xx (fill in year), CNES. It is the author's responsibility to obtain any necessary copyright permission. The copyright of your article remains with you.

### 3.4 Equations, Symbols and Units:

**3.4.1 Equations:** Equations should be numbered consecutively throughout the paper. The equation number is enclosed in parentheses and placed flush right. Leave two blank lines before and after equations. E.g.

$$x = x_0 - c \frac{X - X_0}{Z - Z_0}$$

$$y = y_0 - c \frac{Y - Y_0}{Z - Z_0}$$

(1)

where  $c$  = focal length  
 $x, y$  = image coordinates  
 $X_0, Y_0, Z_0$  = coordinates of projection center  
 $X', Y', Z'$  = object coordinates in ground coordinate system

**3.4.2 Symbols and Units:** Use the SI (Système Internationale) Units and Symbols. Unusual characters or symbols should be explained in a list of nomenclature.

### 3.5 References and/or Selected Bibliography

References shall enable a librarian to supply the quoted paper/book to the reader. References should be cited in the text, thus (Smith, 1987b), and listed in alphabetical order in the reference section. The following arrangements should be used:

#### References from Journals:

Smith, J., 1987a. Close range photogrammetry for analyzing distressed trees. *Photogrammetria*, 42(1), pp. 47-56.

Names of journals can be abbreviated according to the "International List of Periodical Title Word Abbreviations". In case of doubt, write names in full.

**References from Books:**

Smith, J., 1989. *Space Data from Earth Sciences*. Elsevier, Amsterdam, pp. 321-332.

**References from Other Literature:**

Smith, J., 1987b. Economic printing of color orthophotos. Report KRL-01234, Kennedy Research Laboratories, Arlington, VA, USA.

Smith, J., 2000. Remote sensing to predict volcano outbursts. In: *The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences*, Kyoto, Japan, Vol. XXVII, Part B1, pp. 456-469.

**References from websites:**

Moons, T., 1997. Report on the Joint ISPRS Commission III/IV Workshop "3D Reconstruction and Modeling of Topographic Objects", Stuttgart, Germany. <http://www.radig.informatik.tu-muenchen.de/ISPRS/WG-III4-IV2-Report.html> (28 Sep. 1999)

**3.6 Acknowledgements and Appendix (optional)**

Acknowledgements of support for the project/paper/author are welcome. Any additional supporting data may be appended, provided the paper does not exceed the limits given in 1.5 above.

**4. TRANSMITTAL AND FURTHER INFORMATION**

**4.1 Transmittal**

The electronic version of the complete paper should be transmitted in .pdf format via ftp server of the web site of the event. The final date for submission will be determined by the meeting organizers and will be given in the authors' kit. **Adherence to the specified due date for submission of papers is essential. Papers not received by the due date will be omitted from the ISPRS Archives.**

**4.2 Further Information**

If you have questions about the technical content, submission procedure, layout, or editorial requirements, please contact the relevant individual of the meeting organising committee as listed in the author's kit.

*Revised July 2011*

## APPENDIX 6

### MANUAL FOR PRESENTATION OF TECHNICAL PAPERS AT ISPRS CONGRESSES AND SYMPOSIA

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4th Edition\*

#### CONTENTS:

1. Introduction
2. Oral Presentation
3. Visual Presentation using 35 mm slides (analog presentation)
4. Visual Presentation using Overhead Projector (OHP) Viewgraphs
5. Digital Presentation
6. Poster Presentation

#### INTRODUCTION

This manual for the presentation of technical papers has been prepared in order to improve the quality of the International Congress and the Mid-Congress Symposia of the International Society for Photogrammetry and Remote Sensing (ISPRS). All authors and speakers are requested to consider the following recommendations to improve the effectiveness of their technical presentations:

- (1) The ISPRS International Congress and Symposia have many participants who speak none of the official ISPRS languages (English, German, and French) as their first language and communication can become difficult. To assure that there is effective communication between the speaker, the audience, and, if provided, the simultaneous interpreter, a speaker must speak clearly, slowly, and concisely.
- (2) Keep the oral presentation within the allotted time slot.
- (3) Use visual aids during the technical presentations.
- (4) Prepare slides (analog or digital) or viewgraphs for legible viewing.
- (5) Poster presentations are often very effective and provide the audience with more detailed information that allows for more direct discussions with the authors. Do not use copies of technical papers in lieu of posters; they are neither legible nor attractive for audience viewing.

Considering these recommendations, this manual aims to improve the Congress /Symposium by providing the speakers and authors with some techniques for more effective oral presentation, slides, overhead projector viewgraphs and posters.

With the development of the multimedia presentations, use of the computer to design slides and project them during the presentation has become more popular than the other presentation.

#### 1. ORAL PRESENTATION

##### 1.1 Attitude

- (1) The best way to speak is clearly and simply while looking at the audience.
- (2) Speak, don't murmur!
- (3) Don't speak for yourself or to the screen, speak for the others, especially for those in the most remote corners. Do not speak to the nearest sitting people. Place a known person into the corner of the room where it is most difficult to understand, and watch this person's signals while speaking.

##### 1.2 Speed

- (1) You must speak slowly in consideration of the international participants as well as for the simultaneous interpreters.
- (2) This applies especially to those speakers who speak their mother languages. For example, American or British people speaking English should reduce the speed of speaking for those whose mother tongue is not English.

##### 1.3 Visual Aids

- (1) In order to make effective oral presentations, you should prepare effective slides (analog or digital) or overhead projector (OHP) viewgraphs, but whenever possible, avoid mixing these two different types of visualization.
- (2) You must prepare a suitable number of slides (analog or digital) or OHP viewgraphs considering the time limitation.
- (3) Don't prepare too many slides, (see guidelines in (4) below). You cannot manage to show all of them in only 15 minutes.
- (4) Please limit comments on each slide or viewgraph to one main topic, which can be explained in one minute. According to educational experiments, 30 to 50 seconds have been determined to be sufficient time to focus on a topic. If you speak for more than two minutes on one slide or viewgraph, you may lose the audience. Therefore, around 15 slides

appear to be a suitable number for a 15-minute presentation.

- (5) Please refer to sections 2 and 3 for proper preparation of slides and OHP viewgraphs, respectively.

#### 1.4 Time Allocation

- (1) You must plan carefully the allocation of time available.
- (2) First, you must explain the background and objective(s) of your study in one or two minutes, preferably with a slide or an OHP viewgraph.
- (3) Second, you should show the overall flow of your study or its concept with a slide or an OHP viewgraph in one or two minutes.
- (4) Third, explain the methodology with a few slides or OHP viewgraphs in a few minutes.
- (5) Then you may continue the detail of the study including data used, case studies, results of the study, etc. with several slides or OHP viewgraphs in several minutes.
- (6) You should not include too many details, but rather focus on the eBulletin.
- (7) Then you should present an analysis of your study with a few slides or OHP viewgraphs in one or two minutes.
- (8) Finally, you should present the conclusion(s) with a slide or OHP viewgraph.
- (9) Don't read long texts, but summarize the main points.
- (10) If you are an experienced speaker then you know that a rehearsal in front of some friends is the best preparation. They help to review the time of your presentation, and you may consider then leaving out parts of the presentation in case the chairperson has to reduce your time.
- (11) The following time allocation is provided as a guide for a 15-minute presentation:

	<b>Time</b>	<b>Number of slides</b>
Background and Flow of Study	1 - 2 min	1 - 2
Methodology	2 - 3 min.	2 - 3
Detail of study	5 - 6 min.	5 - 6
Result(s)	1 - 2 min.	1 - 2
Analysis	1 - 2 min.	1 - 2
Conclusions	1 - 2 min.	1
<b>Total SELECTION</b>	<b>10 -15 min.</b>	<b>12-18</b>

#### 1.5 Others

- (1) Familiarize yourself with the daily time schedule and make sure, when it will be your turn. Note particularly the instructions for contacting the chairman and making contact with the AV office.
- (2) Familiarize yourself with the facilities available and do that, whenever possible, the day before. That is,

how to project your slides or viewgraphs, room lighting, speaker timing devices, microphones, pointers, height of reading desk, manuscript illumination, etc. Check the best position of microphones according to its "characteristic".

- (3) Prepare a number of manuscripts, at least special technical terms, for the interpreters (if provided), and hand it over to them, if possible, the day before.
- (4) You should arrive 15 minutes before the technical session in which you are to speak. At that time, the session chairperson will communicate any last minute changes.

## 2. VISUAL PRESENTATION USING 35 mm SLIDES

### 2.1 Common Errors

- (1) The size of character is too small to read from the seats in the back of the room.
- (2) The thickness of lines in a graph is too thin.
- (3) The contrast in the slides is either too low or the tone is too dark.
- (4) The important details are not large enough.
- (5) There are too many words or details.
- (6) The overhead projector or other light source is on, and its light disturbs colours and contrast.

### 2.2 Guidelines for Preparation

- (1) Use a dark-colored background, such as dark blue, dark green or dark orange.
- (2) Limit each slide to one main idea, which can be explained within one minute. Therefore, use several slides rather than one complicated slide.
- (3) Design a slide with width to height ratio of 1.5 to 1 because a 35-mm slide has a size of 36 mm wide and 24 mm high.
- (4) Do not duplicate the text of your paper in a slide. You can read the text at a distance of 30 cm, but you cannot read the text of a 2 m high image at 20 m distance. It is too small to be read from the rear seats.
- (5) If you can read slides without a magnifier, people in the rear seats can probably read them on the screen as shown below.

*If you can read slides without a magnifier, they can probably be read on the screen.*

- (6) You must be careful with crowded tables of more than 10 lines. In such situations reduce the data to essential figures and use less than 10 lines.
- (7) For all artwork such as figures, graphs and diagrams, use a template of 15 cm by 10 cm. Use line width and height as follows for greatest legibility:

	Line width	Height
Title	0.9 mm	7 mm – 8 mm
Scales	0.7 mm	5mm
Graph curves	1.0-1.2 mm	----
Axes	0.5 mm	----

### 2.3 Preparation of Presentation

- (1) Give your slides to the projectionist at least 30 minutes before your session.
- (2) It is best to check and rehearse your slide presentation so that you will be familiar with the sequence and timing.
- (3) You should load your slides into the tray by yourself. First, keep your slide so that it reads correctly on hand viewing. Then rotate it 180 degrees that means upside down, and put it into the tray. Leave the first slot of the tray empty.

## 3. VISUAL PRESENTATION USING OVERHEAD PROJECTOR VIEWGRAPHS

### 3.1 Common Errors

- (1) The worst error is to reproduce 12 point text from a page format size of A4 or B5 to OHP viewgraph form and project it. The projected characters are too small. This type of viewgraph is of little value to the audience.
- (2) The size of the characters is too small and the widths of lines or curves are too thin to be read from the rear seats.
- (3) The information is too overloaded with data. (Two or more simple viewgraphs are better than one complicated viewgraph.)

### 3.2 Guidelines for Preparation

- (1) Limit each viewgraph to one main idea that can be explained within one minute. Therefore, use several viewgraphs rather than one complicated one.
- (2) The effective size of a viewgraph should be 16 cm wide by 20 cm high. This will make it convenient for the entire audience to read.
- (3) If preparing viewgraphs from a word processor, use 24 point font without reduction.
- (4) For artwork, such as graphs, figures, diagrams, etc., don't reproduce it from a book or your paper, but redraw it.

## 4. DIGITAL PRESENTATION (Audio-visual Presentation / Power Point Presentation)

### 4.1 General

- (1) It is now normal practice for LCD projectors to be provided to make PowerPoint presentations at meetings. The make and specifications of these vary from meeting to meeting so that presenters need to be prepared to be flexible. The meeting organiser

should give specific information on the type of projector to be used, the way in which the projection will be handled and whether presenters will be allowed to use their own laptop

- (2) Presenters must carefully read the instructions given and come to the meeting with their presentation on the specified medium and in the required format. Presenters must check with the organisers in good time before their presentation to ensure that their slides can be projected correctly.
- (3) It is possible that some objects cannot be presented. It is always recommended that presenters have a backup conventional presentation in case of failure of the digital version.

### 4.2 Preparing Your Paper

- (1) Use either dark backgrounds with light colours or use a white background with dark lettering for your text.
- (2) Use a consistent background throughout. Changing backgrounds, fonts, graphics makes your reader confused.
- (3) Use only two different types fonts
- (4) Use text that is 24pt or larger and do not use smaller than 16pt. Standing around 3 meters (9 feet) away from a 15" monitor has the same effect as holding a slide at arms length
- (5) Use Ariel or Helvetica fonts, because they are bolder and easier to read. Do not use "Times" or any other serif font
- (6) Use a maximum of 4 or 5 different point sizes
- (7) Use a maximum of 4 colours on a slide
- (8) Add Clip art only to add impact to a specific message, but not on every slide. PowerPoint understands the following formats: GIF, BMP, JPEG and TIFF. It is not recommended copy and paste from a different software programme to PowerPoint.
- (9) Some of your graphics may need the portrait layout. PowerPoint does not enable you to use portrait and landscape slides in the same presentation. We recommend using either one or the other, Landscape preferred. If you need to insert portrait graphics in your landscape presentation, just insert your graphics in that layout. This means that there will be blank spaces on the sides, but it is better than not having them at all.
- (10) Always check your presentation on a projector before the meeting.

## 5. POSTER PRESENTATIONS

### 5.1 Common Errors

- (1) The size of characters is too small to be legible from a 2 or 3 meter distance.
- (2) Only copies of the paper are put on the board.
- (3) Only pictures or tables are put on the board without any explanation or title.
- (4) The overall configuration of the study is not clear because there is no flowchart.

## 5.2 Guidelines for Poster Presentations

- (1) Design the space allocation carefully using several well balanced sections including title, objectives, methodology, input data, case study, results, analysis, conclusion(s), etc. All sections should be well-presented using colored paper or a colorfully painted border. Sections may be connected by arrows to show the flow of the study.
- (2) Use large characters that are at least 1 cm high and have a line width of at least 1 mm. The larger the better.
- (3) Use a light-colored background, such as light blue, pink, or yellow, rather than white.
- (4) Give each section a title and a brief explanation.
- (5) Prepare enlarged photographs with a minimum size of 20 cm by 25 cm (8 inches by 10 inches).

## 5.3 Poster Presentation Preparations

- (1) Identify your paper number and confirm the location where to display your poster.
- (2) Display your poster according to the predesigned allocation using pins and tapes. Although pins and tapes are usually provided by the Organizing

Committee, you can use your own if you want to use special colors.

- (3) You will receive a designated time slot in the technical programme during which you are to provide an oral presentation of your paper at your poster display. Additional time will be allocated for display only of your poster paper.

\*)

1<sup>st</sup> Edition was prepared in 1987 for the XVI ISPRS Congress, Kyoto, Japan, by S. Murai, Congress Director

2<sup>nd</sup> Edition was prepared in 1989 for the XVII ISPRS Congress, Washington D.C., USA. by the Congress Organizing Committee and L. Fritz, Congress Director.

3<sup>rd</sup> Edition was prepared in 1996 for the XVIII ISPRS Congress, Vienna, Austria, by the Congress Organizing Committee, P. Waldhäusl, Technical Programme Director, K. Kraus, Congress Director.

4<sup>th</sup> Edition was prepared in 2001 for the XXth ISPRS congress by the Congress Organising Committee, Conference Director O. Altan.

## APPENDIX 7

### **GUIDELINES FOR PEER REVIEW OF PAPERS FOR ISPRS EVENTS AND FOR ISPRS BOOK SERIES.**

1. The Organizing Committee of an ISPRS event may choose to peer review some or all technical papers submitted for presentation, in order to ensure the scientific and technical quality of the event. These Guidelines are designed to standardize the review process for ISPRS events, and to ensure that it is transparent to authors. They have been developed specifically for ISPRS Symposia and Workshops. They may be revised in the future to include the review of papers for ISPRS quadrennial Congresses.
2. The Organizing Committee of Technical Commission Symposia and WG events may choose to accept for the event, only reviewed full papers, or both reviewed full papers and papers based on the acceptance of an extended abstract. The two groups of papers may be published in separate volumes or compiled separately in the same volume. Full reviewed papers judged as unacceptable in the review process may be published as papers based on the acceptance of the extended abstract. Full reviewed papers shall be indicated by a heading on each page which states: "This paper has been peer reviewed by at least two ISPRS experts." Papers accepted based on extended abstract will not be considered as peer reviewed.
3. A Review Committee shall be appointed by the Event Organizing Committee to review the papers, comprising international experts with knowledge of the topics of the meeting.
4. Review process.
  - Each presented paper shall be reviewed by at least two experts in the field.
  - The name and institution of the author(s) AND reviewers of each paper shall be kept confidential from one another. However, the reviewers may specifically waive their confidentiality rights (anonymity).
  - Invited papers shall be reviewed by at least one reader.
  - In the case of disputed reviews, an additional review should be obtained, or the Chair of the Technical Programme Committee/Organizing Committee should resolve the dispute
  - Reviewers may judge papers according to categories such as: 1) scientific contribution 2) professional innovation, 3) review papers, 4) others.
  - Reviews may not be as strict as for peer-reviewed journals. Reviewers may assess papers from young or first-time authors, and authors from developing countries, recognizing the context and scope of the environment in which they reside.
  - The assessment of the papers according to the criteria given in the attached table should be clearly defined with a score of e.g. 1-4.
  - Authors shall be informed of the method of computation of the overall score.
  - The reviewers should take into account the possibilities of minor improvements to the paper for final submission, before rejecting it.
  - Reviewers should also recommend minor improvements to the English expression when appropriate,
  - Recommendations for major revisions should be avoided, and in such cases the paper should be rejected.
  - Reviewers should not simply complete the review form, but also explain their judgement with separate comments, especially when their scores are low.
  - Overall assessment criteria for papers shall be 'accept', 'accept with minor revision', 'reject'.
  - The duration of the review process should be no longer than FOUR WEEKS.



**REVIEWER INSTRUCTIONS AND REVIEW FORM**

The enclosed paper(s) has been submitted for the ISPRS sponsored event .... Your cooperation would be appreciated in reviewing the paper(s), and recommending acceptance or rejection for inclusion in a volume of the International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences of the above event, as a peer reviewed full paper. Please comment on this manuscript using the points attached, and return it electronically to the address below. Presented paper(s) are limited to 6 pages, and Invited Papers 12 pages, as given in the ISPRS Instructions for Authors (<http://www.isprs.org/documents/orangebook/app5.aspx>). All comments shall be passed to the author(s) anonymously (unless reviewer waives his/her confidentiality).

Please return the checklist and any additional sheets and the manuscript (if annotated) within FOUR WEEKS. If this is not possible, please notify the Chairman of the Technical Programme Committee/Organizing Committee (by e-mail) and return the manuscript within one week the latest after receipt of the paper.

The reviewers are expected to assist the author(s) with CONSTRUCTIVE REMARKS and not just complete the checklist. Please rate the manuscript on a scale of 1 to 4 (1=poor, 2=acceptable, 3=good, 4=excellent) with respect to the items in the attached table. Give the reasons for your ratings under item 21.

Send the filled-out Review Form including separate comments under item 21. and possibly the paper annotated with comments to:

Full details of address of Organizing Committee including e-mail address to be added.

**SCORE FOR REVIEW OF PAPERS FOR .....ISPRS EVENT**

Paper title:

Authors names:

Reviewer's name and full address:

(Will be treated as CONFIDENTIAL unless waiver box is checked.)

- I waive confidentiality
- I do not waive confidentiality

**Date:**

<i>Review Item</i>	<i>Score</i>
1. Is the subject appropriate for publication in this ISPRS event (conformance to event topics)?	
2. Is the paper technically correct?	
3. Are equations correct, adequate and necessary, are the used symbols all explained?	
4. Is this a new and innovative contribution (algorithm, method, application, system etc.)?	
5. Is it an original, to a large extent previously unpublished contribution?	
6. Are the aims of the work clearly stated?	
7. Rate the quality of the experimental design, data, analysis and results.	
8. Are interpretations and conclusions sound and justified?	
9. Rate the organisation of the paper and clarity of presentation.	
10. If it is a review paper, is it objective and critical?	
11. Does the paper describe professional innovation?	
12. Does the title clearly reflect the content?	
13. Is the abstract informative?	
14. Is prior work on the paper's topic properly quoted and to a sufficient extent?	
15. Are the references adequate and all necessary?	
16. Are the illustrations and tables all necessary and informative?	
17. Is the text grammatically and linguistically correct?	
18. Give an overall rating of the paper.	
19. Rate your familiarity with the topic (1=unfamiliar, ... 4=very familiar).	

<b>20. Recommendation. Choose one of the following:</b>	
(a) accept paper for inclusion in the event in its present form	Yes/No

(b) accept paper subject to MINOR revisions as outlined below	Yes/No
(c) reject paper	Yes/No

21. Please give below any qualifications to the answers to the above questions and additional remarks. This is particularly necessary if your scores of the paper are low.

## APPENDIX 8

### GUIDELINES FOR OPERATION OF THE ISPRS BOOK SERIES IN THE PHOTOGRAMMETRY, REMOTE SENSING AND SPATIAL INFORMATION SCIENCES

#### 1. Introduction

The ISPRS Book Series in The Photogrammetry, Remote Sensing and Spatial Information Sciences will be comprised of high quality scientific contributions in the photogrammetry, remote sensing and spatial information sciences, with the aim of promoting the scientific output of ISPRS. The series will be published by Swets & Zeitlinger B.V. (herein referred to as the Publisher), in the Netherlands and include high quality scientific papers that have not been published elsewhere in recognised journals. The papers may have appeared in the ISPRS International Archives of The Photogrammetry, Remote Sensing and Spatial Information Sciences, but may not be available to individuals associated with these fields, unless they attend the ISPRS Congresses, Symposia or Workshops. Papers will be rigorously peer-reviewed by experts in the field and are selected as leading articles in the photogrammetry, remote sensing and spatial information sciences. The series may also include textbooks or translations of textbooks and books on advanced scientific topics that are not directly related to ISPRS events. High quality tutorials may also be included if appropriate.

Hereinafter the term 'Book Series' is deemed to refer to each and every book in the Series jointly, and, the term 'Volume' is to be deemed to refer to an individual book in the Series. The Book Series will be managed by a Book Series Editor, while each Volume (individual book) will be managed by Volume Editors.

#### 2. Responsibilities of ISPRS Book Series Editor

**The Book Series Editor will:**

- (i) be responsible for the overall management of the Series.
- (ii) select Volumes for the Series and prepare a schedule/timetable for the production of each.
- (iii) appoint Volume Editor(s) in coordination with ISPRS Council, as appropriate. In the case of books related to ISPRS events, the selection of the Volume Editor should be made in agreement with the event organisers.
- (iv) be responsible for maintaining continuity, planning, advice and coordination, and homogeneity of standards.
- (v) exercise his/her best judgement in accepting only works of a high standard.
- (vi) be the primary contact for the Publishers and be responsible for acceptance and forward planning of new works in the Series
- (vii) not undertake language editing, but will be responsible for approval of the final version of

each Volume before its transmission to the Publishers.

- (viii) may overrule decisions of the Volume Editors to ensure maintenance of appropriate standards of the Series.
- (ix) submit periodic reports to ISPRS Council with commentary on improvements, problems, plans and achievements.
- (x) work with the Publishers to pursue projects without regard to their inclusion in the Series, but no work shall be published as part of the Series without the written consent of the ISPRS Council.

#### 3. Responsibilities of the Volume Editors

The Volume Editors will:

- (i) maintain the high quality of the Book Series by selecting a Review Panel that is internationally recognized for their expertise in the subject of the Volume, and ensuring the quality of presentation and English expression
- (ii) ensure that manuscripts are prepared in accordance with the 'Instructions for Authors' supplied by the Publishers, and on the ISPRS Webpage [[www.isprs.org/.](http://www.isprs.org/)].
- (iii) be responsible for ensuring overall presentation, completeness, equations, figures, tables and references.
- (iv) be responsible for language editing and proofreading of each paper in the Volume for accuracy of content.
- (v) advise the Society and the Publishers on matters pertaining to promotion and advertising of Volumes,
- (vi) permit the Publishers to use their names and CVs in connection with such advertising and promotion of the Book Series and Volumes in the Series.
- (vii) ensure to the best of their ability that no material in the Series shall contain anything that is obscene or libelous or is in any other way unlawful.

#### 4. Procedures for Publication of a Volume

- (i) Initiation of a Volume may be made by the Book Series Editor, or an individual may contact the Book Series Editor with a proposal to publish a Volume in the Series.
- (ii) The Book Editor will seek approval for the publication of the Volume from the Publisher and ISPRS Council. The proposal shall include details of the title of the Volume, topic and content,

- justification for publishing the Volume, Volume Editor(s), Review Panel, expected number of papers, leading articles (if any), main chapter and/or sub-sections, the number of bulk orders required and the total number of copies to be printed.
- (iii) On approval of the Volume by the Publisher and ISPRS Council, the Book Series Editor will appoint Volume Editors(s) who will be responsible for the management and publication of the Volume and who will accept the responsibilities listed above.
  - (iv) The Volume Editor(s) will sign an agreement with the Publisher, which will include amongst other topics, an agreement to provide the final papers of the Volume in accordance with 'Instructions for Authors' and according to the timetable below, the number of bulk orders, and the price of bulk order copies.
  - (v) The Volume Editor will establish a timetable for the publication of the Volume which involves the following operations:
    - (vi) Announcement and Call for Papers - approximately 14 months before the publication of the Volume. If the publication is planned to be in conjunction of an ISPRS event, the Announcement can include details of that event.
    - (vii) Receipt of full papers for review – approximately 8 months prior to publication date
    - (viii) Review and notification of authors of results of review – approximately 6 months prior to publication
    - (ix) Submission of final papers – approximately 5 months prior to publication
    - (x) Approval by Book Series Editor of the final version of the papers to be included in the Volume – approximately 15 weeks prior to publication
    - (xi) Delivery of final camera ready papers to the publisher – 14 weeks prior to publication data
    - (xii) Distribution of bulk order copies of the Volume at the appropriate ISPRS event or by prior arrangement with the publisher

## APPENDIX 9

### GUIDELINES FOR PREPARATION OF REPORTS OF ISPRS SPONSORED/SUPPORTED CONFERENCES AND MEETINGS

#### 1. Policy

Council requires that Technical Commission Presidents and Working Group Chairs arrange for the preparation of formal reports on all Commission scientific meetings which are sponsored or supported by ISPRS. These reports will ensure adequate reporting on Commission activities to Council. In addition, they should be published in the *ISPRS eBulletin*. To ensure currency of the information, the reports should be provided within one month of the completion of the meeting.

The scope of the Report aims to keep Council, readers of the *ISPRS eBulletin* and ISPRS members up-to-date on scientific outcomes and trends in remote sensing, photogrammetry, GIS and related fields.

#### 2. Content

The content of Reports should include:

- 2.1 General information on the meeting (sponsoring organization, date, site, background, scope and subjects; number of participants and the number of countries represented; exhibition; and other technical and social events).
- 2.2 Scientific results related to photogrammetry, remote sensing and GIS. Because the quality of papers at meetings is variable, reports should present an assessment of substantial outcomes. Merely repeating the programme of the meeting without evaluation is of no help to readers. Problem areas that need further research efforts should be listed. An outlook on the future should be included.
- 2.3 Information on, and contact address for acquiring the proceedings, if they are to be published.

2.4 Forthcoming meetings (of the sponsoring/supporting organizations) which impact on photogrammetry and remote sensing. Contact address with phone, fax number and E-mail addresses.

2.5 On average, any report should not exceed 600 words in the English language.

2.6 One or two photos from the conference or meeting in 300 dpi should be also be included in the written report.

#### 3. Delivery

Manuscripts must be prepared in electronic form in MSWord and should be sent by E-mail, (a passport size photograph of the author of the report should also be included in electronic form for inclusion with the report) to Secretary General,  
Prof. Chen Jun  
chenjun@nsdi.gov.cn  
Editor *ISPRS eBulletin*,  
National Geomatics Center of China  
No. 28 Lianhuachixi Road, Haidian District  
Beijing 100830  
P.R. CHINA

These reports which are specifically intended for scientific and technical meetings and not for business meetings, will improve communication of the Society's activities to its members, and also enable the Council to report more formally to associated bodies. It is therefore requested that these reports are supplied on time and according to these specifications.

## APPENDIX 10

### OUTLINE FOR PREPARATION OF ISPRS ANNUAL REPORTS

The ISPRS Annual Report is published in the March issue of ISPRS eBulletin. The sections of the report are listed below in bold with the section authors identified by officer position abbreviations. The post-Congress report will have a modified structure to reflect the reporting carried out at the Congress and the appointment of new TCPs and WG chairs.

- I. President's Message - Editorial (Pr)**
- II. Report from Council**
  1. Society Activities (SG)
  2. Congress (CD)
  3. Membership (SG)
  4. Awards (IVP)
  5. Intersociety activities: ICSU, CEOS, GEO (Pr & SG), COPUOS, (Pr & SG)
  6. Treasurer's report (Tr)
  7. Regional Representatives Reports
- III. Technical Commission Reports (TCPs) - see below for more detail.**
  1. Commission I – “Image Data Acquisition - Sensors and Platforms” (TCP-I)
  2. Commission II
  - ...
  - ...
  8. Commission VIII – “Remote Sensing Applications and Policies” (TCP-VIII)
- IV. Committee and standing activities**
  1. IPAC (IPAC Chair) to be reported after Symposium and Congress years
  2. ISAC (ISAC Chair) to be reported after Symposium and Congress years
  3. ICORSE (ICORSE SG) to be reported after each ISRSE
  4. CIPA (CIPA Pr) to be reported after each CIPA Symposium
  5. ISO (ISPRS Liaison) Report only when a significant development occurs
  6. Journals (Eds)
  7. E-Bulletin (Ed)
  8. Home page (Webmaster)
  9. Events calendar (Calendar Ed)
  10. Members activities
  11. Regional members
  12. Sustaining members

The Technical Commission Reports will be based on annual reports submitted from each WG Chair by 15 November of each year to their respective Commission Presidents. The TCPs are to combine all WG reports into a consolidated Commission Report which must be completed and submitted to the Secretary General by 15

December of each year. The Commission reports should **NOT** repeat Commission details that are available on the ISPRS Web site, such as ToR of the Commission or WGs, and mission statements. It should also not include unchanged details of Commission officers unless it is particularly important for the content of the report or they have changed. The reports should not be filled with unnecessary details, but should be short and precise so that the content has maximum impact on the reader. The most important items to be covered are the **new developments** in the state of the science and technology covered by the Commission and WGs over the previous year. Not all WGs will have significant changes in their activities that need to be reported on every year, but it would be expected that they can report on new developments several times during the period of the Commission. The Commission report should be **a maximum of about 10 pages in length.**

The order and content of the reports will include:

1. State of Science and Technology of Commission Topics (TCP)
2. Accomplishments of Commission during the current year (TCP)
3. Working Group Activities During the current year (WG-Chair)
  - a. WG I/1 (WG I/1 Ch) – maximum of approximately 1 page per WG.  
State of Science and Technology of Working Group Topics, e.g. commentary on progress, trends, needs, developments, bibliography of outstanding publications for the current year on WG topics, etc.;
  - Accomplishments of Working Group during the current year, e.g. Event Reports from meetings, colloquia, etc. in chronological order;
  - Working Group News, e.g. plans for forthcoming activities, meetings, etc.;
- b. WG I/2 - "... .. (WG I/2 Ch)  
etc.
4. Other Relevant Information (TCP)  
Commission Officer Address Updates (TCP)  
e.g. list any changes in addresses of Commission Officers

Vers. 20.03.2008 – modified by JT 22.07.2011

## APPENDIX 11

### GUIDELINES ON COMMUNICATION THROUGH COMMISSION CORRESPONDENTS OF THE ORDINARY AND ASSOCIATE MEMBERS

#### 1. Responsibilities of the Commission Correspondent

It is the responsibility of the Commission Correspondent to:

- 1.1 Establish and maintain contact with the Commission through its President, Secretary and WG Chairmen;
- 1.2 Set up a national mailing list of those interested in the work of the Commission, in cooperation with the Chairs of the WG of the Commission;
- 1.3 Pass on information from the Commission and its Working Groups to organizations and individuals within the member country and encourage participation and feedback;
- 1.4 Report to their member organization and attend meetings arranged by the member organisation;
- 1.5 Report annually to TCPs on relevant activity within their country.
- 1.6 Contribute to the preparation of the Member Reports to the ISPRS.
- 1.7 Encourage relevant companies and institutions in their country to apply for sustaining membership

#### 2. Responsibilities of the member organization

It is the responsibility of the member organization to:

- 2.1 Pass on to Correspondents any relevant information received from ISPRS (eBulletin, information on resolutions, meetings etc.);

- 2.2 Keep Correspondent informed of member activities;
- 2.3 Arrange meetings of Correspondents;
- 2.4 Use its influence to ensure that ISPRS Commissions and others do communicate through the Correspondents;
- 2.5 Ensure that the names and addresses of Correspondents are correct in the Blue Book;
- 2.6 Make available, within its capacity, such resources as are necessary for the effective functioning of Correspondents.

#### 3. Responsibilities of the TCP

It is the responsibility of the TCP to:

- 3.1 To communicate regularly with Correspondents and to keep them informed of all relevant events and activities;
- 3.2 To involve Correspondents in Commission activities when ever possible;
- 3.3 Hold WG meetings in countries which do not regularly participate in ISPRS activities and to initiate such meetings with the help of Correspondents;
- 3.4 To assist the work of the Correspondents in whatever way which is feasible.

## APPENDIX 12

### THE PRESIDENT'S HONORARY CITATION

#### Terms of Reference

##### 1. Purpose

The President's Honorary Citation is a certificate of recognition presented by the President of the International Society for Photogrammetry and Remote Sensing (ISPRS) to a chairperson, co-chairperson or member of a Working Group of each ISPRS Technical Commission. The citation is to recognize special, personal and meritorious contributions to the operation of the relevant Technical Commission's activities and advancement of its interests, during the quadrennial term of the Society.

##### 2. Nomination

Only one person shall be nominated for recognition by each Technical Commission President to the President of ISPRS. The nominee shall be from members of the Technical Commission Working Groups. Neither the Technical Commission President nor the Commission Secretary is eligible for nomination.

The nomination shall consist of a brief written citation submitted six months before the ISPRS Congress.

##### 3. Decision

The decision of the recipients is made by the President of ISPRS in consultation with the ISPRS Council.

##### 4. Certificate

The President's Honorary citation is in the form of a certificate signed by the President and the Secretary General of the Society.

##### 5. Presentation

The President's Honorary citation shall be presented by the President of the Society to the recipients at the closing Plenary Session of the Congress.



## APPENDIX 13

### GUIDELINES FOR PROPOSING ISPRS RESOLUTIONS

ISPRS Resolutions are formal statements approved by the General Assembly (GA) to set a course of action for the Society to pursue during the succeeding four-year term. Resolutions may be formulated to address scientific and technologic activities to be pursued, or may be more general to address science and technology policy or to direct Society organization or administration. Resolutions should only address new topics, or topics which are rapidly developing. Resolutions should not be used to recommend continuation of working groups.

The adoption of Resolutions concerning admission or cancellation of Members, alteration to Statutes or Bylaws, dissolution of the Society or its amalgamation with another international organization shall require three quarters of GA votes in favour, whereas all other Resolutions require a majority of votes in favour.

1. Any Member or officer of ISPRS may propose Resolutions for consideration by the General Assembly. Members include representatives or delegates of accredited ISPRS Ordinary, Associate, Regional or Sustaining Members. Officers include Council, Technical Commission Presidents, and the Financial Commission. Resolutions must be submitted no later than 48 hours preceding the General Assembly in which they are to be considered.

2. Each Technical Commissions should not propose more than three resolutions. Resolutions prepared by Technical Commissions shall be subject to the following time table:

Ten months before the Congress  
(October 2011)

The President of each Technical Commission shall form a committee to prepare Resolutions for the Commission. This Commission Resolutions Committee shall identify the more important problems requiring solution and shall formulate draft resolutions.

Joint Meeting before Congress  
(1<sup>st</sup> April 2012)

TCPs present draft resolutions to JM for approval of Council.

After Joint Meeting

First Vice President forwards approved resolutions to ISAC and IPAC for comment.

At Congress

TCPs may put forward additional resolutions solicited from open business meetings of the TC. These Resolutions must be submitted to the First Vice President no later than 48 hours preceding the General Assembly in which they are to be considered.

3. The First Vice President, as Chairperson of the Congress Resolutions Committee, is responsible for:

- a. Coordination of the proposed Resolutions.
- b. Selection of the members of the Congress Resolutions Committee.
- c. Submission of the Resolutions to the General Assembly for consideration. The submission shall be written in English.
- d. Presentation of the approved Resolutions to the final Plenary Session of the Congress.

4. The Congress Resolutions Committee shall be comprised of three to five members. All official languages of the Society shall be represented on the Committee. The task of the Congress Resolutions Committee is to prepare the Resolutions in a standardized form that avoids duplications and conflicts in content. After the Congress, the Congress Resolutions Committee is responsible for publication in official documentation of the Society (Silver Book, *Archives A*).

The standard format and phrasing of a Resolution shall be:

- a. Title of Resolution
- b. THE CONGRESS,
- c. "Noting" the technical background (advancement, development, change etc.)
- d. "Recognizing" the necessity (need, requirement etc.)
- e. "Recommends" the Resolution (concrete goals, activities, etc.)

## APPENDIX 14

### GUIDELINES FOR FINANCIAL SUPPORT OF NEW ISPRS INITIATIVES

#### 1. Introduction

In accordance with the statutory mission and activities of ISPRS, the Society shall provide funds to support initiatives, which will further improve its international status in the field of the photogrammetry, remote sensing and spatial information sciences, and will benefit all ISPRS members. These include new publicity and management issues to be developed for Council, and initiatives to strengthen the Society's scientific and education activities undertaken by the Technical Commissions and/or related structures and organisations. These activities shall be funded on a project basis, with demonstrated aims and outcomes within the scope of these directives.

#### 2. Funding

Funding shall be on an annual basis, and dependent on the budgetary restrictions. The maximum funding assigned to any one project shall be SFr. 10,000.- per annum.

#### 3. Topics

The following topics, which will aim to enhance the common good of all ISPRS members, may be considered for support under this scheme:

- Compilation of global indicators and statistics to support international programs.
- Development of standards.
- Editorial support.
- ISPRS list servers on www .
- Photogrammetry, Remote Sensing and spatial information sciences Bibliographies.
- Database of images, test material for education and research, global databases.
- Computer Aided Teaching.
- Studies of the theory of education and training in the photogrammetry, remote sensing and spatial information sciences.
- ISPRS activities associated with other international organisations including: UN, ICSU, CIPA, and ISO.

- Other projects that will enhance the international standing and recognition of ISPRS will also be considered, depending on the availability of funding.

#### 4. Procedure for applications

- 4.1 Commission Presidents, Working Group Chairpersons and Working Group members shall be invited to submit proposals to the relevant Commission President for projects under this scheme when Council agrees to invite applications. The relevant Commission President shall review the proposal for adequacy and completeness, and will then forward compliant proposals to the ISPRS Treasurer for Council approval.
- 4.2 The proposals should include: (a) title; (b) PI name, Address, e-mail, CV; (c) a statement of the purposes of the funding; (d) full project outline; (e) the expected outcomes specifying those which will be shared by ISPRS Members and benefit to ISPRS goals and aims; (f) project mile stones and schedule; and (g) a detailed budget of expenditure. Expenditures may include funds for travel that will not exceed 10% of the support from ISPRS.

#### 5. Reporting

On completion of the project two reports must be submitted:

- 5.1 A financial report which includes details of expenditure, invoices and receipts must be submitted to the Treasurer.
- 5.2 A report on the outcomes of the project must be submitted to the Secretary General. If appropriate, this report shall be published in the ISPRS Annual Report or be distributed to all Members, as instructed by Council.

#### 6. Continuation

Based on the results of these reports and on a submitted request, Council may grant a continuation of the project.

## APPENDIX 15

### GUIDELINES FOR PREPARATION AND MAINTENANCE OF ISPRS WEBPAGES

#### 1. Introduction

The World Wide Web (WWW) will be a major and vital, data sharing system for humankind in the 21st Century. Because of its prominent position as The International Society for the photogrammetry, remote sensing and spatial information sciences and technologies, it is essential that ISPRS maintain a very visible and active position on the WWW through the creation of colorful, exciting and informative webpages. However, the primary function of these webpages will be to convey, share and distribute information. Therefore, the provision of information should not be secondary to graphical design. In the content area graphic elements should only be used if necessary and that these elements should already be reduced to the final display size.

Conveyance of important information is paramount. Therefore the webpages must be informative, creative, and entertaining, constituting an intelligent, practical and resourceful promotion of the ISPRS and its activities.

#### 2. Responsibility to Prepare Webpages

- i. All ISPRS Commissions, Working Groups and Technical Commissions should use Internet webpage media to promote their work related to their area of expertise.
- ii. ISPRS mandated restrictions placed on the development of webpages will be few. While daunting or intimidating technical complexity is not encouraged, nonetheless the ISPRS is promoting the creation of advanced webpages, with the emphasis on both the clarity of the message conveyed and the innovative creativity that will go into their creation.
- iii. ISPRS webpages are not only for ISPRS Members, but also for the larger world audience that is interested in the ever-growing fields of photogrammetry, remote sensing, GIS and related technologies and issues. Therefore, the ISPRS encourages the creation of creative and entertaining webpages that will appeal to a larger audience.
- iv. A downloadable webpage that can be used as a basic template upon which a webpage can be built is provided at the ISPRS Website: [www.isprs.org/documents/samples/](http://www.isprs.org/documents/samples/)

#### 3. Webpage Design and Content

- i. All ISPRS webpages are to be clearly and logically organized, so that their purpose and information can be easily and quickly understood. The information should be concise, accurate and laid out simply

- ii. Logo. All ISPRS webpages should clearly and prominently display the official ISPRS logo on every webpage - downloadable from: [www.isprs.org/documents/samples/logos.aspx](http://www.isprs.org/documents/samples/logos.aspx)
- iii. ISPRS Affiliation. A reference to the ISPRS and the function of the Working Group or Technical Commission must be stated clearly at the front of the webpage.
- iv. Images. Image acquisition, management and processing are the main activity of ISPRS. Therefore, an array of images that demonstrate ISPRS activities should be included where possible.
- v. Hypertext Links. All ISPRS webpages must include hypertext links to the ISPRS Home Page and to other ISPRS Technical Commissions when appropriate. Links to associated sister-organizations could also be provided.
- vi. Design. ISPRS webpages should include the following:
  - a. the name and address of the Web Master, as well as the date of the last update to the webpage;
  - b. highlights of new items clearly and prominently (e.g. by placing a "What's New" item on each webpage);
  - c. links to pages related to interest areas of the ISPRS Member Organisations, Technical Commission, and Working Group;
  - d. coordination between all Working Groups in a particular Commission with regard to similarities in webpage design, form or activities.
- vii. Technical Commission Webpages should contain at least the following: the name and Terms Of Reference (TOR) of the Technical Commission; names, pictures/photographs, and complete addresses of all Commission and Working Group officers; information about Symposia and Commission/WG events with on-line registration forms; and hyperlinks to its Working Group webpages, the ISPRS Home Pages and to other important websites.
- viii. Working Group Webpages should contain at least the following: the name and Terms Of Reference (TOR) of the Working Group; names, pictures/photographs, and complete addresses of the Working Group chair, co-chair and members; dates and locations of Working Group meetings and workshops with on-line registration forms; and necessary hyperlinks.

#### 4. Technical Issues of Webpages

- i. Browser. Webpages should be designed and updated for the most popular browsers in use at the time. The use of a good and fast browser facilitates a quicker acquisition of images.
- ii. Links. Links should be checked periodically and updated. Each page should have a link at its end to the top of the Home Page
- iii. Extra documents should be offered primary as PDF, if needed in DOC or DOCX. Images should be offered in a popular image format and data sets as ZIP archives.
- iv. Java. Java script and applets may be used, but critical elements of webpages should not depend on Java.

#### 5. Other Issues.

- i. Public Domain Software. It is appropriate to list the public domain software used in constructing webpages.
- ii. Cultural Sensitivity. As ISPRS is an international organization, with webpage readers from all over

the world, comments and statements that could be misconstrued by readers from different cultures must be avoided.

- iii. Liabilities and Disclaimers. The following phrases (or variants of them) should be considered for inclusion in webpages:
  - a. "Inclusion in this page is not to be taken as an advertisement or endorsement, nor an exclusion as a criticism" or
  - b. "The authors will not be held responsible for any actions arising from the use of the included data, although the utmost care has been taken to ensure its accuracy. Please contact the authors at the address below."
- iv. Ownership. Data or articles made available through an ISPRS webpage should be available for copying or downloading. Sensitive data or copyrighted articles can be requested by email or from a reference URL.
- v. Language. All ISPRS webpages shall be in English. Creation of webpages in a language other than English is encouraged as long as an English version of the webpage is available.

## APPENDIX 16

### ISPRS FILE NUMBERS AND CODES FOR ISPRS OFFICIALS

#### Format: XX-YY-ZZZ

XX: Sender-YY: Contents-ZZZ: Serial Number

#### Sender Codes (XX)

Pr = President

1V = First Vice President

2V = Second Vice President

SG = Secretary General

Tr = Treasurer

CD = Congress Director

C1 = Com. I President

C2 = Com. II President

C3 = Com. III President

C4 = Com. IV President

C5 = Com. V President

C6 = Com. VI President

C7 = Com. VII President

C8 = Com. VIII President

Fi = Financial Commission

Be = *ISPRS eBulletin* Editor

Ca = Events calendar Editor

Jo = *ISPRS Journal* Editor

Wm = Web Master

#### Subject Codes (YY)

00	Chronological File
01	Council Business (confidential)
	01.1 Marketing
	01.2 Lawyer
	01.3 Foundation
02	Council Meetings and Minutes
03	Ordinary and Associate Members
04	Regional Members
05	Sustaining Members
06	Statutes, Bylaws and Guidelines
07	General Assembly
08	Congress
09	Financial Affairs
10	Technical Commissions
	10.1 Commission I
	10.2 Commission II
	10.3 Commission III
	10.4 Commission IV
	10.5 Commission V
	10.6 Commission VI
	10.7 Commission VII
	10.8 Commission VIII
11	ISPRS Committees
	11.1 ISAC
	11.2 IPAC
	11.3 ICORSE
	11.4 CIPA
	11.5 Standards
	11.6 Knowledge transfer
	11.7 Student consortium
12	Honorary Members, Fellows
13	Awards and Citations
14	ISPRS Bulletin
15	ISPRS Official <i>Journal</i>
	15.1 ISPRS Journal for photogrammetry and remote sensing
	15.2 ISPRS Journal for Spatial Information Sciences
16	Other Publications
	16.1 Home Page
	16.2 International Archives of Photogrammetry, Remote Sensing & Spatial Information Sciences

	16.3	ISPRS Organization & Programs (Silver Book)
	16.4	ISPRS Database Member List (Blue Book)
	16.5	Orange Book
	16.6	Calendar
	16.7	Book Series
	16.8	Green Book
	16.9	Other Publications
17	ICSU	
	17.1	GeoUnions
18		Joint Board of Geospatial Information Societies (JBSIS)
19		United Nations
20		Committee for Peaceful Uses of Outer Space (COPUOS)
21		GEO and Committee for Earth Observation Satellites (CEOS)
22		Other International Bodies and Events
	22.1	ISO
	22.2	SPIE
	22.3	COSPAR
	22.4	OICC
	22.5	OGC
	22.6	IEEE
	22.7	GSDI
23		Strategy review

*Revised July 2011*

## APPENDIX 17

### *ISPRS ABBREVIATIONS*

AsM.....	Associate Member
CM .....	Council Meeting
ES .....	Elsevier Publishers
GA.....	General Assembly
HnM .....	Honorary Member
IAPRSSS .....	<i>The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences</i>
IC.....	Inter-Commission
ICORSE .....	International Committee On Remote Sensing of Environment
ICWG ...	Inter-Commission Working Group
IPAC.....	International Policy Advisory Committee
ISAC.....	International Science Advisory Committee
JM .....	Joint Meeting of Council with Technical Commission Presidents
OdM .....	Ordinary Member
P&RS ...	<i>ISPRS Journal of Photogrammetry and Remote Sensing</i>
.....	<i>ISPRS International Journal for Geo-Information</i>
P&RS&SIS.....	Photogrammetry and Remote Sensing and Spatial Information Sciences
RgM .....	Regional Member
SG.....	Secretary General
StM.....	Sustaining Member
ST&BL .....	Statutes and Bylaws
S&T.....	Science and Technology
TBD.....	To be determined
TCP .....	Technical Commission President
TCPs.....	Technical Commission Presidents
ToR .....	Terms of Reference
WG.....	Working Group

APPENDIX 18

INTERNATIONAL SOCIETY FOR PHOTOGRAMMETRY AND REMOTE SENSING  
INTERNATIONALE GESELLSCHAFT FÜR PHOTOGRAMMETRIE UND FERNERKUNDUNG  
SOCIÉTÉ INTERNATIONALE DE PHOTOGRAMMÉTRIE ET DE TÉLÉDÉTECTION

C.5 WORKING GROUP OFFICER COMMISSIONING FORM

**Working Group Responsibilities and Tasks**

ISPRS Working Groups (WGs), under the direction of the respective Technical Commissions, are responsible for the scientific work of the Society. Chairs and Co-Chairs of WGs are expected to lead the activities of the WG according to its Terms of Reference, which have been approved by the ISPRS Council. Responsibilities and tasks of WG Chairs and Co-Chairs are described in the ‘Manual of Operation for ISPRS Technical Commissions and Working Groups’ (Orange Book) and in the Guidelines for Conducting therein. They are summarised as follows:

- Organisation of the scientific work of the WG according to its Terms of Reference
- Selection of members of the WG who have a strong interest in the activities of the WG, and an ability to progress its scientific work
- Development and coordination of WG programs of study amongst its members, covering the areas of interest of the WG, such as defining specific topics of research, preparation of tests, detailing case studies or distribution of questionnaires on issues relevant to the WG
- Regular communication on the activities of the WG to the TCP, including the submission of WG contributions for ISPRS annual reports
- Attendance and participation in the technical sessions of the Symposium of the relevant Technical Commission and the Congress
- Organisation of WG workshops including management of abstracts and papers according to the contractual arrangements made with Copernicus GmbH

**Signature of Agreement**

All candidates for the WG positions of Chair and Co-Chair are invited to sign this Commissioning Form prior to their appointment by the Council. By signing this form, candidates demonstrate to the ISPRS Council that they are aware of the responsibilities and tasks of the office, as detailed in the Manual of Operation for ISPRS Technical Commissions and Working Groups, and are willing to undertake these responsibilities and tasks to the best of their ability.

Name of WG officer:.....

Current Position:.....

Nominated ISPRS Working Group Position (Chair/Co-Chair):.....

**I have informed myself of the responsibilities and tasks of ISPRS WG Chairs and Co-Chairs as detailed in the ‘Manual of Operation for ISPRS Technical Commissions and Working Groups’ and hereby agree to serve in the above WG position.**

**Signature..... Date: .....**

Please attach your Biographical Details. Include Name, Address, Tel, Fax, E-mail, Nationality, Education, Professional Positions Held and a brief summary of work undertaken in the area of the WG. A more complete CV may be attached.

(This Commissioning Form may be detached or copied for submission.)