

## IAU SYMPOSIUM 305 PARTICIPANT NEWSLETTER

You are receiving this newsletter for IAU Symposium 305 (Punta Leona, Costa Rica, 30 November – 5 December 2014) because you have either registered for the conference, or submitted an abstract.

Preparations are well underway for the Symposium, and as of today we have nearly reached our capacity of 150 registrants. This newsletter is intended to help you finalize your arrangements for participation.

Herein is a great deal of important information regarding the Symposium, **SOME OF IT IS RATHER URGENT**, so please read the following very carefully.

**Science Program:** The Scientific Organizing Committee has been busy preparing the science program. We have a very exciting program thanks to the many contributed presentations. You may see and download the current version of the program at the meeting website (<http://www2.hao.ucar.edu/events/IAUS305>) under the tab “**Program**”. Both poster and oral presentations are listed, with times indicated for oral presentations.

**Poster Presentations:** The program is very full because the SOC attempted to honor as many requests for oral presentations as possible. Poster space will be very limited, and for this reason the SOC split the posters into two groups. One group will display posters for the first half of the meeting, the other group for the second half. However, the SOC has allotted a little time in the general session for poster presenters to show ONE SLIDE FOR ONE MINUTE to introduce their work to the to the general sessions. These quick summaries are optional, but please submit your slide before 29 November 2014 to [info\\_IAUS305@hao.ucar.edu](mailto:info_IAUS305@hao.ucar.edu) to allow it to be presented quickly. The slide must show the title of the presentation, the authors, and the institution of the primary author. We will try to make space for a bulletin board where people may post a small version of their poster (A4 or US letter size) that will be on display during the entire meeting. We ask poster presenters to come to the meeting with this mini-poster in hand. NOTE THAT THE SIZE LIMIT FOR THE LARGE POSTERS IS THE A0 FORMAT (841 mm WIDE BY 1189 mm HIGH).

**Complete Your Registration:** A few people who submitted abstracts have not successfully completed the online registration. Please check for your name under the Registered Participants column under the “Participant List” tab of the website. If it does not appear there, please complete the registration form under the tab “**Registration**”.

**Secure Your Accommodation:** The deadline for securing your accommodation at Punta Leona is **31 October 2014**. YOU MUST PAY PUNTA LEONA IN FULL FOR YOUR ACCOMMODATION BY THAT DATE. The hotel is nearly booked and there are no other accommodations located conveniently to the venue, so it is imperative that you complete your reservations with Punta Leona before 31 October. More

information on accommodation may be found at the meeting website under the tab **“Rooms/Meals”**.

**Secure Your Transportation To and From Punta Leona:** The symposium is preparing to transport participants to and from Punta Leona and Juan Santamaria airport (SJO) in Alajuela near the capital city of San Jose. This service will only be provided on 29 and 30 November, and 5 and 6 December 2014 after the close of the meeting. AS SOON AS POSSIBLE, we need to know your arrival and departure information. If you have not yet done so, please return to the meeting website and complete the information in the form under the tab **“Shuttle Transport”**. Please complete the form even if you do not require transport; there is a check box to indicate that situation. This will help us arrange transportation for those who do need it. **We must have this information at the very latest by 18 November 2014 in order to arrange transportation.**

Punta Leona is about 1.5 hours from SJO. If you have an arrival (after 20:00) or an early departure to return from the Symposium (before 10:00), you should consider spending the night in a hotel near the airport. We will make every effort to provide transport, but we have limitations on the number of vehicles and drivers, so we need your information in order to set the schedules for the buses and vans.

If you have already reserved and paid for accommodation at Punta Leona, but decide to spend the night near the airport for one or more of the reserved nights, you may contact Punta Leona for a full refund for those nights, but only until 31 October 2014.

**Pay Your Registration Fee:** If you have not yet paid your registration fee, you should do so soon by returning to the **“Registration”** tab at the website. Follow the link to the registration fee payment site of the University of Costa Rica. That link is near the top of the page. If you have any questions regarding this process, send them to us at [info\\_IAUS305@hao.ucar.edu](mailto:info_IAUS305@hao.ucar.edu).

**Prepare for Your Stay in Costa Rica:** Please visit the **“Local Information”** tab at the Symposium website for information about weather and helpful items to bring. Some people may wish to vacation in Costa Rica before or after the Symposium, or accompanying persons may wish to partake in day tours during the Symposium week. There are many, many tour operators in Costa Rica, and a wide variety of activities and venues are available for your enjoyment. Contact information for two tour operators is listed at the Symposium website under **“Local Information”**. The information for these tour companies is only provided by way of example; the Local Organizing Committee does not endorse any particular tour operator.