



November 7, 2000

Dear Author:

We are pleased to inform you that your paper has been accepted for presentation at the 11th AAS/AIAA Space Flight Mechanics Meeting in Santa Barbara, California, to be held February 11-15, 2001. Please note that because of the large number of abstracts received, the conference has been extended through Thursday, February 15.

If for any reason you must withdraw your paper from the conference, please notify both of the conference Technical Chairs immediately. Late withdrawals can be very disruptive to a conference. Therefore, we ask that you seriously consider now whether or not you can complete your paper, obtain any necessary approvals to present it, obtain travel funding, and be able to attend and present your paper.

Please note the following:

1. See the conference webpage on the AAS Space Flight Mechanics Committee website (http://www.space-flight.org/AAS_meetings/2001_winter/2001_winter.html) for a complete set of author instructions. The instructions for the paper format and proceedings submission/publication and a blank cover page are available now. A preliminary program will be available by December 1, 2000. Your assigned paper number will be listed in the preliminary program along with the name of your Session Chair. Please send any corrections to author name(s) and affiliation(s), author order, and paper title to both of the conference Technical Chairs immediately. You should consider the conference webpage your primary source for author information.
2. Each presenter will be scheduled for a total of 25 minutes (nominally a 20 minute presentation and a 5 minute discussion). Please keep in mind that the time schedule is fixed so that attendees may move between sessions.
3. **You must bring 50 copies of your paper with you to the meeting. In addition, you should bring an original copy that will be used for the proceedings.** The preprints will be for sale in the paper room at the meeting. In addition, conference proceedings will be published after the meeting. It is important that you bring these copies with you as there is a **“NO PAPER - NO PODIUM”** rule that will be strictly followed.
4. You must send a 50-100 word abstract of your paper to both of the conference Technical Chairs **AND** to your Session Chair **no later than December 8, 2000**. The abstract will be published in the conference program and will help attendees ascertain their interest in attending your presentation. This short abstract must be sent by email, as part of the email message or attached as a Microsoft Word or PDF document. As with the requirement for the paper, this abstract is necessary.
5. Please send a short biographical sketch to your Session Chair **no later than January 19, 2001** for use in making introductions. There will be a Speaker's Briefing each morning of the conference for all speakers presenting on that day. It is requested that you attend this

briefing so that you can meet your Session Chair and coordinate any final presentation details.

6. We prefer that presentations use overhead projections (i.e., transparencies/viewgraphs). There will be an overhead projector in each session room. If you need any other audio-visual equipment, such as a slide projector or television/VCR, please inform the conference Technical Chairs and your Session Chair immediately.
7. Please note that publication in the proceedings is not considered an archival publication. You are encouraged to submit your paper after the conference to one of the relevant journals such as:

Journal of Astronautical Sciences
Dr. Kathleen C. Howell, Editor
School of Aeronautics and Astronautics
1282 Grissom Hall
Purdue University
West Lafayette, IN 47907
765-494-5786 (voice)
765-494-0307 (fax)
howell@ecn.purdue.edu

Journal of Guidance, Control and Dynamics
Dr. George T. Schmidt, Editor
MS 57
The Charles Stark Draper Laboratory
555 Technology Square
Cambridge, MA 02139-3563
617-258-3841 (voice)
617-258-2333 (fax)
gschmidt@draper.com

We thank you for submitting this paper for consideration at the meeting, for your work involved in preparing the paper, presenting it, and providing the final version for the proceedings. We look forward to your participation in the 2001 AAS/AIAA Space Flight Mechanics Meeting.

AAS Technical Chair

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