



November 1, 2002

Dear Author,

As we informed you earlier by email, your paper has been accepted for presentation at the 13th AAS/AIAA Space Flight Mechanics Meeting in Ponce, Puerto Rico, to be held February 9-13, 2003. Please note that because of the large number of abstracts received, the conference has been extended through the afternoon of Thursday, February 13.

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.

A preliminary program is now available on the conference website:

http://www.space-flight.org/AAS_meetings/2003_winter/2003_winter.html

In addition you will find author instructions and a template for the cover page of your paper.

Please send any corrections to author name(s) and affiliation(s), author order, and paper title to both of the conference Technical Chairs immediately.

Each presenter will be scheduled for a total of 20 minutes (nominally a 15 minute presentation and a 5 minute discussion). Please keep in mind that the time schedule is fixed so that attendees may move between sessions.

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.

There will be a Speaker's Briefing (and breakfast) 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.

There will be an overhead projector in each session room. If you need any other audio-visual equipment, such as a slide projector, television/VCR, or computer projector, please inform the conference Technical Chairs and your Session Chair as far in advance as possible.

Please note that publication in the proceedings is not considered an archival publication. You are encouraged to submit your paper after the conference to a relevant journal 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

AIAA 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

AIAA Journal of Spacecraft and Rockets
Mr. E. Vincent Zoby, Editor
Mail Stop 408A
NASA Langley Research Center,
Hampton, VA 23681-0001
757-864-4386 (voice)
757-864-8670 (fax)
e.v.zoby@larc.nasa.gov

We thank you for submitting this paper, 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 2003 AAS/AIAA Space Flight Mechanics Meeting.

AAS Technical Chair

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