

Minutes of CA20108 WG4 meeting

13-14 December 2023, Hotel Nepomuk, Bamberg, DE

Participants: Prof. B. Lalic, Prof. J. Eitzinger, Prof. T. Weidinger, Prof. B. Bechtel, Prof. E. Mursch-Radelgruber, Prof. T. Foken

13 Dec. 2023, 09:00 – 18:30; 14 Dec. 2023, 09:00 – 12:30

1. Opening

T. Foken welcomed the participants to Bamberg and provided information about the world heritage city. A short tour of the city took place on 13 Dec from 1 to 2 pm.

2. Status of the guidebook preparation

J. Eitzinger presented the current version of the manuscript. Only a few parts are still missing, but others are too detailed. The aim of the book and the orientation towards beginners in micrometeorological measurement technology was pointed out again.

3. Publisher selection

B. Lalic confirmed the orientation towards open access publication with Springer, as this has advantages because the content is strongly based on Springer publications. T. Foken will contact the responsible persons at Springer in order to prepare the necessary documents for a final decision.

4. Preparing of the chapters

This agenda item took up most of the time. Under the direction of B. Lalic and J. Eitzinger, all parts of the finished manuscript of around 300 pages were discussed in detail and instructions for the final editing were defined (see 6.).

5. Graphs and tables design, CopyRight

The authors of the chapters must confirm the figures to be used as individual files, with English captions, in sufficient resolution (300 - 600 dpi) and, if necessary, the CopyRight (also applies to tables).

6. Schedule for final formatting

- Chapter 1: Revision of the chapter according to the result of the consultations by T. Foken. The Standardization section is moved to Chapter 4.

- Chapter 2: Revision of the chapter according to the result of the consultations by J. Eitzinger. In terms of scope, orientation to Section "Tall vegetation". The section Urban measurements will be revised by B. Bechtel.
- Chapter 3: Missing sections are to be created in the form specified in Section 3.1 to 3.3 (T. Foken, T. Weidinger, J. Eitzinger).
- Chapter 4: Revision of the chapter according to the result of the consultations by B. Lalic. The Standardization section is taken over from Chapter 1.
- All sections are to be created as individual files, preferably in Springer template, and larger tables are to be included in the appendix.
- Participants should submit proposals or offers for English-language copyediting.
- The chapters are to be completed by the end of February and reviewed by the editors. March/April is for external review. A meeting of the editors is planned for the end of April in Vienna. The manuscript will be handed over to the publisher in June.

7. Close

B. Lalic thanks all participants for their constructive cooperation and T. Foken for the local organization.

Minutes created by T. Foken

Bamberg, 18 Dec. 2023

