Second Circular

Workshop of the International Space Science Institute (ISSI)

Planetary Systems and Planets in Systems

**held in Saas Fee, Switzerland, on 2–6 September 2002
in honor of the 60th birthday of Michel Mayor**

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Workshop Secretary: Brigitte Fasler, ISSI Bern, brigitte.fasler@issi.unibe.ch

Co-sponsor: Swiss Space Office, www.sso.admin.ch

1. General information

The International Space Science Institute (ISSI) is hosting a workshop on *Planetary Systems and Planets in Systems.* The attendance at this workshop is by invitation only. About 60 participants have been approached earlier in two rounds with a letter of invitation and a First Circular, a large number of whom have given a positive reply in the meantime.

The aim of this Second Circular is to provide the participants with more detailed information on the workshop programme, organisation and logistics, and to enquire about hotel reservation information.

A Third Circular will be distributed a few weeks before the workshop as a reminder and to give some last minute information.

Please consult the letter of invitation and our WWW homepage at www.issi.unibe.ch for general information about ISSI.

2. Workshop topic

With improving detection methods and passing time, multiple planetary systems are being discovered in increasing numbers. This workshop shall address the observational and theoretical issues specific to planetary systems and to planets in multiple stellar systems. The focus will be on the detection of planetary systems, of planets in binary or multiple stellar systems and on the understanding of the formation and the dynamical interactions in such systems including their observational consequences (stability, resonances, orbital evolution, etc.). This workshop is held in honor of Professor Michel Mayor's sixtieth birthday.

3. Workshop date and place

The one-week workshop will be held from 9 a.m. on Monday, 2 September 2002 to about lunchtime of Friday, 6 September 2002. It will be the first ISSI workshop not held at the institute itself. Rather, it will take place at the Hotel Schweizerhof (www.schweizerhof-saasfee.ch, ph. +41 (0)27 957 51 59, fax +41 (0)27 957 51 10) in Saas Fee (www.saas-fee.ch) in the Canton of Valais, Switzerland. Please check the appropriate websites for more information about this venue.

4. Structure of the workshop

The workshop will be organized to have five plenary sessions with 20-, 30-, and 45-minute presentations, including ample time for discussions. Great importance will be attached to the discussions in four working groups, which should help to illuminate the subjects in greater depth through lively participation of many experts in various fields. The material and ideas presented in the working groups will be gathered and organised by two co-chairs and presented to the plenum towards the end of the workshop. All participants should let us know which working group they wish to join (e.g. with their hotel reservation, see below). The last day of the workshop will be devoted to conclusions and future objectives.

5. Workshop programme (pre-final version)

The workshop programme will be structured as detailed in the attached file programme.pdf. Note that each day has a dedicated topic common to a set of 4–7 introductory talks. The titles have been chosen by the convenors and are tentative only. Speakers should please provide us, if they wish, with a more descriptive title for the final programme when sending the abstract of their talk (see next section). Also note that this is not the final programme, so there still may be slight shifts by one or two half-hour slots.

6. Abstracts

All speakers are kindly requested to provide an abstract of their presentation. Abstracts must fit on one page using a 12-point Times Roman font (up to about 400 words, but shorter abstracts are fine). They may be submitted to ISSI in any format and by any communication channel that is convenient to the author. However, we strongly encourage the use of LaTeX and the submission by email to vsteiger@issi.unibe.ch. LaTeX users please use the following template and replace anything between ellipses with their own text:

```
\documentclass[12pt]{article}
\pagestyle{empty}
\begin{document}
\noindent
{\large \bf ...Your Title... } \\[0.2in]
{\bf ...First Author... } \\
{\it ...Affiliation of First Author... } \\[0.1in]
{\bf ...Second Author... } \\
{\it ...Affiliation of Second Author... } \\[0.1in]
% (repeat this sequence for 3rd to n-1th author)
{\bf ... Last Author... } \\
{\it ... Affiliation of Last Author... } \\[0.3in]
% (note larger gap after last author)
%
... Your abstract text coded in standard LaTeX ...
%
\end{document}
```

Please do not use any special macros and do not include any figures, and check that your abstract fits on a single page (size A4) before submitting. Abstracts will be collected in an abstract booklet, which will be handed to the participants at the workshop.

Please submit your abstract no later than two weeks before the workshop.

7. Publication

A proceedings volume is planned to be published by [Kluwer Academic Publishers](#), Dordrecht, both as a hardcover book in the *[Space Sciences Series of ISSI](#)* and as an issue of the *[Space Science Reviews](#)* journal. Details about the publication such as the submission deadline, page limits, etc., will be discussed at the workshop.

8. Funding of the workshop

ISSI will fund all participants by providing the accommodation cost including half-board (breakfast and dinner) for the time of the meeting, up to a maximum of 7 nights. However, ISSI is not in a position to cover travel costs, taxis, phone calls etc.
There will be no registration fee for this workshop.
ISSI will also cover the publication costs of the printed volume, of which each participant will receive a free copy.

9. Equipment available

The seminar room of Hotel Schweizerhof will be equipped with two overhead projectors and a beamer for electronic presentations. A computer will be attached to the beamer for those who bring their presentations on a CD-ROM only (but don't use rewritable CDs as these may not reliably be recognised). The four working group rooms will be equipped with an overhead projector each, but it may not be possible to have a beamer in more than two of them.
There may be a very small number of PCs available with modem connections to the Internet.

10. Social programme

An informal welcome drink will be offered at the night before the workshop, on Sunday, 1 September 2002, at 8 pm.
A free afternoon is foreseen on Wednesday, 4 September 2002, on which we will take an excursion (walk or hike), to be announced at the workshop.
A workshop dinner will be offered to all participants on the same evening, Wednesday, 4 September 2002, at Hotel Schweizerhof, on which occasion a notable speaker will give an after-dinner talk to the honour of Michel Mayor.
The social programme will be co-sponsored by the Swiss Space Office (SSO, www.sso.admin.ch).

11. Travelling to Saas Fee

Saas Fee can be reached quite easily from both international airports in Switzerland: [Geneva (GVA)](#) and [Zurich (ZRH)](#).
From Geneva Airport you take an "Interregio" train to either Brig or Visp, where you have to change to the postbus taking you up to Saas Fee. There are good connections once every hour, and the trip takes about 4 hours (2.5 on the train, 1 on the bus)
From Zurich Airport you take intercity trains to Bern (where you may have to change) and Brig, and there again the postbus to Saas Fee. The trip takes close to 5 hours
See www.sbb.ch/pv/index_e.htm for exact timetable information of all trains, including the postbus.
Alternatively you may wish to drive yourselves with a rental car, but be advised that you will not save much time this way, and that Saas Fee is a car-free village so you will have to park it outside all week at some cost.

12. Registration and hotel reservations

All participants are requested to fill in the attached registration and hotel reservation form (the address etc. lines may be skipped in case you have given this information with your pre-registration). Hotel bookings will be made by the workshop secretary, Brigitte Fasler (Tel. +41-31-631-4896, Fax: +41-31-631-4897, email: fasler@issi.unibe.ch), either in Hotel Schweizerhof itself or in Hotel Saaserhof just nearby (which is another hotel of the same group, see www.nova-alpin-hotels.ch). Since the availability of rooms will be limited, the hotel management has asked us to use double rooms wherever possible. Please indicate if you're willing to share a room, and if so, with whom.
The registration form below should be returned to ISSI as soon as possible, preferably by the end of June. A confirmation will be returned within a few days after the registration.

13. Deadlines

Registration form: 30 June 2002 (... the earlier the better ...)
Abstracts: 25 August 2002

14. List of participants

See participants.pdf for a list with affiliations and email addresses.

Registration Form

ISSI Workshop

Planetary Systems and Planets in Systems

held in Saas Fee, Switzerland, on 2–6 September 2002

I plan to attend this workshop and request a reservation as follows:

Name*:
Affiliation*:
Address**:
City**:
Zip Code**:
Country**:
Tel**:
Fax**:
Email**:

* Please indicate how this should be printed on the badge
** You may skip these lines in case you have given the information with your pre-registration

Hotel reservation:

Arrival date and time:

Departure date and time:

Willing to share room (Y/N):*
If yes, indicate with whom:

Special requests:

A confirmation of your reservation will be faxed to you as soon as it has been processed.
If you have to cancel this reservation please notify the hotel at least 48 hours in advance.

Working group number:

Comments:

Please send this form to:
International Space Science Institute, Hallerstrasse 6, CH-3012 Bern, Switzerland
or fax it to +41 31 631 4897
or send this information by e-mail to vsteiger@issi.unibe.ch or to fasler@issi.unibe.ch.