

ext = file type (*txt*, *pdf*,)

A text (*txt*) files describing the case to be considered, in format described in section 1, should always be provided. Maps illustrating the cases described in the text files should be provided if possible.

3. Send the file to ECMWF via ftp using the following details:

- a. ftp site: <ftp.ecmwf.int>
- b. User: *Apply to ECMWF*
- c. Password: *Apply to ECMWF*

Put the file in directory relating to the date (UTC) of the case selection conference during which the case will be discussed.