DATA ORDERING GUIDELINES

FOR STEREO IV PROJECTS

The STEREO team will help you acquire all satellite data necessary for your research in the framework of the STEREO III programme. This document will guide you through the data ordering process. It serves as a request form as well.

# Check our archives

Before requesting the purchase of satellite data, please check if the data you are looking for are already available in one of the STEREO archives. All of these images can be delivered to you in a very short timeframe, and are absolutely cost-free.

1. *STEREO archive* (<https://eo.belspo.be/en/stereo-data-archive>)

* Search for images that suit your needs by using the green search bar on the left side of the map;
* Once you have filled in your criteria, hit the button [Apply filter]. The map will automatically zoom in or out to incorporate all the images that answer to your requirements, and below the map, the gallery will give you a full overview as well;
* Click on the image you’re interested in (either on the map or in the gallery below), and hit the button [Add this image to my selection];
* Once you have done this for all images you’re interested in, click the button [Request download of my selection] just below the map. Fill in the form, and hit [Submit];
* This will notify us of your request, so we can send you a download link.

1. *Belgian Pléiades Archive* (<https://www.pleiades4belgium.be>)

* Navigate to the Geo Search tool (upper right corner of the screen);
* Sign in (upper right corner). If you don’t have an account yet, you can create one here;
* Hit the [Search] button (upper left);
* Fill in the desired criteria. The map will be updated automatically with each change you make. Hit [Close] to view the map. If you prefer a gallery of your research results, hit [Gallery] at the top of the screen;
* Click on the image you’d like to download, and hit the [ ] button;
* Accept the terms of use in the popup screen, hit [Download] and your image should start downloading right away.

# Contact the STEREO team

Didn’t find (all) the data you were looking for in either of the archives? If you’d like us to purchase satellite data for you, fill in the [RS data acquisition request form](https://eo.belspo.be/sites/default/files/pdf/project-management/rs-data-acquisition-request-form.docx).

Please send this form to [Pieter Rottiers](mailto:pieter.rottiers@belspo.be?subject=[fill%20in%20project%20name]%20-%20data%20ordering), the STEREO team member responsible for the ordering of satellite data. He will contact the relevant data provider(s) and kick off the purchasing process. The entire time you will be kept in the loop, so you can step in and provide additional information if and when necessary. Upon acquisition, the data will be sent to the STEREO team, who will then make sure you get them at the earliest opportunity.

Best regards,

The STEREO Team