

# **BY-LAWS OF THE INTERNATIONAL PLANETARIUM SOCIETY, INC.**

Amended February 2017

## ARTICLE I- Name

The name of this Society shall be the International Planetarium Society, Inc. (IPS).

## ARTICLE II- Object

The purpose of this Society shall be the coordination, motivation, and improvement of all aspects of planetarium operations. This will be done through, but not limited to, publications and conferences. The Society shall support and strengthen the activities of existing and future planetarium oriented groups, hereafter referred to as affiliates.

## ARTICLE III- Members (2017)

Section 1. Persons may become members of the Society as an:

- A. Individual Member
- B. Institutional Member
- C. Corporate Member
- D. Student/Career Starters
- E. Senior/Emeritus
- F. Business Associate
- G. Associate

Section 2. Membership in the Society shall be gained by applying in writing to the Chair of the Membership Committee of the Society for admission and by payment of dues.

Section 3. A planetarium oriented group may affiliate with the Society on presentation of written application including a statement of support of the objectives of the Society and approval by the Council.

Section 4. Members shall be entitled to one vote in person, by proxy, or by mail (postal or electronic) or fax as may be appropriate on any question pertaining to the Society. Institutional and Corporate Members must designate the person who is authorized to exercise the vote.

Section 5. Termination of Membership shall become effective upon death, written resignation, or decision by Council.

## ARTICLE IV- Officers

Section 1. The officers of the Society shall be a President, President-Elect, Past-President, Executive Secretary, and Treasurer. These officers shall perform the duties prescribed by these By-Laws and by the parliamentary authority adopted by the Society.

Section 2. An officer must be listed as an active member of the Society on the current membership list of the Society. He/she shall not hold more than one office at the same time.

Section 3. The terms of office for officers shall be for two (2) consecutive years beginning on January 1 of odd-numbered years. The President Elect serves for two (2) years, followed by two (2) years as President, followed by two (2) years as Past President for a total of six (6) year. Secretary and Treasurer will serve

no more than a six-year service (maximum of three consecutive terms which begins once officer is elected). Any IPS officers must wait for at least one full election cycle (two years) after they have fulfilled their term, before running for any IPS office. (2017)

Section 4. The Council shall appoint an Elections Committee consisting of a Chair and at least three (3) additional committee members selected from the list of the members of the Society before January 1st of even-numbered years. The committee shall not include current officers.

Section 5. The Elections Committee shall present the slate of officers to the Membership Chair for membership verification and shall then distribute to the voting membership at least four (4) months before expiration of the term of office or during the regular biennial business meeting of the membership, whichever occurs first. Voting shall be by electronic means on the Society's Website or other electronic means sanctioned by the society. The candidates with the plurality of votes shall be declared elected and assume office at the designated time. The Chair of the Elections Committee shall receive and count the votes and report to the Officers. The results of the elections shall be announced to the Membership as soon as is convenient. (2017)

Section 6. If the office of President-Elect, Executive Secretary, or Treasurer becomes vacant prior to the end of the term of office, a special election shall normally be called to fill the vacancy, but may be deferred at the discretion of Council. If the vacancy is in the office of Executive Secretary or Treasurer, the President, with the approval of Council, may appoint a person to act in that office until a new person is elected.

#### ARTICLE V- Duties of Officers

Section 1. The President shall be the chief executive officer of IPS. He/she shall preside at general meetings of the membership and all Council meetings and shall be an ex-officio member of all standing and special committees, except as otherwise stated in these By-Laws; he/she shall solicit written invitations to host the biennial meeting of the membership during the term which follows his term of office as Past-President. The President, upon completing his/her term in that office, shall assume the position of Past-President in the new term of office.

Section 2. The President-Elect shall assist the President and in the event the President cannot or will not act in any matter through incapacity or any other reason, with the approval of the Council, the President-Elect shall assume the duties of the President. He/she shall normally assume the position of President in the new term of office.

Section 3. The Secretary shall prepare and keep the minutes of the Society; shall be responsible for all records of the Society; shall keep the seal of the Society and shall execute all documents as appropriate by custom or law; shall issue notices to the Society and membership of all meetings and, in general, shall perform all duties incident to the office of Secretary and such other duties as may be assigned to him/her by Council.

Section 4. The Treasurer, if required to do so by the Council, shall give a bond at the Society's expense. The Treasurer shall have charge and custody of and be responsible for all funds, securities, and assets of the Society, and shall deposit all such funds, assets or securities in the name of the Society in such bank depositories as shall be selected by the Council. He/she shall keep a full accounting of all the Society's financial transactions and shall draw checks as authorized by the Council. He/she shall file all reports required by the laws of any state, local and national government and shall render a statement of the conditions of the finances of the Society at all meetings of the Council and give a full financial report at the general meeting of the membership. He/she shall, in general, perform all duties incident to the office of Treasurer and such other duties as may be assigned to him/her by the Council.

Section 5. The Past-President shall assist the President and perform other duties as may be assigned by the President or Council.

## ARTICLE VI - Council

Section 1. The Council shall consist of the Officers and one Representative selected by and from each affiliate group. The word "Council" as herein used and the word "Directors" as may be used in the Articles of Incorporation and for other legal documents, shall be held to mean one and the same thing.

Section 2. The names of the Representatives to serve on Council shall be submitted by the officers of each affiliate group to the Secretary of the Society before the end of each calendar year (or at the time of the election/appointment of the IPS Representative) by the respective affiliate.

Section 3. The elected officers named under Article IV and the Representatives of the affiliates have each one vote at Council meetings, except for the Chair of the meeting, who shall not vote except to break a tie.

#### ARTICLE VII - Meetings and Conferences

Section 1. A general meeting and conference shall be held every even-numbered year. The general meeting shall be held at the conference site, which shall be selected by Council from written invitation. The written invitation shall be from the governing body of the host institution, and it shall be submitted to the President. A Local Organizing Committee chaired by the Conference Host shall plan and execute all arrangements for the conference, subject to ratification by Council.

Section 2. A Council Meeting shall be held annually at the discretion of the President in agreement with the Council Members. At any Council Meeting a majority of the Council shall constitute a quorum. All questions arising at Council Meetings shall be decided by simple majority vote except as otherwise provided in these By-Laws. A Council Member may appoint in writing any other member of the Society as his/her proxy for Council Meetings, provided the appointed person exercises only one vote by proxy.

Section 3. Special Meetings of the Council may be held upon the consent of the majority of Council members. Special Meetings may be held by telephone or e-mail or through the postal mail, providing all Council Members are polled on each issue, otherwise the rules of Section 2 for Council Meetings apply to Special Meetings also. No meeting shall be planned unless a majority of members indicate they will participate.

#### ARTICLE VIII - Committees

Section 1. Committees are established by the Council and /or President through the appointment of a committee Chair. The Chair shall select committee members from the list of members or as otherwise stated in these By-Laws, subject to approval by the President. The term of office of a committee established by Council shall continue until the next Council meeting in an odd-numbered year except where specified otherwise and is subject to renewal. The term of office of a committee established by the President shall continue until the end of the President's term of office, except as specified otherwise and is subject to renewal. All Committees are to report to Council Meetings as required.

Section 2. The Elections Committee shall be established as described in Article IV of these By-Laws.

Section 3. The Conference Committee shall consist of the Chair and as many committee members as he/she deems necessary. The purpose of this committee is to serve as a liaison between IPS and the conference host, and to advise, consent, and assist in conference preparations and procedures, especially those related to IPS needs and requirements.

Section 4. The Publications Committee shall consist of the Chair and as many committee members as required provided that representation is international. Subject to enactment by the Council, this Committee shall select the Editorial Board and suggest publication policies. The primary purpose of this Committee is outlined in Article X.

Section 5. The Membership Committee shall consist of the Chair and as many committee members as required. This Committee shall solicit members, admit candidates to membership and compile a current membership list. This Committee shall collect the membership fees on behalf of the Treasurer, to whom such fees are transmitted immediately upon receipt, and it shall provide the mailing list for any and all notices and publications of the Society.

Section 6. The Awards Committee shall consist of the Chair and two other Fellows of the Society. The selection, term, and purpose of this committee are outlined in Article XI.

Section 7. Such other Committees shall be appointed by the Council and/or the President from time to time as they deem necessary to carry on the work of the Society. The President shall be a member of all Committees except the Elections Committee.

Section 8. Meetings of the Committees may be held in person, by telephone or e-mail, or through the postal mail, provided Committee members are polled on each issue.

#### ARTICLE IX - Finances

Section 1. Annual dues of Members of the Society shall be set by the Council.

Section 2. If the dues of any member remain unpaid after six months, the Council, after due notice, shall remove the member's name from the membership list and withdraw all privileges.

Section 3. There shall be a form of audit approved by Council of finances of the Society at each change of office, for approval of Council.

Section 4. There shall be no remuneration to individual Officers or Council members except for expenses as incurred through their duties and approved by Council.

Section 5. All Checks and other documents implying financial obligations to the Society shall be signed by the Treasurer and/or the President.

#### ARTICLE X - Journal

Section 1. The principal publication of the International Planetarium Society shall be a journal-the name and details of which shall be the responsibility of the Publications Committee with approval by Council.

Section 2. The journal shall be managed by an Editorial Board under the surveillance of the Publications Committee. This Board shall consist of an Editor and as many Assistant Editors as necessary.

Section 3. The Editor shall chair all meetings of the Editorial Board and shall have the right to sit at meetings of the Council without voting privileges.

Section 4. The term of the Publications Committee shall coincide with the terms of the Officers of the Society subject to renewal.

Section 5. The Publications Committee may be required by Council to issue special publications as necessary.

#### ARTICLE XI - Awards Committee

Section 1. The Officers of the Society, meeting in person at the Society's conference site, shall appoint a three member standing Awards Committee.

Section 2. The purpose of the committee shall be to present to the Council for approval:

- a. The necessary criteria, guidelines, and types of awards, presented by IPS to individuals and institutions.
- b. Any revisions and/or changes to existing criteria, guidelines, and types of awards they deem necessary.
- c. A complete list of all candidates for each type of award as well as its own considered recommendations.

Section 3. The members of the Committee must be chosen from the list of active IPS Fellows.

Section 4. The selection of the Chair of the committee should be unanimous.

Section 5. For reasons of continuity, the term of office of the committee shall be for four years beginning at the time of the conference during which the committee is appointed.

Section 6. The President alone may choose a replacement upon any unexpected resignation.

#### ARTICLE XII - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised in principle, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Society may adopt. The interpretation of the By-Laws and, if necessary, Robert's Rules of Order, shall be the responsibility of Council, and its decision shall be final.

#### ARTICLE XIII - Amendment of By-Laws

By-Laws of the Society may be repealed or amended only upon recommendation of the Council and by a two-thirds vote of the eligible membership of the Society responding to the ballot. The Council shall entertain all recommendations from the membership for changes to the By-Laws. Recommendations of the Council shall be put to the membership when necessary, by electronic mail. Voting shall be by electronic means on the Society's Website or other electronic means sanctioned by the society. A minimum of fifteen days from the date of notice of the proposed change(s) shall be allowed for the voting procedure. An amendment to the ByLaws goes into effect immediately upon its adoption unless the amendment specifies otherwise. (2017)

#### ADDENDA

In these By-Laws, the singular shall include the plural, and the plural shall include the singular; also, the masculine shall include the feminine and vice versa.

# STANDING RULES OF THE INTERNATIONAL PLANETARIUM SOCIETY

(Revised August 2012)

## I. Official Language: English

## II. Official Address

- A. The legal address for the corporation is:  
International Planetarium Society, Inc.  
c/o Don L. Patterson  
Culton, Morgan, Britain, and White  
1600 Texas American Bank Building  
P.O. Box 189  
Amarillo, TX 79105-0189 USA  
Phone: (806) 374-1671
- B. The mailing address for the corporation is:  
International Planetarium Society, Inc.  
c/o Shawn Laatsch  
IPS Treasurer/Membership Chairman  
Imiloa Astronomy Center of Hawaii  
P.O. Box 4451  
Hilo, HI 96720 USA  
Phone: (808) 969 9735  
Fax: (808) 969-9748  
Email: [slaatsch@imiloahawaii.org](mailto:slaatsch@imiloahawaii.org)
- C. For fastest service, correspondence should be directed to current officers. The list is published in each issue of the *Planetarian* and is available from the address listed in Section II.B above, and on the IPS Website: <http://www.ips-planetarium.org>

## III. Affiliate Organizations

- A. Qualifications needed to become and remain an affiliate organization of the IPS:
1. The organization must have been formed for the improvement of and to facilitate communication between planetarians and /or astronomy educators and must meet the minimum membership requirements stated in Section III.B.
  2. The organization must have a mission statement, a constitution, or set of by-laws approved by its membership.
  3. The organization's members may also be, or may qualify to be, affiliated with another parent organization so long as the organization meets the minimum membership requirements stated in Section III.B.
  4. The organization must demonstrate viability as an established active organization. The following factors are to be considered for affiliation:
    - a. the length of time the proposed affiliate has been organized
    - b. number of meetings since adoption of constitution/by-laws
    - c. history of meetings/conferences
    - d. evidence of sustained membership
    - e. number of planetariums in the region
    - f. number of IPS members in the region
    - g. participation in IPS/affiliate activities

5. The organization, in order to maintain its affiliation with the International Planetarium Society, must:
  - a. have on file and/or make available to IPS upon request, a copy of its mission statement, constitution, or set of by-laws
  - b. supply an annual report at the IPS Council at/or before the time of the IPS Council meeting each year which includes denoting at least the minimum number of IPS members as set out in III.B. , together with other important information about the organization and its activities. This report will normally be completed on a standard template provided by the Executive Secretary.

#### B. Member Requirements

1. The minimum number of members of a potential affiliate organization shall be four (4) IPS members each from different institutions/planetariums within the organization's general geographical region providing the region is not currently served by an IPS affiliated organization. (2008)
2. The minimum number of members of a potential affiliate organization shall be ten (10) IPS members from no fewer than five institutions/planetariums within the organization's general geographical region if the region is currently being served by an IPS-affiliated organization(s). (2008)

#### C. Procedures for affiliation of qualified organizations with the International Planetarium Society.

1. Application for affiliation should be sent to the IPS Executive Council and shall include:
  - a. A written request to be affiliated with the IPS from the highest- ranking spokesperson of the organization seeking affiliation.
  - b. A copy of the candidate organization's mission statement, constitution, or by-laws.
  - c. A list of current members of the candidate organization including addresses and planetarium or institution with which each is associated.
2. Affiliate status may be granted to an organization by 2/3 of the Executive Council of the International Planetarium Society.

#### D. Representation of an affiliate organization on the Executive Council of the IPS:

1. Each organization affiliated with the International Planetarium Society and meeting affiliate status requirements will have one (1) voting representative on the Executive Council. This representative or his/her institution must be a current member of the Society. (1995)
2. After affiliation, all rights relating to representation on the Executive Council will be maintained provided that the organization continues to meet the requirements set out in SR.III.A and III.B. under which the organization was accepted as, and remains as, an affiliate. (2008)
3. If an affiliate fails to meet the requirements set out in SR.III.A and III.B. the following procedure will be enacted:



- a. The Membership Chair and the Executive Secretary shall notify the President when an Affiliate has dropped below the minimum membership (4), or has failed to communicate with IPS in accordance with the responsibilities of affiliation.
  - b. The President will contact the Affiliate Representative to review the status of and assess the issues associated with the affiliate's non-compliance. The President will notify Council of his communication with the Affiliate Representative and subsequent actions.
  - c. The Affiliate's status will be monitored and reviewed throughout a 2 year probation period.
  - d. Such an organization may, after failing to meet the requirements set out in III.A and III.B for two (2) consecutive Council Meetings have its affiliate status revoked, subject to review and approval by Executive Council.
4. An organization accepted as an Affiliate but failing to meet the requirements set out in SR.III.A and III.B may send a representative to IPS Executive Council Meetings. However:
    - a. that representative shall be considered as an observer for the purposes of conducting the meeting.
    - b. that representative may not vote and may not receive travel reimbursements from IPS funds.
  5. Organizations, independent sovereign states or geographical regions not currently represented by an Affiliate may send a representative to IPS Council meetings, provided that:
    - a. that representative or his/her institution is a current member of IPS;
    - b. rules 4.a and 4.b above apply to such a representative; and
    - c. unless representing an independent sovereign state, representation must be made on behalf of at least four (4) IPS members or persons or institutions eligible to become IPS members.
  6. A listing of current affiliate organizations is provided in Appendix F, which is updated by the Executive Secretary as necessary. (1997)

#### IV. Membership

- A. Term of Membership: Membership shall be on a calendar year basis. (Members have the option of enrolling for one or two years.)
- B. Classes of Membership: (By-Laws Article III, Section 1.) (Updated 2017).
  1. Individual Member
  2. Institutional Member
  3. Corporate Member
  4. Student/Career Starters
    - a. Defined as someone with three years or less experience in the planetarium field.
    - b. This category qualifies for a reduced membership fee.
  5. Senior/Emeritus
    - a. Defined as someone 60 years and older and no longer formally employed.
    - b. This category qualifies for a reduced membership fee.
  6. Business Associated
    - a. Defined for the one- or two-employee businesses that perform planetarium outreach programs.
    - b. This category qualifies for a reduced membership fee.
  7. Associate

- a. Defined as a planetarium volunteer or part-time planetarium employee in emerging communities.
- b. Membership is free.
- c. All applications for this category will be considered on a case by case basis.

#### C. Dues and Fees

1. Individual Members: \$65.00 (USD), for one year membership and \$100.00 (USD) for two year membership (Jan. 1, 2008)
2. Institutional Membership: \$250.00 (USD) for the first year and \$125.00 (USD) yearly renewal thereafter.
3. Corporate Membership: \$450.00 (USD) for the first year and \$250.00 yearly renewal thereafter. (2007)
4. Library Subscriptions: IPS offers library subscriptions to the *Planetarian* for \$45.00 (USD) per year. (Jan. 1, 2008)
5. Payment must be made in U.S. Dollars: for non-U.S. members, international money orders or credit card payments are preferred. IPS cannot accept checks drawn on non-U.S. banks, sight drafts, or other currencies, etc., unless by special arrangement with the Treasurer.

#### D. Privileges of Membership

1. Voting Privilege: As outlined in the By-Laws (Article III. Section 4) Members shall be entitled to one vote in person, by proxy, or by mail (postal or electronic) or fax as may be appropriate on any question pertaining to the Society.
2. Member Benefits
  - a. Individual: Members receive a subscription to the quarterly journal the *Planetarian*, Directories, Conference Proceedings, occasional Special Reports and other services as the Society may offer.
  - b. Institutional: Such members receive all of the items listed above as well as: a photo engraved bronze plaque with yearly renewal tags; the right to display "IPS Institutional Member" on programs, letterhead, etc.; and may request copies of all available IPS publications and an annual membership list on mailing labels, for promotional purposes.
  - c. Corporate: Corporate Members receive a subscription to the quarterly journal the *Planetarian*, Directories, Conference Proceedings, occasional Special Reports and other services the Society may offer. In addition, Corporate Members receive a photo engraved bronze plaque with yearly renewal tags; the right to display "IPS Corporate Member" on programs, letterhead, etc.; may request copies of all available IPS publications; and may request two membership lists per year on mailing labels for promotional purposes. Corporate Members are recognized annually in the *Planetarian* journal with a page that shows all of their logos and are listed on the IPS website as corporate members using their logos as a link to their web pages.
  - d. Copies of the IPS membership list are available to Individual Members upon request, at the standard rate. Institutional and Corporate

members may purchase additional copies of the membership list at the standard rate.

- e. A maximum of three employees of Institutional members wishing to participate in IPS Conference activities shall be permitted to attend the conference at the Member Registration rate. Additional employees would need to become individual members or register at the non-member rate.
- f. Employees of Corporate Members wishing to participate in IPS Conference activities shall be permitted to attend the Conference at the Member Registration rate. There is no limit to the number of employees that may be registered at this rate.

## V. Officers

- A. President: see By Laws Article V. Section 1 for duties
- B. President-Elect: see By Laws Article V. Section 2 for duties
- C. Executive Secretary: In addition to the duties outlined in the By-Laws (Article V. Section 3), the Executive Secretary shall serve as the Meeting Record Repository, keeping the information provided by conference hosts.
- D. Treasurer: see Article V. Section 4 for duties. The Treasurer should arrange for an audit of the finances of the Society prior to each meeting of Council. The audit should be completed in sufficient time for circulation with the Council papers. (2005)

## VI. Standing Committees

- A. All committees are reminded to be as inclusive as possible in soliciting members from around the world.
- B. Awards Committee: The Awards Committee determines and administers the award categories referenced in By-Laws Article XI and in Appendix A of the Standing Rules. For criteria and procedures see Appendix A. This committee shall have the responsibility of producing and distributing certificates to the Fellows of the Society and plaques to Service Award and Technology Award recipients.
- C. Elections Committee: The Elections Committee solicits/receives nominations, conducts elections of officers and conducts votes on any ballots submitted to the general membership. For procedures see Appendix B.
- D. Finance Committee: This committee shall help determine expenditures (budget) for the coming year (annually). Executive Officers will propose a dues structure and committee budgets based on the information presented by standing and ad hoc committees.
  - 1. The Guidelines to be used for this process are as follows:
    - a. All Officers and committee chairs should submit a requested budget to the Finance Committee (the elected officers of IPS).
    - b. The budget should be outlined for a one year period from Jan. 1, to Dec. 31.
    - c. The request should identify proposed individual projects.
    - d. It is expected that Council will then review the proposed budget. Committees and Officers should therefore be prepared to revise and support their budgets when they submit their reports to Council.
  - 2. The Finance Committee is authorized to create appropriate contracts for any non-monetary compensation (e.g. time period for retention of public equipment and pro- rata payment).
- E. Publications Committee: For procedures and description see By-Laws (Article VIII. Section 4, and Article X).
- F. Conference Committee. For procedures and descriptions see By-Laws (Article VIII. Section 3.) The committee shall consist of the IPS President (as chair, unless the President appoints another person to serve as chair), the other IPS Officers, the past and upcoming conference hosts, and any other IPS members that may be appointed by the President. The purpose of this committee is to serve as liaison between IPS and the conference host, to advise, consent, and assist in conference preparations and procedures, especially those relating to IPS needs and requirements. It also maintains and updates Conference Guidelines (Appendix C) and

suggests changes to Section X and Appendix C of the Standing Rules.

- G. Local Organizing Committee. This committee, chaired by the Conference Host, shall plan and execute all arrangements for the biennial conference in collaboration with the Conference Committee, subject to ratification by Council. The Conference Host appoints members of the Local Organizing Committee. (Since there may be more than one future Conference site, there could be more than one Local Organizing Committee in operation at any one time.)

#### VII. Ad Hoc Committees

- A. Ad Hoc Committees shall be appointed as needed by the President or Council. (1995)
- B. For a list of committees and descriptions of their functions, refer to Appendix E.

#### VIII. The Journal (*Planetarian*)

In addition to the duties outlined in the By-Laws (Article X) the Journal shall:

- A. Publish annually a call for nominations for Awards and a list of past recipients. The Awards Committee will provide the necessary information to the Journal Editor.
- B. Address controversial issues relating to the Journal through its Editor, in conjunction with the Chair of the Publications Committee and Council.

#### IX. The IPS Directory

- A. The contents of The IPS Directory in print and electronic media form is the property of the International Planetarium Society. (1990)
- B. The IPS Directory will be published biennially in odd numbered years. (1990)

#### X. The Biennial Conference

The following Standing Rules are intended to help design a successful IPS conference. IPS Council assumes adherence to these rules. Any deviation requires permission of the IPS President and/or Council. (For a complete review of the IPS Conference Guidelines, see Appendix C). (2012)

##### A. Conference Program

The IPS Conference is held every two years (even numbered years) for three to five days (not counting pre and post conference activities). The conference shall include:

1. opportunities for members to talk in formal situations about their profession
2. time for members to interact informally about their ideas and work
3. a setting for exhibitors and vendors to showcase their products and services
4. interesting speakers and activities

##### B. Conference Proposals

All invitations for conferences are to be submitted to the IPS President by July 1 or the date of the Council meeting, whichever comes first, no later than four years before the proposed conference. Copies of proposals will be relayed by affiliate representatives to their organizations for discussion. Final selection of the site will be decided by Council at its meeting three years before the conference year in question.

The President will notify each site under consideration of the decision in writing, and will notify the membership in the next issue of the *Planetarian* and at the next Conference.

The Conference Proposal consists of the following items:

1. A letter of invitation from the Chief Executive Officer of the host institution on letterhead stationery and addressed to the IPS President. This letter must include a statement proposing the place and dates of the conference, and a general statement concerning the advantages of hosting the conference at this particular location.
2. The body of the Proposal must include pertinent information on why planetarians would find this location appealing, including information on each of the following:
  - a. Host Facility:
    - i. Specific information on the planetarium and surrounding institution as drawing cards.
    - ii. The ability of the host institution to serve a large group (300 to 500) in terms of dining, accommodations, meeting facilities, and transportation. Any limit on the number of delegates must be indicated in the proposal.
    - iii. Proposed costs of registration, meals, and accommodations.
    - iv. Technical capabilities of the site (Internet access, A-V equipment, automation equipment, etc.)
    - v. Proposed vendor/exhibitor charges
  - b. Conference Activities: A general statement concerning the normal conference agenda including such items as paper sessions, poster sessions, workshops, guest speakers and unique planned activities (i.e. special tours or optional excursions to nearby facilities of an astronomical/planetarium nature, and other venues of interest to family members).
  - c. Host City: Specific information on the area in which the conference is being held; weather, recreation facilities, transportation (how to get there-train, bus, airline, auto, etc.); basic municipal and tourist data.
3. The Closing Statement page summarizes the reasons why, based on the information presented in the Proposal, this site should be selected as the IPS Conference location.

#### C. Conference Requirements

1. Pre-conference mailing: The first mailing must state the registration fee and be mailed at least 6 months before the conference.
2. Council Meeting: The IPS Council meets just before the conference. The Conference Host should check with the IPS President well before the start of the conference for any special needs or equipment required for this meeting. No other conference events may be scheduled concurrent with IPS Council Meeting.
3. Conference financial procedure. The Conference Hosts will:
  - a. File a financial plan for the conference with the Treasurer two years prior to the conference, including a statement of how accounts will be set up to collect and disburse revenues. The host bears financial responsibility for the conference and for setting up an account (either internal or external) to collect revenues and pay expenses.

- b. Include a preliminary conference budget as part of the conference planning status report presented at the Council Meeting two years prior to the conference, and a detailed budget at the Council Meeting one year prior, based on anticipated revenues and expenditures.
  - c. Submit to the Treasurer a final accounting report listing all income and expenditures by December 1 of the conference year.
  - d. Organize and maintain all purchase orders, invoices, and receipts for one year following the conference, for examination upon request of the Finance Committee.
4. Conference Registration
- a. Any IPS member may register for the conference at the IPS member rate, provided that membership has been current for at least 30 days prior to the conference.
  - b. Non-members may register for the conference at the non-member rate, which is equal to 125% of the member rate.
  - c. The Conference Host shall provide an exhibitor registration option for employees of Corporate Members which allows access to exhibition and vendor demonstration spaces. These exhibitor registrations shall be considered non-participating attendees and are designed to allow Corporate Members to fully support their presence at the Conference. A number of these registrations may be included with a vendor sponsorship package with additional exhibitor registrations available at a nominal fee. The exhibitor must cover the cost if meals are requested for these employees.
  - d. When the pre-conference mailing is sent out, the Treasurer will provide the Conference Host with a list of all current IPS members (both individual and institutional). Any registrant not on this list (and whose institution or corporation is also not on the list) and who has not paid his/her dues subsequent to the list being sent, must pay IPS dues to register. The host will need to keep in close contact with the Treasurer to keep the list up to date.
  - e. The Conference Host will collect any such dues payments and transfer such payments to the Treasurer. Additionally, the host will provide the Treasurer with a list of participants who paid dues prior to the start of the conference.
  - f. The Conference Host will provide space at the conference registration table for IPS personnel to assist with IPS details of registration.
5. The Conference Host is expected to produce a master copy of the texts of Contributed papers, texts of invited papers if possible, summaries of panel discussions, abstracts of poster presentations, and other items as provided for by current IPS publication guidelines, for publication by IPS in Conference Proceedings.
6. IPS Business Meeting (called the General Meeting in the By-Laws Article VII, Section 1): This meeting should be scheduled near the beginning of the conference. **NO OTHER CONFERENCE ACTIVITY SHOULD BE SCHEDULED DURING THIS MEETING.** It is important that adequate facilities

are provided for the meeting, and that the proper amount of time is allotted for this general session. Business meeting times must be discussed with the IPS President before the conference agenda is finalized.

7. Conference Hosts must keep records of the conference from the time their proposals are made. The following records must be given to the IPS Executive Secretary for use by future hosts:
  - a. Detailed financial reports, including all income and expenses and rates charged
  - b. Records of all agreements with the conference hotel and exhibit manager (if any)
  - c. Copies of all forms mailed to potential and registered delegates and vendors
  - d. Records of in-kind agreements with vendors
  - e. Registration list with all contact information
  - f. Any other records as may be requested by the President, Officers or Council.
8. Seed money: Conference Hosts may request seed money to make deposits and pay needed bills prior to receiving registration fees from delegates. Five Thousand US dollars may be requested directly from the Treasurer (see Appendix C for exact details) one year prior to the conference. Additional seed money or its earlier release requires approval from the Finance Committee. All seed money must be reimbursed in full to IPS no later than December 1 of the conference year.
9. Communication with Conference Committee
  - a. The Conference Host shall inform the Conference Committee (through the Chair) in writing of the following:
    - i. Timetable for mailing(s) to potential vendors and delegates (recommended date: at least 18 months prior to conference)
    - ii. Any set of IPS members or planetariums listed in the IPS Directory who will not receive at least one direct mailing announcement of the conference. The IPS Membership Chair and IPS Directory Editor will normally supply mailing labels of all current and recent members of IPS and of all facilities listed in the IPS Directory.
    - iii. A tentative conference agenda and proposed themes for conference sessions (recommended date: at least 15 months prior to conference)
    - iv. Proposed vendor charges and copies of documents to be mailed to vendors and/or potential vendors (recommended date: at least 15 months prior to conference)
    - v. Proposed delegate charges and copies of documents to be mailed to delegates and/or potential delegates (recommended date: at least 9 months prior to conference)
    - vi. Plans and tentative costs for pre- and post-conference tours (recommended date: at least 9 months prior to conference)
    - vii. Copies of conference-related articles to be submitted to the *Planetarian* (prior to *Planetarian* deadline)
    - viii. List of delegates and vendors including contact information should be submitted to the IPS Treasurer/Membership and the IPS Directory Editor (within 3 months after conference)
  - b. The Conference Host shall inform the Conference Committee (through the Chair) of any issues which affect the schedule, costs, or any other aspect



of the conference.

10. The Conference Host (through the Local Organizing Committee) shall maintain a conference web site. Tentative registration and accommodation costs shall be posted on the conference web site at least 1 year in advance of the conference. By prior consent of the Conference Committee, IPS may provide conference web site services and post material supplied by the Conference Host.
11. Flagrant failure of the Conference Host to observe the timetables listed in these Guidelines and/or flagrant failure of the host to maintain active communication with the Conference Committee shall be grounds for change of conference site, upon approval by Council.

#### XI. Council Meetings

- A. During the Biennial Conference: Since it is expected that Council Members will attend the Biennial Conference regardless of whether a Council Meeting is held, there is no provision for refund of transportation and lodging expenses, except in the following instance: since the Council Meeting customarily occurs two days prior to the start of the conference, it is expected that Council Members must arrive two days early; therefore, Council Members and approved guests may submit for 100% reimbursement of two nights' lodging. (Extent of reimbursement will depend on the funds available as determined by the Treasurer and the Finance Committee). (2005)
- B. Travel Expense Reimbursement in the non-conference year: Affiliate Representatives, IPS Officers and approved guests may submit for 100% reimbursement of their room expenses for the time Council is meeting, and representatives may submit for one-third of their transportation expenses and Officers for two-thirds of their transportation expenses. The affiliate organizations are requested to subsidize their representatives' expenses as much as possible. (Extent of reimbursement will depend on the funds available as determined by the Treasurer and the Finance Committee.)
- C. Selection of Location for Council Meeting: The location for the non-conference year Council Meeting shall be made and announced no later than at the preceding conference year Council Meeting by the President-Elect (who will be President by the time of this non-conference year Council Meeting).
- D. Officers may submit for financial support for travel for an interim meeting for Council business at a rate of 1/3 the airfare and 1 night's lodging (extent of reimbursement will depend on the funds available as determined by the Treasurer and the Finance Committee). (2009)

#### XII. Organization Relations

- A. The IPS may exchange publications with the president and chief publication officer of organizations that have overlapping purposes with IPS.
- B. IPS may pursue Memoranda of Understanding (MOU) with organizations that share the IPS mission.
- C. IPS members are encouraged to submit articles for publication in newsletters of organizations that share the IPS mission.

#### XIII. Amendments

The Standing Rules may be amended by a majority vote of the Council.

#### XIV. Dissolution

If the corporation is to be dissolved, the Council shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all assets of the corporation exclusively for the purposes of the corporation in such a manner, or to such organization or organizations organized and operated exclusively for charitable or educational purposes as shall at that time qualify as exempt under Section 501(c) (3, 4, or 6) of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Council shall determine. Any of such assets not disposed of shall be disposed of by the Court of Common Pleas of the county, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and granted exclusively for such purposes for which this corporation is formed.

## **APPENDIX A**

### *AWARDS COMMITTEE CRITERIA AND PROCEDURES*

A. **IPS SERVICE AWARD:** The following serves as the IPS Service Award Criteria:

1. An IPS Service Award shall be bestowed, from time to time, by the Society upon an individual or institution whose presence and work in the planetarium field has been, through the years, an inspiration to the profession and its members.
2. The criteria for such an award call for subjective judgment since there is no easy way to describe more concretely the prerequisites for the nomination and/or candidacy of a prospective recipient. It should be implied, nevertheless, that a nominee for this Award has had a broad, deep, and concrete effect in the profession and its development.
3. Any member may submit nominations to the Awards Committee.
4. The President shall inform the Council of the Awards Committee's recommendations and request a vote for each and every such recommendation (approval of 2/3 of those present in a voice vote).
5. Any number of Service Awards, or none, may be given at each Conference.
6. Recipients shall be recognized at the IPS Conference at which time they shall be awarded an appropriate plaque indicating their selection.

### *B. FELLOW OF THE INTERNATIONAL PLANETARIUM SOCIETY*

In order to be named as a Fellow of the International Planetarium Society, a member must have continuous active membership in good standing in IPS for at least five years, and substantial contributions in at least two of the following respects:

1. Serving IPS in elective office, diligent and/or devoted committee work, and the organization of conferences and meetings.
2. Relevant and significant publications and /or conference presentations.
3. Cooperation with professional societies, organizations and groups which bring attention to the importance of planetariums' existence.
4. The development of new methods in the planetarium field.

Regarding the on-going status of Fellow, the following rule applies: "In the event of death, there should be an "Active Fellows" list published in the *Planetarian* each year, and for the first year following death, an asterisk will be placed beside the name. Afterwards, the name would be maintained on an unpublished "Inactive Fellows" list for archival purposes.

### *C. IPS TECHNOLOGY AND INNOVATION AWARD (2002)*

1. IPS Technology and Innovation Award shall be bestowed, from time to time, by the Society upon an individual whose technology and/or innovations in the planetarium field have been, through the years, utilized or replicated by other members and/or other planetariums. (2009)

2. The criteria for such an award call for subjective judgment since there is no easy way to describe more concretely the prerequisites for the nominations and/or candidacy of a prospective recipient. It should be implied, nevertheless, that a nominee for this Award has had a broad, deep, and concrete effect on the profession and its development.

3. Recipients shall be recognized at the IPS Conference at which time they shall be awarded an appropriate plaque indicating their selection.

## **APPENDIX B**

### *ELECTIONS COMMITTEE PROCEDURES*

Introduction: This outline provides suggested guidelines for an Elections Chair so that he/she can adhere to the IPS By-Laws, Article IV. Section 5. which gives the parameters for the biennial elections. In particular, it is necessary to form an Elections Committee by Jan. 1, of the conference year and have the nominations by the time of the conference or September 1, whichever is earlier. The election must be completed by December 1. The current Elections Chair has a file of sample letters and other materials that will be passed on to the next Chair.

- I. Date: October, odd year. Ask current incumbent Executive Secretary and Treasurer if they are interested in running again. Inform *Planetarian* Editor of election and request nominations in December edition. (1995)
- II. Date: November, odd year. Begin to form the Committee. Request recommendations for committee membership from the Council, former officers and/or previous committee members. More than three are permitted and a large committee (10 or more) can provide a greater geographical distribution, as well as a greater number of possible candidates. An initial invitation to join the committee should be accompanied by a copy of the section of the By-Laws as well as a request for initial nominations. Names of previously nominated but not elected persons as well as names of incumbents who wish to run for re-election should also be included. Deadline for return: January 1.
- III. Date: January, even year. Committee membership should be determined and members should be sent a list of all committee members as well as the initial list of nominees with a final request for nominees. Deadline: March 1.
- IV. Date: March, even year. Check with Membership Chair for current membership status of all nominees (only current members may run). Send letter to all nominees asking for their acceptance of the initial nomination and a brief fact sheet (position, address, phone, experience, education, IPS/regional service, other pertinent factors). Explain that there may be a narrowing of the field by the committee, depending on the number of initial nominees for each office and that, in any case, nominations from the floor are permitted at the conference if the conference is held prior to September 1, since nominations are closed by that date. Deadline: May 1.
- V. Date: May, even year. Incumbents can run unopposed. It is important to have at least two candidates for the president-elect position. If there is a large number of nominees, then suggest narrowing the field to no more than three candidates for any office. Do this by mail ballot of committee. Include fact sheet and ballot. Nominees should be ranked by each committee member (e.g. in a five person field, 5 points for the first choice, 4 points for the second, etc.). The three highest point totals would then be the nominees. Deadline: One month before the conference or August 15, whichever is earlier.
- VI. Date: September 1 or conference (earlier of the two), even year. Announce slate. Additional nominees may be made from the floor. This provides an opportunity for those not initially nominated to be candidates. (Floor nominations cannot be entertained if the conference is held after September 1.)
- VII. Date: As soon as possible after Conference or before September 1. Request from all candidates a biography. A rough draft can be made from the fact sheet that was originally filled out, this can be edited by the candidate; in addition, a statement of philosophy and goals should be requested. The length of the statement should not exceed 150 words. Deadline: September 1.

- VIII. Date: September, even year. Ballots and candidate statements should be mailed or made available electronically to all current IPS members. Send all overseas ballots by airmail. Return envelopes with a signature space on the return address area should be provided. Remind overseas members that they should return ballots by airmail. IPS pays for the printing and mailing of the ballots as well as the mailing and phone costs of the committee correspondence. Deadline: October 1 for mailing of ballots, November 30 for postmark of ballots.
- IX. Date: December 1, even year. Ballots are counted. Separate envelopes from ballots before counting and exclude all unsigned envelopes (By-Laws require a signed ballot). All candidates, Executive Council, Officers, Election Committee members, and *Planetarian* Editor should be informed as soon as possible. The results will be published on the IPS Website and the IPSNews. The actual count of votes will be published. (2012)

**PART I: LETTER TO PROSPECTIVE CONFERENCE HOST**

*(On IPS Letterhead)*

*(INSERT the President's return and e-mail addresses, work and fax, mobile phone and all contact details, e.g.)*

Dr. Dale W. Smith, IPS President  
Department of Physics & Astronomy  
Bowling Green State University  
Bowling Green, OH 43403 USA

(419) 372-8666 voice

(419) 372-9938 fax

email: [dsmith@newton.bgsu.edu](mailto:dsmith@newton.bgsu.edu)

Dear Prospective IPS Conference Host:

We are glad that you are considering hosting an IPS conference. Previous conference hosts have found it to be a worthwhile and rewarding experience.

Enclosed is a document outlining the basic responsibilities of the local conference host and IPS for hosting a conference. It is important that both you and your institution understand what is expected of the Conference Host.

IPS requires that conference invitations be received at least four years before the proposed conference. IPS conferences are held in even numbered years only. We require a written invitation signed by the chief executive officer of the host institution. The invitation should be addressed to the President of the International Planetarium Society. The invitation should acknowledge that the host institution understands and agrees to the responsibilities of the Conference Host as explained in the enclosed document.

The IPS Council selects future conference sites three years before the proposed conference.

Your invitation should include information on your facility, your ability to host large numbers of people (300 to 500), nearby astronomical attractions, attractions for the family, information on the host city, transportation, and accommodation information. The invitation should highlight specific reasons which make your site particularly suitable and attractive for the international community of planetarians. If you must limit the size of the conference, this must be indicated in your invitation proposal. If you would like a copy of a more detailed set of conference guidelines before submitting an invitation, please contact me.

If you need more information about IPS, check out our web site at <[www.ips-planetarium.org](http://www.ips-planetarium.org)>

We look forward to receiving your conference invitation. Please feel free to contact me with any questions.

Sincerely,

Dale W. Smith

*(President's Signature, Date)*

IPS President  
Enclosure

## **APPENDIX C**

### **PART II: CONFERENCE INVITATION SUBMISSION (Updated 2012)**

#### **HOW TO SUBMIT AN INVITATION TO HOST AN IPS CONFERENCE**

##### *DEFINITIONS*

IPS: The International Planetarium Society as represented by its Council, President and/or Conference Committee.

Conference Host: A single institution or group of institutions (one of which should be a planetarium) hosting an IPS Conference. The Conference Host site is usually an institution or planetarium within the IPS community which can highlight some new aspects or important trends in the field or establish links to organizations, regions, and/or sites which will be important for Planetarium professionals.

Conference Chair: The responsible representative of the host facility, heads the Local Organizing Committee, and is the official contact person with IPS. The Chair must be a member of IPS and is usually a planetarian.

Planetarian: A person who works in some professional capacity at a planetarium or in connection with planetariums.

IPS Conference Committee: The liaison committee between the Conference Host and IPS Council. The goals of the Conference Committee are:

- To make the Conference Host's job easier by providing suggestions during the conference planning process via the IPS Conference Guidelines and Timetable. This set of guidelines ensures that the conference host knows the wishes of IPS and its membership.
- To provide guidance on the conference budget and program.

The IPS Conference Committee members consist of:

- The IPS President, Chair
- The IPS Past President
- The IPS President-Elect
- The IPS Executive Secretary
- The IPS Treasurer
- The Current Conference Host
- Any Future Conference Host(s)
- The Past Conference Host
- Any IPS member appointed by the President

Local Organizing Committee: Each conference site is expected to set up a committee, chaired by the Conference Host, to plan and execute the IPS conference. Since there may be more than one future conference site, there could be more than one Local Organizing Committee in operation at any one time.

Finance Committee: Consists of the current officers of IPS.

The official language of IPS: English



## *IPS CONFERENCE PROPOSALS*

All invitations for conferences are to be submitted to the IPS President by the first of July or the date of the Council Meeting, whichever comes first, no later than four years before the proposed conference. Representative(s) from the inviting institution should plan to attend the IPS Council Meeting and Conference held that year (four years before the proposed conference) to make an oral and/or audiovisual presentation about the site/invitation and to answer any questions Council or members may have. Affiliate Representatives will then relay printed copies of proposals to their respective organizations. Sites are encouraged to submit an article to the *Planetarian* and to maintain a web site concerning the invitation. Final selection of site will be decided by a majority vote at the next year's Council Meeting (three years before the conference year in question) and after that meeting all sites will be notified of the selection. The winning bid host must have all conference agreement documents signed and returned to the IPS President within one month of notification of securing the bid for hosting the conference. In the event of failure to comply with the one month deadline, Council will notify the second place bid of their opportunity to host the conference based on their original proposal.

The Conference Proposal consists of the following items:

1. A letter of invitation from the Chief Executive Office of the host institution on letterhead stationery and addressed to the IPS President. This letter must include a statement proposing the place and dates of the conference, and a general statement concerning the advantages of hosting the conference at this particular location.
2. The body of the Proposal must include pertinent information on why planetarians would find this location appealing, including information on each of the following:
  - a. Host Facility
    - specific information on the planetarium and surrounding institution as drawing cards.
    - the ability of the host institution to serve a large group (300 to 500) in terms of dining, accommodations, meeting facilities, and transportation. Any limit on the number of delegates must be indicated in the proposal.
    - proposed costs of registration, meals, and accommodations.
    - technical capabilities of the site (Internet access, A-V equipment, automation equipment, etc.)
  - b. Conference Activities
    - a general statement concerning the normal conference agenda including such items as papers sessions, poster sessions, workshops and guest speakers
    - unique or unusual activities which are proposed: special tours, optional excursions, special nearby facilities of an astronomical/planetarium nature, and other activities available for family members
  - c. Host City
    - specific information about the area in which the conference is being held: weather, recreation facilities, transportation (how to get there-train, bus, airline, auto, etc.), basic municipal and tourist data.
3. The Closing Statement page summarizes the reasons why, based on the information presented in the Proposal, this site should be selected as the IPS Conference location. You are welcome to include pictures, maps, and additional material. Posting your invitation and information onto a web site that can be linked to the IPS web site would also be useful.
4. Supplemental material: It would be beneficial (but not mandatory) if a brief video/DVD and/or PowerPoint could be provided for affiliates to show at their conferences.

## BACKGROUND INFORMATION

### THE INTERNATIONAL PLANETARIUM SOCIETY

The International Planetarium Society (IPS), an international organization of planetarium professionals created in 1970, is the largest association of planetarium professionals in the world. Members come from public schools, colleges and universities, museums, and public facilities of all sizes around the globe. The mission of IPS is to coordinate, motivate, and improve of all aspects of planetarium operations.

Many regional planetarium organizations around the world are affiliated with IPS. Representatives from the affiliates, together with the popularly-elected officers, (President, Past President, President-Elect, Executive Secretary, and Treasurer) make up the Executive Council, the ruling body of this all-volunteer organization. See a recent copy of the *Planetarian* or the IPS Web site for a list of the entire IPS Council. IPS seeks to support and strengthen the activities of existing regional affiliates and to encourage the organization of regional affiliates in the rest of the world.

The official publication of IPS is the quarterly journal, the *Planetarian*. IPS publishes two directories: the *IPS Directory of the World's Planetariums*, a listing of all known planetarium facilities world-wide, and the *IPS Resource Directory*, a listing of hundreds of vendors and organizations whose products are of interest to planetarians. Additional special publications are produced from time to time.

The IPS Home Page on the World Wide Web is at <[www.ips-planetarium.org](http://www.ips-planetarium.org)>, and the *Planetarian* home page is at: <http://www.ips-planetarium.org/planetarian/>

## GENERAL CONFERENCE INFORMATION

The IPS Conference is held in even-numbered years at planetarium facilities around the world. These conferences bring together several hundred planetarium professionals, exhibitors, and vendors to share information, discuss the latest trends in programming and education, see and hear the newest products demonstrated, participate in seminars and paper sessions, and compare their efforts with those of their peers.

The Conference Host is responsible, in consultation with the IPS Conference Committee, for planning, preparing, and hosting the IPS Conference.

After an invitation is accepted, IPS will send the Conference Host a copy of the *IPS Conference Guidelines and Timetable*. This contains procedures, guidelines, and tips for hosting a conference and chronological listing of events that need to occur as well as sample forms that can be tailored to the conference. Certain procedures, as outlined in *IPS Conference Guidelines and Timetable*, must be followed. Exceptions to these procedures may be made with approval of the IPS President or IPS Council.

The IPS conference normally meets sometime between mid June and mid August (other times may be considered if there are compelling reasons, e.g. an astronomical phenomenon or special event adjacent to the proposed dates) and covers a period of three to five days. Additional pre/post-conference tours may be scheduled in addition to the conference proper. A survey of the IPS membership indicates that the majority of members find it more convenient to attend conferences during this time. This is especially true for Northern Hemisphere facilities operating on an academic year schedule.

The conference schedule should include:

1. opportunities for members to talk in formal situations about their profession
2. time for members to interact informally about their ideas and work
3. a setting for exhibitors and vendors to showcase their products and services
4. interesting speakers and activities

If events are held at conference centers rather than at the host planetarium, at least a half-day or an evening session should be allocated to the planetarium theater with appropriate transportation provided so that specific demonstrations requiring a dome can be accomplished.

The Conference Host is expected to maintain an up-to-date web site on the conference (in conjunction with the IPS Web Committee).

It is also required that the host arrange (with the help of the Conference and Publication Committees) for the publication of a *Proceedings* containing texts of all papers presented at the conference.

### *BUDGET*

The Conference Host is expected to set conference fees and expenditures such that the conference at least breaks even. To aid in budgeting, use the IPS Worksheet for Planning Conference Related Expenses found in the *IPS Conference Guidelines and Timetable*. The Conference Host will be required to submit budget summaries to the Conference Committee (and Council) two years prior to the conference in question and an updated version at the Council Meeting the year before the conference. If the conference generates a surplus the Conference Host will retain 25% and the IPS will retain 75%. If there is a loss (deficit), the Conference Host will absorb the loss. The Conference Host is expected to set up a local dedicated bank account for the conference and run all money through this account.

It has been past practice that in-kind faculty and staff time devoted to the conference is not reimbursable. Long distance phone calls, photocopying, specific hourly services contracted for by the host institution, etc. will, in most cases, be considered a reimbursable conference expense. These expenses are to be reflected in the conference budget.

IPS will provide "seed" money upon request. This money is to cover expenses payable prior to the Conference Host receiving any registration payments. This seed money is to be repaid in full to IPS after the conference. The maximum "seed" loan is \$5,000 (US dollars) and is available no sooner than 1 year prior to the conference. Additional seed money may be available but *only* upon approval of the Finance Committee.

Within two months after the conclusion of the conference, IPS membership dues and membership data must be sent to IPS. By December 1 of the conference year an audited accounting of the receipts and disbursements of the conference must be provided to IPS in the form determined by the Conference Committee; reimbursement of any "seed" money, and any agreed percentage surplus must also be sent to IPS at this time.

### *PROGRAM*

The Conference Host will select the dates of the conference with approval of the IPS Council. The Conference Host is expected to make all conference program arrangements; these must be approved by the Conference Committee. As part of the conference program, the Conference Host is responsible for providing time, space, and arrangements for the following activities:

- \*1. The Council Meeting normally consists of two full working days before the start of the conference. Lunches and refreshments are provided by the Conference Host and paid for from IPS, not conference, funds. The IPS President may request, in advance, that additional meeting time during the conference be provided. [Required]
- \*2. A beginning session including VIPs from the Host's institution, introduction of the Conference Host and committee and a welcome by the IPS President (first activity of the conference—20 minutes). [Required]

- \*3. The biennial business meeting (also called the General Meeting) (2 hours minimum—near the beginning of the conference). [Required]
- \*4. Vendor and Exhibitor viewing time that includes a minimum of 2 hours during which it is the sole conference activity. Other viewing time may have concurrent conference events occurring. (The 2 hours of plenary time could be an evening reception.) [Required]
- 5. Delegate contributed paper presentations. [Required]
- 6. Delegate contributed poster sessions including 1 hour dedicated to having poster presenters staffing their posters. [Strongly Recommended]
- 7. Sessions for IPS Committee Meetings {Strongly Recommended}
- \*8. Invited speakers. [Strongly Recommended]
- 9. Workshops, tours, planetarium shows, and other events as determined by the Conference Host. [Strongly Recommended]
- \*10. The IPS Banquet (one evening preferably on the last day of the conference). [Required]
- \*11. Simultaneous regional affiliate meetings (1 hour minimum). [Required]
- \*12. Group photograph. [Required]
- 13. Any other special activities that may be requested by IPS.

\*These events should not have anything scheduled in conflict.

The Conference Host is responsible for inviting speakers and paying for their travel and accommodations. The Conference Host may also make travel and accommodation arrangements if the speaker does not wish to do it himself/herself.

#### *ACCOMMODATIONS, MEALS, AND AMENITIES*

The Conference Host is expected to provide or arrange for the conference site(s) including meeting rooms, exhibit space, dining areas, and planetarium facilities. The Conference Host is generally expected to provide use of on-site rooms and host-owned audio-visual equipment as an in-kind contribution (if at the host facility). If audio-visual equipment must be rented, for non-commercial papers, then charges should be paid by the conference for typical AV items. If the equipment is very specialized, it can be charged to the presenter (with advance notice). For commercial presentations (including exhibit areas and vendors), equipment charges should be paid by the commercial enterprise. Other areas the Conference Host is charged to handle include accommodation arrangements, meals, transportation, and registration packet materials. Registration packet materials should include name tags, conference programs, delegate list, and local information (local attractions, restaurants, etc.).

#### *CONFERENCE PROCEEDINGS*

The Conference Host is expected to produce a master copy of all contributed talks-(invited talks, panel sessions and poster abstracts may be included) suitable for publication. This is accomplished by requiring all contributed paper/poster presenters to furnish an electronic media version of their papers. Invited speakers should be encouraged (but not required) to do the same.

This master copy version should be supplied to the IPS Publications Committee for duplication and distribution. Duplication and distribution is paid for by IPS and is not paid out of the conference fees. The conference proceedings are mailed to every current IPS member. The Conference Host is expected to oversee this project up through providing a digital master copy for duplication.

#### *COMMERCIAL INVOLVEMENT*

The Conference Host should contact companies to solicit cash contributions for conference support, exhibit space, etc.

#### *ANNOUNCEMENT OF CONFERENCE*

The Conference Host should send announcements to professional magazines and to the *Planetarian* Editor with information on the conference and to electronic media including the IPS Web Site, Dome-L, ASTC, Museum Ed, and Museum list servers about two years before the conference with updates as needed.

#### *REGISTRATION*

IPS will provide labels for mailing the registration information. The Conference Host is responsible for preparing a mailing of registration materials. The mailing should include a preliminary program, registration form, a contributed paper/poster submission form, instructions for submitting texts for the conference proceedings, accommodation information, and directions and/or a map. Attendees must be alerted to apply for relevant visas well in advance, as well as any other special instructions involving travel arrangements. The Conference Host should make it clear the type of visa which is necessary to attend the conference, e.g. tourist, business etc. as this varies from one country to another. The Conference Host should provide registration data to IPS within two months after the conference.

#### *RECORDING THE CONFERENCE FOR IPS HISTORY*

The Conference Host is responsible for a good quality audio recording of all invited speakers. It is recommended that the Conference Host obtain permission from each speaker to record and for IPS to publish his or her presentation in the printed proceedings of the conference.

The Conference Host makes arrangements for a group photo of conference delegates. The Conference Host provides an opportunity for delegates to purchase the group photo. Arrangements should be made to distribute the photograph to those who purchased it.

The audio recordings, the group photograph, and other relevant historic materials should be provided to the IPS Historian following the conference. (Within six months after the conference)

#### *IPS COUNCIL MEETINGS*

The IPS Council meets in odd-numbered years at a site selected by the IPS President and in even-numbered years at the conference site (just prior to the conference). The Conference Host should make arrangements for a meeting room and for any other requests made by IPS Officers (e.g. video projector) plus lunches (IPS pays for lunches) for the conference-site Council Meeting. The Conference Host is expected to personally provide a conference update at the Council Meetings both one and two years before his/her conference.

The Conference Host is also expected to make a 10-minute presentation about his/her conference during the business meeting at the preceding conference and to answer any questions from the delegates.

## *CONCLUSION OF CONFERENCE*

IPS is responsible for preparing and tabulating conference evaluations. The Conference Host is responsible for duplicating and distributing conference evaluations from a master provided by the IPS Conference Committee. The Conference Host may ask additional questions to the ones provided by IPS if desired.

The Conference Host is responsible for writing thank you letters to invited speakers and to companies providing donations or services.

The Conference Host must return the financial report, all seed money, and any surplus no later than December 1 of the conference year.

A much more detailed description of duties, information, forms, and samples is contained in the *IPS Conference Guidelines and Timetable*. This will be sent to the Conference Host upon acceptance of the invitation.

## **APPENDIX C**

### **PART III: CONFERENCE GUIDELINES (Updated 2012)**

#### *THE IPS BIENNIAL CONFERENCE GUIDELINES*

**I. Guidelines:** The International Planetarium Society holds its conference once every two years, generally during mid- June to mid-August, and covering a period of four to six days. A survey of the IPS membership indicates that the majority of members find it more convenient to attend conferences during this time period. This is especially true for those planetarians involved in Northern Hemisphere educational facilities. The conference should be arranged to include (1) interesting speakers and activities; (2) opportunities for members to talk in formal situations about their profession; (3) time for members to interact informally about their ideas and work, and (4) a setting for exhibitors and vendors to showcase their products and services.

The following guidelines are intended to help design an effective conference proposal and to aide in formulating a plan for a successful IPS Conference. IPS Council assumes adherence to the rules outlined within this document. If it is necessary to depart from a rule, permission of the IPS President and/or Council is required.

**A. Conference Proposal:** All invitations for conferences are to be submitted to the President prior to Council meetings no later than four years before the proposed conference, with copies of proposals taken back by affiliate representatives to their organizations for input and final selection of site will be voted on at the Council Meeting held three years before the conference year. The Conference Proposal consists of the following items:

1. A letter of invitation from the host institution on letterhead stationery addressed to the IPS President and Council. This letter must include a statement proposing the time and place of the conference, and a general statement concerning the advantages of hosting the conference at this particular location.
2. The body of the Proposal must include pertinent information on why planetarians would find this location appealing: for example:
  - a. Host Facility- specific information on the planetarium and surrounding institution as drawing cards; the ability of the host institution to serve a large group in terms of dining, rooming, meeting and transportation factors (and their proposed costs)
  - b. Conference Activities- a general statement concerning the normal conference agenda and any unique or unusual activities which are planned, such as: special tours, paper sessions, workshops, guest speakers, optional excursions, special facilities of an astronomical/planetarium nature which are nearby, and other activities available for family members
  - c. Host Town- specific information of the area in which the conference is being held; weather, recreation facilities, transportation, basic municipal data
3. The Closing Statement page summarizes the reasons why, based on the information presented in the bid, that this would be an advantageous Conference location.

## *B. Basic Organization*

1. Set up the Local Organizing Committee, and consider employing professional conference organizers.
2. Set deadlines for tasks to be completed and be adamant about meeting them.
3. Be firm about getting arrangements and agreements with hotels and caterers in writing.

## *C. Publicity*

1. The *Planetarian*, IPSNews, and the IPS Website are your primary means of communication with IPS members. Notify editors of affiliate newsletters so that they may publish conference news in their publications. Publications related to science teaching and museum news should also be considered.
2. If your institution has a publicity person, provide him/her with information regarding the purpose of the conference and the people involved. If you don't have a publicity person, you or someone on your staff should contact the media for coverage.

## *D. Fees*

1. Any IPS member may register for the conference at the IPS member rate, provided that membership has been current for at least 30 days prior to the conference. Electronic payments must be available for the payment of fees.
2. Fees should be structured after planning has determined the cost of transportation (buses, etc.), meals (lunches and banquets), speakers' fees, clerical fees and any other costs (such as facility fees).
3. Sometimes optional fees (banquets, proceedings, lunches) are structured. Some functions such as lunches and banquets require minimums. Also, if a conference hotel is selected, a basic number of conference guests in the hotel secures rooms and facilities at no cost. Conference planners associated with the conference hotel, Chamber of Commerce, or tourist bureaus can provide assistance in areas such as clerical help, folders, travel guides, etc.
4. For accounting requirements, see Article X.C.3

## *E. Funding*

1. The conference fee is the basic source of funding,
2. The fee must be stated in the first pre-conference mailing (at least 6 months prior to the conference).
3. Funding comes also from the institution (usually in the form of personnel), from tourist bureaus (also personnel) and fees from exhibitors.
4. Costs can be reduced by encouraging delegates to stay in the conference hotel as costs for meeting rooms are canceled or reduced if a sufficient number of hotel guests are conference attendees.

## *F. Registration (Time Table)*

1. Refer to the Conference Timeline Check List for deadlines for conference mailings and planning.
2. Pre-registration is invaluable for planning logistics. To encourage members to pre-register, include a late charge for all registrations after a specified date.



3. The major business to be carried out at the registration desk at conference should be: confirm pre-registered conference attendees; register late comers; hand out conference packets, and, serve as a general information center.
4. Any possible limitations on registration must be advised at the time of submitting the proposal.

#### *G. Accommodations-Conference Center*

1. Accommodations should be as close to conference activities as possible, unless transportation at a reasonable rate can be arranged.
2. In selecting a conference hotel, the Host should be careful to examine room, food, and beverage service costs in making comparisons among possible conference hotels. Be sure there are adequate facilities for fast service at breakfast time (or enough nearby restaurants to handle the overflow) as well as facilities for large banquet type meals.
3. Check the facilities for meeting and conference rooms to be sure they meet your requirements for seating capacity, A/V equipment, and the adaptability of the room for conference needs.
4. Include a list of adequate low cost options for accommodations.

#### *H. Conference Agenda*

1. Confer with the IPS President on requirements for Council Meeting arrangements.
2. Conference events may not be scheduled concurrent with Council meetings.
3. IPS General Meeting: schedule the “General Meeting” near the beginning of the conference. **NO OTHER CONFERENCE ACTIVITY SHOULD BE SCHEDULED DURING THE MEETING.** Be sure that adequate facilities are provided for the meeting, and that the proper amount of time is allotted for this general session. Discuss the meeting times with the IPS President before the conference agenda is finalized.
4. Affiliate Meetings: some affiliates elect to hold business meetings in conjunction with the IPS conference. Assign a time in the schedule for these meetings.
5. Paper Sessions
  - a. A Papers Committee should review all papers to be presented in order to insure appropriate topics and quality. This can be a function assigned by the Council or the Conference Host. Papers Committee members should be chosen for their ability to select papers on the basis of organization rather than on agreement or disagreement with the ideas the papers propose.
  - b. Paper sessions can be arranged topically in such categories as: Philosophy, Technology and Hardware, Administration and Management, Public Programs, Education Programs, Publicity and P.R. (sometimes combined with Administration and Management), Innovative Programs, etc. This approach has the advantage of allowing split concurrent sessions where interests can be accommodated.
  - c. Papers should normally be limited to ten minutes presentation time. Time should be allotted at the end of each presentation for questions from the audience.
  - d. Each hour should have a planned coffee break or five minute stretch period, to allow for delegates to easily flow in and out of the seating area at their discretion. Please make allowances so that little, or no, distraction and discourtesy to the speaker and the audience is

experienced.

- e. Outside each speaking room there should be a bulletin board with information about the events occurring inside: title of talk, speaker, and time.
- f. Arrange to have a special room set aside for speakers to prepare materials they may have before the talk. Inform speakers about this room when they are notified that their papers are accepted.
- g. Have tables set up for handout materials in/or near the speakers' room.
- h. Assign a session chair for each paper session. This person's duty is to keep things running on time. Assign a person to provide technical support as needed.
- i. Have abstracts of all papers/workshops printed in a booklet to be distributed to all conference participants.
- j. Presenters must submit their texts for the Conference Proceedings no later than the start of the conference, or by an earlier deadline as specified. Include these instructions for author submissions in the second mailing.

## 6. Panel Discussions

- a. Panel discussions can be quite useful and offer an opportunity for many viewpoints.
- b. Panel discussions should be built around a single topic, with the session lasting an hour to an hour and a half including audience participation. Panel members should be carefully chosen and the total number of participants should number about three to five.
- c. Encourage IPS Committee Chairs to conduct panel discussions relevant to their objectives.

## 7. Poster Sessions

- a. Certain topics are not easily adapted to an oral presentation, or could be better related in a one to one, or small group situation. Many of these topics can be fully described on two sides of a single sheet of paper or a poster board paper. This technique involves having the author put the essentials of his/her paper on a single 22 x 24-inch poster board. It is displayed around a conference room's walls along with the work of all the other presenters for inspection by everyone. At working sessions, the presenters discuss their papers once, maybe twice with small groups.

## 8. Workshops

- a. Workshops should be well planned and adequately supervised.
- b. Match the locations of the workshop to the topic of presentation and the number of participants.
- c. Check on the feasibility of conducting workshops with college credit or certificate renewal conditions. This type of workshop is especially helpful to the planetarian in educational institutions.

## 9. Enrichment Sessions

- a. Examples: Tours of facilities of interest such as space agencies, astronomy facilities, and museums. These tours are rewarding and enhance a planetarian's over-all knowledge of a planetarium's relationship to society. Occasionally these sessions are made available the day

following the conference.

- b. Consider visits to other planetariums in the local area. If possible, arrange a session where delegates can observe the public or students participating in a live program.

#### 10. Invited Speakers

- a. Speakers for banquets should be selected for their ability to address an audience with something to say to which planetariums can relate. Speakers with enthusiasm, humor, and any other dynamic qualities are critical for banquets. Well-known individuals, dignitaries, and others of great merit who do not have these speaking qualities should appear elsewhere during the conference.

#### 11. Exhibitors

- a. A display area should be provided where businesses associated with the planetarium field can display their materials. Schedules should be arranged so that delegates can easily go through the display area during the conference as well at dedicated times devoted specifically to exhibit visits. Be sure that adequate time, convenient locations, proper publicity, and security are provided for the exhibits.

#### 12. Social Sessions

- a. Any good conference will allow ample time for planetariums to get together for socializing and networking by comparing experiences and ideas.
- b. Cocktail hours will sometimes be hosted by local companies or businesses associated with the field. Occasionally these companies will opt to host lunches or coffee hours rather than cocktail hours. Other social sessions can include cash bars, cookouts, tours, etc.
- c. Strive for a good balance between social and working sessions.

### *I. Tips to Keep the Conference Running Smoothly*

1. Keep the conference running ON TIME. Make this philosophy known to everyone who is involved with the conference—servers of meals, session chairs, bus lines, etc.
2. At the conference center have a person/s to answer phones, field inquiries, etc.
3. Have adequate personnel at the registration table. Remember, some delegates will need to register late (perhaps not even the first day of the conference), so have a designated place for them to report or details.
4. Be sure nametags list the person's name, institution, and location in large font. Use colored markers which identify new IPS members, host facility personnel, Council members, etc.
5. Assign chairs for paper /poster/workshop sessions.
6. Be sure to have aides to run errands, get batteries for pointers, spare lamps for projectors, etc.
7. Provide portable communication contact (walkie-talkie, intercom, cell phones) with the conference center.
8. Have available technical support for set-up/troubleshooting during paper and workshop sessions as well as in the planetarium.

9. Have a photographer take publicity and proceedings photos; videotape invited speakers, if possible; appoint someone to keep an historical record of events.
10. Assign a person/s to run a shuttle for transportation needs from the conference center to bus and air terminals.
11. Assign a person to be in charge of handling the registration packet-check the contents: don't forget a complete list of delegates attending the conference.
12. Consider introducing new IPS members in a special session or throughout the conference so that delegates can get to know/recognize them.
13. Consider a time of remembrance for members/colleagues who have recently passed away.

*J. Regional and /or Local Differences*

1. If a conference is held in a non-English speaking country, please make adequate provisions for language differences between the majority of our participants and the language of the country. It is recommended that an English-speaking affiliate assist with reviewing papers and planning the paper sessions.
2. Alert attendees to apply for relevant visas well in advance, as well as any other special instructions involving travel arrangements and unique customs of the host country.

*K. GUIDELINES FOR:*

1. PAPERS
2. POSTERS
3. WORKSHOPS
4. PANEL DISCUSSIONS

*L. SUBMISSION FORMS AND PROCEEDINGS TEXT FOR:*

1. PAPERS
2. POSTERS
3. WORKSHOPS
4. PANEL DISCUSSIONS

*L. COMMITTEE MEETING TIME/SPACE REQUEST FORM*

**M. AFFILIATE MEETING TIME/SPACE REQUEST FORM**

**N. VENDOR INFORMATION AND REGISTRATION FORM**

**O. CONFERENCE EVALUATION FORM**

**P. REGISTRATION PACKET CONTENTS**

## **APPENDIX D** (revised July 12, 2009)

### **UNDER REVIEW FOR REVISION- JULY 2012**

#### *THE IPS EUGENIDES FOUNDATION SCRIPT CONTEST*

##### **Preamble**

The IPS-Eugenides Foundation Script Contest started in the early 1980s and has changed over the years following the latest developments in the Planetarium business. The main goals of the contest remain the same:

- 1) Support the role of content development in planetarium presentations and
- 2) Promote good script writing practices among IPS members.

The contest is international and the English language is chosen as the official language.

IPS recognizes the diversity of its membership in terms of facility instrumentation, size, staff, mission, and location. It is this diversity which brings strength and creativity to our community of professionals and our audiences. In order to avoid limitations in the script which may occur due to specific equipment installations, we encourage authors to explore their vision of a script without those restrictions. To support the main goals of the contest with the least constraints on imagination and creativity, consider a broad scientific subject with the goal of a full dome environment capability. The objective is to expand our vision of a script which might otherwise be defined by instrumentation instead of by the author's originality and inspiration.

#### *GUIDELINES*

##### **1. General**

- 1.1.* To encourage excellence in planetarium show production, the IPS announces a script competition sponsored by the Eugenides Foundation in Athens, Greece.
- 1.2. The purpose of the competition shall be the creation of a script that could be used for the development of a digital fulldome show for a target audience of your choice (for example: children, general public or school groups of a certain age range) on any science related topic.
- 1.3. First and Second place winners will be selected according to the terms described below.
- 1.4. Any currently enrolled IPS member may enter one or more scripts.
- 1.5. Eugenides Foundation employees are not permitted to participate in the contest.
- 1.6. All scripts remain the author's property, but the IPS retains the right to publish them in the *Planetarian* and/or upload them on its Webpage for IPS members viewing only.

##### *2. Contest Rules and Procedures*

- 2.1. Previously submitted scripts, any material published elsewhere and all scripts that have been integrated into planetarium productions already released or which are scheduled for release before the IPS Conference of the year in which the awards will be presented, are not eligible.
- 2.2. Authors should submit to the contest's Committee Chair:
  - 2.2.1. one hard copy of the release form
  - 2.2.2. one printed copy of the script signed on each page for the files of the Committee's Chair
  - 2.2.3. an unsigned electronic version (Word-format) of the script, using the appropriate template provided on the IPS website [www.ips-planetarium.org/events/eug](http://www.ips-planetarium.org/events/eug)

- 2.3. Each script will be evaluated according to the criteria set out below by three judges chosen by the contest's Committee Chair from IPS Fellows.
- 2.4. Author names will not be divulged to the judges.
- 2.5. The contest's Committee Chair will quantify the totals from the judges' evaluations to determine the winners.
- 2.6. Entries may be submitted between July 1 and December 31 of the odd numbered years (non-conference years). Please mail scripts to the contest's Committee Chair:

Thomas W. Kraupe - Committee Chair

Planetarium Hamburg  
 IPS/Eugenides Foundation Script Contest  
 Hindenburgstr. 1b (Stadtspark)  
 D-22303 Hamburg  
 Germany  
 Email: [thomas.kraupe@planetarium-hamburg.de](mailto:thomas.kraupe@planetarium-hamburg.de)

- 2.7. The contest's Committee Chair will inform IPS officers and all Council members of the outcome of the contest in time before any announcements.
- 2.8. The two winners will be notified after Council verifies the results and in advance of the IPS conference during which the Awards Ceremony will be held. This procedure will be followed so that the winning authors have enough time to make all necessary travel arrangements if they wish to be present.
- 2.9. The two winning authors will be recognized with certificates and prize money during the awards ceremony at the IPS Conference of the following year.
- 2.10. Script Format:
  - 2.10.1. Scripts should be written in English, conforming to the specific template and the sample page which can be downloaded from the IPS Webpage, with the scene descriptions for the fulldome visuals, the duration of the scenes and the narration entered in the relevant columns, double-spaced with pages numbered.
  - 2.10.2. A short abstract detailing the script's main theme must be submitted on a separate page.
  - 2.10.3. The length of the script should conform to either of the two main timeframes that are generally used by planetariums worldwide, i.e. either 20 to 25 minutes, or 35 to 45 minutes.
  - 2.10.4. If the above requirements are not met, a script may be disqualified.

### *3. Evaluative Criteria*

In the assumption that the above format for submission has been met, the judges will evaluate each script according to:

- a. factual accuracy
- b. originality in presentation and content
- c. creativity in storytelling
- d. educational value
- e. scene description
- f. flow of scenes
- g. entertainment value

and allocate points to each of the above on a 1 to 10 scale (10 corresponding to the maximum number of points).

### *4. Awards Categories and Values*

First     \$1500 (US)

Second \$500 (US)

<u>SCENE #</u>	<u>BEGIN H:MM:SS</u>	<u>END H:MM:SS</u>	<u>SCENE DESCRIPTION</u>	<u>Duration H:MM:SS</u>	<u>NARRATION</u>
<b>IPS – EUGENIDES FOUNDATION SCRIPT CONTEST – SAMPLE SCRIPT</b>					

## ORIGINS

*(Sample Script based on an original draft by William A. Gutsch, Jr ©)*

1	0:00:00	0:01:00	As the dome grows dark, a giant blue star rises into view.	0:01:00	-MUSIC-  It is 5 billion years ago and a great star that has lit the galaxy with its brilliance for more than 10 million years is about to die. Steadily, this star has created heavy elements deep within itself -- elements that will soon be blasted out across space.
2	0:01:00	0:02:00	The Giant Star suddenly collapses and explodes as a supernova. Debris from the exploded star flies out in all directions racing across space. The leading edge of the debris cloud sails across space and ultimately encounters a cloud of gas and dust. It collides with the cloud and the cloud begins to collapse.	0:01:00	-MUSIC-  In death, a star's debris intermingles with other interstellar clouds creating a huge gaseous nebula. Under certain circumstances

					<p>such a nebula, with a diameter of many light years, breaks up into smaller areas starting a slow but steady collapse that finally results in a huge rotating disk of overheated material.</p> <p>-MUSIC-</p>
3	0:02:00	0:02:50	We enter the collapsing cloud and witness the formation of the early sun and solar system.	0:00:50	<p>-MUSIC-</p> <p>After a few million years the temperature at the center of the disk starts to rise and when it reaches a temperature of about 15 million degrees Celsius its thermonuclear reactions mark the birth of a new star.</p> <p>-MUSIC-</p>



4	0:02:50	0:03:20	We zoom in momentarily and see the proto-sun ignite.	0:00:30	The same exact series of events happened during the birth of our own Solar System, some 4.5 billion years ago, when the Sun took its place amongst the other stars of our Galaxy.  -MUSIC-
5	0:03:20	0:04:00	We sweep outward and watch the various debris of the solar system's disk taking form by colliding and increasing in size.	0:00:40	The early days of the solar system are also known as "the great period of bombardment" when smaller bodies continued to be swept up by the gravitational pull of the more massive ones.  -MUSIC-
6	0:04:00	0:04:30	We turn around in space and focus on the Earth which is beginning to take shape.	0:00:30	It is now 4.6 billion years ago. The early Earth is a molten, strange

					and hostile place. A dynamic, often violent history, lies ahead but one that will have profound consequences.
7	0:04:30	0:05:10	From the proto-Earth's surface we observe as comets and asteroids streak down from the skies and heavily bombard the Earth.	0:00:40	-MUSIC- On Earth, the violent period of bombardment was also responsible for the seeding of our planet with important additional materials -- organics and water -- chemistry that would ultimately prove of vital importance to the development of life.
8	0:05:10	0:05:50	Flying over the proto-Earth's surface we see huge volcanoes erupt as molten lava explodes and giant clouds of material are blasted into the sky.	0:00:40	Enormous volcanoes occurred and were active for

					millions upon millions of years. Their outgassing helped create the Earth's first atmosphere -- an atmosphere far different than the one we know today but an atmosphere that would prove of pivotal importance.
9	0:05:50	0:06:40	<i>Sweep back in as huge lightning bolts cascade down from the sky. We hear loud claps of thunder and it begins to rain. At first the rain sizzles, instantly boiling off the still red hot surface.</i>	0:00:50	In time, it began to rain. For millions of years, it rained -- another important step in the transformation of the third planet from the Sun.  -MUSIC-
X			ETC....ETC....ETC...		ETC....ETC....ETC...



**IPS – EUGENIDES FOUNDATION SCRIPT CONTEST – SCRIPT TITLE**

<u>SCENE #</u>	<u>BEGIN H:MM:SS</u>	<u>END H:MM:SS</u>	<u>SCENE DESCRIPTION</u>	<u>Duration H:MM:SS</u>	<u>NARRATION</u>
--------------------	--------------------------	------------------------	--------------------------	-----------------------------	------------------

SCRIPT TITLE

1	0:00:00				
2					
3					
4					
5					
6					
7					
8					
9					
10					

# THE IPS EUGENIDES FOUNDATION SCRIPT CONTEST

## ***Release Entry Form***

(Complete one form per script. Enclose with each script by the deadline Dec. 31, 20 )

Submission date: \_\_\_\_\_

*I the undersigned, do hereby release unto the International Planetarium Society (IPS) the script entitled*

\_\_\_\_\_

**I acknowledge that the script released hereby may be published in the IPS's journal, the *Planetarian as well as in the IPS website*, that IPS may maintain this script for distribution to its members in digital format and in hard copy form but the script will remain my property to do what I please. I understand that an IPS committee will screen submitted scripts to control duplication of materials and to eliminate known proprietary material.**

**I, the undersigned, do hereby represent unto IPS that this release is not contrary to any copyright registration or other registration relating to copyright protection with respect to this script, that this release is not in conflict with any other agreement executed by me and I will, to the extent reasonably possible, execute such further assurances of title as may be necessary and defend the same.**

**IN WITNESS HEREOF, I the undersigned have executed this release as of the date first above written.**

SUBMITTED BY: (Signature) \_\_\_\_\_

SURNAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: (Street, number) \_\_\_\_\_

(City, State) \_\_\_\_\_

(Zip code, Country) \_\_\_\_\_

TEL. \_\_\_\_\_

FAX \_\_\_\_\_

Email: \_\_\_\_\_

WITNESS: (Signature) \_\_\_\_\_

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

## **APPENDIX E (01/30/12)**

### *AD HOC COMMITTEES*

#### Armand Spitz Planetarium Education Fund

Function: To maintain a fund and use it to further the ideas espoused by Armand Spitz. (The duties of this committee are currently administered by the Finance Committee.)

#### IPS Education Committee

Function: This committee works in those areas pertaining to planetaria and education, one of the central tenets of the planetarium profession. The Education Committee fosters the development of academic programs in Planetariums, encourages student pursuit of science education, and supports the continuing professional education of both staff members and other educators. Education encompasses technical, creative, and developmental studies in curricular areas affecting planetariums. The mission of the Committee is to improve the quality of educational programming in planetariums at all levels: Pre-school, grades K-12, pre-college, college, adult, and the general public.

#### IPS Full-Dome Committee

Function: To facilitate communication between the programmers, manufacturers, owners and operators of full-dome video graphics systems in planetariums, and to provide structure and guidance for the application of these advanced technologies within the planetarium environment. (2004)

#### IPS History Committee

Function: To compile and maintain information and materials relating to the history of the Society, and to collect and maintain a photo history collection of IPS events and activities. The Chair of this committee will be called the Historian. (1998)

#### IPS International Relations Committee

Function: To facilitate translation among different languages, in particular between English and other languages; to investigate the possibilities of translation at conferences; to publish relevant articles in languages other than English, and to consider other language-related issues. Additionally, this committee will work to foster international relationships among planetarians around the world, particularly with the aim of increasing IPS awareness in non-English-speaking countries and in areas of the world having low IPS membership. This Committee works closely with other relevant committees, in particular the Outreach Committee, the Membership Committee and the Finance Committee, which administers the Star Partners Program.

#### IPS Outreach Committee

Function: To develop and foster contact and communication between IPS and other professional and professional and educational organizations, as well as to distribute database resources for use in planetariums around the world. This committee works on making ongoing contact with such organizations such as the International Astronomical Union, the American Astronomical Society, the Astronomical Society of the Pacific, and the Space Telescope Institute. The committee facilitates information between the IPS membership and international space agencies such as NASA, ESA, CNES and JSA.

#### IPS Portable Planetarium Committee

Function: To help those interested in the use of portable planetariums and to provide a support system to assist portable planetarium users. (The committee maintains resources including a data base of users and specialists, curriculum and lesson materials, current mobile planetarium manufacturers, and low-cost special effects.)

#### IPS Professional Services Committee

Function: To research profiles of planetarium jobs; to follow and document the history and statistics of planetarium jobs; to be available to give recommendations to candidates and institutions regarding profiles and applications; to collect job-offers from a variety of sources (including the internet); to



notify members who look for jobs quickly (via e-mail and a web page linked to the IPS web site); to support courses, training programs, internships and workshops/seminars for students and planetarians; to find possible sources for funding of such training programs on an international level; to present results for discussion at IPS conferences, in our journal- and maybe in special publications.

IPS Planetarium Partnerships Sub- Committee (1998)

Function: To investigate and develop ideas/methods to accomplish mutually beneficial relationships between planetaria.

IPS Job Information Service Sub-Committee (1998)

Function: To maintain a list of job openings and to distribute this information as requested to members.

IPS Script Contest Committee

Function: To administer the Eugenides Script Contest as provided in the Standing Rules.

IPS Strategic Planning Committee (2001) Officers

Function: To review the structure of the IPS organization with a focus on evaluating membership services and analyzing the effectiveness of the structure and operations of IPS in support of member services.

IPS Technology Committee

Function: To monitor and investigate existing and emerging technologies that have or may have an impact on planetariums, and to communicate on these matters to the IPS membership.

IPS Web Site Committee

Function: To develop and maintain the IPS web site on the World Wide Web portion of the Internet and to provide information on the Society and its activities, with links to related Web sites.

## **Appendix F** (July 2012)

**Current Affiliates:** At present **22** organizations have affiliated with the IPS. The affiliates are:

Association of Brazilian Planetariums (ABP) (2007)  
Association of Dutch Speaking Planetariums (ADSP) (2002)  
Association of French Speaking Planetariums (APLF) (1984)  
Association of Mexican Planetariums (AMPAC) (1984)  
Association of Spanish Planetariums (APLE) (2001)  
Australasian Planetarium Society (APS) (1999)  
British Association of Planetaria (BAP) (1978)  
Canadian Association of Science Centres (CASC) (1996)  
Chinese Planetarium Society (CPS) (2011)  
European/Mediterranean Planetarium Association (EMPA) (1978)  
Great Lakes Planetarium Association (GLPA)  
Great Plains Planetarium Association (GPPA)  
Italian Association of Planetaria (IAP) (1992)  
Japan Planetarium Association (JPA) (1993)(2007)  
Middle Atlantic Planetarium Society (MAPS)  
Nordic Planetarium Association (NPA) (1986)  
Pacific Planetarium Association (PPA)  
Rocky Mountain Planetarium Association (RMPA)  
Russian Planetariums Association (RPA) (1994)  
Society of German Speaking Planetaria (GDP) (2012)  
Southeastern Planetarium Association (SEPA)  
Southwestern Association of Planetariums (SWAP)

## **APPENDIX G** (October 2003)

### *Armand Spitz Planetarium Education Fund*

**I. Purpose:** As a memorial to the fundamental and enduring contributions that Dr. Armand N. Spitz made to the development of Astronomy Education and the Planetarium Profession, Mrs. Armand Spitz has made a generous donation to the International Planetarium Society. It is the Society's sincere wish that this fund grow and that the proceeds from it be used to extend the fine work begun by Dr. Spitz.

It is the Society's objective to increase the size of this fund to \$25,000 (USD) through its own fund raising efforts combined with the efforts of its affiliated organizations. When the fund exceeds \$25,000 (USD) (the minimum balance to be maintained), the Executive Council may make grants from the interest proceeds for projects which will:

1. Benefit the Planetarium Community as a whole.
2. Assist individuals in the Planetarium Profession or entering it to improve their skills.

Some projects which could qualify for grants from the Spitz Fund might include:

1. research to develop new visual or audio techniques for use in a planetarium
2. research leading to improved methods of audience evaluation
3. documentation of innovative production or management techniques with a view to making them generally known in the profession
4. surveys and documentation leading to more consistent technical standards among planetariums
5. individuals enrolled in an internship or entry level college program could apply to IPS for assistance from the fund
6. individuals in the planetarium business community could apply for funds to assist them with coursework or training away from their home institution

### *II. Administration: The fund shall be administered by the Finance Committee*

**III. Funding:** In all cases when application is made for funding, Council would be supplied with documentation supporting the worth of the project and testimony from recognized Planetarium professionals giving their evaluation of the value of the project to the Planetarium Community as a whole. In selecting successful applicants, potential value or service to the Planetarium Community would be Council's touchstone. Grants would not be issued as an award or reward for work already accomplished. Rather, they are to be seen as seed money to initiate work that would bring future benefits.

Given these possible uses, the fund is most unlikely to satisfy more than a tiny fraction of applicants unless it grows beyond the \$25,000 point. Therefore, it is recommended that Council appoint a Spitz Fund Chairman with the specific task of fundraising. This is an appointment that would continue after the magic number of \$25,000 has been reached with the eventual aim of increasing the principal of the fund so it becomes a significant endowment for the Planetarium Community. In addition, Council may, when the fund becomes available for use, restrict applications to a small subset of those purposes outlined above.

The Spitz Fund Chairman shall be requested to approach each of the IPS Affiliates, individual IPS members and the suppliers to the Planetarium business (community) for annual donations to the fund. The Chairman will investigate and, if possible, arrange to give US contributors a taxation receipt. IPS itself will annually evaluate the funds it can contribute from its membership dues and any other income or surpluses.

The existence of the Spitz Fund should not exclude the creation of other, similar memorial funds within IPS. By nurturing this fund, it is hoped that IPS will be seen as the appropriate organization to administer grants, bequests and endowments for the benefit of this Profession.

## **APPENDIX H (12/21/03)**

### *THE IPS STAR PARTNERS FUND*

I. Purpose: This fund is to help provide educational materials and IPS services to planetariums in economically challenged countries. For example, it could pay for an IPS membership, a slide service subscription, or other media, but its use is not limited to these specific examples.

II. Administration: The fund shall be administered by the Finance Committee (just as is the Armand Spitz Planetarium Education Fund). The Finance Committee is encouraged to consult with the chair of the Planetarium Partnerships effort and with appropriate affiliate representatives to help determine best uses of the fund.

III. Funding: This fund shall be financed by donations. It shall not be funded from the general Treasury (except that the Treasury account may serve as a holding area for donations dedicated to this fund).

### *STAR PARTNERS GUIDELINES*

The Star Partners fund was created to help provide educational materials and IPS services to planetariums in economically challenged countries. For example, it could pay for an IPS membership, printed materials or other relevant resources but its use is not limited to these specific examples.

The fund was seeded by a \$2500 grant from the Planetary Society and donations from members continue to fund this initiative.

Below are some suggested guidelines for this fund:

#### *Membership in IPS*

To qualify for a Star Partners Membership:

- 1) Planetariums would need to be from a country with non-convertible currencies and/or facing serious economic problems.
- 2) They cannot be former IPS members.
- 3) An IPS member should nominate the Star Partner.
- 4) A planetarium may request to be nominated.
- 5) The recipient should have a basic understanding of the English language so they are able to use materials.
- 6) The Officers must approve all nominations.

To continue their Star Partners benefits:

- 1) The planetarium should stay in contact with IPS via mail, fax or email
- 2) Give a yearly report to council on how they used IPS materials

#### *Other Uses for Star Partners Funds*

The IPS Council may determine other uses for the Star Partners funds such as scholarships, conference registrations, or other aid. The Guidelines to be used for this process are as follows: "A request must be submitted to all members of the Finance Committee (the elected officers of IPS). The budget should be outlined for a one-year period from Jan. 1, to Dec. 31. The request should identify the proposed individual project(s), should state when money would be needed for the project(s). It is expected that Council will then review the proposed budget at the council meeting, and revise it if necessary at that time. Committees and Officers should therefore also be prepared to revise and support their request when they submit their request(s) to Council." The allocation of funds would require a 2/3 approval by Council.