

CONFERENCE GUIDELINES PACKET FOR POTENTIAL BIDDERS'
INFORMATION

APPENDIX C (2/20/01) Reviewed and updated Feb. 2015)

PART I: LETTER TO PROSPECTIVE CONFERENCE HOST

(On IPS Letterhead)

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

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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>

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

Sincerely,

Joanne Young
IPS President
Enclosure

(President's Signature, Date) _____

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 , 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 six 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 IPS 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

Guidelines: The International Planetarium Society holds its conference once every two years, generally during June to mid-August, and covering a period of three 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:
 - 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)
 - 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 or planetarium nature which are nearby, and other activities available for family members;
 - 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, 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. Coordinate press releases with the IPS. 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 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.
 - 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.
 - 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.

- 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.
- Outside each speaking room there should be a bulletin board with information about the events occurring inside: title of talk, speaker, and time.
- 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.
- Have tables set up for handout materials in/or near the speakers' room.
- 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.
- Have abstracts of all papers/workshops printed in a booklet to be distributed to all conference participants
- 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

- Panel discussions can be quite useful and offer an opportunity for many viewpoints.
- 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.
- Encourage IPS Committee Chairs to conduct panel discussions relevant to their objectives.

7. Poster Sessions

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

- Workshops should be well planned and adequately supervised.
- Match the locations of the workshop to the topic of presentation and the number of participants.
- 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

- 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.
- 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

- 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 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

- Any good conference will allow ample time for planetarians to get together for socializing and networking by comparing experiences and ideas.
- Cocktail hours will sometimes be hosted by local companies or businesses associated with the planetarium 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.
- 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 for 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

M. COMMITTEE MEETING TIME/SPACE REQUEST FORM

N. AFFILIATE MEETING TIME/SPACE REQUEST FORM

O. VENDOR INFORMATION AND REGISTRATION FORM

P. CONFERENCE EVALUATION FORM

Q. REGISTRATION PACKET CONTENTS



<http://www.ips-planetarium.org/>

Date _____

Address _____

Dear _____,

We would like to congratulate you on your successful bid for hosting the 20XX IPS Conference. Below you will find a copy of the current deadlines for completing tasks that are integral to a successful conference.

After carefully reading the information please indicate, in the appropriate place below, that you understand and accept these requirements.

WINNING CONFERENCE HOST'S DEADLINES

A. Two (2) years prior to the conference:

1. File a **financial plan** for the conference with the Treasurer (SR.X.C.3.a)
2. Present conference planning report, including a **preliminary conference budget**, at the Council Meeting
3. **Book hotel/housing** (include adequate low option accommodations) 24-18 months prior to conference *{Notify the IPS Conference Committee when this is completed}*

B. At least eighteen (18) months prior to the conference:

1. Send IPS Conference Committee a copy of the proposed **vendor charges and copies of documents to be mailed to vendors** and/or potential vendors *{this must be approved by the IPS Conference Committee prior to mailing}* (SR.X.C.9.a.i)
2. Upon approval of the IPS Conference Committee, **send mailing(s) to vendors and/or potential vendors** (SR.X.C.9.a.iv)

C. At least fifteen (15) months prior to the conference:

1. Provide a **tentative conference agenda and proposed themes** for conference sessions. (SR.X.C.9.a.iii)
2. Prepare and submit conference-related article(s) to the *Planetarian* (prior to *Planetarian* deadline) Recommendation is more than one article- at least one about the location and general promotion of the conference and then one giving more details and telling people to look for their registration packet, noting the website information and registration materials. (SR.X.C.9.a.vii)

D. Timetable for One (1) year prior to the conference:

1. Provide a **detailed budget at the Council Meeting** based on anticipated revenues and expenditures. (SR.X.C.3.b)
2. **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**. (SR.X.C.8)
3. Tentative registration and accommodation costs shall be posted on a conference website at least one (1) year in advance of the conference. By prior consent of the IPS Conference Committee, IPS may provide conference web site services and post material supplied by the Conference Host. (SR.X.C.10)

E. Nine (9) months prior to conference:

1. Send IPS Conference Committee a copy of the proposed delegate **charges and copies of documents to be mailed to delegates** and/or potential delegates *{this must be approved by the IPS Conference Committee prior to mailing}* (SR.X.C.9.a.v.)
2. Send IPS Conference Committee a copy of plans and tentative costs **for pre- and post-conference tours** (SR.X.C.9.a.vi)

F. At least six (6) months prior to the conference:

1. Upon approval of the IPS Conference Committee, send the **first mailing**. (SR.X.C.1)

G. No later than three (3) months prior to the conference:

1. Send **the second mailing**, consisting of the general program, pre-registration form, paper submission forms (oral and Poster), instructions for authors to submit their texts for the Proceedings, hotel registration materials, and tourist information. Allow adequate time for the deadline to register after this mailing- at least two months.

H. Two (2) months after the conclusion of the conference:

1. Send **IPS membership dues to the IPS Treasurer/Membership Chair and send membership data to the IPS Treasurer/Membership Chair and to the IPS Directory Editor**. (App. C. II. Budget)

I. Three (3) months after the conference:

1. **List of vendors** including contact information should be submitted to the IPS Treasurer/ Membership Chair and to the IPS Directory Editor. (SR.X.C.9.a.viii)

J. No later than December 1 of the conference year:

1. Submit to the Treasurer a **final accounting report** listing all income and **expenditures**. A check for any monies in excess of your expenses must accompany this report. (SR.X.C.3.c)
2. All **seed money must be reimbursed in full to IPS**. (SR.X.C.8)

All mailings must be approved by the IPS Conference Committee prior to general mailing. The term "*mailings*" refers to postal and electronic formats.

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.

Please sign and date in the box below:

<p><i>We have carefully read, understand and accept the above stated requirements:</i></p> <hr/> <p>Signature of the Conference Bid Presenter</p> <hr/> <p>Signature of Executive Officer of the Host Facility</p> <hr/> <p>Date</p>



IPS CONFERENCE TIME-LINE CHECK LIST

CHECK THE APPROPRIATE BOX UPON COMPLETION AND DATE ACTION

CONFERENCE HOST DEADLINES:

- A. 1 Two years prior to the conference:** file a **financial plan** for the conference with the Treasurer (SR. X.C.3.a)
- A. 2 Two years prior to the conference:** include a **preliminary conference budget** as part of the conference planning status report presented at the Council Meeting ***CONFERENCE HOST MUST PRESENT THIS REPORT IN PERSON (SR. X.C.3.b)***
- A. 3 Two years prior to the conference:** **book hotel/housing** (include adequate low option accommodations) *{Notify the IPS Conference Committee when this is completed}*
- B. 1 At least 18 months prior to conference:** send IPS Conference Committee a copy of the proposed **vendor charges and copies of documents to be mailed to vendors** *{this must be approved by the IPS Conference Committee prior to mailing}* (SR.X.C.9.a.i)
- B. 2 Upon approval of the IPS Conference Committee:** send mailings to **vendors and or/potential vendors.** (SR. X.C.9.a.iv)
- C. 1 At least 15 months prior to the conference:** provide a **tentative conference agenda and proposed theme** for conference sessions (SR. X.C.9.a.iii)
- C. 2 At least 15 months prior to the conference:** prepare and submit article(s) to the *Planetarian* {prior to the *Planetarian* deadline} (SR.X.C.9.a.vii)
- D. 1 One year prior to the conference:** provide a **detailed budget at the Council Meeting** based on anticipated revenues and expenditures (SR. X.C.3.b) ***CONFERENCE HOST MUST PRESENT THIS REPORT IN PERSON***
- D. 2 One year prior to the conference:** 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). 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 6 months after the conference.** (SR. X.C.8)
- D. 3 One year prior to the conference:** **post tentative registration and accommodation costs** on the conference website. (SR.X.C.10)
- E. 1 At least nine (9) months prior to the conference:** send IPS Conference Committee a copy of the proposed delegate **charges and copies of documents to be mailed to delegates** and/or potential delegates *{this must be approved by the IPS Conference Committee prior to mailing}* (SR. X.C.9.a.v)
- E. 2 At least nine (9) months prior to the conference:** send IPS Conference Committee a copy of plans **and tentative costs for pre- and post-conference tours** (SR. X.C.9.a.vi)
- F. At least six (6) months prior to the conference:** upon approval of the IPS Conference Committee, **send the first mailing.** (SR. X.C.1)

- G. No later than three (3) months prior to the conference: send the second mailing, consisting of the general program, pre-registration form, paper submission forms (oral and poster), instructions for authors to submit their texts for the Proceedings, hotel registration materials, and tourist information, must be sent out. Allow adequate time for the deadline to register after this mailing- at least two months.**
- H. Two (2) months after the conclusion of the conference: send IPS membership dues to the IPS Treasurer/Membership Chair and send membership data to the IPS Treasurer/Membership Chair and to the IPS Directory Editor. (App. C. II. Budget)**
- I. Three (3) months after the conference: a list of vendors including contact information should be submitted to the IPS Treasurer/Membership Chair and the IPS Directory Editor. (SR.X.C.9.a.viii)**
- J. 1 No later than December 1 of the conference year: Submit to the Treasurer a final accounting report listing all income and expenditures, and a check for any monies in excess of expenses. (SR.X.C.3.c)**
- J. 2 No later than December 1 of the conference year: all seed money must be reimbursed in full to IPS. (SR. X.C.8)**
- K.1 At the IPS Council Meeting in the year following the IPS Conference, the Conference Host must present the final accounting report of the Conference. CONFERENCE HOST MUST PRESENT THIS REPORT IN PERSON**
- K.2 All of the documentation listed below must be submitted to the IPS Executive Secretary: (SR X.C.7)**
 - a. Detailed financial reports, including all income and expenses and rates charged
 - b. Records of all agreements with the conference hotel and exhibit/conference manager
 - 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.

All mailings/publications must be approved by the IPS Conference Committee prior to distribution.
The terms "*mailings/publications*" refer to postal and electronic formats.