

INTERNATIONAL ACADEMY OF ASTRONAUTICS
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Call for Proposals to Host the 19th IAA Humans in Space Symposium (2013)

The Space Life Sciences Commission (Commission 2) of the International Academy of Astronautics (IAA; www.iaaweb.org) is inviting proposals from individuals, organizations, and/or agencies seeking to host the 19th IAA Humans in Space Symposium in the late spring or early summer of 2013.

This biannual conference organized by IAA (see <http://iaaweb.org/content/view/355/503/> and <http://www.dsls.usra.edu/meetings/IAA/>) provides a forum for presentation and discussion of topics related to an appropriate theme that must be defined in the proposal. The 18th IAA Humans in Space Symposium will be held in Houston, USA, April 11 – 15, 2011.

Proposals must identify a full member of the IAA as the official person responsible for organizing the symposium and must designate the organization(s) responsible for supporting the budgetary requirements not covered by registration fees. Proposals must also designate a Symposium Chair, and tentatively identify an International Program Committee that will include IAA members, host organization representatives, and others to ensure the appropriate expertise and an international membership. Proposals should also list other resources available for support of the meeting and those activities that will be contractually obligated in the event of proposal acceptance by the IAA. Specific details required by IAA Commission 2 in evaluating the proposals and making their recommendation to the IAA Scientific Activities Committee and Board of Trustees are delineated on the following pages. Proposals must also include proposed dates for the IAA Humans in Space Symposium that are not in conflict with, or be inappropriately close to, other scientific meetings of strong interest to the space life sciences community.

For full consideration, proposals must be received by the Commission by February 28, 2011. A decision on the 2013 host is anticipated no later than March 31, 2011.

Sincerely Yours,

Jean-Michel Contant
Secretary General

Guidelines for the Preparation of Proposals to Host the 19th IAA Humans in Space Symposium (2013)

Proposals should be sent electronically to:

Peter Graef (Peter.Graef@dlr.de), Chair, IAA Commission 2

Ronald White (Ronald.White@sdsmt.edu), Vice-Chair, IAA Commission 2

Andrea Boese (Andrea.Boese@dlr.de), Secretary, IAA Commission 2

A proposal for the 19th IAA Humans in Space Symposium must contain the following items:

1. Cover letter from the organizer
2. Letters of commitment from the primary and secondary sponsoring organizations
3. Conference site and dates
4. Local organizing committee (names and functions)
5. Scientific organizing committee (name of proposed Chair and members)
6. Symposium structure:
 - Theme of the symposium
 - Proposed topics
 - Draft session plan
 - Proposed chairs
8. Publication plans for the required special issue of Acta Astronautica
7. Budget plan:
 - Income:
 - » Registration fee
 - » Sponsorship
 - » Exhibition
 - » Donations
 - » Other
 - Expenses:
 - » Return to IAA (10 % of the registration fee income)
 - » Reprint of special issue of Acta Astronautica (35 US\$ per registered attendant)
 - » Venue
 - » Staff
 - » Local transportation
 - » Equipment
 - » Refreshments
 - » Management
 - » Printing (program booklet and abstract book)
 - » Advertising
 - » Web page
 - » Postage
 - » Other
9. Proposed registration fees:
 - for members, non-members, students, accompanying persons
 - items included in the registration fee
10. Hotels or other housing available (prices and distance to meeting place)
11. Schedule of symposium preparation:
 - 1st and 2nd announcement
 - period and method of registration and hotel booking

- Abstract handling: submission, review, acceptance, IAA numbering
 - Program: drafting and finalizing
 - Visa handling
12. Accessibility:
- Payment: method of payment of registration fee and hotel deposit
 - Traveling to the symposium: Proposed travel arrangements for participants.

Conference implementation guidelines

1. A first announcement for the Symposium plus a second announcement and call-for-papers are to be issued. The call-for-papers is to be issued at least 5 months prior to the Symposium.
2. The proposal will include a commitment to provide the meeting infrastructure, which as a minimum will include meeting rooms, projectors and other necessary visual aids, internet facility, plus a registration kit that will include a collection of the abstracts/papers and IAA promotional material.
3. Registration fees:
 - The full registration fee schedule must be included in the proposal
 - IAA will receive 10% of the registration fee as the Academy Conference Fee
 - The registration fee for IAA members is suggested to be no higher than 400 Euros per person with a higher registration fee for non IAA members, and an early bird fee no higher than 320 Euros two months before the conference. The student registration fee should be no higher than 120 Euros.
 - Cost of the Conference proceedings by Elsevier in Acta Astronautica and these costs (35 \$US) must be included in the registration fee.
4. All regular speakers should be informed that they will be expected to send their completed papers to the Symposium organizer in advance of the meeting, as described in their letter of selection.

IAA Support

1. IAA Commission 2 will provide oversight and support as needed and requested by the International Program Committee, including advice on the Technical Program, plus recommended speakers or panelists, if desired.
2. Other services to be provided by the IAA Secretariat may include:
 - Electronic copy of the Academy membership list with contact coordinates
 - General descriptive material of the Academy suitable for promotional leaflets
 - Posting of the Conference on the Academy website
 - Listing of the publicity sources used frequently by the Academy along with contact coordinates
 - Use of the IAA logo and co-sponsorship statement which can be used on conference literature to attract participation in the activity.
 - Advertising of the event in the IAA newsletter
 - Placement of conference announcements on the IAA website and/or providing hyperlinks to other pertinent sites.