



INTERNATIONAL ACADEMY OF ASTRONAUTICS

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July 21, 2017

Call for Proposals

To Host the

2019 IAA Low-Cost Planetary Mission Conference (LCPM)

The International Academy of Astronautics (IAA) (www.iaaweb.org) is inviting proposals from candidate Local Organizing Committees (LOCs) who are seeking to host the 2019 IAA LCPM Conference in between May and August 2019. The attachments provide information required in the proposal, as well as the support to be provided by IAA. Should your organization be unable to respond in the time requested for 2019 there is also an opportunity to indicate an interest to host the 2021 meeting and be placed on a short list to receive further updates in due course.

The IAA LCPM Conference is a biannual meeting that is organized by the International Academy of Astronautics (see <http://lcpm.iaaweb.org/>). The last two conferences were held in Berlin, Germany (June 2015) and in Pasadena, USA (June 2013). The 2017 LCPM conference is taking place in Pasadena, CA, USA from August 15 to August 17, 2017. The first LCPM conference took place in Laurel, MA, USA (June 1994). The list of the 12 LCPM conferences is available on the conference website.

Five areas of special interest were identified for the 2017 LCPM conference:

- Agency Programs and Plans for Low-Cost Planetary Missions
- Latest Science Results from Ongoing Missions
- Missions Currently Under Development for Launch in the Near Future
- Science Instruments Enabling the Next Generation of Low-Cost Planetary Exploration
- Advanced Concepts for the Next Generation of Low-Cost Missions, Including CubeSats, NanoSats and Others

Candidate LOCs must include an IAA member as the official proposer, and must designate the host organization who would appoint the LOC in the event that the proposal is selected by the IAA. Proposals should also designate a LOC Co-Chair, a Symposium Rapporteur and provide the tentative identification of who will work with in the conference's International Program Committee. The Local Organizing Committee will include IAA members, host agency representatives, and others as appropriate to ensure the appropriate expertise, and international membership. Proposals should also offer resources and support for the meeting that will be contractually obligated in the event of proposal acceptance by the IAA. Specific



details required by IAA in evaluating the proposals are delineated on the following pages.

The Academy hopes that applicants will consider a proposal to host this important conference. We look forward to a new host venue.

Proposals must include a date for the 2019 IAA LCPM Conference that is compatible with the other IAA conferences and to fall somewhere between May and August 2019. Responses to the call for proposals are requested by 1st October 2017 to enable the assessment of the bid by 15 October. The winning bid is expected to be announced in late October 2017.

Proposals should be sent to:

IAA Office
P.O. Box 1268-16 F-75766 Paris Cedex 16, France
Phone: 33 1 47 23 82 15 Fax: 33 1 47 23 82 16
E-mail: sgeneral@iaamail.org

Any questions regarding this letter or the attached "Call for Proposals to Host the 2019 IAA LCPM Conference" should be referred to the IAA using the contact information above.

A handwritten signature in blue ink, appearing to read "J.M. Contant".

Dr. Jean-Michel Contant
Secretary General

Enc.



Attachment 1

Guidelines for the Preparation of Proposals to Host the 2019 IAA LCPM Conference

A proposal for hosting the 2019 IAA LCPM Conference must contain the following items:

1. Letter of commitment from the host organization and/or (as necessary) the prime sponsor that supports the organization
2. Letters of commitment from the Local Organizing Committee (LOC) and local sponsors
3. Conference site and proposed dates
4. Conference Logistics Co-Chair (individual who will represent the Local Organizing Committee on the conference's International Organizing Committee)
5. Conference Rapporteur (individual who prepare with Session Rapporteurs the technical report on the conference)
6. Conference Guest Editor(s) who prepare articles or special issue(s) of the Journal of the International Academy of Astronautics named **Acta Astronautica** less than 6 months after the conference
7. List of expenses (e.g.):
 - Venue for conference (free conference rooms in university, space agency, or similar venues are most welcome)
 - Venue for conference lunches and approximate cost/person (lunches have to be as close to conference hall as possible)
 - Support staff/ volunteers (e.g., assistant to resolve computer, presentation issues)
 - Local transportation
 - Equipment (sound, video recording, internet, projection)
 - Refreshments (cost per person of morning and afternoon refreshments)
 - Management for organization
8. Hotels or other housing available (prices/discounted prices and distance to meeting place)
9. Possible venues for conference banquet (approximate price/person, distance from meeting place, transportation requirements and availability)
10. Accessibility:
 - Visa: Official letter of responsible authority is required that confirms that all scientists planning to attend the symposium will receive a visa
 - Traveling to the symposium: Proposed travel arrangements for participants.
11. Conference service and cost (organization that will provide following conference services)
 - Hotel reservations
 - Transportation from local airport(s)
 - Delegate and accompanying person visits/tours
12. Schedule of symposium preparation:
 - Confirmation of venue and dates
 - Period and method of hotel booking
 - Visa handling



Attachment 2

Conference implementation guidelines

Conference implementation guidelines are as follows:

1. Logistics for the symposium should be arranged by a Local Organizing Committee that is well qualified to make the necessary professional arrangements.
2. Funding will be handled by the conference sponsors or included in the registration fee when this is not possible.
3. All International Program Committee Members shall be identified by the conference co-chairs and have agreed to participate at least 12-18 months before the proposed date.
4. A first announcement for the activity plus a Call-for-Papers is to be issued. It is recommended that the Call-for-Papers be issued at least 9-12 months prior to the activity.
5. The host must provide the budget plan for its share of activity including sources of funds to be used.
6. The host will commit to provide the meeting infrastructure which as a minimum will include meeting rooms, projectors and other necessary visual aids, roving microphone, internet facility, plus a registration kit that will include a conference bag, a collection of the abstracts/papers and IAA promotional material.
7. Additional facilities will typically include space for the display of paper and electronic posters as well as a press and media room.
8. Special sessions may require the ability to reorganize the layout of the main conference room.
9. Regarding the registration fee to be collected, the following will be the conditions:
 - The full registration fee schedule must be included in the Conference Proposal.
 - IAA will receive 20% of the registration fee as the Academy Conference Fee.
 - In case of cancellation by a registered delegate, the IAA may retain 25% of the registration fee for administrative purposes.
 - The registration fee is suggested to be approximately:
 - for IAA members 550-600 Euros and an early bird to be approximately 500-550 Euros two months before the conference
 - for non-IAA members 600-650 Euros and an early bird to be approximately 550-600 Euros two months before the conference
 - for students 150-200 Euros and an early bird to be approximately 180-230 Euros two months before the conference
 - for accompanying persons 150-200 Euros and an early bird to be approximately 180-230 Euros two months before the conference
 - A lower registration fee for the host organization could be collected in local currency.
 - Selection of conference proceedings are to be documented by the Guest Editor(s) in the journal of the International Academy of Astronautics **Acta Astronautica**. Option of full conference proceedings have to be evaluated for publication in the new IAA book series. If the option is selected these costs have to be included in the registration fee.



Attachment 3

IAA Support

1. The IAA is in charge of the:

- dedicated conference website (<http://lcpm.iaaweb.org/>)
- upload, handling and selection process of the abstracts,
- relation with speakers, presentation upload,
- relation with participants and accompanying persons,
- finance overall budget, payment system and money transfer to the congress site or the LOC,
- registration of participants, list of participants,
- considering publishing selected papers in **Acta Astronautica** based on the recommendation of the International Program Committee,
- Handling abstracts and papers,
- Printing (program booklet and abstract book),
- Advertising and registration material.

The IAA Commission 4 Space System Operation and Utilization 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:

- Several electronic mailing invitations to the Academy membership,
- General descriptive material of the Academy suitable for promotional leaflets,
- 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 media and particularly in Space News journal, IAA meetings, newsletter, etc.