



INTERNATIONAL ACADEMY OF ASTRONAUTICS

Secretariat: Po Box 1268-16, 6, rue Galilée, 75766 Paris Cedex 16

Phone: 33 1 47 23 82 15 - Fax: 33 1 47 23 82 16

sgeneral@iaaemail.org

<http://www.iaaweb.org>

November 15, 2017

Call for Proposals

to Host in 2019 the

22nd IAA Human in Space Symposium

The International Academy of Astronautics (IAA) (www.iaaweb.org) is inviting proposals from candidate Local Organizing Committees (LOCs) who are seeking to host the 22nd IAA Human in Space Symposium in the late spring or early summer of 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 Human in Space Symposium is a biannual meeting that is organized by the International Academy of Astronautics (see <http://his.iaaweb.org/> and see <http://www.his2017.com.cn/>). The symposia were held in: 1962 Paris, 1965 Paris, 1968 Geneva, 1971 Yerevan, 1973 Washington, 1980 Bonn, 1987 Houston, 1989 Tashkent, 1991 Cologne, 1993 Tokyo, 1995 Toulouse, 1997 Washington, 2000 Santorini, 2003 Banff, 2005 Graz, 2007 Beijing, 2009 Moscow, 2011 Houston, 2013 Cologne, 2015 Prague, 2017 and each was attended by about 300-400 participants. The current symposium is being held in Shenzhen, China on 27-30 November 2017 on the theme of "Dreaming for Space Life Science, Aiming for Better Health Life".

Symposium topics are focused on Analogue Environment, Cardiovascular & Pulmonary, Circadian Rhythm, Commercial Spaceflight, Education, International Collaboration, Human Factors, Immunology & Endocrinology, Muscle & Bone, Neuroscience, Radiation, Space Biology & Space Biotechnology, Space Medicine, Space Scientific Payload Technology, Life Support System and Habitats, Space Psychology.

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 designate a Symposium Co-Chair, and provide the tentative identification of who will work with the conference's International Program Committee (IPC). 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.

Proposals should also designate a General Rapporteur of the Symposium. Rapporteurs for each session will be designated in due time prior to the symposium. Their task will be to provide a short report on the major scientific exchanges and make selection of the best papers for publication. The Symposium General Rapporteur will prepare a 3-4 pages report on the major scientific exchanges of the symposium for distribution to IAA and space agencies.

The Academy hopes that applicants will consider a proposal to host this important symposium at this timely period in the history of humanity, where we are foreseeing the utilization of space to protect the humanity. These are exciting and challenging times and we look forward to an opportunity to share that excitement with a new host venue.

Proposals must include dates for the 2019 IAA Human in Space Symposium that are compatible with the other IAA conferences and fall somewhere between 1st April and 15 July 2019 or between 1st November and 1st December 2019. Responses to the call for proposals are requested by 30 December 2017 to enable the assessment of the bid by end of January 2018.

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 22nd IAA Human in Space Symposium" should be referred to the IAA using the contact information above.

Dr. Jean-Michel Contant
Secretary General



Attachment 1

Guidelines for the Preparation of Proposals to Host the 2019 IAA Human in Space Symposium

A proposal for hosting the 2019 IAA Human in Space Symposium 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 and local sponsors
3. Symposium site and proposed dates
4. Symposium Logistics Co-Chair (individual who will represent the Local Organizing Committee of the symposium's International Program Committee)
5. List of expenses (e.g.):
 - Venue for symposium
 - Venue for symposium lunches and approximate cost/person (lunches have to be as close to symposium 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
6. Hotels or other housing available (prices/discounted prices and distance to meeting place)
7. - Venue for conference "(free conference rooms in university, space agency, or similar venues are most welcome)". Possible venues for symposium banquet (approximate price/person, distance from meeting place, transportation requirements and availability)
8. Accessibility:
 - Visa: official letter of responsible authority is required that confirms that all scientists planning to attend the symposium will receive a visa, subject to diplomatic relations existence between the concerned countries. A specific individual to assist with visa problems will have to be appointed no later than six months before the symposium.
 - Traveling to the symposium: Proposed travel arrangements for participants have to be proposed and designation of a specific travel agent is welcomed. Along these lines hotel and transportation discounts for participants are also welcomed.
9. Symposium service and cost (organization that will provide following conference services)
 - Hotel reservations
10. Schedule of symposium preparation:
 - Period and method of hotel booking
 - Visa handling



Attachment 2

Symposium 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 symposium sponsors or included in the registration fee when this is not possible.
3. All International Program Committee (IPC) members shall be identified by the symposium co-chairs and have agreed to participate at least 15-18 months before the proposed activity date.
4. A first announcement for the activity plus a Call-for-Papers is to be issued. It is suggested 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 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 have been associated with the HIS and may require the ability to reorganize the layout of the main symposium 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 symposium proposal.
 - IAA will receive 20% of the gross registration fees without any deduction as the Academy symposium fee.
 - In case of cancellation by a registered delegate, the IAA and the LOC may retain a percentage of the registration fee for administrative purposes as follows:
 - Prior to 1 month: IAA may retain 15% and LOC may retain 15%
 - Prior to 1 week: IAA may retain 50% and LOC may retain 50%
 - Prior to 1 day: IAA may retain 100% and LOC may retain 100%
 - The registration fee per person is suggested to be approximately

IAA members	500€	early bird	450€
Non-IAA members	550€	early bird	500€
Students	150€	early bird	125€
Accompanying person	250€	early bird	225€
 - Optional Daily registration 100€

(Early bird deadline: two months before the symposium.)



– A lower registration fee for the host organization could be collected in local currency (when different from US\$ or Euro) as well as a different registration system and bank account.

– Selection of papers for a special issue of Acta Astronautica, the journal of the International Academy of Astronautics, ranked 5th in the world, is one option of publication (Half a million downloads in 2016). Full symposium proceedings in the IAA book series is another option. Electronic support such as memory stick or DVD is the third publication option. The costs related to the selected option have to be included in the registration fee.

10. IAA shall retain all rights to the symposium proceedings and presentations, including copyright, publishing, broadcasting, narrowcasting, webcasting, etc.



Attachment 3

IAA Support

1. The IAA is in charge of the:
 - a. dedicated HIS symposium website connected to the main IAA website,
 - b. encrypted cloud (Tresorit) for upload, handling and selection process of the abstracts received for management and use by the IPC with large multiple international users (20 to 30 persons),
 - c. relation with speakers, presentation upload,
 - d. relation with participants and accompanying persons,
 - e. finance overall budget, registration payment system (Paypal) for Euro currency use; support and collect of fund from sponsors, periodical money transfer to the LOC,
 - f. registration of participants, list of participants,
 - g. support for selected papers in Acta Astronautica Journal based on the recommendation of the International Program Committee,
 - h. handling abstracts and papers,
 - i. printing (program booklet and abstract book),
 - j. advertising

The IAA Commission 2 Space Life Sciences will provide oversight to help IAA to finalize the bid decision. The IAA Space Life Sciences commission will also provide 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:

- Graphic design of the conference according indications from the LOC,
- Several electronic mailing invitations to the entire Academy membership, past HIS participants, 50 space agencies, and selected prospects,
- Advertising in SpaceNews journal and graphic design associated,
- 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 specialized media, IAA regional meetings and conferences, newsletter, etc.