

Middle Atlantic Planetarium Society Conference Planning



Prospective Conference Host Proposals

Unless otherwise approved by Executive Committee, all invitations for conferences are to be submitted to the MAPS President, preferably more than two years before the proposed conference. Proposals will be distributed to MAPS Executive Committee for discussion. Final selection of the site will be decided by Executive Committee at its annual meeting as early as two years before the conference year in question. The President will notify each site under consideration of the final selection.

The Conference Proposal consists of the following items:

1. A letter of invitation from the executive authority of the host institution on letterhead stationery and addressed to the MAPS 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 MAPS members should find this location appealing, including information on each of the following:
 - a. Host facility:
 - 1) Specific information on the planetarium and surrounding institution.
 - 2) Conference team support from the institution and outside services to support the activities of the conference e.g. AV services and troubleshooting, technical support of vendor media installation on host equipment, registration management and materials preparation, catering services etc.
 - 3) Features and estimated costs of the conference hotel and any meeting facilities to be used there.
 - 4) The ability of the host institution to serve a group (80 to 150) in terms of dining, accommodations, meeting facilities, and transportation.
 - 5) Proposed budget estimate costs of registration, meals, and accommodations.
 - 6) Technical capabilities of host (Internet access, A/V equipment, automation equipment, etc.)
 - 7) Proposed vendor/exhibitor spaces
 - b. Conference activities: A general statement concerning the normal conference agenda including such items as paper sessions, workshops, guest speakers and unique planned activities (i.e. special tours to nearby facilities of an astronomical/planetarium or regional nature).
 - 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. Complete contact information for the proposer(s)