



# Middle Atlantic Planetarium Society Conference 2016



Waldorf, MD – Wed-Sat, July 27-30, 2016  
“Innovate, Imagine, Inspire – Taking a New Approach”

## Proposal to Present due June 10, 2016 (with registration)

Please note that presenters must be MAPS members registered for the conference. **Presenters must also submit written documents of their presentation to the program committee no later than the start of the conference.** Details will be sent after your proposal has been accepted.

### Presenter Information:

Presenter Name: \_\_\_\_\_ Presenter Title: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

Company/Facility: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Presentation type – Please check one and fill in information below and on the next pages**  
(Please submit a separate form for each proposal)

- Talk**     
  **Workshop**     
  **Poster**     
  **Panel Discussion**     
  **Vendor Workshop**  
*See Presentation Guidelines on next pages*

**Paper Talk** Talks are 15 minutes long including time for questions.

I can present my talk on any of the following days:

- Thursday   
  Friday   
  Saturday

I will present a  Paper  Planetarium Mini-lesson

**Workshop** Workshops will be offered in 45 minute or 90 minute time slots.

Workshop length:  45 minutes     90 minutes    **or**     This is a 45 minute Vendor Workshop

I can present my workshop on any of the following days:

- Thursday   
  Friday   
  Saturday

I can repeat my workshop on any of the following days:

- Thursday   
  Friday   
  Saturday

*We encourage you to present your workshop more than once to reach more attendees.*

Workshop capacity: \_\_\_\_\_ people.    Cost per person (if any) \_\_\_\_\_

- Workshop requires a Classroom (tables, chairs and projector provided)  
 Workshop requires Planetarium Theater.

**Poster** Posters will be on display for most of the conference, and a specific time will be designated for authors to be present for discussion. Posters will be displayed on tri-fold poster boards, such as those used for science fairs. You may bring your poster already attached to a poster board or request a display board below. Poster board dimensions are 3 feet (36") high and 4 feet (48") wide.

I can present my poster on any of the following days:

Thursday  Friday  Saturday

I need a blank poster board.

I need an additional table for handouts or similar.

**Panel Discussion** Panel discussions must fit in a 30 minute time slot.

The panel discussion can be on any of the following days:

Thursday  Friday  Saturday

Names and affiliations of panel members:

Location of panel discussion (leave blank if it does not matter)

Planetarium Theater  Other (please specify) \_\_\_\_\_

Classroom (tables, chairs and projector provided)  Auditorium

**Please fill out the information on the next page for any type of presentation.**

Presenter name: \_\_\_\_\_

**Equipment needed to support my presentation:**

- Video projector with laptop (Windows Operating System)
- Audio speakers
- Slide projector
- DVD player
- Digital planetarium system\*

Please describe needed use of the system:

- Other (Please specify - may be unavailable):

\*If you are requesting use of the host system, direct questions about technical details and/or slicing fees to: **Mr. Jack Belle**, [jbelle@ccboe.com](mailto:jbelle@ccboe.com).

**Title of Presentation:**

*Please note that a written version of your presentation must be sent electronically to the program committee at [planetarium@buffalostate.edu](mailto:planetarium@buffalostate.edu) by the start of the conference.*

**Brief description to be published in conference program (2-4 sentences):**

*Please list any other special requests. (We will be in touch to coordinate if request is possible.)*

## **Presentation Guidelines**

*All presenters must be MAPS members unless invited by the program committee.*

### **Talks:**

- Presentations are scheduled in 15 minute slots.
- Presenter should allot time for questions within the 15 minutes.
- Talks may be a presentation on a topic (often using PowerPoint slides) or a planetarium mini-lesson, which may make use of the host facility's planetarium equipment.

### **Workshops:**

- Presenter provides all presentation and/or hand-out materials.
- Presenter is expected to adhere to the published time allotment.
- Workshops may not be used to represent vendor-specific services, (e.g. proprietary equipment training) or as sales presentations.
- Vendor Workshops can be used to demonstrate products and commercial activities. These usually will run concurrently with other workshops for 45 minutes and require sponsor support as described in the sponsor guidelines.

### **Posters:**

- Posters will be science fair style posters using 3 feet tall by 4 feet wide tri-fold poster boards.
- If you requested a blank poster board, you may pick it up at the registration table. You must provide your own adhesive materials.
- Please check at the registration table for instructions on how, when, and where to set up your poster exhibit.
- Clearly display your name, facility, and contact information on your poster so delegates may follow up on your work.
- We encourage you to provide at least 100 copies of a handout related to your exhibit for MAPS members to take home.
- Poster sessions MAY NOT be used to make sales presentations.

### **Panel Discussions:**

- Presenter listed on this proposal form is responsible for organizing and getting commitments from panel members before submitting this form.
- Panel discussion is limited to 30 minutes including time for questions.
- Panel topics should be complex or controversial and of interest to the MAPS membership.