

Guide for Proposing to Host a CASCA Annual General Meeting

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1 Introduction

Hosting a CASCA AGM is a rewarding experience! The benefits include

- The opportunity to play host to the large majority of Canadian astronomers.
- Outstanding invited visitors and superb public lectures
- Exposure for your students and faculty to a wide range of leading astronomical and astrophysical research as well as to latest developments in Canadian facilities and major projects.
- Enhanced visibility for astronomy, and your department/institution, within your organization
- Promotion of your department/institution to future students, postdoc's, collaborators, visitors and faculty
- Promotion of your city and province to visitors from across Canada and around the world
- The opportunity to repay the hospitality of others from previous AGMs.

Canadian institutions have an open invitation to propose to host CASCA AGMs. Each year the CASCA Board reviews proposals that it has received. This is normally done at least two years in advance of the meeting. If more than one proposal is received for a given AGM, then the Board must choose between competing proposals.

This document is intended to assist potential hosts to prepare proposals that make the strongest possible case, and provide the Board with the information needed to make an accurate assessment.

2 Preparing the Proposal

The topics listed in this section will be of greatest interest to the Board. Obviously at this early stage, it will likely not be possible to provide detailed information on all of these. However, the more complete this information is, the stronger will be the proposal. These topics are excerpted from the detailed Guide "A Guide to Hosting...." which should be consulted.

2.1 The scientific program

This would include a choice of scientific theme, scientific sessions, and suggestions for invited lectures. There will of course be award lectures, depending on the year of the AGM (see the Awards section on the CASCA web site for details). In even-numbered years, the LOC is encouraged to suggest a guest for an invited public lecture. In odd-numbered years we have the Hogg Lecture through RASC/CASCA.

2.2 Meeting facilities

This section should include some details on the available facilities – suitable lecture halls and meeting rooms, space for the poster sessions, coffee breaks etc, availability of audio-visual equipment, and internet access. You can expect several hundred participants and the facilities must have sufficient capacity. Parallel sessions have now become the norm. What are the options for the meeting banquet?

2.3 Accommodation

This would include availability and capacity of local hotels, student residences, etc. A brief description of the proposed accommodation (type of hotel, location, distance from meeting, etc) would be helpful.

2.4 Transportation

This would include both local transportation (between hotels and the meeting, to other events, etc) and also ease of access to your location from other parts of Canada. Is there direct air service, rail, etc?

2.5 General interest

Would the meeting be timed to overlap with other events at or near the location (e.g. other meetings of interest, cultural events, etc)? What options are available for tours and other things of general interest to participants and/or their families? Here is a chance to showcase the major tourist attractions of your city.

2.6 Finances

It would be useful for the Board to have some estimate, however preliminary, of the cost of the meeting and how this cost will be met in order that you will break even. Please refer to the Guide to Hosting a CASCA AGM document for guidance on what is required. If you have secured any financial or in-kind contributions or commitments, be sure to describe this. If a substantial deposit is required to reserve meeting facilities, how will this be obtained?

2.7 Organization

Please indicate who has agreed to serve on the LOC, and who the chair will be. Do you have the support of your institution? Also, it would be helpful for the Board to have some sense of the experience of the LOC. If you have organized comparable meetings previously please describe this.

3 Submission and Review

Proposals should be sent, either electronically or by mail, to the current CASCA Second Vice-President. Normally, the Second VP will review the proposal for completeness and request any clarification or additional information that may be needed before forwarding the proposal to the Board. Board members in turn may also request additional information by way of the Second VP. In case of a conflict of interest, responsibility for coordination of the review will be transferred to either the First VP or the President.

Your proposal, and any others received by the Board will be reviewed at the next regular Board meeting. Following this meeting, the Second VP will convey to you the results of the review and any recommendations or suggestions that the Board may have. A successful proposal will have the official endorsement of the CASCA board and be placed on the CASCA calendar and web site. At this point, preparations can begin in earnest. For guidance in this next phase please refer to the document “Guide to Hosting a CASCA Annual General Meeting”, available on the CASCA web site. You are encouraged to consult that document before submitting your proposal.