DPS Meeting Guide for Local Organizers
2019 Update

Based on 2011 meeting guide (from Candy Hansen), with inputs/updates from Amanda Hendrix, Josh Emery/Devon Burr (2018 meeting LOC/SOC), Jani Radebaugh (2017 meeting LOC) and the DPS PCCS (Julie Rathbun, chair)

1. Hosting the annual DPS meeting – laying the groundwork

Are you interested in hosting a DPS meeting? The Local Organizing Committee (LOC) is important to the success of the DPS annual meeting and is a rewarding way to support your discipline and highlight your local institutions.

As the DPS has grown, the complexity of this undertaking has expanded, and AAS staff now handles the core logistical organization. This allows the LOC to focus on the extra details that differentiate one meeting from the next – the special local events, the program planning, speakers, activities for significant others, etc. Communication, coordination and cooperation between the LOC, the DPS committee and the AAS staff are essential for a successful meeting, the goal of this guide.

1.a. Local assessment

Start by contacting the current DPS chair to let them know of your interest. They will be able to tell you which years are open and in need of a location. Also speak with the LOC chairs of the last 1-2 meetings, to get their impressions. Note that meetings are planned several years in advance. The preferred dates are the last two weeks of October (but avoiding Halloween) and the first two weeks of November. This is to maximize the separation between the dates of the European Planetary Science Conference (EPSC) and the DPS meeting.

Then begin scouting out potential locations (usually large hotels with conference facilities or convention centers) for the conference. Note that the AAS must approve all contracts, and has substantial advantage in negotiating the best rates, so don't begin negotiating with the venues, just assess what local venues (e.g., hotels with conference facilities, convention centers) might work for the DPS meeting. A spreadsheet with logistical requirements is provided at http://dps.aas.org/meetings/future, and summarized here. Typically, conference venues will have enough information on their website to judge their adequacy. A private meeting between the venue personnel and the LOC in advance of the meeting with the AAS organizer is unnecessary and discouraged.

The DPS committee will want to consider whether or not there are any LGBTQ issues with a given city, and whether the venue state might be on California's list of states where California-funded individuals cannot use state funds to attend meetings in these states; other states may have similar prohibitions.

Not every meeting can accommodate the needs and desires of our large and diverse community, so you should consider where previous meetings have been held. Have the last few meetings been in large cities? Then it might be time for a smaller town? Have they been on the West Coast? Then consider East Coast. And don't forget the large middle part of the US. Is your venue/location LGBTQ+ friendly? Has it been a while since we've had a meeting in a welcoming location?

DPS facilities' requirements, based on the generic AAS RFP and the actual accommodations we had in Fajardo, Puerto Rico, are synthesized below. Similar numbers exist for Provo. Also noteworthy: a "stand-alone" convention center is generally more expensive than a hotel with conference facilities because often the hotel will negotiate rates based on the number of sleeping rooms we can fill, while a convention center will just set a price. In the case of Provo's standalone, and new, convention center, they worked with the adjacent Marriott for room rates and extra meeting space.

1. General Session: 900 people, typically a ballroom. The El Conquistador resort in Fajardo had a 20,486 sq. ft. ballroom that was subdividable into 3 approximately equal areas. These 3 were used for parallel sessions. The same was true for Provo, though the overall space there was smaller (seating closer to 600, which was just barely fine for the attendance at this meeting).
2. Poster and exhibit hall: need >15,000 sq. ft. El Conquistador had 19,917 sq. ft. which could be overkill but was very nice for the large groups of students that came through. This space includes break and reception set up. Use of 15,000 – 20,000 sq ft. may require posters to be changed out daily.
3. 4-6 rooms for workshops, breakfasts, etc. of approximately 1500 sqft. El Conquistador had 3 rooms, ~1500 sq. ft. each.
4. Press: 2 conference room 800 sq. ft minimum for both office and conference room
5. Space for registration plus an office for AAS staff - 800 sq. ft minimum
6. Space for the cyber café – 800 sq. ft minimum
7. Speaker Ready room – 800 sq. ft minimum
8. Boardroom for DPS committee meetings (included in the 4-6 rooms)
9. Lactation Room – 1 room, office-sized, with a locking door, a chair, and a power outlet (minimum. A mini-fridge and small table are nice to have.

1.b. Kickoff

If your area does appear to have a suitable venue(s) you will be invited to a DPS committee meeting to propose your site, at which point, AAS staff will help to look at venue option details and availability. Potential conference dates are discussed between the LOC, DPS committee, and AAS staff. The AAS does all negotiation with the venue – the LOC does not.

You will be invited to join a DPS committee telecon. The types of questions the committee may ask include:

1. Do the organizers live in the **city** where the meeting is proposed, or have close ties to it? If they are not local, how do they plan to do their job?

2. Is there a **host institution** that can provide support (money or personnel such as student volunteers)?

3. Roughly what **time of year** were you considering (summer, early fall, late fall) and are there any known constraints on the time? (Normally the DPS is held in the fall, separated as much as possible from EPSC).

4. Are there **special planetary science events** (mission results, etc.) coming up that year, which you anticipate featuring at this meeting? What aspects of the city, or local or state culture/policies, etc. will increase the inclusivity and accessibility of the meeting? Is there reliable, frequent, inexpensive **transportation** to the meeting city? Are the low-cost meal and lodging options?

5. Is the culture of the city welcoming to all DPS members? Is the location accessible for those with disabilities? Are all locations accessible without stairs? Are the rooms laid out for that there is space for wheelchairs to enter and navigate? Are there food options available for all diets? Is signage legible from a distance and by people with color-ambiguity?

6. Is the location safe for DPS members who are also members of minoritized groups (LGBTQ+, racial minorities, etc.)

7. Is the location especially attractive to DPS members for **scientific or tourism** reasons? Is there an interesting and adequate Banquet venue?

8. Does the location have adequate **local facilities** for meals? Banking? Post office? Copying and fax and other office-related activities?

Assuming that the proposal goes well for everyone, the LOC chair will commence planning the meeting in concert with the AAS staff and the DPS committee. This includes recruiting LOC members, the Science Organizing Committee (SOC) chair, thinking about local events, spacecraft happenings to highlight, etc. Face-to-face DPS committee meetings take place in May and the day before the annual DPS meeting. The committee will request a detailed status report at each, and may also request LOC chair updates at some DPS Committee telecons (held ~bi-weekly).

Typically, the LOC chair will present the new site to the membership during the DPS conference two years prior to the meeting you'll be hosting and essentially invite the membership to attend. The invitation is extended again with more detail at the DPS member meeting during the conference one year prior to the meeting.

2. Organizational Meeting between AAS and LOC

No later than 1 year from the conference, the DPS leadership will organize a face-to-face meeting between the LOC Chair and the AAS staff.   Other LOC members are welcome to attend.

After introductions, discussion will center on who will do each task, and a timeline for each step will be established. A schedule for team telecons is established for the next year. The DPS-AAS MOU (made available to LOC), outlining much of the division of labor, will form the framework for this discussion.

2.a. Division of Tasks

The AAS will create a budget spreadsheet and will keep the budget spreadsheet up-to-date (this may diverge into two tabs – the original budget and updated estimates as they come in). There will be only one spreadsheet and it will be "owned" by the AAS.

The AAS handles all negotiations with hotels and the conference venue as well as any additional contractors or suppliers. Activities or events at the meeting must conform to all contractual and legal obligations.

The LOC decides on the location for the events held on the evening prior to the first day of the meeting (typically Sunday evening): registration, "icebreaker" general reception, and any student receptions. Registration will take place in one location at the conference venue but the reception does not need to be held at the same venue, although a location within walking distance is recommended and food and beverage commitments to the venue should be taken into consideration.   The LOC scopes out and suggests reception locations; the AAS does all subsequent negotiation with those locales and incorporates detailed costs for these events in the budget spreadsheet. Events may need to be modified based on budgetary considerations, legal issues or for other reasons.

The LOC decides whether or not access to the exhibit hall to hang posters on Sunday is desirable (again, modulo any contractual or legal obligations). If so, the LOC + AAS decide on the time. Then the AAS works with the exhibitors to make sure they will be on-site at that time to keep an eye on their equipment.

The LOC scopes out and suggests possible banquet locations (including catering companies if appropriate) and the night for the banquet. The AAS handles all subsequent negotiation for the location and the food and beverages. This is an iterative process with the AAS as meal costs are determined and ticket prices established. The AAS personnel communicate with the LOC during telecons to relate progress on banquet details and planning; the LOC helps to make decisions, as needed, regarding banquet menus, music etc. The banquet should pay for itself (it is not subsidized by the registration fee) or the DPS Committee should vote to cover extra costs. The LOC arranges any field trips to be offered, with some organizational help from the AAS if it is desired.

AAS arranges for all food and beverage (F&B) items at the meeting, including the reception, coffee breaks, poster sessions, workshops that request snacks or drinks, student breakfasts, session chair breakfasts, bag lunch availability, etc. This is a very expensive part of any meeting and care must be taken to set the F&B budget carefully and to stick to it. The AAS will communicate to all vendors the importance of "buying local" with F&B providers. The AAS and LOC work together to decide on menus (as appropriate) for breaks and poster sessions, and to decide on options for poster session and opening reception drink tickets.

The AAS is responsible for contracting for Internet provision and audiovisual equipment as part of the meeting. Any special requirements must be provided by the LOC prior to the final details being provided to the appropriate vendors, which usually happens a few months prior to the meeting (see timeline below). Currently, these are non-trivial expenses and care should be taken to plan for adequate Internet and audiovisual resources, but not too much.

The AAS handles all communication with exhibitors.

The LOC is responsible for the content of the conference web page, but the AAS needs to be able to communicate updates to the LOC webmaster as needed (although this is not a formal requirement, the AAS can provide full website support, including content management). The AAS handles the registration web site. The AAS publishes the websites for workshop requests and hotel registration, which are then linked to the DPS meeting page.

The LOC lines up ~50 volunteers to help with meeting room support, registration, and any other support tasks. The AAS handles onsite coordination and scheduling of these volunteers.

The LOC lines up local donors; the DPS committee contacts big sponsors (e.g. JPL, AURA, PSI, SwRI, Planetary Society). Both the LOC and the DPS committee make sure that sponsors are properly acknowledged at the conference. Care should be taken to not rely on donations in the preparation of the budget until the funds are actually in hand. The LOC may wish to consider whether donor policies are in conflict with AAS/DPS values.

AAS contracts for transportation arrangements between venue and hotels if applicable. This cost must be covered appropriately within the meeting budget.

The AAS produces the block schedule for the meeting rooms, but coordinates the workshop schedule with the SOC and LOC.

The AAS produces a simple map of conference rooms and the poster layout. The LOC should edit this map to include locations of stairs, elevators, gender-neutral restrooms, accessible restrooms, and other accessibility concerns. The AAS contracts for the provision of poster boards and is responsible for the setup of the poster hall.

The LOC handles public outreach, coordinating with the DPS Education/Outreach Officer. Typically, local schools are invited to tour the poster/exhibit hall. The conference budget will subsidize some of the outreach costs – the extent of support will be negotiated with the DPS committee because it is a budget item. The DPS press officer is responsible for advertising the meeting and public activities to the press.

The LOC arranges for a time and venue for the Sagan medal winner to give a public lecture. There should be no cost involved, however if there is then the DPS committee will be involved as this becomes a budget item, and the AAS staff will handle any contractual negotiations required. The LOC plus the DPS Press Officer promote the lecture with local media.

The LOC organizes all additional activities, such as local tours, for conference attendees and their guests. These should all pay for themselves. The LOC produces additional helpful information such as maps and a local restaurant guide.

The DPS committee decides on the registration fee and amount of the "green" donation at the May meeting.

2.b. Timeline of pre-conference activities

The execution of every item on the following list is discussed during AAS-LOC telecons. The DPS chair is also an attendee on the telecons. Some items may be remanded to the DPS executive committee if necessary for a decision to be made, particularly in the case of large unanticipated budget items, although normally the LOC is empowered to make decisions. This timeline is a general guide to the timing of various tasks, detailed deadlines will be worked out between the AAS, DPS committee and LOC, and adjusted as needed.

October, or meeting –12 months
- LOC-AAS face-to-face organizational kickoff meeting. A good opportunity is on the last day of the conference.
- Meeting logo design available (use to promote at the meeting)
- Ask the LOC chair of the last DPS meeting for their lessons-learned notes.

November; meeting –11 months
- SOC chair and members named.

December; meeting -10 months
- Begin identifying banquet options
- The LOC and Program Committee chairs should be interacting regularly with the DPS press officer and EPO officer regarding their plans and needs for the meeting. At this time, the press officer will need information on local media contacts (TV, newspaper, radio) to help publicize the meeting to them. The EPO

officer will discuss plans for teacher workshops, participation of school groups, etc. and will similarly need local contact information.

January; meeting -9 months
- Meeting website designed. Be sure it includes the date and site of the meeting; the LOC and SOC Chairs with contact information; and especially *abstract, housing, and pre-registration* **deadlines**.
- Generate a list of childcare providers in the area. Include in the web site design with the appropriate disclaimer. Also include a link to a parent's forum for sharing childcare and to the professional development web site for further information.
- DPS Committee sends email to all members soliciting nominations for DPS prizes
- LOC should begin seriously organizing any field trips that will be offered

February; meeting -8 months
- SOC sets abstract deadline.
- Launch meeting website (be sure to include local information on the website at this point in time: local restaurants, attractions, nightlife, etc, so that people can use this info to decide whether or not to attend). The website should also include an accessibility page (posted at least 1 month prior to abstract deadline) that includes an annotated map of the venue so that DPS members can use this information to decide whether or not to attend.
- DPS committee members begin contacting meeting sponsors.

March; meeting -7 months
- Audiovisual quote due to AAS.
- consider AAS + LOC planning visit at meeting location – this is a key meeting that helps everyone know what the needs and possibilities are. For Provo, this happened in May.
- LOC accessibility point of contact should walk the meeting venue to determine any accessibility issues to note on the website and accompanying map (locations of stairs, parking, elevators, gender neutral restrooms, quiet room, lactation room, etc.) They should also note accessible routes to hotels that have conference rates, and information about the accessibility of each hotel (See section 6).
- Internet quote due to AAS.
- LOC provides EPO space requirements to AAS.
- LOC + SOC draft very rough schedule of plenary sessions and parallel sessions.
- AAS does initial floor plans and room assignments. They should request that seating layouts include wider aisles, extra room at the back, and a place for mobility devices/strollers/etc.

April; meeting -6 months
- LOC proposes banquet, reception, student reception location options to AAS for AAS follow-up
- Website with workshop form goes live (for workshop proposals)

- Initial meeting budget presented by AAS to LOC and DPS leadership
- Banquet contract signed
- Meeting sponsors and amounts finalized by DPS committee

May; meeting -5 months
- DPS committee meeting – budget reviewed, registration fee set
- Prize winners notified by DPS chair, SOC contacts to finalize schedules for prize winners' talks
- Hotel reservations open, website link goes live
- AAS mails exhibit prospectus to potential exhibitors and prior-year exhibitors
- Exploder email to members with meeting information, call for abstracts, field trips, etc.
- Workshop proposal deadline.
- Workshops scheduled; organizers emailed.
- Volunteer form and info sent from AAS to LOC volunteer coordinator
- Registration link goes live.
- Exhibitor registration advance deadline.
- Hartmann travel grant prize winners notified (DPS vice-chair responsibility)
- Abstracts due (or in July: Negotiated with AAS)

July; meeting -3 months
- Volunteer form goes live
- Early registration begins
- Splinter meeting form goes live
- July exploder email with abstract info, hotels, registration info
- Follow-up exploder email with deadline reminders, workshop
- Early registration deadline, regular registration begins
- Deadline for exhibitor registration – late fee starts

August; meeting -2 months
- All vendor and venue contracts signed
- Signage needs defined by LOC (coordinated with DPS committee to acknowledge sponsors); should be readable at a distance and by people with color-ambiguity. Signs should also indicate gender neutral restrooms, replacing a single-gender restroom, if necessary.
- Exploder email with meeting news and reminders
- Audiovisual deposit due
- Final exhibit deadline
- Exploder email with registration reminder
- AAS does shipping inventory, orders supplies
- Final transportation schedule (for buses from hotels to venue, if applicable)
- List of volunteers provided from LOC to AAS

September; meeting -1 month
- LOC finalizes signage needs and delivers list to AAS
- Exploder email with registration deadline reminder, conference updates
- LOC provides AAS with EPO schedule of events and logistical requirements
- Regular registration deadline, late fees commence
- Audiovisual order deadline (incorporating workshop needs)
- Catering orders deadline
- Splinter meeting deadline
- Final block schedule online
- Hotel cutoff
- Internet order due
- Exploder email with conference updates
- Volunteers scheduled by AAS, LOC emails volunteers their schedule
- Session door signs produced by AAS
- Posters laid out by AAS, map sent to LOC (AAS did this last year)
- Exhibit hall map from AAS to LOC for program update
- List of recipients of comp'd registration due to AAS
- Program updates due
- finalize details of field trips with # attendees now in hand
- make sure there is enough seating and power available in the poster area; , include chairs for presenters who have difficulty standing for long periods of time

2.c. LOC-AAS telecon schedule

It is a good idea to plan to hold regular telecons between AAS meeting staff and the LOC. Dates and times for the AAS-LOC telecons are selected at the organizational meeting one year prior to the conference (see 2b). Although the dates can be changed later, it is helpful to plan around weeks when the AAS staff are immersed in executing AAS meetings, the LOC chair is unavailable, and other conflicts. The following is a rough guideline to telecon frequency - the number is not mandatory, and telecons should be cancelled if not needed.

- November to March – one telecon per month
- April to June – two telecons per month
- July to September – one telecon per week (schedule these but cancel if not needed)

3. The Local Organizing Committee

The chair of the LOC is encouraged to put together a committee and then delegate! Include 1-2 PCCS members and 1-2 Environmental Affairs Subcommittee members. If possible include the LOC chair for the subsequent DPS meeting on your committee so that they can see what they will need to do. Possible assignments are:

- Website (check out the websites from past years' meetings)
- Logo
- Student-focused activities
- Child-care
- Accessibility point of contact, could be a member of PCCS, should be listed as contact for members with accessibility questions (see section 6)
- Green czar (see section 5)
- Registration packet content (if applicable)
- Local restaurant guide
- Local activities and tours
- Education and Public Outreach
- Volunteer coordinator
- Banquet plans
- Description of local sightseeing options (for people to do on their own)
- Local fund-raising

4. The Science Organizing Committee (SOC)

The SOC chair participates in all LOC and LOC-AAS meetings. The SOC is primarily active for the abstract sorting and scheduling at a date scheduled sometime in July. If possible include the SOC chair for the subsequent DPS meeting on your committee so that they can see what they will need to do. Solicit a mix of people (by e.g., gender, career stage, institution, nationality, race, ethnicity) for the SOC. It's a good idea to seek some overlap of topical expertise in your SOC members, including a laboratory representative. Include the DPS Press Officer. Include someone to be the History representative (to coordinate the joint HAD/DPS session). Include 1-2 PCCS members.

The LOC and the SOC decide on any **special sessions and invited speakers** in addition to the standard prize lectures, and **invited-only sessions** to discuss news of general and timely interest (usually new spacecraft results). The PCCS usually invites a plenary speaker to present on diversity and inclusion issues.

4.a. SOC Timeline of activities

Minus 6 Months:
- SOC Chair submits list of Session Topics to the AAS to be incorporated into the abstract submission website.

Minus 4 Months:
- Program Committee finalized. Names and e-mail addresses are sent to the AAS so that they can be given access to the secure site for downloading abstracts
- Implicit bias training and/or discussions on making an inclusive meeting for the SOC (should be done before choosing invited speakers).

- SOC Committee, based on SOC Chairs recommendations, chooses Invited Speakers. SOC Chair contacts Invited Speakers for availability. In consultation with SOC members, SOC Chair picks and contact alternate speakers if necessary.

Minus 3 Months:
- Run an **abstract deadline reminder** in the DPS and AAS electronic newsletters. It doesn't hurt to have e-mail reminders one week and 2 days before the due date, as well.

- SOC collects **titles from invited speakers**, sends them on to the AAS, who should consider how the diversity of the speakers fits into recent meetings (in terms of gender, race, science topic, institution type, etc.) to make sure we are inviting diverse voices. Normally *abstracts* from invited speakers are due the same time as all the other abstracts, but it is a good idea to remind them now to submit an abstract for their invited talk.

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Minus 2-4 Months (As negotiated with AAS):
- Abstract deadline; AAS collects and processes **abstracts.**

Minus 2 Months:
- AAS and DPS secretary confirm the **membership status** of first authors (or, if first author is not a member, that they are sponsored by a DPS member and that the "one-time-only" rule is being followed)
- AAS confirms that no person is **first author of more than one paper** (invited talks and education posters excepted)

- Abstracts and reports made available on a **secure web site** to the Program Committee and the Press Officer
- Self-selected "**Newsworthy**" abstracts are flagged for the Press Officer

One Week After Abstract Deadline:
SOC meets. Before the committee meets, the Chair will look over the number of abstracts that have been submitted, including the number of oral versus poster requests, and make the overall decision of how many oral slots are available in total, and how these slots will be distributed by topic (e. g. "we'll have 18 oral papers on Mars Surfaces, one grab-bag session of nine unclassifiable papers...") so that the rest of the committee knows what constraints they are operating under. To accomplish this, prior to the SOC Meeting, the Chair should develop a block schedule of sessions which minimizes the simultaneous scheduling of overlapping topics (i.e, Saturn and Jupiter scheduled simultaneously, or Jovian satellites and Enceladus). An example of a good combination of simultaneous sessions is (1) a planetary atmospheres session, (2) a small-bodies session (asteroids, comets), and (3) a Mars surface session. The block schedule should incorporate the schedule for the Plenary Session, comprised of the Invited Speakers (including the PCCS-selected diversity speaker) and the DPS Prize winners. Time for the plenary DPS annual Members Meeting also needs to be scheduled, if held during the day.

At the Program Committee meeting:
The committee members are to:

  A. Flag any abstracts that are clearly **inappropriate** for the session in question, either because they were misassigned (the author hit the wrong button)
the title and/or abstract violate the AAS code of conduct, or because the work is not of a quality appropriate for the meeting. *These latter abstracts are extremely rare. Any abstract that is likely to be rejected must be put aside to be discussed by the entire program committee and, if necessary, referred to the DPS Committee before such a drastic step is taken.*

  B. Decide which papers are to be given **orally**, and which are presented as **posters**.
- o In recent years, the authors of the abstracts have been given the choice on the abstract submission form of choosing their preference for oral or poster presentation.
- o Try to accommodate all preferences. This will depend on the time slots and abstracts available.
- o If you find that authors who have requested an oral presentation must be moved to a poster, send a personal message to the author explaining the reasons (and be prepared to stand firm when you receive flak for this decision).
- o Authors who request posters, should be given posters unless the Program Committee strongly feels that the results are better presented orally. If possible, consult with the author first.
- o Consider the diversity of the presenters. Do you have an all-male session? Studies show that young scientists and women are more likely to select a poster presentation, so they should be encourages to give oral presentations when they do opt for that.

  Order the papers within the oral session so that similar papers are grouped together and the topics flow in an interesting and logical manner.

  D. **Order** the papers within the poster session so that topics are grouped logically.

  E. Identify two people who can serve as **session chairs**, plus a third alternate candidate to be given to the Chair in the event that one of the two chosen candidates cannot serve.
- The pool of potential chairs is made up with those who indicated they would be willing to serve as a chair when they submitted their abstract. Make sure you don't assign as a session chair someone who is not registered for the meeting or did not submit an abstract.
- Session chairs should be persons of sufficient stature in the community that they can chair with some authority, and of sufficient knowledge of the field to be able to recognize good

questions and good questioners, and, if necessary, ask intelligent questions themselves of the speaker.
- Session chairs should be capable of running an inclusive session by pronouncing speaker's names correctly, treat all speakers equally, using proper pronouns for speakers, encouraging questions from diverse members of the community (not letting 1-2 people dominate questions). They should also be familiar and respectful of AAS policies such as anti-harassment, code of ethics, and guide to meeting etiquette and reporting processes (some of this can be handled in training).
- If possible, the chairs should be chosen from those *not* giving papers in that session; instead, look to those presenting in related sessions or those presenting posters. (This is a nice gesture especially if that person's paper was "pushed to poster" by time constraints.)
- If it is unavoidable that both chairs are also presenters, at least try to have one chair give a paper in the first half of the session, the other chair give a paper in the second half of the session so they can chair each other's paper.

- Program Committee Chair sends **session schedules and assignments** to AAS

Minus 1 Month:
- AAS collects late abstracts, SOC Chair organizes **late session**. Normally late abstracts are automatically assigned to poster sessions; this greatly simplifies the entire process and keeps the process fair to all members.

5. Planning a Green Meeting

As planetary scientists we are uniquely conversant in the scientific basis underlying climate change concerns. The LOC is requested to look at all available methods for reducing the meeting's carbon footprint. [The Ithaca LOC in 2008 is especially commended for their many innovative measures!] The AAS has a green policy, which should be referenced for possible ideas and current AAS operational procedures and policies at the main Society meetings.

Possibilities for the LOC to consider:

- Detail alternative travel options to the meeting besides air travel
- Describe public transportation options to travel between airport and meeting
- Encourage carpooling
- Encourage vendors to "buy local" for food breaks

- Advertising the awareness for "Eco-Friendly" and "C-Footprint" on as many places as possible – asking the participants to look for ways to minimize waste
- On-site paper, plastic, and glass recycling
- Utilizing recyclable (paper) cups, plates, etc. for coffee, cookies, etc. use wooden stirrers; avoid plastic disposables as much as possible.
- Minimize the printouts and handouts of the conference abstracts/programs etc. - put terminals and printers if participants want to print specific parts.
- If possible, obtain polyethylene (HDPE or LDPE) nametag pouches and ask these to be returned – they can be recycled.

Webcasting of all sessions of the entire meeting was tried in Ithaca, but not pursued after that meeting. There were two reasons: 1) concerns about release of proprietary ideas and data; and 2) the cost. In the future the cost of webcasting will likely decrease, but the concern about release of proprietary material will still need to be addressed.

The LOC will also make sure that a button for a voluntary donation to offset our carbon footprint is included on the registration webpage. The donation amount will be decided at the May DPS committee meeting when the registration is set.

6. Planning an Inclusive Meeting

Scientific meetings can be invigorating and are an essential part of processes of scientific exchange. However, not all scientists have positive experiences when attending meetings. Some members of our community feel isolated when they do not see others who look like them or share a common background. Others encounter barriers, such as the lack of childcare or safe bathrooms, that keep them from fully participating. And, some are targets of harassment at meetings (National Science Board 2015). Here we summarize ways to make a meeting more inclusive of all members of our society. For a more complete discussion, see "Inclusive Scientific meetings: where to start".

- Set goals for equity and inclusion and assess whether those goals are met. This could include striving for a certain number of invited talks by members of underrepresented groups, asking about inclusivity in the post meeting survey, or otherwise measure the quality of interactions at the meeting.
- Meetings should have a code of conduct (refs below), fortunately the DPS meetings fall under the AAS anti-harassment policy.
- Have a LOC member, who understands the wide variety of types of accessibility issues that may come up, act as a point of contact for accessibility issues. Advertise to the attendees who this is and how to contact.
- When the LOC considers meeting layout, accessibility considerations should include not just mobility issues but making the meeting a safe place for all, so make available a lactation room and a separate quiet room. Also ensure the presence of gender-neutral restrooms. Signage should be legible from a distance and by people with color-ambiguity. Most modern conference centers already have these things in place, and the AAS organizer is vigilant about them if not.

- The meeting webpage should include a link on accessibility that is posted at least 1 month before the abstract deadline, so that potential attendees with accessibility concerns can make their decisions in a timely manner. This page should include an annotated map to indicate the location of parking, accessible entrances, stairs, elevators (esp. those that don't stop on every floor), gender neutral restrooms, lactation room, quiet room, etc. The LOC accessibility point of contact should be responsible for writing this report based on a first hand walk through of the venue location.
  - o If venue is not in/attached to conference hotel, note if there are any potential barriers to navigation (major roadways, steep hills, multiple entrances to venue)
  - o Report should also include info about accessible lodging options (not all hotels have them), as well as transportation options (beyond Uber/Lyft - public transport, airport shuttles, local taxi services, etc.).
  - o Links to the report should be prominent and on multiple pages (venue, lodging, abstract submission page, etc.)
- Make chairs available in poster sessions for presenters who cannot stand for long periods (perhaps have option to request at registration?)
- Request seating layouts in session rooms that include wider aisles, extra room at the back, remove a couple chairs from some of the rows to leave a place for mobility devices/strollers/etc.
  - o Make sure that chairs are not moved in such a way to block room access for folks using mobility devices.
- Make sure there is food available (or easy to get to) and take into account attendees who may need to eat at regular intervals (for example, diabetics), people with mobility issues (are local restaurants accessible and easy to get to in the time available), and people with food issues (vegetarians, gluten-free, etc.)
  - o If walking the area, possibly note which of the restaurants are close and have accessible entrances (no stairs) (estimations of "close" should include both distance and avoidance of major roadways to cross or other obstacles)
  - o Water availability also; long bar lines can make beverages hard to get if not available elsewhere.
- Ensure session chairs have training that includes how to handle aggressive or inappropriate questions/comments during the Q&A. Training points should include:
  - o Encourage chairs to meet all speakers prior to their session in order to determine correct pronunciation of names and which pronouns are used by each speaker. This promotes consideration of people's identities.
  - o Let session chairs (and A/V volunteers) know what to do if a participant has a hearing assist device or if there are other necessary accommodations (ideally organizers know this ahead of time from the registration form and can pass along to session chair).
  - o Emphasize the importance of ensuring that early career participants have a positive experience at this conference and that the session chairs are in a position of authority to help with this

- Make chairs familiar with AAS policies such as anti-harassment, code of ethics and guide to meeting etiquette and reporting processes. Chairs should refer to this information at the beginning of their session and point out that the session is covered by those policies. Specific topics to include:
  - Guidance on how to handle a presenter who has an inappropriate image in one of their slides
  - Don't allow one person to dominate the microphone during multiple Q&A opportunities
  - If a person is only making comments ask "is there a question?"
  - Refer to inappropriate behavior as a violation of the code of conduct as a way to shut down the behavior
  - Insist that all speakers/questioners use microphones; make sure microphones are available and accessible (for example, a wireless microphone for speakers who cannot access the podium).
- The SOC (at least the chairs) should undergo implicit bias training and the PCCS can help set that up.

7. Meeting Events

The following events need to be incorporated in the schedule; this should be jointly coordinated by the AAS, LOC and SOC:
- Opening reception (Sunday)
- Student reception (Sunday)
- Opening and welcome by civic leaders at first plenary
- Women's lunch
- Prize lectures – Kuiper, Urey, Masursky
- Presentation of medals to Sagan and Eberhardt winners
- Public Sagan-medal-winner lecture
- NASA night
- DPS members business meeting
- Banquet (optional)
- Open mic night
- Session Chair breakfasts every morning

8. Meeting Week

The AAS staff is the point-of-contact for all service vendors. AAS staff will run the registration desk and be available all week to answer questions and to resolve issues.

8a. LOC chair responsibilities

- Try to be present at as many activities as possible, to be available in case questions arise or things go awry, which they are guaranteed to do. The LOC chair is the liason between the attendees and the AAS/Convention center. They should be prepared to take heat from people about things that have gone wrong, and be ready to solve those problems. They are the public face of the meeting and their role while the meeting is in progress is to enable everyone to have a good experience, where that is in their control.
- Assign at least one LOC member to be present at each planned activity, to be the point person. (Don't feel that you need to be the point person at everything! This is particularly difficult with simultaneous activities, if there are any.)
- Be sure to exchange cell phone numbers with the LOC members as well as the DPS Chair and SOC Chair, for last-minute communications throughout the week.
- Be sure to thank your LOC members!
- Be in close contact with the AAS Staff, DPS chair and the SOC chair throughout the week, to make sure that you're all aware of how things are going and decisions that have been made.
- Throughout the day, hang around (as appropriate) the registration area and general meeting areas to be available for questions and to coordinate things as needed with the AAS staff. Don't feel that you can't go to any talks though!

Thoughts from Josh Emery, DPS 2018 LOC Chair:
- o On Sunday morning I checked out the setup of each of the oral session rooms
    - Make sure there are no lights shining on screen
    - Make sure podium is set up so speaker can see the screen
    - Double check chair setup
- o Each morning during the week, I rechecked each room
    - We added additional chairs to each room on Tuesday, and changed the setup in the back of the room to make it easier for people who were jumping between sessions
        - Added 5 additional rows, but left an extra "aisle" in those back rows to enable easier access
    - Double check lighting (things change for some reason)
    - Double check podium position (again, got moved around once or twice)
- o Monitored coffee and snacks on break
    - Good relationship with catering staff enabled us to change things in real time (e.g., request more vegan options, leave coffee out past end of break time)
- o In general, being responsive to comments received during the week
    - We developed a good relationship with the AAS staff and the Convention Center staff. This relationship allowed us to easily discuss issues such as lighting, temperature, layout during the week.

- o I also monitored the AV in each room and proactively discussed any issues with the AV staff. There are always issues, and being proactive enabled quick resolution.

8b. SOC chair responsibilities

- On "set-up day", typically day before first sessions:
  - o Meet with AAS staff person responsible for oversight of the session rooms.
  - o Learn how the clock, microphones, laser, projection equipment work

- Morning of Each Day: Conduct Session Chair Breakfast
  - o Discuss how sessions are run (time for each talk, Q+A process, etc)
  - o Introduce Audio Visual Technican, who will demonstrate operations of the clock and computer procedures for accessing and displaying talks

- Before Start of each Session: Ensure all talks have been submitted. If not, try to locate speaker, and coordinate back-up plan with Session Chair

8c. DPS chair responsibilities

- Welcome students to student reception, explain purpose, thank organizers
- Meeting opening - Greet civic leaders when they arrive, introduce civic leaders at beginning of Welcome Plenary, introduce and thank LOC and SOC chairs and committees, thank sponsors
- Give Sagan Medal and Eberhardt award to recipients (introduce winners, read citations) at plenary session
- Give Urey, Kuiper and Masursky prizes to recipients and introduce them to give their prize lectures (act as master of ceremonies at plenary session)
- Attend student breakfasts
- Attend session chair breakfasts as possible (vice-chair and/or Committee members are also encouraged to attend)
- Welcome everyone to NASA night
- Run the DPS members meeting (be sure to bring gavel to hand off to incoming chair)
- Welcome everyone to Sagan public lecture and introduce speaker
- The DPS chair is also an important public face on the meeting, and they are typically engaged in problem solving and general meeting health during the meeting. They engage with members and help them have a good experience.

9. Wrap Up

Post-meeting the DPS Committee will want to hear your feedback on lessons-learned and suggestions for future improvements. Please write down your lessons learned to share with the next LOC chair and consider what updates need to be made to this meeting guide.

Please know that the success of the DPS meeting every year is based on the volunteer efforts of the members of the Division. By taking on the role of LOC or SOC member or chair you are providing an invaluable and sincerely appreciated contribution to your discipline.