Middle Atlantic Planetarium Society Conference 2020

"Reaching Beyond the Stars"
Wednesday-Saturday, April 22-25, 2020

Proposal to Present due April 1, 2020

Please note that presenters must be MAPS members registered for the conference.

THREE WAYS to submit your Proposal To Present:
  (1) Skip this form and submit your Proposal online: Google Form link on MAPS website
  (2) Complete this form, scan it, and email it to brian.koehler@mysticseaport.org.
  (3) Complete this form, and mail it to:

> **Brian Koehler**
> **Mystic Seaport Museum**
> **75 Greenmanville Avenue**
> **Mystic, CT 06355**

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**)**

Posters: ☐ **Check HERE if your proposed session is a Poster**

- Posters will be in display for most of the conference, and a dedicated session time will be setup for authors to be present to discuss their posters.
- Posters will be displayed on 3' x 4' foamcore boards on easels. The easels and foamcore will be provided by the conference host.
- Clearly display your name, facility, and contact information on your poster so delegates may follow up on your work.
- A table will be setup in the poster area for handouts. Presenters are encouraged to provide at least 80 copies of a handout related to your exhibit for MAPS members to take home.
- Poster sessions MAY NOT be used to make sales presentations.

  ☐ I need space on the "handout table" for handouts/flyers for my poster.

<u>**Paper Talks:**</u>   ☐ **Check HERE if your proposed session is a Paper Talk**

- Presentations are scheduled in 15 minute slots. The 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.

I can present my talk on any of the following days: ☐ Thursday ☐ Friday ☐ Saturday

I will present a: ☐ Paper   ☐ Planetarium Mini-lesson

<u>**Workshops:**</u>   ☐ **Check HERE if your proposed session is a Workshop**

- Workshops will be offered in 45-minute or 90-minute time slots.
- The presenter is encouraged to offer the workshop more than once to reach more attendees.
- The presenter provides all presentation and/or hand-out materials.
- 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.

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

I can present and/or repeat my workshop on any of the following days:

☐ Thursday ☐ Friday ☐ Saturday

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

☐ Workshop requires a Classroom (tables, chairs and projector provided)

☐ Workshop requires use of the Planetarium

<u>**Panel Discussions:**</u>   ☐ **Check HERE if your proposed session is a Panel**

- The 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.

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   ☐ Classroom   ☐ Other (please specify) _____

Please fill out this page for ALL session proposals

Title of Presentation: _____

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

_____

_____

_____

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_____

Equipment needed to support my presentation:

☐ Video projector with laptop (Windows Operating System)
☐ Audio speakers
☐ Slide projector
☐ DVD player
☐ Host 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 to:

    Kerri Kiker, kkiker@cradleofaviation.org

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

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