



# IAC Plenary Program Selection Process and Criteria

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## Definitions

The IAC Plenary Program is divided into three categories (PP = PE + HLL + LBN):

- **Plenary Events (PE):** Plenary events held as topics of general scientific or technology interest, and with a broad level of interest that warrants presentation to the full Congress attendees.
- **Highlight Lectures (HLL):** Lectures on selected scientific or technology topics generally given by people who excel in the lecture field. Different from a PE, they have more scientific or technical depth, but are still of strong interest to the full Congress attendees.
- **Late Breaking News (LBN):** A presentation on an important topic of scientific or technological relevance that has occurred after the abstract selection and final program definition (between May and September each year) and of strong interest to the full IAC attendance.

## Number of Plenary Program slots per IAC

Over the five days of the Congress, there are normally 12 slots available for the Plenary Program. These slots are normally divided into 7 Plenary Events, 3 Highlight Lectures, and 2 Late Breaking News events. The seven Plenary Events are one hour long, except the Heads of Agencies Plenary, which is 90 minutes long. The three Highlight Lectures are one-hour long. The two LBN events are 30 minutes long and are conducted back-to-back.

It is understood that, until further notice, one Plenary Event will be reserved for the “Heads of Agency” forum and another one will be selected at the discretion of the Local Congress Organization.

The IPC Steering Group will then select **5 Plenary Events, 3 Highlight Lectures, and 2 Late Breaking News** presentations.

The number of slots for the Plenary Program, as well as the division of events may be altered by the IPC Co-Chairs, upon recommendation of the Steering Group.



## Plenary Program Selection Schedule

Every year a call for PE's and HLL's is released by the IAF-IPC with the support of the IAF-IPC/SG via the IAF Secretariat. The call generally opens in mid-November and closes in late January. IPC Steering Group members review the various proposals, rank the most attractive ones (using the evaluation criteria below) and classify the ranked ones as PE or HLL.

Each Steering Group member will rank all PE proposals, with a rank of one being the highest. Given 5 PE slots available, each Steering Group member will provide a rationale for their ranking of their 5 top choices, following the items listed in the Evaluation Criteria.

Each Steering Group member will also rank all HLL proposals, with a rank of one being the highest. Given 3 HLL slots available, each Steering Group member will provide a rationale for their ranking of their 3 top choices, following the items listed in the Evaluation Criteria.

Merging between proposals may also be proposed by Steering Group members if they believe complementary topics have been proposed.

The IPC Co-Chairs then select the PE's and HLL's based on the ranking and recommendations of the Steering Group and further taking into account discipline and geopolitical distribution.

The final selection set is then submitted to the IAF Bureau by late February for endorsement and release.

The LBN call starts in July and closes in September. The IPC Steering Group ranks the LBN proposals and makes their recommendation to the IPC Co-Chairs for final approval.

## Plenary Program Evaluation criteria

Proposals for Plenary Events and Highlight Lectures are then selected based on their best fit to the above-mentioned definitions.

The Steering Group members will consider the following criteria in their ranking of the proposals:

1. The original content of the proposal, as compared to recent IAC Plenary Events
2. The timeliness of the topic with respect to current events in Astronautics
3. The interest of the topic to a large segment of the Congress attendees
4. The relationship of the proposal to the theme of the congress
5. The quality and profiles of the proposed presenters
6. The ability of the proposers and organizers to obtain the proposed presenters and execute a quality event.



The final selection will be done ensuring a balance of disciplines and topics among the events.

### **Plenary Program Proposal Submittal**

Proposals must be submitted to the IAF Secretariat based on the schedule provided by them. All proposals must provide the information requested in the proposal form.

### **Plenary Program Formats**

Several formats are possible and need to be described in the submittal form:

- Plenary Event  
Selected panelists coordinated by a moderator (possibly one of the organizers).
- Highlight Lecture  
One or two key presenters addressing the subject of the HLL.
- Late Breaking News  
One or two key presenters addressing the subject of the LBN.

All these events shall provide some time to interact with the audience.

A detailed description of the way of conduct of the session is necessary to facilitate proper evaluation.