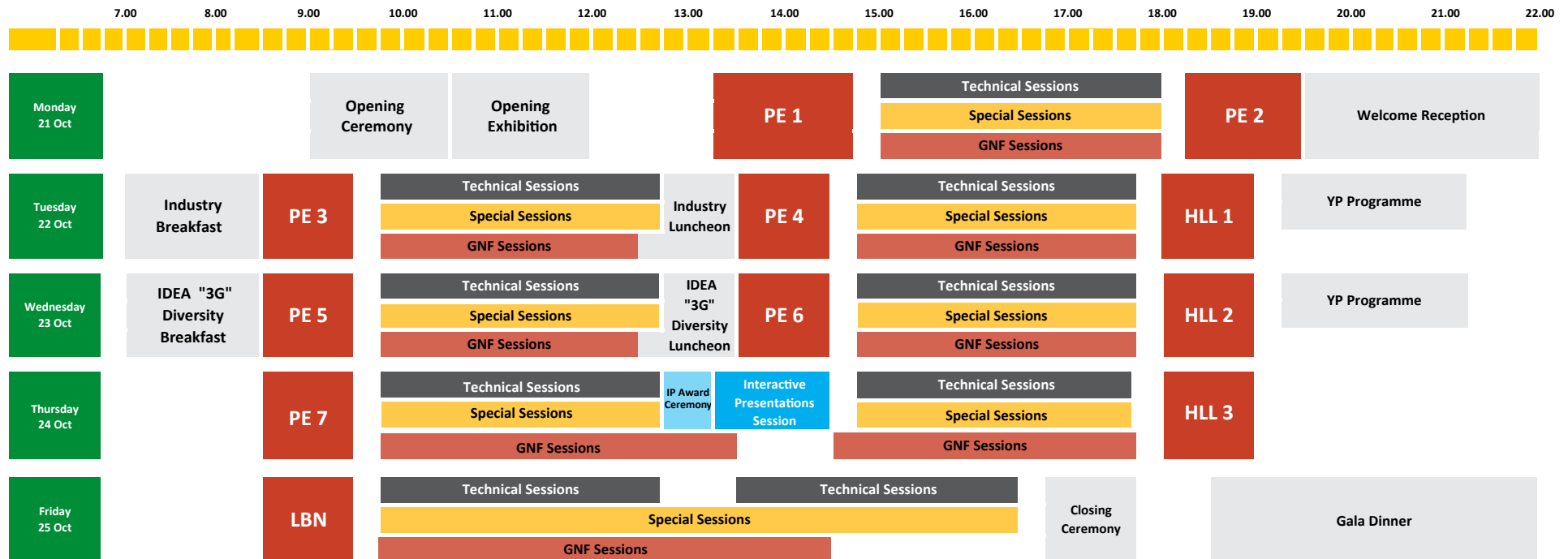# HOW TO ACTIVELY ENGAGE IN AN IAC

The International Astronautical Congress (IAC) is a five day congress taking place during the September/October timeframe each year in a different location around the world. The upcoming IAC 2019 will be held in Washington D.C., United States, between 21-25 October 2019.

The IAC is not only a Congress, but a gathering of the international space community that, every year, contributes to and shape a different and exciting programme. There are several different ways that you can actively be part of the congress and this guide will help you better understand which role you can play at the IAC and the various deadlines to meet. Here below you can find the IAC Congress at a Glance with the general schedule for the main IAC events: Plenaries, GNF Sessions, Technical Sessions, Special Sessions and the IP Session.

Should you have any questions please do not hesitate to get in touch with the IAF Secretariat at info@iafastro.org

Be Part of the Conversation at IAC2019!

Day								
Monday 21 Oct		Opening Ceremony	Opening Exhibition	PE 1	Technical Sessions / Special Sessions / GNF Sessions	PE 2	Welcome Reception	
Tuesday 22 Oct	Industry Breakfast	PE 3	Technical Sessions / Special Sessions / GNF Sessions	Industry Luncheon	PE 4	Technical Sessions / Special Sessions / GNF Sessions	HLL 1	YP Programme
Wednesday 23 Oct	IDEA "3G" Diversity Breakfast	PE 5	Technical Sessions / Special Sessions / GNF Sessions	IDEA "3G" Diversity Luncheon	PE 6	Technical Sessions / Special Sessions / GNF Sessions	HLL 2	YP Programme
Thursday 24 Oct		PE 7	Technical Sessions / Special Sessions	IP Award Ceremony	Interactive Presentations Session	GNF Sessions / Technical Sessions / Special Sessions / GNF Sessions	HLL 3	
Friday 25 Oct		LBN	Technical Sessions / Special Sessions / GNF Sessions		Technical Sessions / Special Sessions	Closing Ceremony	Gala Dinner	

Time scale: 7.00 – 22.00

BECOME AN ACTOR AT IAC2019

	PUBLIC PROGRAMME		**TECHNICAL PROGRAMME**	
	Plenary Programme (Plenaries, HLL, LBN)	**GNF Programme**	**Technical Sessions**	**Special Sessions**
Who can Apply?	IAF Member Organizations representatives	IAF Member Organizations or newly applying Member Organizations	Open to Everyone	Open to Everyone
How to Apply?	Fill in Plenary Application Form and send to iacplenary@iafastro.org	Fill in GNF Application Form and submit to gnf@iafastro.org	Fill in online Abstract Submission Form at www.iafastro.net	Fill in online Special Session Application Form at www.iafastro.net
Who Selects?	IPC Steering Group	IAF Vice President for GNF	International Programme Committee (IPC)	IPC Steering Group
When Does the Call Open?	8 November 2018	15 November 2018	5 November 2018	13 November 2018
When is the Deadline to Apply?	8 February 2019	June 2019 (Upon Availabilities)	28 February 2019	18 February 2019

PUBLIC PROGRAMME

Plenary Programme

Restricted to IAF Member Organizations' representatives
No other events in parallel

Global Networking Forum (GNF)

Restricted to current or newly applying IAF Member Organizations

Topic to be of interest to a <u>large</u> segment of Congress attendees

500-1000 Delegates

12 Total Slots
7 PEs
2/3 HLLs
1/2 LBNs

300-500 Delegates

+/- 40 slots

Evaluation Criteria:

- Topics (Industry, Exploration, Next Generation, Host Plenary, Environment...)

- Event Format:
  - PEs: 4/7 Speakers and a Moderator
  - HLLs: 1/2 Speakers and a Moderator
  - LBNs: flexible format

- Originality of the proposal, as compared to recent IAC Plenary Events

- Timeliness of the topic with respect to current events in Astronautics

- Relevance of the proposal to the theme of the congress

- Quality and profiles of the proposed presenters

- Ability of the proposers and organizers to obtain the proposed presenters and execute a quality event

Evaluation Criteria:

- Topics (Industry, Society and Education, Public, Development, Future, Challenges, Exploration etc...)

- Event format:
  - panel discussion
  - lecture/keynote
  - workshop
  - press conference
  - networking event
  - competitions
  - corporate promotional events

- Relevance of the proposal to the theme of the congress

- Quality and originality of the proposal

- Relevance with regards to the current space sector developments

- Ability of the organizers to obtain the proposed speakers and execute a quality event

TECHNICAL PROGRAMME

ELEMENTS

Technical Sessions (TS) & Interactive Presentations (IP)

Open for everyone

Special Sessions (SpS)

Open for everyone

Topic to be of interest to a _targeted_ segment of the Congress attendees

50-250 Delegates

20-200 Delegates

TS:+/- 1700 slots
IP: +/- 500 slots

+/- 30 slots

Evaluation Criteria:

- Topics
  - Science and Exploration
  - Applications and Operations
  - Technology
  - Infrastructure
  - Space and Society

- Direct applicability of the abstract submission to astronautics

- Scientific merit, originality and attractiveness of the subject

- Compliance with the word count and format requirements for abstracts

- Event Format:
  - oral presentation of 10-20 minutes
  - interactive presentation of 10 minutes

Evaluation Criteria:

- Multidisciplinary topic

- Novelty and originality of the topic

- Innovative event format:
  - panel discussion
  - group discussion
  - workshop
  - campfire
  - fishbowl
  - sprints

- Focus on audience engagement

- Quality of contents

- Qualification and experience of the organizers

- Relevance to the theme of the Congress