

## CHAPTER VIII

### RULES FOR IAU SPONSORED SCIENTIFIC MEETINGS

#### General

The programme of scientific meetings is one of the most important means by which the IAU pursues its goal of promoting the science of astronomy through international collaboration. A large fraction of the Union's budget is devoted to the support of the IAU scientific meetings. The Executive Committee (EC) places great emphasis on maintaining high scientific standards, coverage of a balanced spectrum of subjects, and an appropriately international flavour for the programme of meetings sponsored by the IAU.

Contacts with meeting organisers during the preparation and conduct of IAU scientific meetings are maintained by the Assistant General Secretary.

#### Types of meetings sponsored by the IAU

The IAU currently supports the following types of meeting:

- a. Symposia
- b. Colloquia
- c. Regional Astronomy Meetings
- d. Joint Discussions during General Assemblies (GAs)
- e. Co-sponsored meetings

These types of meeting are characterised as follows:

- a. The IAU Symposium Series is the scientific flagship of the IAU meeting programme. Symposia are organized on suitably broad, yet well-defined scientific themes of considerable general interest. They are intended to significantly advance the field by seeking answers to current key questions and/or clarify emerging concepts. Symposium proposals, backed by an IAU Commission acting jointly with one or more supporting Commissions, are submitted to the relevant Division President for coordination and ranking before final decision by the EC. Symposia receive a fixed allocation from the IAU to support the attendance of qualified scientists from all parts of the world (see below). The amount of support appears on the current Application Form. The Proceedings of IAU Symposia are published in the standard IAU Symposium series by the IAU Publisher. In years when a GA is held, most or all Symposia are attached to the GA and held at the same venue. In these cases, the local organisation is covered by the Local Organising Committee (LOC) for the GA itself, and travel support for the Symposia is coordinated with that for the GA.

- b. For IAU Colloquia, equally high scientific standards are expected as for Symposia, but their subjects may be somewhat narrower or more specialised in scope. Accordingly, Colloquium proposals are submitted as for Symposia, but need support from only a single Commission. IAU travel support for Colloquia is somewhat lower than for Symposia (see Application Form). Proceedings of IAU Colloquia are normally published, but their format and the choice of publisher are left to the discretion of the Scientific Organising Committee (SOC); there is no regular series of IAU Colloquium volumes. In the years of a GA, Colloquia are, as a rule, scheduled no closer than three months to the GA itself.
- c. IAU Regional Astronomy Meetings, currently held in the Latin American and Asian-Pacific regions in years between General Assemblies, are usually held at the invitation of a national astronomical society in the region. Their purpose, in addition to the discussions of specific scientific subjects, is to promote contacts between scientists in the region concerned, especially amongst young astronomers. Therefore, both a much wider range of scientific topics, a larger SOC, and a larger total attendance are accepted than normal for Symposia and Colloquia. IAU travel support is provided at a similar level as for Symposia. Presentations by young astronomers, including Ph.D. students, are particularly encouraged. Proceedings are usually published in a regional astronomical publication series.
- d. Joint Discussions (JDs) are organised during General Assemblies to address scientific themes of interest to more than one Commission. JDs are proposed by one or more IAU Divisions, normally last between 0.5 and 1.5 days at the GA, and require the approval of the EC. No separate financial support is allocated to Joint Discussions, but participants may apply for General Assembly Travel Grants, and the proceedings of Joint Discussions are published in the Highlights of Astronomy without cost to the organisers.
- e. The IAU may decide to co-sponsor meetings which are organised by other Scientific Unions. Main organisational and financial responsibility for such meetings rests with the main sponsoring Union. The IAU expects to be represented in the relevant SOC(s) and to be consulted about publication of the proceedings and other major issues, and the IAU may make a financial contribution to the travel expenses of participants at the meeting.

The number of meetings which available funds enable the IAU to sponsor each year is very limited, about six Symposia and six Colloquia, a Regional Meeting in years without a General Assembly, and 1-2 Co-Sponsored Meetings. Accordingly, not all scientifically valid proposals can be awarded IAU sponsorship. Meeting proposals for a given year are ranked by the EC according to scientific criteria, taking into account the advice of Division Presidents on the priority of proposals within their respective fields. Proposals of adequate scientific merit are then approved in order of ranking, up to the limit imposed by available funds.

### **Preparing a Meeting Proposal**

Proposal preparation and submission comprises the following steps:

- Define the topic, title, and venue; assemble a suitable Scientific Organising Committee (SOC);
- Identify a Commission (Division for JDs) willing to act as formal proposer, and any other supporting Divisions or Commissions;
- Fill out the appropriate Proposal Form for Symposia, Colloquia, and Joint Discussions with all relevant information;

- Submit the proposal to the President of the host Division (or alternative, see below) by the posted deadline.

All-electronic processing of proposals is encouraged, but not required.

More detailed explanations of these steps are as follows:

Normally, the initiative to propose a scientific meeting for IAU sponsorship originates from a group of scientists in a certain field. In collaboration with colleagues worldwide, they prepare a draft scientific programme and nominations for the members of a Scientific Organising Committee (SOC), who will be responsible for the scientific aspects of the meeting from its inception to its conclusion.

Responsibility for the preparation and timely submission of the final proposal rests with the Chairperson of the proposed Scientific Organising Committee (SOC). The practical preparation of the submission may be delegated to another person, normally another SOC member or the Chairperson of the proposed Local Organising Committee (LOC), but ultimate responsibility for the scientific and other factual contents of a proposal always remains with the SOC Chairperson.

The choice of the Title of the meeting is important: It should state the subject of the meeting as concisely and succinctly as at all possible. Recent meetings have shown a tendency towards long and detailed titles, which prove cumbersome for the announcement of the meeting as well as for the preparation of the Proceedings. As a rule, meeting titles should therefore be no longer than 8 words or 55 characters total, including spaces.

Before submitting an application for an IAU meeting the proposers should send, at the earliest possible date, a letter of intent to the President of the Division covering the scientific field of the meeting (see below for alternatives), stating the topic and proposed dates of the meeting, and with a copy to the Assistant General Secretary (AGS). It is assumed that a proposing Commission has already been approached at this stage. The Division President and, if necessary, the AGS will then be able to inform the proposers of any pending plans for other meetings in the same or a similar field in order to avoid unintended competition between similar proposals.

Application procedures have been designed so as to ensure that the information necessary for the evaluation of the proposals by the EC is complete and in a uniform format that allows direct comparison between proposals as far as possible. Therefore, proposals are to be submitted on the official IAU Symposium and Colloquium application forms, which are available from the IAU WEB page, but can also be requested from the Secretariat or from AGS.

For Symposia and Colloquia, an IAU Commission should accept to be the primary scientific basis for the proposed meeting (the "Proposing Commission"). If the Proposing Commission belongs to an IAU Division, the final proposal should be submitted to the President of that Division (the "Proposing Division") before the deadline announced for the year in question, with a copy to the Presidents of the Proposing and all supporting Commissions. Proposals originating within a Commission not attached to a Division, or within a Working Group of the EC, should be submitted to the President or Chair of that body, who will evaluate and forward the proposal(s) as described below for Proposing Divisions.

If other Divisions, Commissions, Working Groups of the EC, or other Scientific Unions etc. are listed as supporting the proposal, copies of the messages of support from those bodies, motivating their interest in the proposal, should be submitted together with the proposal to the Division President as detailed above.

Joint Discussions are proposed by Divisions (or alternatives as outlined above). The degree of involvement of Commissions in the preparation of such proposals is left to the discretion of the Division Board.

Each Division President will review the slate of proposals submitted to or supported by the Division, requesting such additional information from within the Division as might be deemed necessary, and will then forward all proposals to the EC via the AGS with a suggested priority ranking and overall scientific quality assessment, giving an appropriately detailed motivation for this evaluation. The AGS forwards all proposals, with the recommendations of the Division Presidents as outlined above, to the EC for final decision.

In order to allow sufficient time for evaluation of the proposals by Division Presidents before final review and decision by the EC, and for timely announcement of the approved meetings, proposals must be submitted before the deadline published annually in the IAU Information Bulletin and posted on the "Deadline" web page. Normally, this deadline will be in February or March of the year preceding the year of the meeting. If desired, proposals may also be submitted one year earlier, but the EC will not necessarily take a decision without knowing the full slate of proposals for the year in question.

### **Filling out the Proposal Form**

The application form should be filled in completely. The forms are mostly self-explanatory; however, the following points deserve clarifying comments:

#### ***(10) Scientific Organising Committee (SOC)***

The Scientific Organising Committee has overall responsibility for the scientific standards of the meeting. It exercises this responsibility in three main respects: (i) Definition of the scientific programme of the meeting, including the choice and distribution of topics for individual sessions, and the selection of invited reviews and shorter papers, and contributed and poster papers; (ii) Choice of key speakers for invited reviews, and (iii) Proposals for the allocation of individual travel grants from the IAU (and possibly other) funds provided for the meeting. The Chairperson and other members of the SOC are appointed by the EC as part of the approval process.

The composition of the proposed SOC is therefore a key element in assessing the potential scientific value of an application. Thus, the SOC should cover the principal subjects to be treated in the discussions. As experience shows that large committees tend to be inefficient, the SOC should be no larger than ten persons in total (Regional Meetings excepted), but at the same time appropriately composed with regard to geography, gender, etc. The composition of the SOC should thus conform, in a constructive manner, to the intent of the ICSU Statement on Freedom in the Conduct of Science (see below). Normally, any one institution should not be represented on the SOC by more than one person. It is customary, but not required, that SOC members are also members of the IAU.

***(13) Editor(s) of Proceedings***

As a rule, it is considered important that the Proceedings of IAU meetings be published as a valuable record of the event, for future reference. Arrangements for the publication of Proceedings from the various types of meetings are somewhat different and are summarised in a separate section below.

In all cases, the proposal should make clear whether it is intended to publish the Proceedings. If so, the name(s) of the proposed Editor(s) must be given. In the case of two or more Editors, it has been found rational to designate one of these as Chief Editor, with primary responsibility for the contacts to the IAU and the Publisher. The proposal should identify the person who will serve in this capacity. Confirmation of the name(s) is part of the approval process; any change of Editor(s) after a meeting has been accepted for IAU sponsorship requires the prior approval of the EC, through the AGS.

***(15) Registration fees***

Every effort should be made to keep registration fees and administrative expenses low so as to make the meeting accessible to all. Such efforts include the use of low-cost meeting facilities and other sources of local support or sponsorship. The acceptable level of a registration fee will depend on circumstances, and proposers should carefully specify which services are covered by the fee. Currently, about 150 USD should be considered an absolute upper limit for IAU sponsored Symposia and Colloquia, and the EC may reject or withhold approval of otherwise valid proposals if the proposed registration fee is exorbitant.

Substantially lower sums should be aimed at, using the following guidelines: Social events and meals during the conference should be optional rather than paid from the mandatory registration fee. If found desirable by the SOC, a copy of the Proceedings may be included in the fee. In such cases, the SOC should negotiate a substantial discount from the publishers.

***(16) Price of hotels and/or other accommodation***

Again, in the interest of enabling interested and qualified colleagues from all parts of the world to attend the meeting, affordable accommodation should be available. It is recognised that in some cases, conference centres offering meeting rooms, meals, and accommodation in one location may offer an environment which is favourable to the overall scientific outcome of the meeting. However, such centres tend to be expensive. In these cases, efforts should be made to secure additional affordable accommodation in shared rooms, neighbouring, cheaper establishments, or by any other suitable arrangements.

***(19) Free access to meeting by all qualified scientists***

The statement that the ICSU rules on non-discrimination in the access to the meeting (see below) will be strictly observed MUST be explicitly confirmed before any proposal will receive final approval by the EC. A summary of the measures taken to ensure this should be given, and the signatures of both the SOC and LOC Chairpersons are required.

**Unrestricted participation in IAU sponsored meetings**

Participation in Symposia or Colloquia is by invitation of the SOC Chairperson. Invitations may be sought by suitably qualified scientists working in the field.

It is the policy of the IAU to promote the full participation of astronomers worldwide in its meeting programme. Symposia and Colloquia must be open to all who are qualified to participate. It is recognised that there may be occasions where logistical constraints force the SOC to limit the total number of participants in a meeting, but it is essential that no restriction based on sex, race, colour, nationality, or religious or political affiliation be imposed on the full participation of all bona fide scientists in any aspect of the organisation and conduct of IAU sponsored meetings, either by the organisers of Symposia, Colloquia, or Regional Meetings, or by the authorities of the host country.

Approval of a proposal for an IAU sponsored meeting requires explicit guarantees that this principle will be respected. Failure to honour such a commitment may result in cancellation of IAU sponsorship, and indeed of the meeting.

The commitment of the IAU to this principle is consistent with and backed by its membership of the International Council of Scientific Unions (ICSU). ICSU is the oldest existing non-governmental body committed to international scientific cooperation for the benefit of humanity, and is recognised as such by the relevant United Nations organisations. In this capacity, ICSU pursues a consistent and vigorous policy of non-discrimination in matters of international scientific cooperation, expressed in the ICSU Statement on Freedom in the Conduct of Science. The central paragraphs of this document are reproduced below (October 1995 version):

*"...One of the basic principles in [ICSU's] Statutes is that of the universality of science (see Statute 5), which affirms the right and freedom of scientists to associate in international scientific activity without regard to such factors as citizenship, religion, creed, political stance, ethnic origin, race, colour, language, or sex. Such rights are embodied in a variety of articles in the International Bill of Human Rights.*

*ICSU seeks to protect and promote awareness of the rights and fundamental freedoms of scientists in their scientific pursuits. ICSU has a well-established non-political tradition which is central to its character and operations, and it does not permit any of its activities to be disturbed by statements or actions of a political nature.*

*As the intrinsic nature of science is universal, its success depends on cooperation, interaction and exchange, often beyond national boundaries. Therefore, ICSU strongly supports the principle that scientists must have free access to each other and to scientific data and information. It is only through such access that international scientific cooperation flourishes and science thus progresses.*

*On these grounds, ICSU works to resolve such cases as do, nevertheless, arise from time to time when such open access is denied or restricted and in cases primarily involving members of the ICSU family. In most cases, private consultations involving members of the ICSU family have been successful. Where private consultations have failed, ICSU has publicised acts of discrimination against scientists and taken steps to prevent their repetition, including, if necessary, such measures as encouraging members of the ICSU family to decline invitations to hold or attend meetings in the country concerned.*

*On the basis of its firm and unwavering commitment to the principle of the universality of science, ICSU reaffirms its opposition to any actions which weaken or undermine this principle."*

If any difficulties of the above nature are experienced in the preparation or conduct of IAU meetings, be it failure to obtain a visa or for any other reason, the Assistant General Secretary should be contacted immediately; early information is essential for all attempts to resolve such difficulties in time to be successful.

### **Contact persons**

The organisation of the scientific programme of the General Assemblies, including the programme of Joint Discussions but not the Symposia attached to the General Assemblies, is the responsibility of the General Secretary (GS). Contacts concerning proposals for Regional Meetings should also be made with the GS.

Inquiries and proposals concerning Symposia, including the Symposia held together with the General Assemblies in GA years, Colloquia and Co-sponsored Meetings, and correspondence on approved Regional Meetings, should be directed to the Assistant General Secretary (AGS).

In order to avoid last-minute complications, prospective meeting organisers are strongly encouraged to contact these persons well in advance of the announced proposal deadlines.

### **Selection criteria for IAU sponsorship**

The following general guidelines for the selection of meetings for IAU sponsorship will be useful to prospective proposers:

First, the scientific merit of a proposal is evaluated by the EC, taking the comments and advice of Commission and Division Presidents into consideration. An IAU sponsored meeting should have a well-defined scientific theme, be scheduled at a propitious time for significant progress in the field, and be of interest to young researchers as well as senior experts. After reviewing the scientific content of a proposal, the EC may decide to move the meeting to a different category from that proposed, e.g. from Symposium to Colloquium or vice versa.

Second, since the IAU embraces all major fields in astronomy, the IAU meeting programme should maintain a broad and balanced scope and cover the main active fields at appropriate intervals. Accordingly, even scientifically strong proposals in the same or largely overlapping fields cannot be approved at very short intervals.

Third, given the international nature of the Union, IAU sponsored meetings must be internationally oriented. This implies a well-balanced geographical distribution of both organisers and key speakers; normally, substantially less than half of the proposed SOC and/or key speakers should come from any single country.

For Regional and Co-sponsored Meetings, less restrictive criteria apply. As outlined above, the stimulation of contacts between (especially young) astronomers in the region concerned is an important function of the Regional Meetings. Accordingly, much broader subject areas are acceptable than for Symposia. In Co-sponsored Meetings, main responsibility for the scientific content and organisation of the meeting lies with the main sponsoring Scientific Union, and the IAU assumes only an advisory role on the relevant aspects of the overall programme.

### **Educational aspects of scientific meetings**

At some IAU meetings, "Teachers' Workshops" or similar educational activities have been organised adjacent to the scientific meeting itself. By taking advantage of the presence of many distinguished national and foreign scientists, one- or two-day events have been organised for the benefit of university and high-school astronomy educators in or near the country hosting the meeting. These initiatives have generally been very successful and well received by their audiences.

Stimulating and improving the teaching of science, and of astronomy in particular, is becoming increasingly urgent, and parallel educational activities of the above kind in connection with IAU sponsored meetings are encouraged. While the quality of the proposed scientific programme will remain the primary selection criterion for IAU sponsorship, a good parallel educational programme will certainly add to the overall merit of a proposal.

### **Approval of meeting proposals**

After review of the slate of proposals, the EC decides the programme of approved meetings for the following year, including the details of the arrangements for the individual meetings. The decisions of the EC on each meeting, including any conditions to be fulfilled before final approval, are communicated to the proposers by the contact person for the corresponding proposal.

After final approval, a letter of award is issued, accompanied by an official form listing the essential facts of the meeting as approved by the EC. Any change of the circumstances recorded on this form require approval by the IAU EC, obtained through the appropriate contact person.

### **Publication of Proceedings**

Normally, the Proceedings of IAU sponsored meetings should be published as a record of the scientific results achieved. It is desirable that these proceedings appear as soon as possible in order to reflect the current status of the field. While practical arrangements will be negotiated in each case between the Editor(s) and the IAU or other Publisher, the completed manuscript should be delivered to the publishers within about three months after the end of the meeting. At the same time, one copy of the complete manuscript should be sent to the AGS for information.

Procedures for publication differ somewhat for the different types of meeting. For Symposia, proceedings are published by the IAU Publisher in the IAU Symposium Series at no cost to the organisers. For Colloquia there is no regular IAU series, and the SOC is free to propose, based on scientific and financial considerations, whether to publish the proceedings, and if so where and in which format. Proceedings of Regional Meetings are normally also published, under the responsibility of the SOC.

For all three types of IAU sponsored meeting, the format and editorship of the proceedings are fixed by the EC as part of the approval process, and any changes require prior approval by the EC, through the Assistant General Secretary. For Co-sponsored meetings, the format and editorship of the proceedings are decided by the main sponsoring Scientific Union in consultation with the IAU.



The IAU Publisher will automatically supply a copy of the Proceedings of all IAU Symposia to the IAU archive. For IAU Colloquia and all other IAU sponsored meetings, the Editors should send one copy of the published Proceedings to the IAU Secretariat in Paris.

### **Travel grants to IAU-sponsored meetings**

IAU funds allocated to IAU-sponsored meetings are intended to cover travel costs for participants and, if necessary, board and lodging at the conference, but not for administrative expenses. Since the IAU funds are very limited, it is expected that the organisers will attract substantial financial support from other sources also.

Proposals for the distribution of IAU Travel Grants to individual participants are made by the Scientific Organising Committee (SOC) and sent to the Assistant General Secretary (AGS) for approval. IAU priority is to support qualified scientists to whom few or no other means of support are available, e.g. colleagues from countries in economic difficulties and young scientists. Also, a reasonable geographical distribution is expected: Normally, no more than 50% of the funds should be allocated to a single country or region. Moreover, the IAU support should preferably carry significant weight in ensuring the participation of the selected grantees, rather than adding comfort for colleagues whose attendance is already assured.

Within these general guidelines, it is left to the scientific judgment of the SOC whether to allocate funds in a few major grants to ensure the participation of key speakers, or broaden attendance at the meeting by supporting several participants, maintaining the overall scientific standard of the meeting as the primary criterion.

The recommendations of the SOC should be sent to the AGS (e-mail is accepted and preferred), specifying for each person: Name, nationality, full mailing address, e-mail address when useful, amount of proposed grant (in Swiss Francs), place from which journey will be made, and title and nature of contribution (review talk, thesis presentation,...). A sample application form is found below, summarising the required information; use of the form itself is optional. It will help to avoid difficult last-minute reallocations if the SOC verifies that grantees expect to be able to attend with the proposed amounts of support. The SOC recommendation should reach the AGS:

*No later than **THREE MONTHS** before the meeting in any case, but **FIVE MONTHS** in the case of participants from the Former Soviet Union, China, or other countries where completion of visa formalities may require extra time.*

The above deadlines have been found necessary in order to ensure timely notification to participants, completion of visa formalities, etc. Upon approval of the proposal, individual grant letters are mailed to the recipients by the AGS, with a copy to the SOC or LOC Chair. On request, an early informal message (by fax or e-mail) may be sent to grantees who may need extra time to initiate visa or other formalities.

The normal administrative procedure is to transfer the entire IAU grant to the LOC bank account. Individual grants are then paid to each recipient upon arrival and registration at the meeting. This procedure has been found safe and convenient, especially in accommodating the occasional, but inevitable cases of late cancellations. Currency conversions are made at the official ICSU exchange rates in force at that time.

There are cases, however, when a cash advance is needed for a participant to be able to travel to the meeting at all. Such cases should be argued in reasonable detail to the SOC and AGS, and individual cheques may then be sent directly from the Paris Secretariat. These procedures are explained in the individual grant letters.

**Reporting after meetings**

Within one month after the meeting, a copy of the complete scientific programme, list of participants, signed receipts for the individual IAU grants, and a brief report to the Executive Committee on the scientific results of the meeting, should be sent to the AGS by the SOC and/or LOC Chairpersons. For convenience, an optional report form is attached.

For all other meetings than IAU Symposia, the Editors should send one copy of the published Proceedings to the IAU Secretariat in Paris.

INTERNATIONAL ASTRONOMICAL UNION  
UNION ASTRONOMIQUE INTERNATIONALE

PROPOSAL FOR AN IAU SYMPOSIUM

1. **Title:**
2. **Date and duration:**
3. **Location:**
4. **Coordinating IAU Division:**
5. **Proposing Commission:**
6. **Supporting Commissions:**  
*N.B.: Letters from the Presidents of the relevant IAU Commissions must accompany the proposal.*
7. **Other ICSU body co-sponsoring the meeting, if any:**
8. **Other supporting organisations, if any:**
9. **Contact address:**

Telephone:

Telefax:

E-mail:

10. **Proposed Scientific Organising Committee**

**Name:**

**Country:**

**Name:**

**Country:**

**Chairperson:**

**Other Members:**

*(up to ten)*

11. **Proposed Chairperson of the Local Organising Committee:**

12. **Proposed names of other LOC Members:**

**13. Proposed Editors. of the Proceedings:**

*(Identify the Chief Editor)*

**14. Expected or maximum number of participants:**

**15. Registration fee:** CHF \_\_\_\_ or approximately USD \_\_\_\_

**Expenses covered:**

- Transportation from airport to hotel \_\_\_\_ - from conference to hotel \_\_\_\_

- coffee breaks \_\_\_\_ - Closing dinner \_\_\_\_ - Proceedings \_\_\_\_ - Any other items \_\_\_\_

**16. Expected price of hotels and/or other accommodations:**

**17. Amount requested for travel support from the IAU:**

*(Maximum currently 25,000 CHF)*

**18. Topics in the Preliminary Scientific Programme max. 10 lines:**

*(For announcement in the IAU Information Bulletin)*

**Please append a detailed scientific rationale and draft programme.**

**19. We confirm that attendance from ALL countries is guaranteed, in accordance with the ICSU Rules on Freedom in the Conduct of Science see note, and describe steps taken to this end:**

**20. Signature of Chairperson of SOC:**

**21. Signature of Chairperson of LOC:**

**22. Signature of proposer:**

**Date and Place:**

*All correspondence concerning the preparation of proposals for IAU Symposia and Colloquia should be sent to the IAU Assistant General Secretary:*

*Oddbjorn Engvold, Institute of Theoretical Astrophysics, University of Oslo, Box 1029, N 0315 Blindern Oslo 3, Norway.*

*Tel: 47 22 856 521, Fax: 47 22 856 505, Email: oddbjorn.engvold@astro.uio.no*

*Completed proposals for Symposia and Colloquia should be sent to the President of the relevant IAU Division or the President of a Commission of the Executive Committee if applicable, who will forward all proposals from that body to the Assistant General Secretary before the deadline announced for the year in question.*

INTERNATIONAL ASTRONOMICAL UNION  
UNION ASTRONOMIQUE INTERNATIONALE

PROPOSAL FOR AN IAU COLLOQUIUM

1. **Title:**
2. **Date and duration:**
3. **Location:**
4. **Coordinating IAU Division:**
5. **Proposing Commission:**
6. **Supporting Commissions:**  
*N.B.: Letters from the Presidents of the relevant IAU Commissions must accompany the proposal.*
7. **Other ICSU body co-sponsoring the meeting, if any:**
8. **Other supporting organisations, if any:**
9. **Contact address:**

Telephone:

Telefax:

E-mail:

10. **Proposed Scientific Organising Committee**

**Name:**

**Country:**

**Name:**

**Country:**

**Chairperson:**

**Other Members:**

*(up to ten)*

11. **Proposed Chairperson of the Local Organising Committee:**

12. **Proposed names of other LOC Members:**

**13. Proposed Editors. of the Proceedings:**

*(Identify the Chief Editor)*

**14. Expected or maximum number of participants:**

**15. Registration fee:** CHF \_\_\_\_ or approximately USD \_\_\_\_

**Expenses covered:**

- Transportation from airport to hotel \_\_\_\_ - from conference to hotel \_\_\_\_ -

- coffee breaks \_\_\_\_ - Closing dinner \_\_\_\_ - Proceedings \_\_\_\_ - Any other items \_\_\_\_

**16. Expected price of hotels and/or other accommodations:**

**17. Amount requested for travel support from the IAU:**

*(Maximum currently 16,000 CHF)*

**18. Topics in the Preliminary Scientific Programme max. 10 lines:**

*(For announcement in the IAU Information Bulletin)*

**Please append a detailed scientific rationale and draft programme.**

**19. We confirm that attendance from ALL countries is guaranteed, in accordance with the ICSU Rules on Freedom in the Conduct of Science see note, and describe steps taken to this end:**

**20. Signature of Chairperson of SOC:**

**21. Signature of Chairperson of LOC:**

**22. Signature of proposer:**

**Date and Place:**

*All correspondence concerning the preparation of proposals for IAU Symposia and Colloquia should be sent to the IAU Assistant General Secretary:*

*Oddbjorn Engvold, Institute of Theoretical Astrophysics, University of Oslo, Box 1029, N 0315 Blindern Oslo 3, Norway.*

*Tel: 47 22 856 521, Fax: 47 22 856 505, Email: oddbjorn.engvold@astro.uio.no*

*Completed proposals for Symposia and Colloquia should be sent to the President of the relevant IAU Division or the President of a Commission of the Executive Committee if applicable, who will forward all proposals from that body to the Assistant General Secretary before the deadline announced for the year in question.*

INTERNATIONAL ASTRONOMICAL UNION  
UNION ASTRONOMIQUE INTERNATIONALE

APPLICATION FOR AN IAU TRAVEL GRANT

1. IAU Symposium/Colloquium No.:

2. Title of meeting:

3. Location (city, country):

4. Dates of meeting:

5. Name of applicant:

6. Nationality:

7. Position:

8. Address:

Telephone:

Telefax:

E-mail:

9. Starting point of journey (if different from home address):

10. Type of contribution (e.g. review talk, thesis presentation, .....):

11. Title of contribution:

12. Total amount of IAU support applied for:

CHF \_\_\_\_\_

Subtotal for travel (max.: economy air fare or equivalent):

\_\_\_\_\_

Subtotal for subsistence (if no other funds available):

\_\_\_\_\_

13. Other sources of support applied to:

Amount requested/granted:

14. Signature of applicant:

Date and place:

15. For Ph.D. students:

Signature of Thesis Director/Supervisor:

Institution:

*This form, or one including the same essential information, should be submitted to the Chairperson of the Scientific Organising Committee by the specified deadline see Guidelines for IAU Travel Grants.*

**INTERNATIONAL ASTRONOMICAL UNION  
UNION ASTRONOMIQUE INTERNATIONALE**

**IAU SCIENTIFIC REPORT ON IAU SPONSORED MEETING**

*To be submitted to the IAU Assistant General Secretary within one month after the meeting.*

*The following documents should be attached:*

- i. Final programme of the meeting*
- ii. Final list of participants*
- iii. Receipts signed by the recipients of IAU Travel Grants*

*For IAU Colloquia, one copy of the published Proceedings should be sent to the IAU Secretariat in Paris.*

- 1. IAU Symposium/Colloquium No.:**
- 2. Title of meeting:**
  
  
  
  
  
  
  
- 3. Dedication of meeting (if any):**
- 4. Location (city, country):**
- 5. Dates of meeting:**
- 6. Number of participants:**
- 7. Number of countries represented:**
- 8. Report submitted by:**

**Date and place:**

**Signature of SOC Chairperson**

- 9. Summary of scientific highlights of the meeting (1-2 pages)**  
*(May be submitted on separate sheets; electronic mail acceptable)*