

## Quick Tips for State Meeting Hosts:

- 1. Keep the meeting simple in regards to planning and costs so that you don't need a large number of attendees to make it work**
- 2. Get address labels and email addresses from the GLPA membership chair.**
- 3. Send out a paper mailing (save receipts) and an email invitation a couple of months before the event.**
- 4. Reserve a block of rooms if you are hosting an overnight event.**
- 5. Be clear about your expectations regarding an RSVP or registration.**
- 6. Send an email reminder (or two) a couple of weeks before the registration deadline.**

## GLPA State Meetings Guidelines

- 1) State Meetings - - Introduction
  - A. Each state is encouraged to meet twice a year
    1. A State Caucus is held during the annual GLPA Conference (typically in the fall)
    2. A State Meeting is held at an institution within the state (typically in the spring)
  - B. State Meetings are generally open to all planetarians - - not just current members of GLPA
  - C. The purpose of State Meetings is to
    1. encourage the participation of planetarium professional in activities of the larger planetarium community.
    2. provide an opportunity for planetarium professional within a state to become acquainted and to develop cooperative ties
    3. provide helpful information and activities
    4. conduct state business, such as
      - a. gather news for GLPA Newsletter
      - b. discuss selection of sites for future meetings
      - c. discuss selection of future State Chairs
  - D. By their nature, State Meetings shall be small, inexpensive, and informal
  - E. Conference Planning is responsible for providing assistance to hosts of State Meetings through the State Meeting Coordinator
- 2) State Meetings -- Expenses and Funding
  - A. By keeping expenses to a minimum, it is hoped that State Meetings can be conducted without a registration fee
    1. hosting of meeting is made simpler by avoiding the collection of money
    2. encourages people to attend because of low cost
  - B. Ways to keep expenses to a minimum
    1. keep meeting to a single day (like a Saturday morning and afternoon)
    2. include only one meal - - lunch - - with everyone    paying for his/her own at a nearby restaurant

3. minimize travel during meeting; if traveling is required, car pool
4. a guest speaker is not required, but if (cheap) local talent is available, use it

#### C. Expenses

1. duplicating costs - - registration materials, agenda, etc.
2. postage - - registration materials mailed to all planetarians in state (and, optionally, nearby states) or to save costs, use e-mail (contact the Membership Chair)
3. travel or lunch expenses for a speaker from host or other nearby institution
4. long distance phone calls
5. coffee and donuts upon arrival
6. name tags

#### D. Funding

1. host institution - - your institution may be willing to absorb some expenses such as duplicating, phone calls, and postage.
2. GLPA - - state meeting hosts may obtain up to \$100 from the GLPA Secretary/Treasurer. Following the meeting, receipts should be sent to the Secretary/Treasurer
3. local business - - perhaps a philanthropic business or civic organization will provide money, duplicating, or postage

### 3) State Meetings-- Program

#### A. Planning the meeting program

1. at some point prior to sending out registration materials, you will have to plan your agenda/program for the meeting
2. keep things simple - - you'll be surprised how fast your schedule will fill up
3. between the time you start planning and the time your meeting begins, your schedule will probably go through several revisions

#### B. Possible activities

1. registration/check-in
  - a. set your starting time to allow time for your guests to travel from their homes to your facility
  - b. allow at least 30 minutes for people to arrive and check in - - provide name tags and a final agenda
  - c. if possible, serve coffee & donuts while your guests browse around your facility
2. time to see your facility
  - a. people like to see other planetarium facilities
  - b. let people explore your theater, work areas, dome access, etc.
  - c. plan time to show your instrument and starfield
  - d. demonstrate some of your special effects - - both purchased and homemade
3. paper sessions - - allow time for other planetarians to make brief presentations - - information, tips, demonstrations, etc.
4. planetarium show - - present one of your planetarium shows
5. guest speaker - - if you can get someone from nearby - maybe a local university

6. GLPA membership recruitment
    - a. provide GLPA membership brochures to nonmembers
    - b. answer questions about GLPA and the annual GLPA Conference and encourage membership in GLPA
    - c. membership material is available from the Membership Chair
  7. conduct state business
    - a. gather news for GLPA Newsletter
    - b. discuss selection of sites for future State Meetings
    - c. discuss selection of future State Chair
  8. conclusion - - wrap up your activities early enough that your guests can get home by a reasonable time
- C. Involve other planetarians from your area
1. contact other nearby planetarians and invite them to help with the meeting
  2. with some urging, you can get assistance with presenting papers, mailing out registration, receiving registration, handing out name tags, etc.

#### 4) State Meetings -- Registration

##### A. Mailing out registration materials either by postal or e-mail

1. mail-out should include:
  - a. cover letter - - "we invite you to attend the 1994 Indiana Planetarium Meeting..."
  - b. tentative agenda/program-include the time zone
  - c. map showing how to reach your facility
  - d. registration form - - to indicate intention to attend
  - e. paper submission form - - request to present a paper at meeting
2. GLPA can provide mailing labels
  - a. contact the Membership Chair
  - b. labels include both GLPA members and all known planetarium facilities within the state
  - c. labels can be provided for just your state and/or adjacent states
3. registration materials should be mailed out 4 to 6 weeks before the day of the meeting

##### B. Receiving registration

1. set a deadline for registration forms to be returned about one week before the meeting
2. expect people to decide to attend at the last moment (this shouldn't pose problems for you - - State Meetings should be simple enough that the number of people attending isn't critical)

3. some guests may wish to arrive the night before - - especially if they have a long distance to travel
  - a. be prepared to suggest nearby accommodations
  - b. be prepared to suggest nearby restaurants

5) State Meetings - - Timeline

Time	Activities
6 to 2 months before meeting	<ul style="list-style-type: none"> <li>* reserve or arrange for meeting rooms</li> <li>* contact other area planetarians about helping</li> <li>*prepare tentative agenda</li> <li>*contact potential guest speakers</li> <li>*consider expenses and possible sources of funding</li> <li>*contact Membership for mailing labels and Membership brochures</li> <li>* send notice of meeting to GLPA Newsletter Editor (deadline for winter solstice issue is November 1, deadline for spring issue is February 1.)</li> </ul>
6 to 4 weeks before meeting	<ul style="list-style-type: none"> <li>*prepare registration materials</li> <li>*mail registration materials</li> <li>*confirm arrangements with guest speaker and/or other planetarians</li> </ul>
4 weeks to start of meeting	<ul style="list-style-type: none"> <li>*receive registrations</li> <li>*contact planetarians about presenting papers</li> <li>*prepare final agenda</li> <li>*prepare name tags</li> <li>*arrange for morning refreshments</li> <li>*arrange for someone to check in guests as they arrive</li> </ul>
after meeting	<ul style="list-style-type: none"> <li>* write "thank you"s to guest speaker and/or planetarians that assisted with meeting and to any companies that donated money or services</li> <li>*send receipts to Secretary/Treasurer for \$50 grant from GLPA</li> <li>*send (or have someone else send) a report on the meeting to the GLPA Newsletter Editor</li> <li>*send updates of IPS Directory listings to IPS Representative (see address at end of outline)</li> <li>*Send updates of State Meeting Guide to Conference Planning through State Meeting Coordinator</li> </ul>

## **Summary of Required Business Activities at State Meetings & Caucuses**

### Business Activities performed at State Caucus (during the fall convention)

Select a State Chair

Select a State Meeting date and location

Notify the Newsletter Editor of meeting date and location

### Business Activities performed at State Meeting (Spring)

Recruit new members. Give membership brochure to any non member (available from Membership)

Get nominations for Honorary Life and Fellow

Encourage people to attend the fall conference