

Call for Hosts for the 43rd International Pyrotechnics Seminar in 2017

The International Pyrotechnics Society (IPS) is the professional society for those individuals involved with the development, research, production and use of civilian and military pyrotechnics. The IPS sanctions annual seminars. The seminars in the even years are held in the United States. They are sponsored and organized exclusively by IPSUSA Seminars Inc. With this call the IPS invites proposals for a seminar in summer or fall 2017.

Proposal:

The proposal must provide the following information, as a minimum:

1. Description of the sponsoring agency and an agreement by that agency to underwrite all financial commitments for the conduct of the seminar.
2. Proposed date and location of the seminar.
3. Description of the planned conference facility indicating that it can comfortably accommodate the anticipated number of registrants.
4. The presiding chairperson(s) of the seminar must be named.
5. Description of the hotel facilities associated with the conference facility and an indication of probable cost to attendees.
6. Estimate of proposed registration fee (not binding).
7. Proposal due latest by: 1. December 2015 at seminars@intpyrosoc.org

Frame Conditions & Rules of Sanction:

Time frame:	3 Jul. 2017 – 11 Aug. 2017 or 2. Oct. 2017 – 13. Oct. 2017.
Duration:	3 - 4 days
Type of Schedule:	No concurrent streams of program
Expected number of attendants:	130 - 180
Discount for Members of the IPS:	Yes
Documentation:	Electronic documentation on either CD or USB flash drive and optional printed hardbound volumes (the latter upon pre-order with registration to facilitate financial planning of printing). "Proceedings" must be available at registration desk on first day of seminar.
Hotel-Accommodation:	Within walking distance (< 10 min) of Seminar facility Special rate negotiated for attendees
International Airport:	within < 150 km < 1.5 h/car of seminar facility
Publications:	Announcements must be mailed well in advance of the dates of the seminar. (First announcement at least 12 months in advance, followed by updates in reasonable intervals.
Language:	The leading chairperson and the points of contacts of the seminar responsible for paper acceptance and registration must be fluent in English and maintain coherent contact (email/phone) with the IPS Board of Directors.

Remarks:

1. The host organization must have substantial financial assets to be able to pay up-front costs/deposits - eg. printing of announcements, deposits to reserve meeting room(s), banquet room & food service, IT/AV expenses, registration materials (Seminar Program/Schedule, Proceedings CD, bag/briefcase, etc.), group transportation (if needed), group photo, etc.
2. The host must be willing to accept responsibility to do everything possible to make the Seminar a success (success can be basically defined as having enough paying attendees to break even financially). **It is very important to start the process as early as possible!** The first announcement of the Seminar location and dates should be made at the preceding IPS Seminar, followed within a month by the "First Announcement and Call for Papers" (mailings, e-mailing to IPS Members and Members of the Energetic Materials Community).
3. It is critical that the Host Organization has a competent, dedicated seminar coordinator/manager with appropriate staff available to handle announcement mailings, identifying and reserving seminar venues (hotel, meeting rooms, food services, banquet, AV/IT, transportation, photographer, etc.), registration & payments by attendees, etc.
4. A Host Organizing Committee should be formed to select/appoint Seminar Co-Chair Persons. The Organizing Committee and Seminar Co-Chairs should then select, by invitation, the members of an International Steering Committee and a Technical Steering Committee. The Organizing Committee is to interact closely with the IPS Board of Directors (BOD) with regards to selection of the International and Technical Steering Committees, as well as matters pertaining to registration, Seminar venues/program, paper acceptance, etc.

signed

02.Oct. 2015

Dr. Ernst-Christian Koch

President (term 2014-2016)
