



240



240TH MEETING OF THE AMERICAN ASTRONOMICAL SOCIETY

PASADENA, CALIFORNIA

12-16 JUNE 2022

Joint with the AAS Historical Astronomy, High Energy Astrophysics, and Laboratory Astrophysics Divisions

COVID PROTOCOLS

The AAS Board of Trustees requires any conference attendee, exhibitor, or staff member taking part in the meeting to provide proof of full primary vaccination with a vaccine approved for use by the WHO without exception. In-person attendees will be required to show proof of vaccination before registering; privacy will be respected. Furthermore, we are working with the conference venue to ensure local staff supporting the meeting will be uniformly masked. Please check <https://aas.org/meetings/aas240> for updates and details. Thank you for working with AAS to make the meeting accessible and safe.

The AAS invites you to exhibit as part of the 240th Meeting at the Pasadena Convention Center in Pasadena, CA, Sunday 12 June - Thursday, 16 June, 2022.

This prospectus includes:

- ★ List of Recent AAS Meeting Exhibitors
- ★ Exhibit Hall Schedule
- ★ Sponsorship & Partnership Opportunities
- ★ Exhibit Booth Rates
- ★ Exhibit Booth Reservation Form
- ★ Exhibitor Check List
- ★ Quick Reference of Important Dates
- ★ Exhibitor Presentation and Webinar Reservation Form
- ★ Exhibitor Individual Registrant Names
- ★ Link to Online Floor Plan

Advanced Deadline

~~April 8, 2022~~

Regular Deadline

~~April 16, 2022~~

EXTENDED UNTIL APRIL 25, 2022

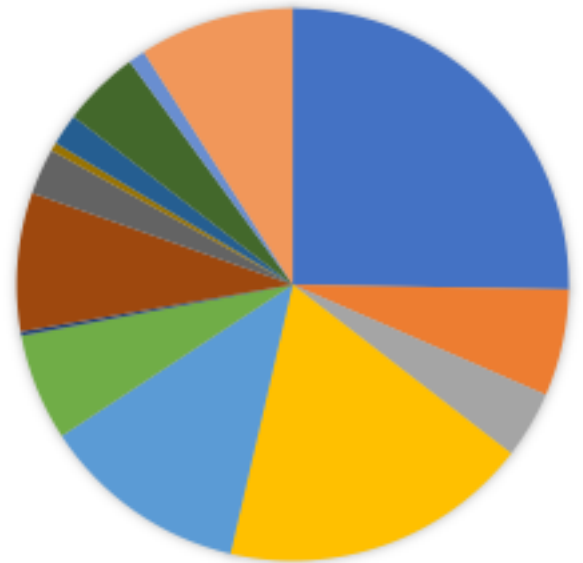
Final Deadline

May 3, 2022

Profile of Attendees

AREAS OF INTEREST

Galaxies and Cosmology	25%
High Energy Phenomena & Fundamental Physics	6%
Gravitational Wave Physics & Astrophysics	4%
Stars & Stellar Physics	18%
Planetary Systems, Exoplanets, & Astrobiology	12%
Interstellar Matter & the Local Universe	6%
The Sun & the Heliosphere	0.25%
Instrumentation, Telescopes, & Spacecraft	8%
Data & Software	3%
Laboratory Astrophysics/Chemistry	0.4%
Astronomy Education Research	2%
Astronomy Education & Public Outreach	5%
Historical Astronomy	1%
Other	9%



WHERE THEY WORK

Research University	40%
4-year teaching college or university	22%
2-year college	2%
Primary or secondary (K-12) school	2%
Planetarium or museum	1%
Industry	3%
Private/State observatory or research institute	5%
Federal lab, observatory, or research facility	16%
Other government (HQ, etc.)	5%
Non-profit management organization	3%
Self-employed	2%
Press	1%
Retired	2%
Other (please specify)	2%

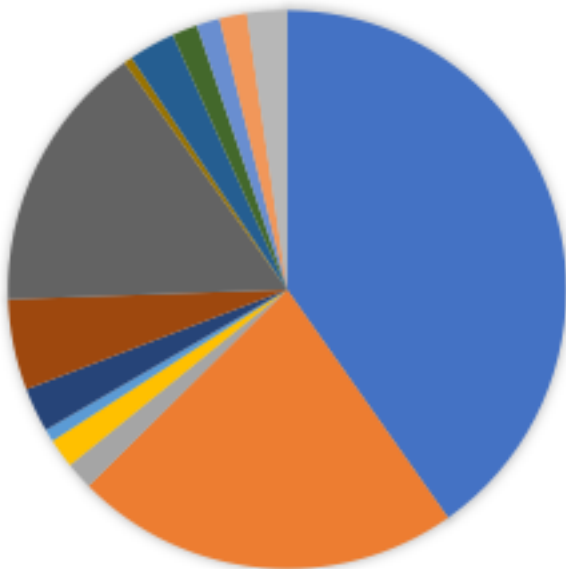




Exhibit Show Schedule (Tentative)

	Sunday June 12th	Monday June 13th	Tuesday June 14th	Wednesday June 15th	Thursday June 16th	
Exhibit Hall Hours	Move-in 10:00 am-5:00 pm	9:00 am-6:30 pm	9:00 am-6:30 pm	9:00 am-6:30 pm	9:00 am-4:00 pm	
Events	Student Reception in 5:30 - 7:30pm	iPoster Sessions 9:00-10:00 am 5:30-6:30 pm	iPoster Sessions 9:10-10:00 am 5:30-6:30 pm	iPoster Sessions 9:10-10:00 am 5:30-6:30 pm	iPoster Sessions 9:10-10:00 am 1:00-2:00 pm	Exhibitor Move-out 2:00 - 4:00 pm

Exhibit Hall Activities

Floor Plan Available Soon - Thank you for your patience!

Posters

Posters will be up each day in the Exhibit Hall. Traffic to our booth will greatly increase each morning and evening as attendees view posters during the poster session. The morning poster session includes a coffee break and the afternoon poster session brings the day to a close and includes a cash bar.

iPosters

iPoster are interactive, multimedia poster presentations.

Coffee Breaks

Coffee breaks will occur in the Exhibit Hall each morning. This is an excellent sponsorship opportunity for your organization.

Exhibitor Presentation Theater - NEW

Exhibitors can purchase 30-minute time intervals in the Exhibitor Presentation Theater for demonstrations, update attendees on missions, introduce new products, etc. For an additional fee, pre-recorded presentations can be added to our hybrid meeting interface for virtual attendees.

Student Pavilion

Mentoring sessions and graduate school promotions will attract attendees to the Student Pavilion inside the Hall.

Career Center & Workshops

Career Center has resources and services for job seekers and hiring managers alike. The AAS collects CVs and makes them available to recruiters; posts job announcements; facilitates matchmaking between job seekers and hiring managers; and hosts "office space" (i.e., tables and chairs in a secluded meeting room) for on-the-spot interviews. Career Workshops will be held in the iPoster theaters.

Sponsor & Partner Lounge

Need a break from the busy exhibit hall? Take a few minutes in the Sponsor Lounge situated right in the exhibit hall. Grab a cup of coffee, snack or a few minutes to catch up on your email. Access limited to sponsors and partners only.

Sponsorship/Partnership Packages

FINAL Deadline: May 3rd, 2022

Participating in the AAS Meeting Sponsorship/Partnership Program is a great way to increase your exposure at the AAS meeting and show your support for the American Astronomical Society.

Sponsor/Partner Levels

Package Benefits	Platinum \$25,000	Gold \$15,000	Silver \$10,000	Bronze \$5,000	Contributor \$2,500
Complimentary Exhibit Booth (additional space is priced per 100 square feet)	20'x20'	10'x20'	10'x10'		
Naming Opportunities (see category lists on Page XX)	Choose from Platinum List	Choose from Gold List	Choose from Silver List	Choose from Bronze List	Choose from Contributor List
Logo and Promotion in Concurrent Virtual Meeting	✓	✓			
Complimentary Theater Presentation	2	1			
Complimentary Pre-recorded Webinar (Virtual Attendees)	2	1			
Handout station in registration area	✓				
Invitations to sponsor/donor reception	6	3	2		
Opportunity to meet with AAS Leadership	✓	✓			
Company bio in meeting app	✓				
Four customized Facebook & Twitter postings	✓				
Pre-access to list of meeting attendees	✓	✓			
Complimentary full registrations	6	4	3		
Mobile app banner ad	✓	✓	✓		
Extra meeting signage	✓	✓	✓	✓	
Access to the Sponsor Lounge*	✓	✓	✓	✓	✓
Onsite announcements and recognition	✓	✓	✓	✓	✓
Pre-meeting promotion	✓	✓	✓	✓	✓
Logo on the meeting website	✓	✓	✓	✓	✓
Logo on the meeting app	✓	✓	✓	✓	✓
Listing on meeting app and at events of specific items supported	✓	✓	✓	✓	✓
Sponsor ribbons on badges	✓	✓	✓	✓	✓

We are grateful to the following organizations for being sponsors and partners with the AAS:



Exhibit Booth Rates

	Early (By April 8, 2022)	Regular (Extended to April 25)	Late (By May 3, 2022)
Platinum Package* Includes 20'x20' Booth	\$25,000	\$25,250	\$25,500
Gold Package* Includes 10'x20' Booth	\$15,000	\$15,250	\$15,500
Silver Package* Includes 10'x10' Booth	\$10,000	\$10,250	\$10,500
Exhibit Booth Only	Early (By April 8, 2022)	Regular (By April 16, 2022)	Late (By May 3, 2022)
10'x10' Booth AAS Corporate Member Publisher Affiliate	\$2,537	\$2,766	\$3,484
10'x10' Booth Government/Non-Profit	\$2,889	\$3,256	\$3,975
Nonmember	\$4,224	\$4,810	\$5,699
Extra 10'x10' Booth Specify Quantity_____	\$1,425	\$1,670	\$2,405
Table Top Display			
6' Table, 1 Chair, 1 Exhibit Hall Only Badge	\$1,500	\$1,550	\$1,600

* Packages are described on the previous page

Exhibit fees include

- Two (2) full complimentary individual meeting registrations (access to all sessions) - MUST BE VACCINATED
- Three (3) Exhibit Hall-only staff badges - MUST BE VACCINATED
- Admittance to all functions, breaks, and events throughout the meeting
- Company listing in the AAS meeting final program
- Company listing on the AAS meeting website
- Company listing and writeup in meeting mobile app
- Company logo displayed on entrance towers
- Pre-conference and onsite marketing
- Free Wifi Access

Booth Selection Priority

Priority for booth selection and forms will be processed in the following order:

- Sponsors & Partners/Corporate Members/Publisher Affiliates
- Government Organizations
- Nonmembers

Please be sure to indicate a first, second, and third non-adjacent booth preference when you submit your form. To increase your chances of getting your preferred booth location, the Exhibit Booth Reservation Form should be returned by as early as possible.

Sponsorship & Partnership Program

Deadline: April 8, 2022

Packages are available at various pricing structures. The AAS staff will work with you to maximize your budget. Several packages include exhibit booths, complimentary registrations and much more (see previous page).

Supporting the meeting gives you the unique opportunity to:

- Present your organization and products to meeting attendees for four straight days
- Receive around the clock exposure prior to the meeting with a link to your website on the meeting website
- Promotional placements on the meeting app

Please contact Dan Cooke for pricing and information: dcooke@aip.org; 310-922-3902 (voice or text)

Sponsor/Partner Naming Opportunities

Platinum Level - \$25,000

Opening Reception

This special reception kicks off the meeting in the Exhibit Hall. Be one of the first to welcome attendees with branded décor.

Closing Reception

This reception brings the meeting to a close. You will have one more opportunity to leave a lasting impression.

Meeting Wifi and Cyber Cafe

The AAS Meeting attendees are dependent on reliable wifi throughout the venue and the society has pledged to provide this. Receive the most accolades from our attendees for helping to support one of the most needed assets at our meetings.

Audio-Visual and Speaker Ready Room

Our AV and Speaker Ready Room are the heartbeat of the meetings. Oral Sessions slides will recognize your support of these two valuable assets.

Gold Level - \$15,000

Poster Sessions or iPosters Sessions

Scientific Posters are displayed throughout the week in the Exhibit Hall. The poster sessions will be branded with your logo.

iPoster Plus Theater (2 available)

iPoster Plus Theaters will provide presenters the opportunity to present oral session in the exhibit hall. Multiple iPoster-Plus sessions will be hosted daily in the theaters throughout the meeting.

Attendee Totebags

Every attendee can receive a meeting bag at registration. Your logo will appear on the bag. Price varies based on bag chosen.

Mobile App

Prominent promotion on the meeting app

Safety Kit

Taking extra precautions is second nature today. Branded with your company logo, safety kit will include a face mask, hand sanitizer and more.

Press Room/Media Partner

Receive pre-meeting promotion on press releases. Provide all day coffee and snacks to our busy press corps.

Exhibitor Presentation Theater

Exhibitors will have the opportunity to present 30-minute demos in the Exhibit Hall theater branded with your company logo.

Silver Level - \$10,000

Meeting App

Prominent promotion on the meeting app

Attendee Lanyards and Badge Holders

Each attendee will receive a lanyard with organization logo imprint.

Daily Coffee Breaks (4 available)

Coffee and other refreshments provided for all attendees each day in the Exhibit Hall. Sponsor can provide branded mugs or other items.

Sponsor/Partner Lounge

The Sponsor/Partner Lounge will be hosted inside the exhibit hall. Give sponsors a break from the busy hall, grab a quick snack or cup of coffee.

Column Wraps/Aisle Signs/Floor Clings

Company logos on Exhibit Hall columns, aisle signs or floor clings.

Local Education Outreach Program

Due to COVID restrictions, we will not be able to host students in our exhibit hall. But we will prepare 500 bags to deliver to local schools to inspire students to look towards the stars.

Bronze - \$5,000

Hotel Key Card

Brand everyone's hotel keycard with your company logo.

Registration Handout (Pens, Postcard, Pad, etc.)

Insert will be distributed in the meeting bags to attendees with an imprint of organization logo. Organization provides collateral.

Mobile Device Charging Station

Four mobile device charging stations will be setup in a centralized location so attendees can charge cell phones, tablets, and laptops.

Hand Sanitizer

Two branded hand sanitizer stations.

Contributor - \$2,500

- *Water Coolers (qty 2)*
- *Web Ad on Meeting Website*
- *Retargeting Ad Campaign for 2 months*
- *Daily Meeting Email Advertisement*
- *Know Before You Go Email Advertisement*

AAS 240 Exhibitor Floor Plan

Please Click Here: <https://s23.a2zinc.net/clients/aip/aps22/Public/EventMap.aspx?shMode=E&ID=425>

For a dynamic, up to the minute floor plan showing available booths and confirmed exhibitors

240th AAS Meeting Exhibit/Sponsor/Partner Reservation Form

To Reserve Your Space

- Please submit this paper form to dcooke@aip.org
- **After completing this reservation form, we will follow up shortly with a floor plan so you can indicate your three (3) preferences for booth location. Thank you for your patience with this!**
- **Contract will *not* be submitted to AAS for payment until you have a chance to review the floor plan.**

Organization		AAS Corporate ID	
Primary Contact First/Last Name		Primary Contact Email	
Address			
City	State	ZIP/Postal Code	Country
Primary Contact Mobile Phone		Primary Contact Landline	
Website		Twitter Account	

Exhibiting As - Name on Booth Sign

Select or Specify Quantity		Early by April 8, 2022	Regular April 25, 2022	Late by May 3, 2022	
Sponsor/Partner Packages					Subtotal
<input type="checkbox"/>	Platinum Package* Includes 20'x20' Booth	\$25,000	\$25,250	\$25,500	
<input type="checkbox"/>	Gold Package* Includes 10'x20' Booth	\$15,000	\$15,250	\$15,500	
<input type="checkbox"/>	Silver Package* Includes 10'x10' Booth	\$10,000	\$10,250	\$10,500	
Exhibit Booth Only					
<input type="checkbox"/>	10'x10' Exhibit Booth Corporate Member/Pub Affiliate	\$2,517	\$2,766	\$3,484	
<input type="checkbox"/>	10'x10' Exhibit Booth Government/Non-Profit	\$2,839	\$3,256	\$3,975	
<input type="checkbox"/>	10'x10' Exhibit Booth Nonmember	\$4,224	\$4,810	\$5,699	
<input type="checkbox"/>	Extra 10'x10' space (specify quantity)	\$1,425	\$1,670	\$2,405	
QTY _____					
<input type="checkbox"/>	6' Table, 1 Chair, 1 Exhibit Hall Only Badge	\$1,500	\$1,550	\$1,600	
Exhibitor Presentation Theater					
<input type="checkbox"/>	30-minute presentation and posting of pre-recorded webinar to Hybrid Platform. (specify quantity)	\$500	\$550	\$600	
QTY _____					
Total					
Booth Location Preference (see floor plan on page 9). Is there an exhibitor you would like to be placed next to?		1st Choice	2nd Choice	3rd Choice	

(Payment information on next page)

Payment Information

You will be contacted for payment information after application is received. Please do not transmit credit card data through email.

Terms and Conditions

Exhibitor agrees that all staff attending the 240th AAS Meeting will be fully vaccinated against the COVID-19 virus. (INITIAL)

Exhibitor agrees to provide all names of booth staff prior to May 6, 2022 so these individuals can receive instructions to self validate their vaccination status and register for the meeting with a complimentary AAS provided promotional code.

(INITIAL)

Exhibitor agrees to abide by all terms, conditions, and regulations set forth in the exhibit rules on pages 14-17.

(INITIAL)

Exhibitor Signature: _____ Date: _____

Return this form no later than the final deadline of May 3, 2022 to: dcooke@aip.org. Email, call, or text Dan 310-922-3902 with any questions. [Payment Information Will Be Collected By AAS After Application Is Received. Please do not include any credit card data with this application.](#)

Exhibitor Checklist

- Exhibit Booth Reservation Form (page 10-11)
- Exhibitor Attendee Registrant Names Form (page 12)
- Shared Book Exhibit Form (page 13)
- Review Floor Plan (Page 9)
- Review Exhibit Rules & Regulations (page 14-15)
- Review Anti-Harassment Policy (page 16-17)
- Logo for Program and Signage (email to dcooke@aip.org)
- Electrical Order (Service Kit - Coming Soon)
- Furniture Order (Service Kit - Coming Soon)
- Internet Order (Service Kit - Coming Soon)
- Shipping Documents (Service Kit - Coming Soon)

Exhibitor Contacts

Dan Cooke, Exhibit Sales & Management, dcooke@aip.org or 310-922-3902 (text/voice)

Christine Deitz, Arata Expositions Inc. The service kit including the ability to order booth furnishings, shipping info, electrical, and internet service will be sent soon.

Diane Frendak, AAS Director of Membership Services 202-328-2010 x109 or diane.frendak@aas.org

Important Dates (times may vary)

April 8, 2022	Advance Deadline
April 16, 2022	Regular Deadline (EXTENDED TO 4-25-2022)
May 3, 2022	Final Deadline to Reserve a Booth
May 6, 2022	Exhibitor Individual Registrant Names Submitted Deadline
June 6, 2022	Individuals MUST Register with Promo Code
Sunday, June 12, 2022	Exhibitor Move-in (10:00 am - 5:00 pm)

Shared Book Exhibit Form

240th Meeting of the American Astronomical Society, 12-16 June 2022, Pasadena, CA

Shared Book Exhibit Deadline: April 16, 2022

Publishers unable to exhibit can display books at a minimal cost in the Shared Book Exhibit. Books will be displayed in an easily accessible display area where attendees will have the opportunity to peruse the selection and pick up order forms or brochures associated with each title (all forms and brochures must be provided by the publisher). All books will be donated at the end of the exhibit show. No items will be returned.

Fees for Displaying Titles

- First title \$300
- Each additional title \$50 (limit 4)
- To have more than five titles displayed, contact Dan Cooke dcooke@aip.org

Please reserve by April 16, 2022

Publisher

Contact Person

Title

Address

City

State

ZIP/Postal Code

Country

Telephone

Fax

Email

Website

Titles and Authors

Title #1:	Author	\$300
Title #2:	Author	\$50
Title #3:	Author	\$50
Title #4:	Author	\$50
Title #5:	Author	\$50
Total		

You will be contacted for payment information after application is received. Please do not transmit credit card data through email.

AAS Office Use Only

Auth

Return this form by April 16, 2022 to:

Dan Cooke dcooke@aip.org; 310-922-3902 for questions.

Exhibit Rules and Regulations

Definition

The words "Exhibit Management" as used herein refer to the American Astronomical Society (AAS).

Health and Safety

Society leaders and staff are monitoring the ongoing pandemic as well as both national and local public health guidance for large gatherings. The AAS encourages everyone to stay informed about safety measures for travel and gatherings as recommended by the Centers for Disease Control and Prevention (CDC). For current information on Pasadena, visit the Pasadena City website. The Board of Trustees has decided to require full COVID-19 vaccination for all AAS 240 on-site attendees, staff, and support contractors without exception. We will require in-person attendees to show proof of vaccination before registering while protecting privacy. Furthermore, we are working with the conference venue to ensure that local staff supporting our meeting will be uniformly masked.

Arrangement of Exhibits

All exhibits must be arranged without obstructing the general view or hiding other exhibits. Backgrounds (including signs) must be no more than eight feet in height. Material extending into the exhibit area by more than three feet from the back wall cannot exceed three feet in height. No partitions other than the side rails will be allowed, unless specifically approved by Exhibit Management. Exposed unfinished sides of exhibit backgrounds must be draped to present an attractive appearance. Exhibit Management may (at the exhibitor's expense) direct revisions of any exhibit that does not comply with the above guidelines. Exhibit booths may only be used in a straight line as it appears on the floor plan. Exhibitors wishing to exceed the height limit may do so in an island configuration.

Location/Layout of Exhibits

At all times, Exhibit Management reserves the right to alter the location and/or layout of the exhibits in the best interests of the overall exhibition and meeting.

Installation/Dismantling

Exhibits must be completely installed by 5:00 pm on Sunday, 12 June 2022. Exhibit Management reserves the right to re-assign any space not installed at that time. No packing or dismantling of exhibits will be permitted prior to the official closing of the exhibition, and there will be a \$500 fine for any exhibitor dismantling prior to the closing of the show.

Official Service Contractor

Arata Expositions, Inc. is the official service contractor. The contact is Christine Dietz, 301-921-0800. Please contact her for pricing information. Service Kits and other important information will be sent to the primary exhibit contact listed on the AAS exhibit booth reservation form.

Occupancy of Booths

All booths should be staffed during the advertised show hours.

General Conduct of Exhibitors

All materials and activities must be confined to the limits of the exhibit booth(s) and may not impede traffic or interfere with other exhibits. Furthermore, all of the following practices are expressly prohibited: the promotion of products or services other than the exhibitor's, excessive noise that would interfere with other exhibitors, the storage or use of flammable or explosive materials (or any substance prohibited by local laws or insurance carriers), the operation of x-ray equipment, the soliciting of participation in surveys or any other harassment of attendees, the use of live animals, the solicitation of business by anyone other than the representatives of exhibiting organizations, and the publicizing or conducting of any activities that would attract attendees away from the exhibition during exhibit hours.

Subletting of Space

No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted without the knowledge and written consent of Exhibit Management.

Rejection & Penalties

Exhibit Management reserves the right to refuse any applicant for exhibit space, as well as the right to restrict or evict any exhibit that, in the opinion of Exhibit Management, detracts from the general character of the exhibition. This reservation applies to displays, printed matter, promotional materials, noise, personal conduct, and method of operation. In the event of such restrictions or eviction, Exhibit Management will not be liable for any refunds or other exhibit expenses.

Insurance

Exhibitors are urged to take out a portal-to-portal rider on their own insurance policy, usually available at a nominal cost, to protect against loss through theft, fire, damage, etc. Exhibitors are responsible for their equipment and property. The exhibit area will be monitored and secured, but AAS does not guarantee nor protect the exhibitor against loss of any kind. Each party agrees to be responsible for its own property through insurance or self-insurance; exhibitors shall hold harmless AAS for any and all damage caused by theft and those perils normally covered by fire and extended coverage policy.

Liability

The exhibitor agrees to assume all responsibilities for any damage to the exhibit booth area. The exhibitor also expressly indemnifies and holds harmless AAS, the show's official service contractor, and any other agents of Exhibit Management from any and all liability that may ensue from accidents, injuries, damage by fire, loss or theft of property, or any other cause the exhibit booth area. Security guards will be provided; however, the exhibitor retains sole responsibility for his/her own exhibit materials. In the event that the exhibition is canceled, the liability of Exhibit Management shall be limited to the monies paid by the exhibitor as exhibit booth rental, less a proportionate share of all expenses incurred by Exhibit Management for the exhibition.

Payment Terms

Only checks, money orders and credit cards are accepted. Exhibit Fees should be made payable to the American Astronomical Society, 1667 K Street NW Suite 800, Washington, DC 20006.

Questions regarding exhibits and/or rates should be directed to Dan Cooke, AAS Exhibition Sales & Management, dcooke@aip.org.

Cancellations

After a signed contract has been received, cancellations prior to April 16, 2022 will be liable for a penalty of \$600 per booth reserved. No refunds will be given after April 16, 2022. All cancellations must be submitted in writing.

Exhibitor Meeting Registration, Travel, and Housing

Exhibitor Registration

Platinum, Gold, Silver & Bronze Packages specify the total complimentary registrations that are part of the benefits. Exhibitors are entitled to two (2) full complimentary individual meeting registrations and three (3) Exhibit Hall-only passes per exhibit. Each exhibitor must wear an official exhibitor's identification badge throughout the meeting. Badges will be required to gain entry to the Exhibit Hall, no exceptions. **Due to COVID-19, no last minute or onsite change can be made for exhibit staff.** If additional individual registrants will be responsible for staffing your exhibit, they should indicate this on their registration form. Exhibit Hall-only badges are available for \$150 per badge.

Travel and Housing/Hotel

Exhibitors are responsible for making their own travel and housing arrangements. Reservations should be made by visiting the travel and lodging page on the AAS meeting website: aas.org/meetings/aas240

Anti-Harassment Policy for AAS & Division Meetings

Preface

The AAS Bylaws include an Article on non-discrimination in professional activities:

ARTICLE VI. NON-DISCRIMINATION IN PROFESSIONAL ACTIVITIES

Section 6.01 The Society is committed to the philosophy of equality of opportunity and treatment for all members, regardless of gender, gender identity, race, ethnic origin, religion, age, marital status, sexual orientation, disabilities, or any other reason not related to scientific merit. The Board of Trustees shall provide for such policies as are appropriate to recognize and maintain this commitment.

Consistent with this non-discrimination Bylaw, the AAS Council (Board of Trustees as of August 2017) at its January 2008 meeting approved the following anti-harassment policy.

Statement of Policy

It is the policy of the American Astronomical Society (AAS) that all participants in Society activities will enjoy an environment free from all forms of discrimination, harassment, and retaliation. As a professional society, the AAS is committed to providing an atmosphere that encourages the free expression and exchange of scientific ideas. In pursuit of that ideal, the AAS is dedicated to the philosophy of equality of opportunity and treatment for all members, regardless of gender, gender identity or expression, race, color, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, disabilities, veteran status, or any other reason not related to scientific merit. Harassment, sexual or otherwise, is a form of misconduct that undermines the integrity of Society meetings. Violators of this policy will be subject to discipline.

Definition of Sexual Harassment

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Behavior and language that are welcome/acceptable to one person may be unwelcome/offensive to another. Consequently, individuals must use discretion to ensure that their words and actions communicate respect for others. This is especially important for those in positions of authority since individuals with lower rank or status may be reluctant to express their objections or discomfort regarding unwelcome behavior.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, debilitates morale, and therefore, interferes with work effectiveness. The following are examples of behavior that, when unwelcome, may constitute sexual harassment: sexual flirtations, advances, or propositions; verbal comments or physical actions of a sexual nature; sexually degrading words used to describe an individual; a display of sexually suggestive objects or pictures; sexually explicit jokes; unnecessary touching.

Definition of Other Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. This conduct includes, but is not limited to the following: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Definition of Discrimination

Discrimination refers to bias or prejudice resulting in denial of opportunity, or unfair treatment regarding selection, promotion, or transfer. Discrimination is practiced commonly on the grounds of age, disability, ethnicity, origin, political belief, race, religion, sex, etc. factors which are irrelevant to a person's competence or suitability.

Definition of Retaliation

Retaliation refers to taking some action to negatively impact another based on them reporting an act of discrimination or harassment.

Scope of Policy

This policy applies to all attendees at Society activities, including scientists, students, guests, staff, contractors, and exhibitors, participating in the scientific sessions, tours, and social events of any AAS or Division meeting or other activity.

Reporting an Incident

Advice for reporting sexual or other forms of harassment is available on the website of the Committee on the Status of Women in Astronomy (CSWA). Here is a summary of the more detailed information available on the CSWA website:

Write everything down (times, places, nature of the incident, and comments made). Save emails, notes, etc. Tell someone you trust. It is likely that you will have to write and sign an official letter of complaint, documenting the nature of the harassment and/or discrimination. Be as detailed as possible. Supporting documentation and statements from witnesses should be submitted with your letter.

Any individual covered by this policy who believes that he or she has been subjected to harassment should complete the online reporting form to submit the incident for review. All complaints will be treated seriously and be investigated promptly. Confidentiality will be honored to the extent permitted as long as the rights of others are not compromised.

The Investigation

Once a report is received, the Executive Officer or Secretary will inform the President. An external consultant will be retained to investigate the report. In most cases, the complainant will be interviewed first and the written complaint reviewed. If the complainant has not already filed a formal complaint, he or she should be asked to do so. The details of the complaint should be explained to the alleged offender by the investigator. The alleged offender should be given a reasonable chance to respond to the evidence of the complainant and to bring his or her own evidence. If the facts are in dispute, further investigatory steps may include interviewing those named as witnesses. If, for any reason, the investigator is in doubt about whether or how to continue, he or she will seek appropriate counsel. When the investigation is complete, the investigator will report the findings to the President, Executive Officer, and Secretary along with a recommendation for further action.

Retaliation Is Prohibited

The AAS will not tolerate any form of retaliation against persons who file a complaint or assist in the investigation. Retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Disciplinary Action

Individuals engaging in behavior prohibited by this policy as well as those making allegations of harassment in bad faith will be subject to disciplinary action. Such actions range from a verbal warning to ejection from the meeting or activity in question without refund of registration fees and the reporting of their behavior to their employer. Repeat offenders may be subject to further disciplinary action, such as being banned from participating in future Society or Division meetings or other activities. The Board of Trustees is granted the right in its Bylaws to terminate the membership of any member.

Appeal & Questions

In the event that the individual is dissatisfied with the results of the investigation, he or she may appeal to the President of the Society. Any questions regarding this policy should be directed to the AAS Executive Officer or other Society Officer.