

(Last update: Feb 15, 2019)

IAU100 NameExoWorlds National Committees Guide

Communications

To help the steering committee effectively keep track of all the proposals and messages, all national committees should sign up on the project management platform “basecamp”. Please address all enquiries, submission of proposals and send final result under the specific national committee discussion thread. Instructions will be provided to the NOCs later.

Besides the basecamp, the project email is nameexoworlds@oao.iau.org

Steering Committee

The Steering Committee is the IAU body that is responsible for the IAU100 NameExoWorlds project, oversees and ratify all national proposals.

Definition of National Committees

The IAU100 NameExoWorlds national committees shall be composed of at least 5 people, gender balanced and appointed by the [IAU100 national committees](#) or the IAU National Outreach Committees. The [IAU National Outreach Coordinator](#) is an ex-officio member of the NameExoWorlds national committees.

In the case of absences of IAU100 national committee, please form a IAU100 National Committee, please contact rivero@strw.leidenuniv.nl or outreach@iau.org for details. “National” here refers to countries or regions recognized by the IAU.

The Process

- **Feb 15, 2019:** The instructions of the National Committees Guideline (this guide) were announced.
- **March 2019:** A list of well-characterized exoplanets discovered is selected and provided for the national committees for the public naming by the International Astronomical Union (IAU) upon the recommendation of its IAU100 special project. These exoplanetary systems only have one known exoplanet (so far, as of February 2019). These exoplanets and the stars they orbit are here referred to as ExoWorlds and eligible for naming via the public naming campaign. The list of exoplanetary systems will be published on the NameExoWorlds website. National committees submit their national selection plan to the Steering Committee for approval.
- **April 2019:** The steering committee response to the national proposals. National Committees release their national selection plan.
- **November 15 -** Deadline for national committees send the selection/back-ups to the national committee.

- **November to December 2019** : the IAU, via its IAU100 NameExoWorlds Steering Committee, validates the winning names from the national selection.
- **First Half December** - Prepare press releases, and translate to different languages, etc, announcement.
- **Week 16-21 December** - Result will be announced.

National selection

- National committees submit their national selection plan in March to the Steering Committee, using the NameExoWorlds basecamp, for approval including the followings before the national campaign starts
 - Selection committee member list (later change of national committee members shall be approved by the Steering Committee)
 - Proposal collections method
 - Estimate number of proposals received
 - Promotion method
 - Project timeline
 - Down selection method
 - Voting method
 - Link to the national project page

Criteria for the national section process

- **Schools, amateurs and astronomers shall be involved** - The national committee shall invite proposals from schools, as much as possible, amateur astronomers (if exist) and professional astronomers (if exist). It is up to the decision of the national committees to decide whether the proposals shall be submitted by organizations (e.g. clubs, schools) or individuals, or both.
- **Public involvement** - The national committee is responsible for public interest and proposal submission, either directly through the national committee or through an organization authorized by the national committee.
- **Project dissemination** - The national committee member list, process and regular updates shall be available to the public via posting on a webpage. In case a website is insufficient as a means of communication for the country, please counter-propose a dissemination method and ask for exemption from the steering committee. It is the responsibility of the national committee to ensure the proposals received represent large interests, if the total number of proposals is unreasonably low, the steering committee reserve the rights to veto the result.
- **Language** - The national committee can conduct the national campaign and collect proposals in local languages, however the final selected proposal and backup entries should be translate into English.
- **Down selection** - The national committee shall downselect all the received proposals, and down select 3 to 10 proposals (“final list”) for voting (see below).
- **Validation** - The national committee shall validate the “final list” proposals before the voting, and make sure they follow the IAU naming guidelines. If the proposals do not follow the IAU naming guidelines, the steering committee will veto the proposals.
- **Voting** - The national committee shall organize a voting on the final list, the voting can be done by the national committee, or by the public, or a combination of both.
- **Submission** - The national committee shall submit the following to the steering committee by Nov 15:

One final selected proposal and 2 ranked backups in original language and English translation

- Total number of proposals received
 - Name and citation for exoplanet
 - Name and citation for exoplanet's star
 - Brief summary (1-2 sentences) of naming theme for exoplanet and host star
 - Proposer
 - Comments from the national committee on the proposal
 - Confirmation that the proposals were fully validated
 - Voting result
- Please ask for exemptions in case the above does not apply in certain countries
 - National committee shall response to the Steering Committee enquiries related to the selection and selected proposals promptly.
 - **Duplications** - In case of different national committees selected the same name, backups will be considered.

Examples

Example 1

1. Proposal can be proposed by astronomers (by individual astronomers), amateur clubs (by the club as a unit) and school (whole schools as a unit) via an online submission form.
2. Public can submit names to the national observatory. 500 names will be received and down select to 5 for further consideration.
3. Expected to receive 50 proposals from astronomers, 100 by clubs and 500 from schools.
4. The committee evaluate all the 655 proposals and down select 20 proposals for public voting.

Example 2

1. The campaign is in partnership with a TV broadcaster. Promotions will be sent to all channels including schools. TV broadcaster will organize a TV program introduce the exoplanet and project start the collection from July 1.
2. 4000 proposals is expected.
3. The committee download select 10 proposals and introduce them in another TV program and open a public voting associated with the TV program.

Tips

1. It is good practice NOT to receive too many proposals, an intermediate step or screening by a sub-organization can help to down sample the number of proposals.
2. If you conduct public voting, please make sure to check all the votes are valid (no double voting or spamming etc)

3. The validation of the proposals shall be conducted as early as possible to avoid conflicts in the later stage.

Naming rules

The IAU is seeking proposals for proper names of exoplanets and the stars they orbit through the IAU100 NameExoWorlds naming campaign.

The proposed names should be of things, people, or places of long-standing cultural, historical, or geographical significance, worthy of being memorialized through naming of a celestial object.

Although not necessary, the names may be drawn from themes related to the sky and astronomy, or related in some way to the constellation that the exoplanetary system lies in.

Two names should be proposed - one for the exoplanet and one for the star it orbits.

The two names should follow a common naming theme. The naming theme describing how the names are related in some logical way should be summarized in a sentence or two, and be broad enough that additional names could be drawn from the literature to name additional objects in that exoplanetary system in the future (e.g. additional planets which might be discovered, additional stellar companions). Example: *Rivers of country XYZ. Fictional lands in 19th century stories from country XYZ, etc.*

1. Proposed names (after translation) should be:
 - Between 4 and 16 characters in length in Latin alphabets (including spaces or punctuation)
 - Preferably one word.
 - Pronounceable (in some language)
 - Non-offensive
 - Not identical to, or too similar to, an existing name of an astronomical object. Names already assigned to astronomical objects can be checked using these links:
 - i. IAU names for asteroids in the Minor Planet Center (MPC) database http://www.minorplanetcenter.net/db_search ,
 - ii. Names of galactic and extragalactic objects in the Sesame name resolver <http://cds.u-strasbg.fr/cgi-bin/Sesame> ,
 - iii. IAU names for planets, dwarf planets, and satellites: <https://planetarynames.wr.usgs.gov/Page/Planets> ,
 - iv. IAU names for stars https://www.iau.org/public/themes/naming_stars/ ,
 - v. IAU names for exoplanets <http://nameexoworlds.iau.org/names>
 - In addition, it is not allowed to propose:
 - i. Names of a purely or principally commercial nature.
 - ii. Names of individuals, places or events principally known for political, military or religious activities.
 - iii. Names of individuals that died less than a century ago (1919).
 - iv. Names of living individuals.
 - v. Names of organizations related to the selection.

- vi. Names of pet animals.
 - vii. Contrived names (i.e. new, invented).
 - viii. Acronyms.
 - ix. Names that include numbers or punctuation marks (diacritics are acceptable)
2. Only names that are not protected by trademarks or other forms of intellectual property claims may be proposed.
 3. All the proposal names should come with a citation of not more than 100 words in English after translation.
 4. The decision of the IAU, via the Steering Committee, on the names to be offered for general public vote is done based on these guidelines and are final.
 5. It is understood that the selected public names, will not replace the scientific alphanumeric designations, but will be recognised by the IAU as the appropriate publicly used name for the object(s), and be published as such, along with due credit to the proposer that proposed it. This public name may then be used internationally along with, or instead of, the scientific designation, permanently and without restrictions.