Implementation Guidelines for the IOTA/EA Observation Campaign

< What the Observation Campaign Proposer (PI) must do>

(1) Submit of Observation Campaign Proposals

The Observation PI must send the proposal to IOTA/EA core members via e-mail "iota-ea_core@googlegroups.com" by the end of two month before the occultation event.

For example, if the event happens on November 1, please submit a proposal by the end of September.

Then IOTA/EA-core can discuss about the proposal at the IOTA/EA-core meeting in early October.

(2) If the campaign is approved as an IOTA/EA observation campaign, the Observation PI will create a web page or open a document sharing site to provide information/documentation of the observation so that all participants in the observation campaign can obtain necessary information about the occultation event/observation.

(3) The Observation PI will assist the observers by providing information and conducting zoom meetings, either at the request of the observers or on the PI's own initiative.

(4) After the observation campaign completed, the Observation PI must submit a report to IOTA/EA regardless of the success or failure of the observation.

The report can be in any format.

The report will be posted on the IOTA/EA Observation Campaign page.

If the PI creates a web page for the report, the web page will be linked from the IOTA/EA Observation Campaign page.

<What IOTA/EA-core will do upon receipt of an Observation Campaign proposal>

(1) When IOTA/EA receives an observation campaign proposal, the IOTA/EA-core will discuss at the monthly IOTA/EA-core meeting whether to accept the proposal as an IOTA/EA observation campaign.

(2)-1 If the proposal is not approved, the IOTA/EA chairperson shall inform the proposer of the reason.

(2)-2 If the proposal is approved:

(2)-2(a) Add the observation campaign to the observation campaign page on the IOTA/EA website and link to the observation information/document page (or data shearing site) provided by the observing PI.

(2)-2 (b) Upon request from the observation PI, do the following

    1. Prepare an occultation forecast page

    2. Prepare a map of occultation zones

    3. Create a spreadsheet for the distribution of observation sites

    4. Create a spreadsheet of observation reports from each observer

    5. Create a data collection site

IOTA/EA will only assist with (2)-2(a) and (2)-2(b) above. The Observation PI is responsible for conducting the observation campaign.

(2)-2 (c) After the observation is completed, link the report (or page of the report) provided by the Observation PI to the IOTA/EA website.

(2)-2 (d) All data and analysis results obtained from the IOTA/EA observation campaign will be published immediately after receiving the report or at the end of the period specified by the Observation PI.