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Request for Proposals International Space University Space Studies Program 2024 and 2025 Host Site

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Key dates for this solicitation are:

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Mandatory notice of Intent deadline (23:59 CET): September 15, 2022
Pre-Proposal Conference: October 10, 2022
Proposal deadline (23:59 CET): November 18, 2022
Public announcement of site selection: March 31, 2023

All proposal related information/questions should be sent to:

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This document is available electronically at:
<http://www.isunet.edu/host-site-application-process>

TABLE OF CONTENTS

| | | |
|----------|--|-----------|
| 1 | INTRODUCTION TO THE INTERNATIONAL SPACE UNIVERSITY | 4 |
| 1.1 | ISU PROGRAMS | 4 |
| 1.2 | ISU PARTNERSHIPS AND ACCREDITATION | 4 |
| 1.3 | ADDITIONAL INFORMATION | 5 |
| 2 | THE SPACE STUDIES PROGRAM..... | 6 |
| 2.1 | BACKGROUND | 6 |
| 2.2 | BENEFITS OF HOSTING AN ISU SSP SESSION..... | 6 |
| 2.3 | CURRICULUM..... | 7 |
| 2.4 | SSP PLANNING..... | 8 |
| 3 | GENERAL REQUIREMENTS TO HOST AN SSP..... | 10 |
| 3.1 | GENERAL RESPONSIBILITIES FOR SSP | 10 |
| 3.2 | SSP INTERNATIONAL ADVISORY COMMITTEE..... | 10 |
| 3.3 | SSP LOCAL ORGANIZING COMMITTEE | 10 |
| 3.4 | HOST SITE COMMITMENTS AND COSTS..... | 10 |
| 3.4.1 | <i>Host Site Commitments.....</i> | <i>10</i> |
| 3.4.2 | <i>Host Site Costs.....</i> | <i>12</i> |
| 4 | REQUIRED INFORMATION | 15 |
| 4.1 | GENERAL INFORMATION..... | 15 |
| 4.2 | LOCAL AND SURROUNDING AREA..... | 16 |
| 4.3 | TRANSPORTATION | 18 |
| 4.4 | LODGING | 21 |
| 4.5 | FOOD SERVICE..... | 24 |
| 4.6 | GENERAL SUPPORT..... | 26 |
| 4.6.1 | <i>Prior year on-site SSP Staff Support</i> | <i>26</i> |
| 4.6.2 | <i>SSP Support Staff.....</i> | <i>26</i> |
| 4.6.3 | <i>Visa and Immigration Support</i> | <i>26</i> |
| 4.6.4 | <i>Public Relations and Promotion.....</i> | <i>27</i> |
| 4.6.5 | <i>Opening and Closing Ceremonies.....</i> | <i>27</i> |
| 4.6.6 | <i>Hosted Meals</i> | <i>27</i> |
| 4.7 | ACADEMIC FACILITIES..... | 29 |
| 4.7.1 | <i>Safety and Security</i> | <i>29</i> |
| 4.7.2 | <i>Lecture Halls, Classrooms, Workshop Venues.....</i> | <i>29</i> |
| 4.7.3 | <i>Office Spaces</i> | <i>30</i> |
| 4.7.4 | <i>Other Activity Venues</i> | <i>31</i> |
| 4.7.5 | <i>Library Facilities and Resources</i> | <i>31</i> |
| 4.7.6 | <i>Computers, Printers/Copiers and Server</i> | <i>31</i> |
| 4.7.7 | <i>Local Area Network, Internet Access and Maintenance</i> | <i>32</i> |
| 4.7.8 | <i>Audiovisual/Multimedia.....</i> | <i>32</i> |
| 4.7.9 | <i>Cell Phones.....</i> | <i>32</i> |
| 4.7.10 | <i>Academic Materials.....</i> | <i>32</i> |
| 4.8 | LOCAL ACADEMIC INVOLVEMENT..... | 35 |
| 4.9 | COST PROPOSAL | 37 |
| 4.10 | THE ISU SSP CONTRACT..... | 38 |
| 5 | SSP HOST SITE SELECTION PROCESS..... | 39 |

5.1 SELECTION PROCESS AND DUE DATES 39
5.2 SELECTION CRITERIA..... 41
5.3 PREPARATION OF A PROPOSAL TO HOST AN SSP..... 41
 5.3.1 *Proposal Guidelines* 41
 5.3.2 *Proposal Cover Page*..... 41
5.4 THE LETTER OF INTEREST 42
5.5 THE FINAL PROPOSAL 42
APPENDIX A: PROPOSAL EVALUATION CRITERIA AND WEIGHTINGS..... 43
APPENDIX B: PROPOSAL COVER PAGE..... 44

1 Introduction to the International Space University

The International Space University (ISU) is an educational institution delivering graduate and professional development programs and performing space-related research. Our mission is to prepare individuals to respond to the current needs and evolving demands of the space sector as well as to promote the development and application of space technology in a rapidly changing world through the peaceful uses of outer space for the benefit of society. ISU provides interdisciplinary training through a Master's program delivered at the Central Campus in Strasbourg, France in addition to its professional development programs taught in locations around the world. All ISU programs are offered in an international and intercultural learning environment.

Since ISU was founded in 1987, over 5400 alumni from 110 countries have completed ISU programs. Together with hundreds of ISU faculty and lecturers from around the world, the ISU alumni comprise an expanding, tight-knit network of space professionals and leaders that actively facilitate individual career growth and promote professional activities and international cooperation.

1.1 ISU Programs

Designed to meet the needs of post-graduates and professionals in the space sector or those who wish to work in a space-related field, ISU offers the following programs.

- Space Studies Program (SSP)
- Master of Space Studies (MSS)
- Southern Hemisphere Space Studies Program (SHSSP)
- Interactive Space Program (ISP)
- Executive Space Courses (ESC)
- Space Resources Professional Course (Luxembourg)
- Short courses and seminars
- Symposia and workshops

The ISU programs cover both technical and non-technical disciplines and provide interdisciplinary, intercultural and team skills training relevant to space-related fields and activities. These programs are delivered by ISU resident and global faculty and by visiting lecturers from academic institutions, government agencies, and industries from around the world.

At ISU, programs focus on the three I's

Interdisciplinary

Broad-based educational programs that encompass all disciplines relevant to space—scientific, engineering, economic, regulatory, social, political and organizational—provide participants with a multi-dimensional perspective, vital for understanding and effectively dealing with complex space development and utilization issues.

International

Global networking opportunities and intensive teamwork practices at ISU provide the participants with a clear edge when performing in competitive and collaborative international space programs.

Intercultural

Interacting with people from a variety of different backgrounds, including academic, cultural, organizational, and national, with varied approaches to problem solving and occasionally conflicting objectives, prepares ISU participants for the diverse environment of today's world space community.

1.2 ISU Partnerships and Accreditation

Though academically independent, ISU is closely affiliated with many international organizations. It has permanent observer status within the Committee on the Peaceful Uses of Outer Space (COPUOS) of the United Nations Office for Outer Space Affairs. It also has cooperative agreements with ESA (European Space Agency), CNES (French National Space Agency), NASA (National Aeronautics and Space Administration), The Aerospace Corporation, Space Foundation, (ASI) Italian Space Agency, CASC (China Aerospace Science and Technology Corporation), CSA (Canadian Space Agency), KARI (Korea Aerospace Research Institute), ISRO (Indian Space Research Organization), UK Space

Agency (UKSA), Saudi Space Commission (SSC) and JAXA (Japanese Aerospace Exploration Agency) among others. As a member of the International Astronautical Federation (IAF), ISU contributes as the focal point for space education. Finally, ISU has cooperative agreements with organizations devoted to furthering public understanding and knowledge about space, such as the Space Foundation and the Planetary Society.

The government of France has formally recognized ISU as an “Establishment of Higher Education”, and universities worldwide recognize ISU program certificates at the graduate level. While ISU is working towards obtaining accreditation for its MSS Program, it maintains formal academic agreements with many universities to offer further educational opportunities for graduates of the ISU MSS and SSP programs.

1.3 Additional Information

Potential SSP host candidates are invited to consult the ISU website at www.isunet.edu or to contact the SSP Director at: 1, rue Jean-Dominique Cassini, 67400 Illkirch-Graffenstaden, France, Telephone: +33 (0) 3 88 65 54 30; Fax: +33 (0) 3 88 65 54 47; e-mail: ssp.director@isunet.edu

2 The Space Studies Program

2.1 Background

The SSP is an intensive and unique 9-week professional development program providing graduate students and professionals with a unique educational experience on global space activities. The program facilitates the acquisition of knowledge, skills, and professional contacts in an interdisciplinary, intercultural, and international setting. To provide an opportunity to as many different host sites as possible, the program is held annually in a different educational or research institution around the world.

The main SSP session runs for 9 weeks. SSP sessions generally convene in the mid-June to early-September timeframe. Start and end dates are flexible. The SSP typically attracts 100 to 135 participants, who receive a personal educational and developmental experience from core, department, and team project chairs, 20-30 faculty, and numerous visiting lecturers participating in the program.

During the week prior to the official opening of the SSP, referred to as Week “zero” (Week 0), the Space English Access Course (SEAC) is offered to non-native English speakers who wish to refresh their skills and familiarize themselves with common terminology to which they will be exposed during the program. The number of participants in the SEAC runs from 10 to 30 individuals. The actual number varies from year-to-year.

The onsite preparations of SSP starts two weeks prior to the SEAC week, referred as Week “minus 2” (Week -2) and Week “minus 1” (Week -1), where the core and temporary staff of SSP arrives at the host locations, get trained on their tasks and responsibilities and prepare the venues and equipment for the program execution.

The SSP offers an ideal forum for participants and faculty alike to engage a network of international space experts and to forge new and long-lasting professional relationships. Particularly impressive is the cultural diversity of the ISU programs. During past SSP sessions, participants have typically studied and worked with hundreds of distinguished space educators and experts from more than 50 countries including astronauts and cosmonauts, scientists and engineers, designers, historians, policy makers, lawyers, managers, entrepreneurs, artists, and many from other areas of expertise.

2.2 Benefits of hosting an ISU SSP Session

The SSP provides the opportunity for the host to be identified with a highly visible, international event that focuses on space related educational activities. The SSP routinely draws leading international specialists in space development and exploration to the host site, thus creating opportunities for future collaborations and economic benefits. Hosting an SSP brings both tangible and intangible opportunities, events, and economic remuneration. It also provides a forum in which local experts can network, often meeting each other for the first time at one of the many SSP public events. Key SSP attributes include the following.

- **An International Showcase:** The SSP offers opportunities for a region’s space-related industries and research groups to showcase their capacity and strengthen their international contacts. The SSP offers a unique opportunity of gathering leading international specialists at the host site. In addition, the SSP participants, staff, and faculty will remember the place and the host, and will continue to make the host institution known throughout the world.
- **International Event:** Local space activities can be made visible to the public (local, national, and international) and to decision-makers.
- **Curriculum:** The SSP is a means to increase international cooperation and to offer a graduate level specialized program. Local experts are invited to contribute to the curriculum and become part of a growing international network of faculty, visiting lecturers, and alumni. Finally, the team projects selected for a given SSP offer the opportunity to deal with topics that are of particular interest to the host, and to have these topics considered by the most promising young minds in the space field. Faculty members from the host sites have made very valuable academic contacts with visiting lecturers. Many host sites in the past have chosen to give credits to SSP graduates.
- **Public Events:** Numerous opportunities for community outreach occur during each SSP. These can help raise the visibility of the host site space capability set in the local community. Although ISU and its local hosts often seek sponsorship for these events, they are not a contracted cost to the local hosts. Public events include the model rocket launch competition, the robotics competition, and space-themed public

exhibitions. The International Astronaut Panel, Arthur C. Clarke Memorial Panel, and all distinguished lectures and other panel events are open to the local community.

- **Direct Economic Benefits:** ISU normally brings well over 300 people, not counting families and accompanying partners, to the host institution's region during the two-month period in which the SSP is conducted. Most of these visitors have significant purchasing power. About one half of these participants stay in the region for the entire program, while the remainder resides in the area from one day to three weeks. The people participating in an SSP usually require flights, local transportation, accommodation, and meals. In addition, an average of 75 to 100 ISU alumni gather for a three-day ISU alumni conference held during week five or six of the SSP.

Longer-term benefits

Each SSP host organization can benefit on a long-term basis from the SSP program in a variety of ways. Previous SSP sessions provide the following practical examples.

- A study performed during an SSP was key to setting up a national space agency in the host country.
- A regional Institute of Space Studies was created as a spin-off of the efforts by the local SSP host.
- A lasting awareness among the local population about the benefits of space applications, after a series of public events (exhibitions, contests, conferences, and panels, etc.) held in conjunction with an SSP.
- Increased long-term opportunity for major events selection at the host site (e.g., selection of Adelaide, a previous SSP host site, to host the prestigious IAC event in 2017)
- A permanent affiliation with the ISU network.

2.3 Curriculum

A detailed description of the SSP Program Handbook is published each year and can be downloaded from the SSP website. A general description of the SSP curriculum is available at www.isunet.edu/SSP. The SSP curriculum offers a balanced program comprising:

- **Core Seminar:** Series of 90-minute seminars covering fundamental concepts and inter-relationships in major space-related disciplines, both technical and non-technical.
- **Workshops:** Hands-on or participatory interactive activities that provide reinforcement of the fundamentals taught in the core lecture series as well as a more in-depth learning experience in a broad range of both disciplinary and interdisciplinary topics.
- **Departments:** SSP departments are aligned with space-related disciplines and include Space Engineering and Applications, Space Policy, Economy, Management, Business and Law, Space Sciences and Exploration, Space Entrepreneurship and Space Humanities. Departmental activities include in-depth lectures, workshops, or professional visits, and individual or small team assignment work. SSP participants are encouraged to stretch and explore areas outside of their own field of expertise.
- **Professional Visits:** Visits to both space-related and non-space related organizations are used to enhance the participants' learning experience by providing direct exposure to areas such as manufacturing, development, and operations.
- **Team Projects:** The participants choose to participate in one of the Team Projects from a pool of 4-5 projects, which are intense interdisciplinary group studies focused on topics of interest to the space world. The host site is invited to suggest topics for the Team Projects executed during the course of the session. The goals of the Team Project include experiencing top level decision-making processes in an international context, learning how to function effectively in a multicultural environment, contributing to a successful group effort, putting theoretical instruction into practice, and producing a realistic conceptual design relating to a current, major international space topic of interest. The outputs are a professional quality final report and executive summary.

- **Distinguished Lectures:** There are several public lectures or panel sessions delivered by well-known space experts from around the world during the SSP. The public is invited to attend these evening events. The International Astronaut Panel is a featured public event every year, as is the Arthur C. Clarke Panel, which explores the intersection of space and popular culture.
- **Theme Days:** These are half-day sessions during which an important or ‘hot’ topic is addressed by specialists from different countries and specialties in an international and interdisciplinary manner. The topic may be related to a particular expertise at the SSP host site.
- **Space English Access Course (SEAC):** Because the official language of ISU is English, a pre-SSP Space English Access Course is provided to those participants who wish to improve their language skills. The course focuses on relevant space-related English terminology. The SEAC convenes in Week 0, the week prior to the official opening of the 9-week SSP session. During this time, all SSP teaching associates and staff plus the participants in the SEAC are on site.
- **Cultural Events:** The SSP also provides a uniquely rich human experience. Not only do participants discover the culture of the surrounding host city and country, but also the social events and cultural nights held during the session help them learn about and appreciate the cultures of their colleagues.

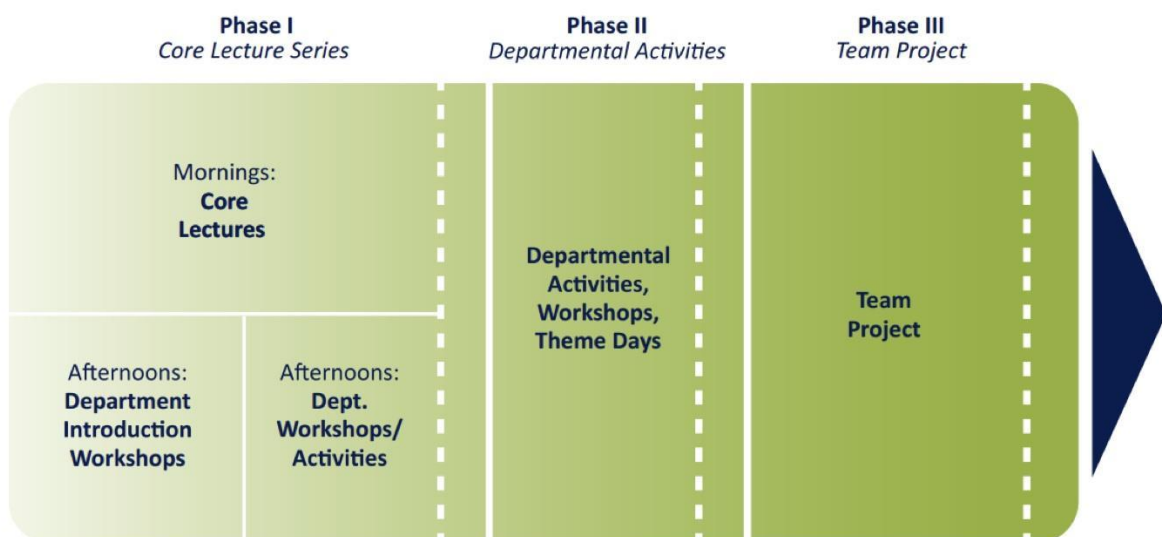


Figure 1 – SSP Curriculum Design

The SSP program is organized into three interrelated phases as shown in the diagram above. Phase I emphasizes fundamentals via the core lecture series. Phase II comprises focused departmental and interdisciplinary work. Phase III is mainly devoted to developing the Team Projects. Interspersed throughout the session are theme days on current issues and hot topics, workshops with hands-on activities, distinguished lectures and panels, and professional visits.

2.4 SSP Planning

Planning for the SSP begins almost immediately after a host site is selected. A kick-off meeting, which can be face-to-face or virtual via video or teleconference, will generally convene. By this time the host site will have finalized the local organizing committee (LOC) and begun to invite members for the International Organizing Committee, should the host elect to form this committee (see Section 4 for more details).

The selected host will begin to promote the event, solicit sponsorship, design a poster for the session, begin recruiting local faculty and experts to provide academic support, and other preliminary activities. In the summer of the year prior to the year for which a site is selected, the selected host sends representatives to the prior year SSP to observe the operations of an in-progress program.

During that same summer, the SSP Director will issue a call for chairs and a call for faculty and visiting lecturers. Once the chairs are endorsed by the ISU Academic Council and appointed by the ISU President or Dean, academic planning begins in earnest.

The first major event associated with the SSP at the selected host site is the **Curriculum Planning Meeting**, or CPM. The CPM is a one-week meeting of the SSP chairs, director, and relevant permanent SSP staff organized by ISU. The CPM is normally convened at the SSP host site location and hosted by the local organization to give everyone the opportunity to meet with the local community and to visit all potential ISU dedicated facilities (academic, food service, lodging). The CPM can also be arranged virtual or in hybrid mode in case of special circumstances or travel restrictions. This meeting convenes in the timeframe **November-December** of the year before the SSP. It is during this meeting that the entire curriculum for the upcoming SSP is planned in detail and the project plan, food and lodging contracts are negotiated. It is also an opportunity for the chairs and SSP staff to get acquainted with the host site facilities and local resources.

To support the SSP academic planning, the host is invited to provide the following information at the times indicated.

- Topics, including descriptive title and written summary, of the host site-selected Team Projects. Generally, the SSP participants execute four or five team projects. The ISU Academic Council oversees the academic content of the TP topics. The host in cooperation with ISU is responsible for seeking local sponsorship for Team projects. Team projects are often supported by industry or organizations of the host country. A sponsor will receive appropriate recognition, including logo and name placement on the final report, and recognition when results are presented at conferences. The host may provide a Chair or Co-chair for TPs if they so desire.
- Names and resumes or curriculum vita of local faculty or experts who can provide academic content in the form of workshops, theme days, departmental activities, or lectures to the SSP. This information is needed no later than **September 15th** in the year before the SSP convenes to ensure that local experts are involved.
- A list of local space industries, agencies, research institutions, or any facilities that might host a professional visit by small groups of SSP participants. This information is required no later than **September 15th** in the year before the SSP convenes.
- A detailed proposal on the academic credits awarded to ISU alumni after the session, with description of the credits and relation to ECTS credits. This information is required no later than **September 15th** in the year before the SSP convenes.

The details of the academic requirements are provided in Sections 4.7 and 4.8.

3 General Requirements to Host an SSP

3.1 General Responsibilities for SSP

The general principle in defining the responsibilities of the parties involved in conducting a successful SSP is the following.

- ISU provides overall program management, oversight, establishes the curriculum and conducts, operates and manages the SSP in close cooperation with the host.
- The host organization provides the infrastructure, services, and organizes the local professional visits and special events.
- Final decisions and execution of the program rest with ISU.

3.2 SSP International Advisory Committee

ISU, in collaboration with the selected host organization, may choose to nominate an International Advisory Committee. Its members are chosen for their ability to provide high-level advice from an international perspective to the SSP on sponsorship and other forms of financial support for SSP and support the promotion of SSP to postgraduate students and professionals throughout the international community. The committee is to be co-chaired by the SSP Director and by a nominee of the SSP host organization.

3.3 SSP Local Organizing Committee

As soon as a proposal is in preparation, the host organization should establish a Local Organizing Committee (LOC) comprising of representatives from the main partners and/or sponsors involved in the local hosting activities. The LOC can be made of a single institution or a consortium (educational institutions, government agencies, research centers, corporations, joint ventures, or other.)

The role and time commitment during the different phases (strategic, tactical and execution) of the program for each member of the LOC should be clearly defined, and time allocation accounted for. The figure below shows the composition of a typical LOC. This arrangement has proven to be quite effective in ensuring a successful SSP program in the past. The Chair should have a deputy in case of absence.

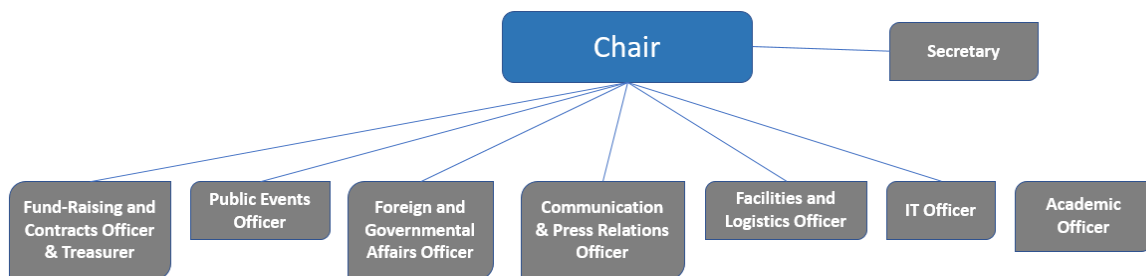


Figure 2 – Composition of a typical Local Organizing Committee

3.4 Host Site Commitments and Costs

3.4.1 Host Site Commitments

The host site partner accepts a number of commitments in the form of goods, services and infrastructure that can effectively support the following areas to the maximum extent possible. Details of all of these are provided in Section 5 of this request for proposals. These goods, services and infrastructure are provided in-kind, at no cost to ISU.

| Local Expense | Notes |
|---|--|
| Administrative, academic and social facilities <ul style="list-style-type: none"> ● Auditoriums ● Classrooms ● Computer labs ● Laboratories and associated tools ● Public event venues ● Administrative and logistics offices and meeting rooms for SSP staff ● Academic offices for faculty, lecturers, teaching associates ● Common multipurpose rooms (for social activities) | In-kind, including 7/24 access when needed |
| All necessary support equipment for the above facilities (e.g., furniture, IT/communications equipment, audio visual equipment, video camera, speakers). | In-kind |
| Local faculty and visiting lecturers to teach as part of the SSP curriculum | In-kind |
| Local staff to support the day-to-day operations during the SSP session | In-kind |
| Stipends, fees, or honoraria for local faculty and staff, as well as for local visiting lecturers is provided as an in-kind contribution by the host and the hosting community to ISU | In-kind |
| Full scholarship for two participants to attend the SSP the year prior | Tuition Fees |
| Recruitment and funding of local participants to represent the host site country | |
| Provision of, or assistance in, arranging cost-effective lodging and dining facilities for participants, faculty, staff, visiting lecturers and visitors | (ISU pays in full for the lodging and meal services) |
| Computer facilities with appropriate network and Internet access | In-kind |
| Equipment loans for telecommunications, photocopiers, printers, audio-visual devices, and computers | In-kind |
| Facilities for ISU Library and access to the host site Library and associated resources (databases, etc.) | In-kind |
| Provide local transportation and drivers (e.g., to/from airport on arrival and departure days, transportation for professional visits, transportation for off-campus events) | |
| Sponsorship of the following special events: <ul style="list-style-type: none"> ● Welcome Dinner (<i>Two days prior to the Opening Ceremony</i>) ● Welcome Brunch (<i>One day prior to the Opening Ceremony</i>) ● Guided tour of the host city ● Opening Ceremony & Reception Dinner ● Public Events & Receptions ● Alumni Conference Gala Dinner ● Farewell Brunch (<i>On the day of the Closing Ceremony</i>) ● Closing Ceremony & Reception Dinner ● Cultural Visits/Tours | ISU will help to engage sponsors for some of these events |
| Local support to ISU Alumni Conference by ISU local alumni. Provide facilities for alumni conference, space masquerade and alumni vs participants soccer game. | (expenses related to the weekend will be covered by the participants). |
| Assessment of the accessibility of the facilities for mobility challenged individuals. | |
| Promotion of the ISU SSP in the host country/region by ensuring the involvement of the local press and media in the program, design and printing of the SSP poster and t-shirts as well as possibly banners, signs, and other promotional materials | |
| Other program support for the ISU curriculum, such as a team project topic (with sponsorship if possible), space-related visits close to the location of the SSP, and hands-on activities | |
| Introductory language courses in the host country language (if not English). | |
| Other items listed in the table in Section 3.4.2 (e.g., Opening and Closing Ceremonies, Receptions) | |

3.4.2 Host Site Costs

The host site will incur some costs associated with its commitment to hosting an SSP session. As outlined in Section 2 of this RFP, there are numerous benefits that the host derives that may serve to offset the investment in an SSP. Costs can be mitigated or eliminated with a well-planned sponsorship campaign, which the host site is encouraged to begin even before the proposal is submitted. ISU stands ready to support the hosts in identifying and working with potential sponsors to enhance the quality of the program and minimize the cost burden to our hosts. The table below summarizes the commitments and costs of an SSP host site. Some host site costs are listed in the table below, and details are provided in Section 4.

| Local Expense | Cost Estimate in Euros (€) | Notes |
|---------------------------------------|----------------------------|--|
| Opening Ceremony and Dinner Reception | 25K€ - 50K€ | Cost of the Opening Ceremony includes: <ul style="list-style-type: none"> • Venue costs • Cost of transporting the SSP participants and staff to and from the OC location • Cost related to VIPs attending to the OC • Cost of decoration and branding of the venue (all the country flags, flag holders, banners, etc.) • Cost of local entertainment production • Cost of the dinner reception catering • Cost of HD live streaming of the event by a professional production company |
| Closing Ceremony and Dinner Reception | 15K€ - 25K€ | Cost of the Closing Ceremony includes: <ul style="list-style-type: none"> • Venue costs • Cost of transporting the SSP participants and staff to and from the CC location • Cost related to VIPs attending to the CC • Cost of decoration and branding of the venue (all the country flags, flag holders, banners, etc.) • Cost of the dinner reception catering • Cost of HD live streaming of the event by a professional production company |
| Professional Field Trips | 25K€ - 50K€ | Professional Visits and Field Trips are mandatory element of the proposal. In general, an SSP has around 25-30 field trips across the program. These must be well-planned and are fully sponsored by the institution visited when they are included in the program. |
| Cultural Visits | 10K€ - 15K€ | While such trips are not a mandatory element of the proposal, many hosts choose to provide such trips for the SSP participants. |
| Communication and Promotion | 15K€ - 25K€ | <ul style="list-style-type: none"> • Design and Printing of SSP Posters (~1000pax) • Banners for city billboards • Banner to be located at the hosting institutions |
| Welcome Pack | 15K€ - 25K€ | Design and production of T-shirts / polo shirts (~600 pax) Production of Program Handbook (~600 pax) Design and Production of Backpack (~600 pax) Design and Production of Goodies and merchandise (~600 pax) |
| Welcome Dinner | 15K€ - 20K€ | Usually held on the participant Arrival Day at a locally famous traditional restaurant |
| Welcome Brunch | 10K€ - 15K€ | Usually held the morning after participant arrival at a locally famous traditional restaurant (Most of the time sponsored by the local government or city council) |

| | | |
|--|---|--|
| Guided City Tour | 3K€-5K€ | Usually held after the welcome brunch (Most of the time sponsored by the local government or city council) |
| Alumni Gala Dinner | 20K€ - 25K€ | Usually held on the Saturday of the Alumni Conference Cost of the Alumni Gala Dinner includes: <ul style="list-style-type: none"> • Venue costs • Cost of transporting the SSP participants and staff to and from the CC location • Cost of decoration and branding of the venue • Cost of the formal dinner reception catering |
| Farewell Brunch | 10K€ - 15K€ | Usually held the morning of the Closing Ceremony |
| Lodging & Food Service | ISU pays for all lodging and meals consumed. ISU typically purchases between 9,000 and 10,000 lodging nights and between 18,000 and 21,000 meals. | The host Institution may incur some personnel costs associated with assisting ISU in identifying service providers and facilitating contract negotiations. |
| Infrastructure for academic activities | In-Kind or Opportunity Cost | Academic facilities such as classrooms, lecture halls, computer labs, and staff offices are provided at no charge to ISU. |
| Public Events | 35K€ - 50K€ | In general, an SSP has around 25-30 public events across the program. Majority of these events are held outside of the hosting institution premises. Cost of each public event includes: <ul style="list-style-type: none"> • Venue costs • Cost of transporting the SSP participants and staff to and from the event location • Cost of decoration and branding of the venue (all the country flags, flag holders, banners, etc.) • Cost of HD live streaming of the event by a professional production company For most of the cases, each public event is fully sponsored by the location hosting the event. |
| Special Fees | 1K€ - 2K€ | This includes the cost incurred due to special local permissions required for events or mandatory insurance cost of the activities (i.e., model rocket launch) |
| SSP Car and Van | 10K€ - 20K€ | The local host will provide one van (9-seater) and one car with full insurance for all designated drivers during the full duration of the event (12 weeks). The local host will also cover the fuel costs of this service. |
| Airport transfers | 20K€ - 30K€ | The local host will provide the transport of the participants, staff, chairs, and all instructors from the airport to the SSP residence on the day of their arrival and departure. This transport should be organized as an individual pick-up service for all staff members, chairs and instructors and can be organized as a shuttle service for the participants. |
| Local Lecturers | In-Kind | The local lecturers (coming from the host country, regardless of their city) will be covered by the local host for their costs. This includes travel, accommodation, meals and honorarium fees. |
| Local Support Staff | In-Kind (during the last 12 months prior to the session) | The local host will cover the costs of the local staff who will provide support in the areas of logistics, IT, planning, coordination, and transportation. This includes: |

| | | |
|---------------------------------|--|---|
| | | <ul style="list-style-type: none"> • The time of the LOC members to work on the SSP planning during the last 12 months prior to the program (On average, a commitment of 3 to 6 hours per week is necessary per local staff member) • Sending at least two staff persons to support the prior year SSP session for the full duration (12 weeks) of the program. ISU normally covers the lodging and food costs. |
| Local and Regional Sponsorships | This amount is not contracted. The potential for local sponsorship is an important factor in assessing potential SSP host sites. | Local financial sponsorship is important to the success of the program and can help cover most, if not all, of the local costs incurred in hosting an SSP session. Local, regional, and national governments are often major sources of support as are companies, foundations, and associations with local ties and an interest in space or community development. |

4 Required Information

ISU requires basic information regarding the organization of and the institutions involved in submitting a proposal to host an SSP. The proposal should provide details in each of the areas described in the following sections. The proposals are evaluated on seven major categories, each of which is identified and details provided in sections 4.2 – 4.8. Evaluation criteria are discussed in Chapter 5 of this document. To facilitate the evaluation process, proposers are requested to address each major category in the proposal submitted in the same order as the same major headings as are presented in this chapter.

Throughout the remainder of this document, the term Proponent refers to any entity assembled for the purpose of responding to this solicitation and which, if selected, will carry out the resulting project. The Proponent can be a single institution or a consortium.

4.1 General Information

4.1 GENERAL INFORMATION

In the first section of the proposal:

Provide the following general information regarding the Proponent.

- **4.1.1 Local Organization**
 - Name of the proposed host institution, the city, and country in which it is located
 - Names of partner organizations, corporations, institutions, or agencies, if any
 - Indicate the type(s) of entities involved in the proposal (i.e., educational, government agency, research center, corporation, joint venture, or other)
 - Provide a high-level Local Organizing Committee organizational chart with the names of the responsible members including but not limited to the following roles:
 - Chair (Deputy Chair)
 - Secretary
 - Fund-Raising and Contracts Officer & Treasurer
 - Communication & Press Relations Officer
 - Facilities and Logistics Officer
 - Foreign and Governmental Affairs Officer
 - IT Officer
 - Academics Officer
 - Public Events Coordinator
 - General overview description of the Proponent including any information deemed relevant to this proposal, including photographs or graphics (e.g., campus or area maps) as desired
- **4.1.2 Experience**
 - Proponent’s prior experience in organizing events of similar size and scope
- **4.1.3 Program Schedule**
 - Identify any holidays, religious events, or other scheduled activities that might affect the SSP academic program schedule or related support businesses/organizations
- **4.1.4 Local Customs or Restrictions**
 - Identify any local customs (dress code, use of symbols ,...) or local restrictions (currency exchange regulations, max. allowed cash, ...) that may have an impact on the participants stay.
 - Identify the type of Visa (if any) required for international participants to enter the country to participate in a 9 week professional development program
 - **IMPORTANT:** Identify any nationalities that are restricted from or might be delayed obtaining such visa

4.2 Local and Surrounding Area

There are a number of aspects of the local and surrounding area that are important to a successful SSP session.

- Safety and Security. The safety and security of the SSP faculty, staff, and participants is of paramount importance and concern. During the course of the program, there are various activities that may require for the participants, staff, and faculty to stay at the academic facilities until late hours and walk back to the accommodations at night. Therefore, the safety of the local and surrounding area is critically important.
- Health Care Access. It is expected that the host institution will *facilitate* the access to on- and/or off-campus medical services to all participants to the SSP, all of whom are *required* to have appropriate medical and personal liability insurance coverage before joining the program.
- Anti-Harassment Policy. International Space University's (ISU) top priority is to ensure a safe and respectful working and learning environment for students, participants, alumni, staff, and faculty in all its programs and activities. ISU does have an Anti-Harassment Policy and Implementation Plan published on the ISU website. Resident ISU SSP staff is receiving a yearly anti-harassment training. However, the host staff, lecturers, participants and volunteers need to be well informed about the ISU Anti-Harassment Policy, its Implementation Plan and possible consequences. Furthermore, a designated Contact Person(s) (DCP) from the host organization that is familiar with local authorities needs to be always available at the SSP host site (and where applicable online). The cohort will receive appropriate material in their welcome package and will get a special lecture on this topic before the start of the program.
- Local Policies, Customs, and Laws. SSP participants, faculty, and staff come from around the world, where different cultural norms are found. As an example, the host institution policies on smoking and alcohol consumption should be made clear in the proposal.
- Area attractions and recreation. It is important that the SSP participants have access to the public, cultural, and scenic attractions, recreational and athletic possibilities.
- Other Services. Banking/money exchange, photocopying, office supplies, hardware stores, postal services, bookstore, beauty salon, barber shop, travel agency, food market, pharmacy, religious facilities, and day care or nursery facilities.
- Field Trips and Cultural Visits: While such trips are not a mandatory element of an SSP proposal, many hosts choose to provide such trips for the SSP participants. These must be well-planned and are generally fully or partially sponsored when they are included in the program.
- Local Language Courses: While these courses are not a mandatory element of SSP proposal, many hosts choose to provide language courses in their native language for SSP participants. If planned, these courses should start on Week 1.

4.2 LOCAL AND SURROUNDING AREA

In this section of the proposal:

Please address the following points:

- **4.2.1 Safety and Security**
 - Describe the general safety and security situation in the local area. Comment on whether street lighting is available throughout the night on the streets between the academic facilities and the accommodation.
 - If available, please provide a summary of the local crime statistics over the last five (5) years.
 - Indicate the typical response time for emergency responders, including police, ambulance, and fire department.
- **4.2.2 Health Care Access**
 - Specify any additional insurance requirements for each participant coming to the Proponent location (e.g. travel insurance or health insurance).
 - Provide a brief description of the local medical system including the medical facilities that are available at or near the host institution, hours of operation, financial procedures, and languages spoken at these facilities.
 - Indicate where the nearest full-service hospital is located and estimated time travel time from the host site. Also indicate whether 24-hour emergency service is available.
- **4.2.3 Anti-Harassment Policy:**
 - Commit to provide a designated Contact Person(s) (DCP) that will be on site during the entire SSP program to handle possible harassment claims.
 - Provide support to work with ISU to maintain a Safe and Respectful Work and Learning Environment at the SSP.
- **4.2.4 Local Policies, Customs, and Laws**
 - Clearly identify relevant local policies, customs, and laws.
 - Describe policies on smoking and alcohol consumption in the area.
- **4.2.5 Area attractions and recreation**
 - Describe the public, cultural, and scenic attractions, recreational and athletic possibilities, shopping, restaurants, bars, cinemas, theaters and public facilities like laundry and convenience stores.
 - Indicate which of these are within walking distance or convenient via public transportation or automobile.
 - Identify any special events like concerts or festivals that might be held during the SSP.
 - Indicate if it might be possible for SSP participants and staff to obtain discounted tickets to local entertainment events, theaters, shows, concerts, athletic clubs or facilities, or other attractions.
 - Please also confirm that most local stores, attractions, and facilities are accessible to mobility challenged individuals.
- **4.2.6 Other Services**
 - Describe the availability of the following:
 - Banking/money exchange
 - Photocopying
 - Office supplies
 - Hardware stores
 - Postal services
 - Bookstore
 - Beauty salon & barber shop
 - Travel agency
 - Food market
 - Pharmacy
 - Religious facilities
 - Day care or nursery facilities
- **4.2.7 Field Trips and Cultural Visits**
 - Discuss the plans of the Proponent on organizing social field trips and cultural visits as part of the program.
- **4.2.8 Local Language Courses**
 - Discuss the plans of the Proponent on organizing local language courses as part of the program

4.3 Transportation

During the course of the SSP session, a number of transfers and various forms of transportation are required.

Airport Access: The SSP participants, faculty, and staff will arrive from many different countries, so it is important to have access to an international airport.

Proximity Transportation: It is even more important that the transfer times between the accommodations and academic facilities, between the academic facilities and food service location, as well as that between the accommodations and food service location be minimized. Ideally, the accommodations, academic facilities, and food service location should all be within walking distance (<1km). Access to safe and reliable public transportation is also important.

Event Transportation: Transportation needs of the SSP vary depending on the event in question. Specific events with demanding transportation needs (buses or vans) include arrival day, Opening Ceremony, city tour, some workshops and departmental activities, professional visits, and departure day.

Other Events & Pick-Ups: Other events, planned or otherwise, arise on an almost daily basis and have less demanding needs, but typically require at least one full-sized van (ie. 9-seater).

The Proponent normally provides for the transportation needs of the SSP in terms of cars and vans. In the case where ISU staff members may be unfamiliar with the local driving laws and customs, drivers for the vehicles would also be required.

4.3 TRANSPORTATION

In this section of the proposal:

Please provide the information required to address the following transportation-related elements.

- **4.3.1. Local Transportation System**
 - Describe the safety and security of the local transportation services.
 - Describe the domestic and local travel methods that would be available to and around the host site.
 - Describe the local public transportation system, including prices and days/hours of operation.
 - Indicate whether or not the Proponent will provide directly or seek sponsorship to provide SSP participants, staff, and chairs with public transportation passes or tickets or bikes at no cost to ISU for the duration of the session.
- **4.3.2 Transit Times**
 - Indicate the transit time and transportation means between the accommodations and the academic facilities.
 - Indicate the transit time and transportation means between the academic facilities and food services location.
 - Indicate the transit time and transportation means between the accommodations and food services location.
 - Indicate the location of the nearest international airport. Indicate the transit time and transportation means between the nearest international or local/regional airport and the host site location and accommodations (bus, shuttle, taxi, train, etc.) Indicate the approximate cost per person round-trip.
 - Indicate if the Proponent will provide transportation between the airport and academic or accommodation facilities at no cost to ISU.
 - For the participants, during the SEAC registration, registration and departure days.
 - For the staff, during the staff registration and departure days
 - For the lecturers, during their individual arrival and departure days
- **4.3.3 Accessibility**
 - Indicate the availability of transportation services for mobility challenged individuals among all the facilities listed above.
- **4.3.4. Proponent-provided Vehicles & Drivers**
 - Confirm that the Proponent will provide one (1) car and one (1) van (at least 9-seater) for use by the SSP staff for the full duration of the program (from Week -2 to Week 10) at no cost to ISU.
 - Indicate whether or not the Proponent will provide drivers for the full duration of the program (from Week -2 to Week 10) at no cost to ISU.
- **4.3.5 Proponent-provided Transportation**
 - It is expected that the Proponent provide transportation to/from the SSP opening ceremonies, closing ceremonies, rocket competition, robotics competition, or any public events that do not convene on the premises of the host institution. Confirm that this will be the case, at no cost to ISU.
 - The Proponent typically provides transportation for professional visits during the Phase II of the SSP. Each SSP Department may schedule one or more professional visits to local aerospace companies, museums, or research centers with programs of interest to one of the SSP Departments. Confirm that professional visit transportation will be provided, at no cost to ISU.
 - If any means of transportation other than walking is required to keep the transit times between the accommodations, academic facilities, and meal service locations less than 15 minutes, indicate the means and cost of the transportation. Ordinarily, the Proponent covers these costs.
- **4.3.6 Other**

- Indicate whether it is possible to rent cars, vans, bicycles, and chartered busses in the local area. For each positive response, provide a list of potential rental companies.

4.4 Lodging

As an intense, short duration program, the SSP requires accommodations to be available for all participants, staff, and faculty either on site or in close proximity to the host institution. ISU will pay for these services. The host institution is requested to provide some level of financial subsidy, such as the kind available to the host institution's students and faculty, *if* such is provided. **During a typical SSP, ISU purchases between 9,000 and 10,000 lodging nights.**

Proximity to academic facilities:

It is highly desirable that the location of the accommodation is in close proximity to the academic facilities, no more than 10 to 15 minutes walking distance from one another and it is a safe area to walk at night.

Facilities & Services:

- All accommodations must have in-room high-speed wireless internet access. *Internet access in the residence facilities should be provided at no cost to ISU.*
- All rooms shall be furnished, at a minimum, with beds, desk, chair, and storage units, and shall include bed sheets, a pillow, blanket, and two towels.
- It is preferable to have an in-room kitchenette with a sink, a refrigerator, kitchen furniture, and utensils. If in-room kitchenette is not an option, then fully equipped shared kitchens should be available on the floor with cooking means (oven, hot plates, etc.), refrigerators, and utensils.
- Cleaning service including renewal of linens and towels shall be provided once per week. In addition, cleaning tools should be made available for the users upon request.
- A dedicated 24/7 security office should be present at the accommodations. Closed-circuit surveillance cameras monitoring common areas are highly desirable.
- Laundry facilities should be provided at the accommodations with enough number of washing machines and dryers available. 24/7 access to these facilities is highly desirable.

On-Site Population Statistics:

The approximate number of participants and the schedule of arrivals and departures to/from the SSP site are provided below as well as the definitions of the types of participants.

Definitions:

| Type | Expected Number (Total) | Notes |
|----------------------|-------------------------|---|
| Participants | 120 ± 20 | Individuals registered for the SSP (Including SEAC) |
| Chairs + Instructors | 180 ± 40 | Core, Department, and Team Project Chairs; SSP Faculty and Visiting Lecturers |
| Program Staff | 45 ± 5 | ISU Permanent Staff (SSP Director & employees of ISU), Teaching Associates, and Temporary Staff |

Required Number of Rooms by Program Week:

First arrivals are typically two weeks before the main session starts and the last of the staff will depart early in the week following the closing ceremony.

The requirements for the SSP accommodations are:

- Approximately 180 single occupancy rooms with private or semi-private bath/shower and toilet for SSP participants and SSP temporary program staff as detailed in the table below.
- Up to ten (10) apartments or studios for ISU permanent staff (single occupancy) for Weeks -2 to 10
- An average of 40 rooms for Chairs, academic staff, and faculty (single occupancy with private bath) for Weeks -1 to 10
- Due to the intensive team work during this program, all participants, chairs and staff should be accommodated at the same residence or hotel.

| Week | # of People On-Site | Type |
|------|---------------------|--|
| -2 | 10 ± 2 | Core Staff |
| -1 | 40 ± 2 | A subset of program staff |
| 0 | 70 ± 20 | Program staff + SEAC instructors + SEAC participants |
| 1 | 170 ± 30 | Program staff + participants + a subset of instructors |
| 2 | 175 ± 30 | Program staff + participants + a subset of instructors |
| 3 | 175 ± 30 | Program staff + participants + a subset of instructors |
| 4 | 185 ± 30 | Program staff + participants + a subset of instructors |
| 5 | 185 ± 30 | Program staff + participants + a subset of instructors |
| 6 | 170 ± 30 | Program staff + participants + a subset of instructors |
| 7 | 170 ± 30 | Program staff + participants + a subset of instructors |
| 8 | 165 ± 30 | All Program staff + participants + a subset of instructors |
| 9 | 165 ± 25 | Program staff + participants + a subset of instructors |
| 10 | 40 ± 2 | A subset of program staff |

VIPs:

During the course of the SSP, there are a number of VIPs who are invited to provide distinguished lectures, participate in the evening panels, or participate in other SSP activities. Access to nearby hotel accommodations for these visitors is required. The hotels should at a minimum be of the quality of a European 3-star rating. If the host site has arrangements with hotels in the area for discounted room rates, ISU would greatly appreciate the opportunity to take advantage of such discounted rates. Please provide information on appropriate local hotels to accommodate VIP guests at the SSP.

4.4 LODGING

In this section of the proposal:

Please address the following points:

- **4.4.1. Accommodations**
 - Describe the proposed accommodation facility (or facilities) and provide the full name, address and contact details.
 - Indicate if the accommodations are at a single, or multiple sites.
 - Indicate the proximity of the accommodations to the academic facilities, if possible, on a map.
 - Include recent photographs, as well as graphics, of the accommodation location on a campus or area map.
 - Include recent photographs of typical rooms and, if possible, floor plans.
- **4.4.2. Safety and Security**
 - Discuss the safety and security of the accommodation facilities proposed as well as the area surrounding these facilities.
 - Confirm that there is a dedicated security office at the accommodations. Is this service 24/7?
 - Discuss the proximity of the emergency response center to the accommodations. What is the typical response time for emergency responders, including police, ambulance, and fire department?
- **4.4.3. Accommodation Availability Calendar**
 - Confirm that the accommodation requirements of the SSP participants can be fully met for the full duration of the program, in accordance with the weekly chart provided above.
- **4.4.4 Accommodation Features**
 - Describe the rooms, features of the room, and bath/shower/toilet/kitchen situation.
 - Confirm that all the rooms of the accommodation are identical. If there are different room types, describe the differences.
 - Confirm the availability of laundry facilities at the accommodations, indicate the cost per wash/dry, the number of washing machines and dryers available, and the opening times of the laundry service.
 - Discuss whether any recreational facilities (common rooms, multipurpose room, gym, patio, etc.) and study areas available as part of the accommodation.
- **4.4.5. Internet/Wi-Fi Access**
 - Provide details regarding high-speed network access in the rooms and common areas.
- **4.4.6. Climate Control**
 - Is in-room climate control, like air conditioning, fans, or heat, provided?
- **4.4.7. Linens and Cleaning**
 - Confirm that each room will be furnished with bed sheets, a blanket, a pillow, and two towels.
 - Confirm that the cleaning service for the rooms will be provided at least once per week, for stays longer than one week.
 - Confirm that clean linens, pillow covers, towels, toilet paper, and toiletries are provided weekly, for stays longer than one week.
 - Confirm that when there is a check-out in one of the rooms, that room will be cleaned and equipped (with a clean bed sheet, a blanket, a pillow cover, towels, toiletries) on the same day, to be given to a new incoming guest.
- **4.4.8 Accessibility**
 - Confirm that the accommodation facilities (both the rooms and other common areas (including laundry services, etc.) are accessible to the mobility challenged (elevators, ramps, etc.)?
- **4.4.9. Accommodation Rules/Regulations**
 - Indicate the smoking, alcohol consumption, and noise policies for the proposed accommodation facilities.
 - Make clear whether if males and females can be accommodated in the same facility.
- **4.4.10. Costs**
 - In the cost proposal, indicate the cost per person per night, including all required services described above. As a reference: the anticipated accommodation costs of recent SSPs were ~ 20 Euro per night/per person .
- **4.4.11. Special Billing for Visitors**
 - Indicate whether or not guests of SSP Participants or some invitees of ISU can be part of the accommodation plans on separate billing.
- **4.4.12. Hotels**
 - Provide a list of local hotels meeting the requirements specified above for VIPs, and the cost per night, if possible, with discounted rates.

4.5 Food Service

Similar to the accommodations discussed above, the SSP requires that food services to be available for all participants, program and academic staff either on site or in close proximity to the host institution. ISU will pay for these services. The host institution is expected to provide some level of financial subsidy, such as the kind available to the host institution's students and faculty, *if* such is provided. **During a typical SSP, ISU purchases between 18,000 and 21,000 meals.**

It is highly desirable that the location of the food service is in close proximity to the academic facilities, preferably no more than 10 to 15 minutes walking distance from one another.

The basic meal requirements for SSP are:

- **Food Safety and Hygiene:**
 - It is of the utmost importance that the food provided be prepared in facilities that meet the highest standards for cleanliness and hygiene.
 - The “cold chain” of the food should be ensured during storage, display, till use.
 - The displayed food should be covered by transparent lids to ensure cleanliness and hygiene.
- **Quality & Nutrition:**
 - Food served during the SSP should be of high nutritional value. Meals should be based on nutrient rich foods like vegetables (fresh and cooked), fruits, whole grains, and lean meats, rather than high calorie energy rich foods that are heavy in fats and sugar.
- **Energy Content:**
 - Food quantities sufficient to provide an average of 2500 calories per person per day should be served.
- **Special Dietary Requirements:**
 - Special dietary requirements listed below should be accommodated:
 - Allergies
 - Vegetarian/Vegan
 - Pescetarian
 - Gluten free
 - (if possible) Religious requirements (Hallal, kosher)
 - All displayed food should be labelled to list the ingredients (including allergens).
 - The food service personnel will ensure that special meals will be made available to the participants with special dietary requirements (particularly for gluten-free and vegan regimes).
- **Beverages:**
 - Other than juice/coffee/tea with breakfast, it is not expected that anything other than water be provided free-of-charge with lunch or dinner.
 - Other beverages may be made available for an extra charge.
 - It is highly desirable to have access to coffee services for lunch and dinner.
- **Weekly Quantity:**
 - A maximum of nineteen (19) meals per week (3 meals per day Monday through Friday, 2 meals on Saturday and Sunday) for an average of 175 people.
- **Serving Time:**

Food service times coordinated with the SSP schedule:

 - Breakfast between 07:00-08:55
 - Lunch between 12:30-14:00
 - Dinner between 18:00-20:30
 - Weekend brunch between 10:00-13:00
- **To go:**
 - During the times of off-site activities, there should be the possibility for boxed meals including breakfast, lunch, and dinner.
- **Other:** Special events meals and receptions during the SSP
- **Visitors' meals:**
 - There should be the option for visitors to pay for their own meals directly in cash or with a credit card to the catering service.

While not a requirement, it is highly desirable that there is some variety in the foods that are served from day-to-day and week-to-week. In particular, the multinational aspect of the participant body should be considered and efforts made to serve a variety of ethnic dishes from time-to-time. One of the first items to become an issue is the food service when quantity and variety are insufficient.

4.5 FOOD SERVICE

In this section of the proposal:

Please address the following points:

- 4.5.1. Food Service Facilities
 - Describe the proposed food service facility (or facilities) and provide the full name, address and contact details.
 - Indicate if the accommodations are at a single, or multiple sites (for different meals).
 - Indicate the proximity of the accommodations to the lodging facilities and academic facilities, if possible, on a map.
 - Include recent photographs, as well as graphics, of the food service location on a campus or area map.
 - Include recent photographs of food service facilities.
- 4.5.2. Food Service Availability Calendar
 - Confirm that the food service requirements of the SSP participants can be fully met for the full duration of the program.
- 4.5.3 Food Service
 - Confirm that safety and hygiene requirements will be considered with utmost importance and daily controls on the displayed items.
 - Confirm that the displayed food will always be covered by transparent lids to ensure cleanliness and hygiene.
 - Indicate if it is permitted to purchase alcoholic beverages such as wine or beer with the evening meal.
 - Include details of the menu options for the food service. (If there will be a rotation of the menus over time, indicate the frequency.)
- 4.5.4. Dietary Requirements
 - Confirm the availability of menus for special dietary requirements listed below:
 - Allergies
 - Vegetarian/Vegan
 - Pescatarian
 - Gluten free
 - (if possible) Religious requirements (Hallal, kosher)
 - Discuss whether any recreational facilities (common rooms, gym, etc.) and study areas available as part of the accommodation.
- 4.5.5 Accessibility
 - Confirm that the food service facilities are accessible to the mobility challenged (elevators, ramps, etc.)?
- 4.5.6. To Go Food:
 - Confirm the possibility of boxed meals to replace breakfast/brunch/lunch/dinner for special occasions.
- 4.5.7. Costs
 - In the cost proposal, indicate the cost per person per breakfast/brunch/lunch/dinner, including all required services described above.
- 4.5.8. Special Billing for Visitors
 - Indicate whether or not visitors can pay for their own meals directly in cash or with a credit card to the catering service.

4.6 General Support

4.6.1 Prior year on-site SSP Staff Support

The Proponent selected to host an SSP is required to organize the travel of at least two representatives to participate as a fully operational member of the staff during the full duration of SSP in the year prior to the year during which they will host the session. One of these representatives should be a part of the IT team of the Proponent and the other representative should be the logistics responsible of the proponent. It is expected that these representatives be provided as in-kind support, with ISU providing food and lodging. This arrangement has proven to be enormously helpful to provide a better understanding of the dynamics and challenges that an SSP represents.

4.6.2 SSP Support Staff

SSP staff members provided by the Proponent as in-kind support are critical to the success of the program. These staff members should be fluent in both English and the official language of the host country.

The number of staff members provided by the Proponent can vary from a minimum of four up to ten or more, depending on the SSP site. In a country where the language is not familiar to the rest of the SSP staff, the need for additional Proponent-provided staff members increases. The Proponent provided staff members are expected to provide full-time support to the SSP during the 12 weeks that the SSP is ongoing (Week -1 through Week 10).

The Proponent-provided SSP support staff positions typically include:

- Logistics Assistant(s)
- Operations (IT/AV) Assistant(s)
- Audio/Visual Assistant(s) (optional)
- Public Relations & Media Assistant(s)
- Public Event Assistants
- Receptionist
- Library assistant
- Driver(s)

ISU understands that the number of support staff that can be offered is variable and depends on the Proponent. ISU is flexible on this point, but strongly emphasizes the need for a full-time Logistics Assistant who is fluent in the local language and familiar with the local area.

Specific responsibilities for Proponent-provided SSP staff could include:

- Organize local events (such as receptions and outings) for ISU participation.
- Provide support to the ISU Operations (IT/AV) team in charge of computers, network, audiovisual equipment, and communications.
- Negotiate with local vendors and contractors for efficient, low-cost services (banking, supplies, printers, shipping, and customs).
- Serve as liaison between the host organizers and ISU staff in specified fields of activity.
- Operate local transportation driving services throughout the program duration, particularly between the airport/train station and the session site.
- Work with the ISU public relations staff for media coverage, publicity, and promotion of the session (it is important that the local PR support will be able to provide press information both in English and in the local language for local media).

4.6.3 Visa and Immigration Support

Another critical area of support required is assistance with visas and immigration. Visas will be required by many of the SSP participants, faculty, and staff. It is required for the Proponent to provide visa acquisition support to:

- The SSP management team for the site visits during the planning phase of the program, for the curriculum planning meeting and for the actual SSP
- The selected ISU faculty for the curriculum planning meeting and for the actual SSP
- The SSP participants, SSP staff, ISU faculty, and other visiting lecturers for the actual SSP

ISU will work closely with the Proponent on this point.

4.6.4 Public Relations and Promotion

Working with the ISU Central Campus, a high-visibility promotional campaign and media coverage of the session should be planned and implemented. Promotion of SSP in the SSP host country typically includes:

- Design, printing and mailing of the SSP poster (see details below)
- SSP t-shirts for participants and staff (typically 600 units)
- Banners and signs
- Welcome packet bags with maps (typically 600 units), and
- Small memorabilia/tokens for visitors

SSP Poster: The Proponent is responsible for the design, printing and mailing of a SSP poster to ISU no later than September of the year prior to the year during which they will host the session. The ISU specifications on format and contents are provided as soon as a Proponent is selected to host a session. The total number of posters typically printed is 1000, of which:

- 250 are to be sent to the SSP site (while ongoing) one year before SSP
- 500 are used by the Proponent for its own promotional activities
- 250 are sent to ISU Central Campus nine months before SSP
- The editable electronic file of the poster is also made available to ISU.

4.6.5 Opening and Closing Ceremonies

The SSP Opening Ceremony provides an opportunity for the Proponent to showcase local, regional, or national government officials, their institution(s), and local culture. The Proponent works closely with ISU External Relations to plan this event, the main purpose of which is to welcome the SSP participants and mark the official beginning of the session. A suitable venue must be provided. It is expected that the Proponent cover the cost of the opening ceremony and the reception, either directly or by finding sponsorship for the event. The Closing Ceremony is a less extravagant affair with an emphasis on recognizing the accomplishments of the SSP participants. The ISU External Relations office assists the Proponent with the organization of the Opening Ceremony and executes most of the planning for Closing Ceremony. The Proponent is required to provide a suitable venue and requested to sponsor the closing reception.

4.6.6 Hosted Meals

During the course of SSP, there are few exceptional meals which are hosted at different locations than the regular meal venues.

- **Welcome Dinner:** The first dinner of the program on the registration day. This is where all the SSP participants introduce themselves. It is expected that the Proponent cover the cost of the welcome dinner, either directly or by finding sponsorship for the event.
- **Welcome Brunch:** The first brunch of the program on the orientation day. This event is a showcase of the local host and when the program staff as well as the local organizing committee introduce themselves. This meal is generally sponsored and hosted by the local city or government and followed by a guided tour of the host city.
- **Alumni Conference Gala Dinner:** The dinner on the Saturday of the ISU Alumni Conference. It is expected that the Proponent works with ISU External Relations team to find a suitable location and sponsor for the event.
- **Farewell Brunch:** The last brunch of the program on the day of the closing ceremony. It is expected that the Proponent cover the cost of the farewell brunch, either directly or by finding sponsorship for the event.

4.6 GENERAL SUPPORT

In this section of the proposal:

Please address the following points:

- **4.6.1 Prior year on-site SSP Staff Support**
 - Confirm that the Proponent will provide (and organize the travel of) at least two representatives, one IT officer and logistics officer, as fully operational members of the staff during the full duration (Week -2 to Week 10) of SSP in the year prior to the year during which they will host the session. (ISU will provide food and lodging)
- **4.6.2 SSP Staff Support**
 - Indicate in detail how and in which capacity the Proponent will provide SSP staff support during the program
- **4.6.3 Visa and Immigration Support**
 - Indicate in detail how the Proponent will provide visa & immigration support prior to and during the program
- **4.6.4 Public Relations and Promotion**
 - Indicate how the Proponent will provide public relations and promotion support prior to and during the program
 - List the local/national newspapers or magazines who will be on-board with the program
 - List the local/national television and radio stations who will be on-board with the program
 - List the local/national social media channels that will be on-board with the program
 - Confirm that the Proponent will produce SSP T-shirts for participants and staff (typically 600 units); banners and signs; welcome packet bags with maps; and small memorabilia/tokens for visitors.
 - Confirm that the Proponent will design and print 1000 copies of the SSP poster and send 500 copies to ISU no later than July of the year prior to the year during which they will host the session.
- **4.6.5 Opening and Closing Ceremonies**
 - Discuss the plans of the Proponent regarding the Opening and Closing Ceremonies and confirm that the Proponent will cover all the expenses related to these two events including but not limited to renting of the venues, decoration and branding of the stage, all required IT and AV equipment for the execution and live streaming of the event as well as the promotion of these events.
- **4.6.6 Hosted Meals**
 - Confirm that the Proponent will organize and cover the expenses of the following hosted meals:
 - Welcome Dinner
 - Welcome Brunch
 - Alumni Conference Gala Dinner
 - Farewell Brunch

4.7 Academic Facilities

To ensure a successful academic program, the SSP requires access to lecture halls, classrooms, computers, some level of IT support, printers, copiers, scanners, audio-visual equipment, mobile phones, a library, and a comfortable working environment for the staff and faculty. *With the exception of mobile phones, the Proponent provides use of these facilities at no cost to ISU.*

4.7.1 Safety and Security

The Proponent is obliged to provide a safe and secure environment in which the SSP faculty, staff, and participants can work. If the proposed site does not have an on-site security operations or campus police force, it is important to know that assistance can be provided quickly in the event of an emergency.

4.7.2 Lecture Halls, Classrooms, Workshop Venues

The following academic facilities are required for SSP:

- One (1) auditorium for the core lectures with a seating capacity of 200-250 people at a minimum equipped with:
 - One (1) presentation computer
 - Three (3) wireless microphones (e.g. two hand-held and one lapel)
 - HD video projection capabilities
 - HD audio/video recording and webcasting capability
 - Sufficient (ie. one plug for two seats) outlets for laptops
 - Every seat should be equipped with a desk for laptops
- One (1) auditorium for distinguished lectures, panels, and public events with a seating capacity of 300+ people equipped with:
 - One (1) presentation computer
 - Six (6) wireless microphones (hand-held and lapel)
 - HD video projection capabilities
 - HD audio/video recording and webcast capability
 - This auditorium may also be used for the exam
 - A foyer next to this auditorium is need for receptions after the events
- Seven (7) department classrooms each with a seating capacity of no less than 30 people equipped with:
 - One (1) presentation computer
 - Conferencing capability (camera and enough microphones) HD audio/video projection capabilities
 - Reconfigurable (not-fixed) classroom furniture
 - One of these classrooms should have a wetlab with sink for Life Sciences experiments
- One (1) SEAC/English Tutorial classroom with a seating capacity of no less than 40 people equipped with:
 - One (1) presentation computer
 - Conferencing capability (camera and enough microphones) HD audio/video projection capabilities
 - Reconfigurable (not-fixed) classroom furniture
- Four (4) team project classrooms each with a seating capacity of no less than 40 people equipped with:
 - One (1) computer
 - Conferencing capability (camera and enough microphones)
 - HD audio/video projection capabilities
 - Reconfigurable (not-fixed) classroom furniture
- One (1) multi-purpose room for social activities with a seating capacity of no less than 60 people equipped with:
 - One (1) computer
 - Conferencing capability (camera and enough microphones)
 - HD audio/video projection capabilities
 - Reconfigurable (not-fixed) classroom furniture

- Two (2) computer lab spaces with no less than 30 computers each equipped with:
 - HD audio/video projection capabilities
 - Conferencing capability (camera and enough microphones)
- A workshop for model rockets production (with laser cutters, 3D printers, etc.)

It should be ensured that:

- All lecture halls, computer labs, classrooms, and other academic activity venues must be accessible by mobility challenged individuals.
- 24/7 access is provided to all lecture halls, classrooms, and computer labs with required number of keys/fobs
- Climate control commensurate with the local weather conditions
- Each room should have at least one trash container
- All lecture halls, computer labs, and classrooms are cleaned and maintained on a periodic basis

Some academic facilities are required for the full duration of the SSP (Team Project classrooms), and other facilities are required only for specific periods of time or for specific events (auditoriums, departmental classrooms, computer rooms). Specific schedules for each facility will be established in the months preceding the start of the SSP. It is required that the classroom furniture (desks, chairs) in the 11 classrooms be reconfigurable to suit the needs of different departmental and workshop activities.

4.7.3 Office Spaces

Required for SSP are:

- One (1) lockable furnished office space for the SSP Director's office equipped with:
 - One (1) computer
 - One (1) landline
- One (1) small conference room for 15 people equipped with:
 - One (1) Meeting table
 - 15 Seats
 - Conferencing capability (camera and enough microphones)
- One (1) large conference room/area for 40 people equipped with:
 - One (1) Meeting table
 - 40 Seats
 - Conferencing capability (camera and enough microphones)
- One (1) lockable furnished office space for the Academic Team (one Academic Coordinator and two Academic Assistants, one visitor) equipped with:
 - Three (3) Tables
 - Four (4) Seats
 - One (1) paper shredder
 - One (1) landline
 - Two (2) lockable drawers
 - Enough power plugs for 3 users
- One (1) lockable furnished office space for the Operations Team for 20 people equipped with:
 - Twenty (20) Tables
 - Twenty (20) Seats
 - Six (6) lockable drawers
 - Three (3) landlines
 - Enough power plugs for 20 users
- One (1) furnished office space for faculty, visiting lecturers and teaching associates that can accommodate 37 workspaces in a bullpen configuration equipped with:

- Twenty-nine (29) Tables
 - Twenty-nine (29) Seats
 - Four (4) Tables for two-people
 - Enough power plugs for 37 users
- One (1) lockable room for materials storage

It should be ensured that:

- All above-mentioned office spaces must be accessible by mobility challenged individuals
- 24/7 access is provided to all office spaces with required number of keys/fobs
- Climate control commensurate with the local weather conditions
- Each room should have at least one trash container
- All office spaces are cleaned and maintained on a periodic basis

The office spaces are required for the full duration of the SSP (from Week-1 to Week 9).

4.7.4 Other Activity Venues

Rocket Field: The Proponent is requested to provide a remote location for the rocket launch competition and cover the costs related to safety, fire brigade, rent, regulatory requirements (including clearances and insurance). The location should be visited and confirmed by the ISU staff during the CPM. The date of the activity will be confirmed to the Proponent no later than 3 months prior to the activity. The Proponent is encouraged to make this a highly-visible public event, if possible with the contribution of local schools.

Robotics Competition: The Proponent is requested to provide an event location for the robotics competition and cover any costs related to renting the venue. The floor surface of the venue should be appropriate for the event, single color and smooth without any joints. The location should be visited and confirmed by the ISU staff during the CPM. The Proponent is encouraged to make this a highly-visible public event, if possible with the contribution of local schools.

Public Events: There are around 25-30 public events during the course of SSP. The Proponent is highly encouraged to provide multiple event locations for public events at no cost to ISU. These venues should be visited and confirmed by the ISU staff during the CPM. The Proponent is encouraged to make these events highly-visible to the public, with the help of local press and media channels. The following public events are held at every SSP session:

- International Astronauts Panel
- Team Project Presentations

4.7.5 Library Facilities and Resources

The ISU Central Campus Library hosts a large quantity of space-related resources, and an ISU Librarian is supplied by ISU to work with the Host Site library system in order to provide online access to these ISU library resources.

To complete the ISU library requirements, the SSP often relies on the host institution libraries when significant English-based resources are available. The resources needed are primarily space-related (space policy and law, international cooperation, space-related economics, remote sensing, Earth observation, telecommunication, engineering, astronomy, space-applied life sciences) but may also be wider (management, team work, earth sciences, statistics, history, art, music, and other topics). The services needed from the host institution library are mainly access to bibliographical databases to enable SSP participants to research a particular subject and find references for periodical articles; and access to inter-library loan services to enable SSP participants to obtain documents not available on-site.

It will also be important that the local library hosts some number of dictionaries (English to other languages), which will be used during the examinations.

4.7.6 Computers, Printers/Copiers and Server

Because of the traveling nature of the SSP, it is not feasible for ISU to invest significant resources in computer hardware and copier/printers that are specific to the locale of any selected host. Therefore, ISU depends upon the loan or donation of any such necessary items (including IT human resources support) from local sources in industry, academia, and government. A successful proposal will identify potential sources to fulfill the IT requirements.

In summary the requirements for SSP computers are listed below:

- Access to Computer Labs (ideally 2x30) which can be complemented with VDI upon availability at specific period during the program
- 30 laptop computers for the use of the program operations (staff, systems) – to be tuned based on technical systems equipment in auditoriums, meeting rooms and classrooms for the full duration of the program
- Monitors to allow dual screen display for the Staff and faculty (around 50)
- Latest English language version of the Microsoft operating system on all computers
- Latest English language version of the Microsoft Office suite on all computers
- Networked mid-volume multifunction color copier/printing or access to print service for the full duration of the program
- Paper and toner should be provided for 20,000 copies
- Access to local server storage may be requested based on academic activities requirement for the full duration of the program

4.7.7 Local Area Network, Internet Access and Maintenance

All spaces used by ISU should be covered with Wi-Fi with full and permanent Internet access. ISU requests that the host provide network and computer facility maintenance during normal working hours. The SSP IT staff will be responsible for network and computer facility maintenance outside of normal working hours.

All computers, printers, and network should be made available to the SSP staff for configuration three weeks prior to the SSP start and be available uninterrupted until the end of SSP.

4.7.8 Audiovisual/Multimedia

The mobile A/V and multimedia requirements for SSP are:

- Two (2) portable video/computer projectors during the entire program duration
- One (1) portable sound system including microphone, amplifier (40 W/channel minimum), and two speakers with stands
- Mobile equipment to allow HD A/V recording and Web conferencing for 2 simultaneous activities

4.7.9 Cell Phones and subscriptions

The cellphone (SIM card + device) requirements for SSP are:

- One (1) for SSP Director
- One (1) for Academic Coordinator
- One (1) for Logistics Coordinator
- Two (2) for Logistics Assistants
- Two (2) for Academic Assistants
- One (1) for Participant Liaison
- One (1) for A/V Specialist
- Three (3) for IT Specialists
- Three (3) for ER Assistants
- One (1) for the Medical Officer

4.7.10 Academic Materials

Electronic Materials: Before the program starts, electronic versions of all of the core course materials and team project guideline documents are prepared by ISU and put on a dedicated website for distribution to the participants. At the end of the program, additional course materials, electronic versions of the team project reports and other TP deliverables, as well as the SSP Retrospective and the thousands of photographs taken during the session will be made available to the participants on a common server or on the cloud for download.

Printed Materials: The only documents that are printed as part of the course are the Program Handbook and up to four team project Executive Summaries.

- The Program Handbook is approximately 170 pages in length (A4 or US Letter-sized sheets) and printed in color. Generally, 500 copies of Program Handbook are produced.
The Executive Summaries are 16 pages in length (A4 or US Letter-sized sheets) and printed in color. Generally, 150 copies of each Team Project Executive Summary is produced.

The Proponent produces the printed copies of the Program Handbook and executive summaries at no cost to ISU.

4.7 ACADEMIC FACILITIES

In this section of the proposal:

Please address the following points:

- **4.7.1. Safety and Security**
 - Describe the safety and security of the academic facilities proposed, including whether or not an on-site (on campus) security operation or police force is present.
 - Provide the typical response times for emergency responders, including police, ambulance, and fire department.
- **4.7.2 Lecture Halls, Classrooms, Workshop Venues**
 - Confirm the availability of each of the academic facilities listed below (equipped with the necessary items listed in the associated section above) for the entire duration (Week 0 to Week 9) of the program.
 - One (1) auditorium for the core lectures with a seating capacity of 200-250 people
 - One (1) auditorium for distinguished lectures, panels, and public events with a seating capacity of 300+ people
 - Seven (7) department classrooms each with a seating capacity of no less than 30 people
 - One (1) SEAC/English Tutorial classroom with a seating capacity of no less than 40 people
 - Four (4) team project classrooms each with a seating capacity of no less than 40 people
 - One (1) social room for the social activities (dancing, band practices, etc.) during the program
 - On request based two (2) computer lab spaces with no less than 30 computers each
 - A workshop for model rockets production (with laser cutters, 3D printers, etc.)
 - Confirm that these facilities will be provided at no charge to ISU for the entire duration (Week -2 to Week 10) of the program.
 - Confirm that 24/7 access will be provided for each academic facility listed in the associated section.
 - Confirm that climate control is provided for each academic facility listed in the associated section.
 - Confirm that all lecture halls, computer labs, and classrooms are accessible by mobility challenged individuals.
 - Indicate the frequency that the lecture halls and classrooms will be cleaned.
 - Use narratives, photographs, floor plans, and graphics as required to support your response.
 - Include a description of the furnishings, wi-fi capability, and an approximate number of power outlets in lecture halls and classroom areas.
- **4.7.3 Office Spaces**
 - Confirm the availability of each of the office spaces listed below (equipped with the necessary items listed in the associated section above) for the entire duration (from Week -1 to Week 9) of the program.
 - One (1) lockable furnished office space for the SSP Director's office
 - One (1) small conference room for 15 people
 - One (1) large conference room/area for 40 people
 - One (1) lockable furnished office space for the Academic Team for 3 people
 - One (1) lockable furnished office space for the Operations Team for 20 people
 - One (1) furnished office space for faculty, visiting lecturers and teaching associates that can accommodate 37 people
 - One (1) lockable room for materials storage
 - Confirm that these office spaces will be provided at no charge to ISU for the entire duration (from Week -1 to Week 9) of the program.

- Confirm that 24/7 access is provided for each office space listed in the associated section.
- Confirm that climate control is provided for each office space listed in the associated section.
- Confirm that all office spaces are accessible by mobility challenged individuals.
- Indicate the frequency that the office spaces will be cleaned.
- Use narratives, photographs, floor plans, and graphics as required to support your response.
- Include a description of the furnishings, wi-fi capability, and an approximate number of power outlets in office areas.
- 4.7.4 Other Activity Venues
 - Confirm that the Proponent will make all the necessary arrangements (location, safety, insurance, transportation etc.) for the Rocket Competition at no cost to ISU.
 - Confirm that the Proponent will make all the necessary arrangements (location, transportation etc.) for the Robotics Competition at no cost to ISU.
 - Confirm that the Proponent will make all the necessary arrangements (location, transportation etc.) for the public events (including the International Astronaut Panel and Team Project Presentations) at no cost to ISU.
 - Use narratives, photographs, floor plans, and graphics as required to support your response.
- 4.7.5 Library Facilities and Resources
 - Confirm that the Proponent will provide the SSP participants, staff and faculty with full-access to the library resources available at the physical host
- 4.7.6 Computers, Printers/Copiers and Server
 - Confirm that the requirements listed in the associated section will be met.
- 4.7.7 Local Area Network, Internet Access and Maintenance
 - Confirm that the requirements listed in the associated section will be met.
- 4.7.8 Audiovisual/Multimedia
 - Confirm that the requirements listed in the associated section will be met.
- 4.7.9 Cell Phones and Subscriptions
 - Confirm how the proposal can facilitate to meet the requirements listed in the associated section
- 4.7.10 Academic Materials
 - Confirm that the Proponent will produce the printed copies of the Program Handbook (500 copies) and executive summaries (150 copies per TP) at no cost to ISU.

4.8 Local Academic Involvement

To promote a stronger partnership between ISU and the Proponent, there are many opportunities for the host to participate in the SSP academic program. Typical participation includes, but is not limited to, the following:

- Teaching resources in the form of lecturers and experts (It is expected that a detailed list of local teaching resources is provided to ISU no later than September 15th in the year before the SSP convenes. ISU, then, considers these resources in greater detail prior to and during the curriculum planning process.)
- Team Project Topics as described in section 2.3, including the title, descriptive narrative, and a TP Chair, should the Proponent wish to provide someone to chair the project (It is expected that the TP topic and the name of the local co-chair should be submitted to the SSP Director no later than September 15th, of the year prior to the SSP being planned.)
- Sponsorship of curriculum areas like the team projects, theme days, or public events
- Scholarships for local participants to attend the SSP (can be provided by the host or local sponsors)
- Provision of introductory language courses in the host country language if other than English for SSP participants
- Curriculum Planning Meeting support – ISU expects that at least one Proponent representative participate in the SSP CPM
- Description of academic credits to ISU alumni – ISU welcomes a proposal on the number of credits awarded for successfully completing the SSP program including lectures, workshops, and exams. In case these credits are expressed in terms of local rules, it will be appreciated to explain the relation to international credits (e.g. in terms of ECTS).
- Professional site visit support in the form of points of contact at local or regional space-related enterprises that will support visits by SSP participants (see paragraph below for details).

An important element of the SSP academic program is the participation in professional site visits. Normally, these visits are conducted at local/regional space companies or agencies, research institutes, museums, or to any other facility to which a visit would enhance the academic program. The format varies from year to year and host site to host site. Often each department conducts its own professional visit that is strongly linked to the academic theme of that department. In some sessions, the entire SSP class participates as a group in a professional visit that is planned and generally sponsored by the Proponent or a sponsoring partner. In the case of the latter, the professional visit is organized on departmental activity day. An example of such a group professional visit is that of the SSP10 class overnight visit to DLR in Stuttgart and Lampoldshausen. For this event, DLR sponsored the busses roundtrip from Strasbourg, overnight accommodations, and meals. Potential hosts are encouraged to organize such excursions; however, it is not a requirement. Also send proposals for an optional two-day country tour that participants can register for.

4.8 LOCAL ACADEMIC INVOLVEMENT

In this section of the proposal:

Please address the following points:

- **4.8.1 Teaching Resources**
 - Indicate how the Proponent will support the SSP academic program in the form of lecturers and experts.
 - Confirm that a detailed list of local teaching resources (names and resumes or curriculum vita of local faculty or experts who can provide academic content in the form of workshops, theme days, departmental activities, or lectures to the SSP) will be provided to ISU no later than September 15th in the year before the SSP convenes.
- **4.8.2 Team Project Topic**
 - Indicate how the Proponent will support the SSP academic program with Team Projects, as described in section 2.3.
 - Confirm that the Proponent will provide the details of Team Projects to ISU no later than June 1st of the year prior to the SSP being planned, including the title, descriptive narrative, and a TP co-chair, should the Proponent wish to provide someone to chair the project.
- **4.8.3 Professional site visit support**
 - Indicate how the Proponent will support the SSP academic program in the form of professional visit sites (ie. by establishing points of contact at local or regional space-related enterprises, space industries, agencies, research institutions, or any facilities that will support visits by SSP participants.) (ISU considers these resources in greater detail prior to and during the curriculum planning process.)
 - Confirm that a compiled list of local professional visit proposals (name of the hosting institute, duration of the visit, activities planned during the visit, names and resumes or curriculum vitae of local experts who will lead the visit) will be provided to ISU no later than September 15th in the year before the SSP convenes.
- **4.8.4 Sponsorship**
 - Indicate how the Proponent will support the SSP academic program with curriculum areas like the theme days, or public events
- **4.8.5 Scholarships**
 - Indicate how the Proponent will support the SSP for local participants to attend the program (can be provided by the host or local sponsors)
- **4.8.5 Provision of introductory language courses**
 - Indicate whether the Proponent will support the SSP by offering language courses for SSP participants in the host country language if other than English.
- **4.8.6 Curriculum Planning Meeting support**
 - Confirm that the Proponent will be represented during the SSP Curriculum Planning Meeting (CPM)
 - Confirm that the Proponent will facilitate the splinter sessions during the CPM to bring the local experts together with the ISU faculty.
- **4.8.7 Description of academic credits to ISU alumni**
 - To support the SSP academic planning, the host is invited to provide a detailed proposal on the academic credits awarded to ISU alumni after the session, with description of the credits and relation to ECTS credits.

4.9 Cost Proposal

A proposal to host the SSP should include a summary of costs that are expected to be paid by ISU. This includes the cost of lodging (see Section 4.4) and food service (see Section 4.5), and may also include any other known expenses that the host site expects ISU to pay. A Lodging and Meals calculator spreadsheet is available from ISU to help with the calculation of lodging and food service costs. This spreadsheet is available on the Host Site Application website (<https://www.isunet.edu/ssp/#host-application>) or can be obtained by request from ssp.director@isunet.edu.

Cost proposals may also contain itemized breakdowns of costs that will be paid, or offered in-kind by the host site. [NOTE: ISU does not under any circumstances pay for host site staff time/salaries.] A “Project Plan” spreadsheet, also available at the above sources, contains a detailed breakout of many of the items listed in this RFP, and may serve as a good starting template for a Cost Proposal.

4.10 The ISU SSP Contract

The roles and responsibilities of the Proponent and of ISU in relation to a given SSP are specified in a contract, signed by the Proponent and ISU. Specific solutions to each requirement are left to the hosting institution to propose. It is desirable to have a fully negotiated contract signed and in place no less than 6 months prior to the start of the SSP. An example ISU SSP contract is available upon request to the SSP Director.

There is no response required for this section.

5 SSP Host Site Selection Process

The choice of the location of an SSP is an important part of ISU policy. To facilitate the efforts of potential host sites, ISU has a permanent call for host site proposals based on this RFP document, and may also solicit particular regions to respond to this RFP by suggesting an appropriate host site. It is a goal of ISU that the relationship and partnership with the host institutions to be a mutually rewarding and long-term experience.

5.1 Selection Process and Due Dates

The selection of the SSP host site is competitively evaluated on the basis of the formal proposals submitted in response to this document whether they are solicited or unsolicited. Experience gained since 1988 has helped to define the requirements set forth in this document. Though the requirements identified in this document are quantitative, the respondents may propose to substitute and provide local equipment, facilities, and capabilities, other than those indicated in this document. Respondents should thus recognize that requirements, which may be difficult to meet, might be subject to discussion and modification.

A detailed score sheet is used to evaluate the proposals as submitted. An example of this score sheet is provided in Appendix A. The score sheet indicates the weightings applied to each of the seven major categories described in sections 4.2 through 4.8. It is highly recommended that this example score sheet be used in conjunction with Chapter 4 in the preparation of the proposals.

All responses will be acknowledged. After a thorough analysis of the proposals, it is possible that the evaluation team will send questions for clarification to some or all proposers. Upon completion of the evaluation process, several of the proposals will be selected and considered for a final evaluation. This evaluation is based on a visit to the selected candidate host sites with in-depth discussions with the respondents.

The time periods and deadlines in the ISU SSP site solicitation and selection process is designed to give the Proponent two years+ notice with which to plan, prepare and hold the SSP in close coordination with ISU. For any given year, the deadline for the SSP site proposals occur ~ 2 years before the year in which the SSP will be held.

For the SSPs to be held in 2024 or 2025:

1. A Letter of Interest is due by September 15, 2022.
2. The final proposal (see Section 5.5) including a full financial commitment is due by November 18, 2022.
3. The review of the final proposal will be completed by the end of December 2022. At this time, a recommendation is made to the Dean and the President of ISU as to which sites are attractive enough to merit a site visit in terms of compatibility requirements.
4. Site visits are conducted early in 2023 including question/answer sessions with the applicants.
5. Upon completion of the site visits, the review team submits recommendations to the ISU Academic Council (AC) regarding which sites should be selected based on the criteria (see Section 5.2) to host the SSP.
6. Following the AC review, a recommendation is presented to the ISU Board of Trustees (BOT). Based on the academic, logistical, financial and strategic criteria, the BOT decides which site will host the SSP in the years 2024 and 2025. Notification of the decision to all the proponents is made end March 2023.
7. The public announcement of the host site for the SSP in the year N is announced in the spring of 2023.

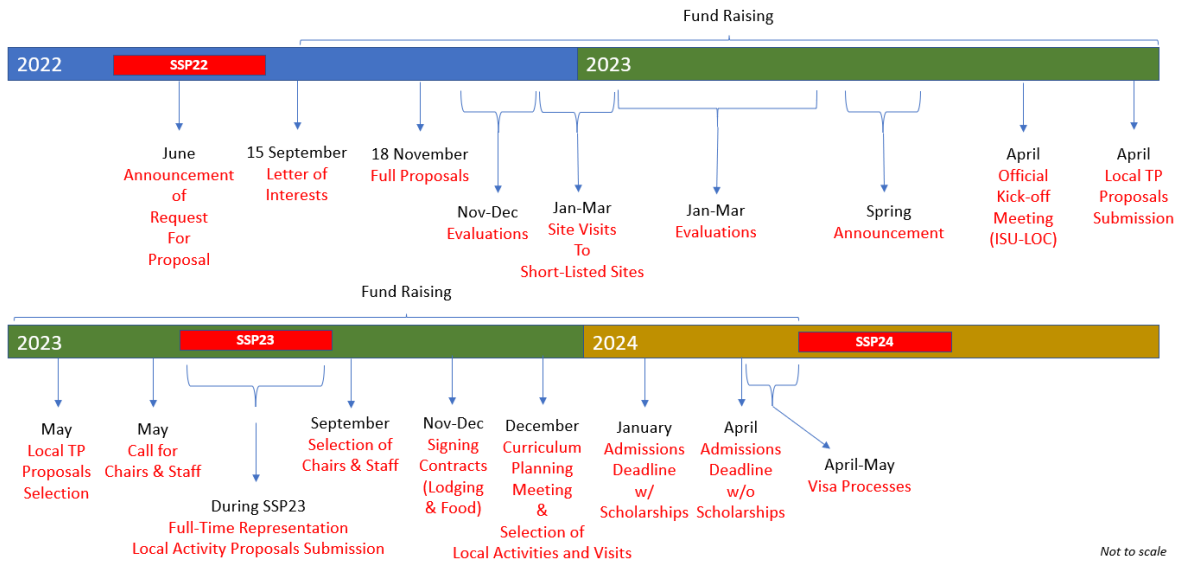
Each proposal submitted to ISU will be kept confidential, considered a legal offer and will serve as a basis for a contractual agreement. ISU reserves the right to select no proposal or to delay the selection process if it determines it is appropriate to do so.

Late and/or partial proposals may be considered if coordinated with the SSP Director, however ISU reserves the right to give preference to bids received by the deadline.

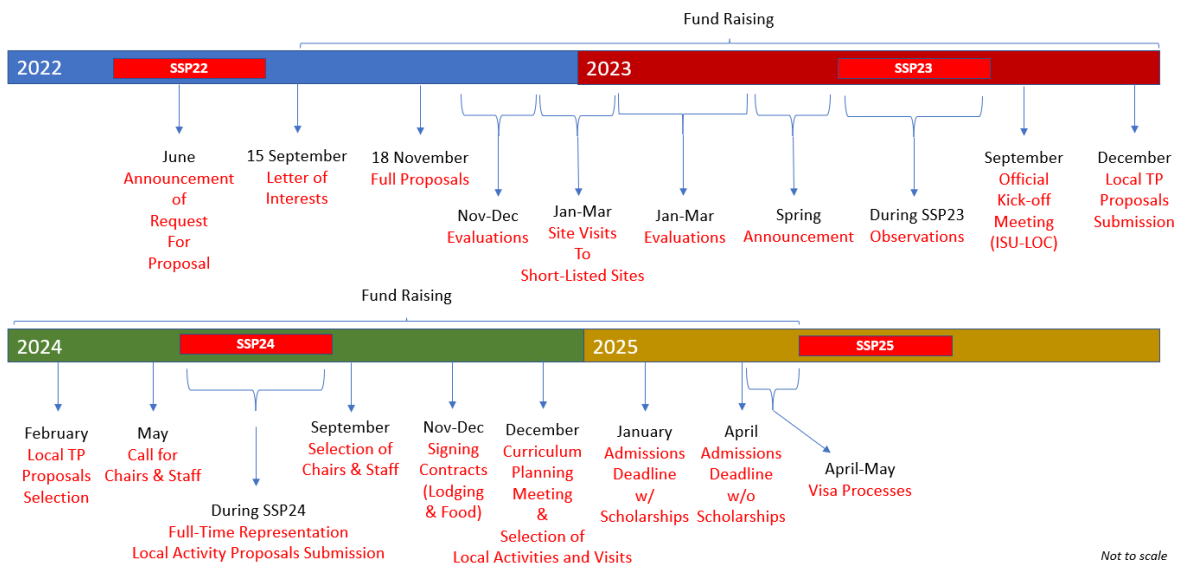
A multi-year proposal may also be submitted. The Proponent may submit a proposal for Year N may indicate that the validity of the proposal may extend for other subsequent Years (N+1, N+2), to be specified.

The figures below summarize the timeline for SSP24 and SSP25 host site selection and planning schedule.

SSP24 Host Site Selection & Planning Schedule



SSP25 Host Site Selection & Planning Schedule



5.2 Selection Criteria

Considering the role and purposes of an SSP, the choice of the SSP location is based on the following criteria. The academic and logistics criteria are weighted approximately the same in the evaluation process.

ACADEMIC

This criterion includes; academic reputation, local academic support, academic facilities, library facilities, professional visit locations, and university and community support. These criteria will be largely addressed in the responses to Sections 4.7 and 4.8 of this RFP.

LOGISTICS

This criterion includes; accommodation, meals, proposed time for SSP, computer labs and network facilities, proximity of accommodations, offices, academic facilities, and meal facilities, faculty and staff offices, opening and closing week events, airport access and transportation, and recreational activities. These criteria will largely be addressed in the responses to Sections 4.2 thru 4.7 of this RFP.

FINANCIAL

This criterion includes the cost to the Proponents, either in-kind or through financial sponsorship, and the cost to ISU. The costs are considered only after the Proponent has been deemed competitive based on the academic and logistics criteria. It should be noted that while cost is a factor, it is not necessarily the Proponent that submits the lowest priced proposal that is ultimately selected. These criteria will largely be addressed in the Cost Proposal as described in Section 4.9 of this RFP.

STRATEGIC

This criterion includes the advantages for the Proponent to host an SSP session, the advantages for ISU to be hosted by the Proponent, and the state of preparation at the Proponent. The ISU Board of Trustees assesses this criterion. Once the Proponent has been recommended to the BOT for consideration, the strategic issues are considered.

5.3 Preparation of a Proposal to Host an SSP

ISU will provide clarifications and general assistance to any Proponent in the preparation of their proposal to increase the number of suitable and strong proposals received for any given SSP year.

5.3.1 Proposal Guidelines

Below are the general guidelines for submitting an ISU SSP host site proposal. They should be followed carefully.

1. All proposals are *required* to be written in English, all units in the metric system, and all monetary figures in **Euros (€)** on the date of submission.
2. The total length of a proposal should be substantial enough to provide all the necessary information (approximately 25 pages). This suggestion does not include brochures or other informational materials. (Attachments such as photos, area maps, floor plans, videos, and brochures are highly encouraged.)
3. Submit one official signed hardcopy and an electronic copy of the proposal in PDF format. The signed original hardcopy may arrive at the ISU Central Campus after the proposal due date, so long as the electronic PDF copy is submitted on time.
4. Proposals shall be submitted in Times New Roman 12 point font for the body of the proposal.
5. All pages shall be numbered sequentially.
6. A Table of Contents shall be provided. The Table of Contents shall include hyperlinks to each identified section when converted to PDF.
7. Fill out the Proposal Cover Page completely (see section 5.3.2).
8. The cover page must bear the signature of the President, Provost, Rector, Vice Chancellor, or a Vice President or equivalent of the lead institution that will be submitting the proposal.
9. Proponents should designate a contact person.
10. ISU is not responsible for any costs incurred by the Proponents in the preparation of their proposals.
11. Proponents may withdraw their proposals for a period of up to two months after submission and upon written notification to the International Space University.

5.3.2 Proposal Cover Page

The ISU SSP Host Site Proposal Cover Page is provided in Appendix B. This page should be the first page inside the cover of your proposal. A Microsoft Word version of this page is available for download on the ISU website at the link provided on the cover page of this RFP.

IMPORTANT

The individual(s) named as contact person(s) on the Proposal Cover Page will receive all communications from ISU with regards to the status of or questions about the proposal. All of the key decisions, including the qualification for a site visit and the final selection, will be communicated to the contact person(s) only.

5.4 The Letter of Interest

The Letter of Interest should be submitted per the due date in Section 5.1 and contain the following information.

- Name and address of the Proponent
- A statement that the Proponent is interested in hosting the SSP in calendar year 2024 or 2025 and a proposal will be submitted
- The name of the primary point of contact, their e-mail address, and phone number
- Signature of the President, Provost, Rector, Vice Chancellor, or a Vice President or equivalent of the lead institution that will be submitting the proposal.
- Letters of support from partner institutions are also welcomed, but not required in this phase of the process.

Letters of Interest should be submitted electronically (PDF format) to the SSP Director at ssp.director@isunet.edu. Hardcopy originals should be posted to the address on the cover sheet of this RFP.

While it is strongly desired that the Proponent submit a Letter of Interest by the specific deadline, this requirement may be waived at the discretion of the ISU Dean or the ISU President.

5.5 The Final Proposal

The final proposal should include:

- The proposal cover page.
- Responses to the requirements set forth in Chapter 4.
- A cost proposal.
- Financial commitment regarding sponsorship and other support.

Questions regarding this RFP should be addressed to the SSP Director.

Appendix A: Proposal evaluation criteria and weightings:

| III Content/Possible Points | Evaluator's Score | Possible Points |
|---|-------------------|-----------------|
| Local & Surrounding Area | 0.00 | 10.00 |
| Security/Safety | | 3.00 |
| Area Attractions | | 2.00 |
| Health Care Access | | 1.00 |
| Emergency Access | | 1.00 |
| Accessibility (service hours, disabled persons) | | 1.00 |
| Recreational Facilities | | 1.00 |
| Local shops (small purchases, post, banking) | | 1.00 |
| | | |
| Transportation | 0.00 | 16.00 |
| Safety | | 3.00 |
| Between Academic Facility-Lodging | | 2.00 |
| Between Food - Academic Facility | | 2.00 |
| Between Food - Lodging | | 2.00 |
| Quality/Access Public Transport | | 2.00 |
| Proximity to Area Attractions | | 2.00 |
| Between Academic Site-Visits | | 1.00 |
| Between Airport-Lodging | | 0.50 |
| Between Lodging-Ceremonies | | 0.50 |
| Accessibility | | 1.00 |
| | | |
| Lodging | 0.00 | 17.00 |
| Security/Safety of Lodging | | 3.00 |
| Privacy | | 2.50 |
| Cleanliness | | 2.50 |
| Bathroom, Shower facilities | | 2.00 |
| Single/Multiple Sites | | 2.00 |
| Laundry Services | | 1.00 |
| Internet Access | | 1.00 |
| Climate Control | | 0.50 |
| Accessibility (service hours, disabled persons) | | 2.00 |
| Recreational Facilities | | 0.50 |
| | | |
| Food | 0.00 | 17.00 |
| Food Safety/Hygiene | | 3.00 |
| Quality, Nutrition | | 3.00 |
| Variety | | 2.50 |
| Accommodations for Special Diets | | 2.00 |
| Quantity | | 2.00 |
| Flexibility in Menu Changes | | 1.00 |
| Accessibility (service hours, disabled persons) | | 2.00 |
| Beverages | | 1.00 |
| Ecology (pollution) | | 0.50 |
| | | |
| General Support | 0.00 | 12.50 |
| IT Support | | 2.50 |
| Immigration/visa support | | 2.50 |
| Local Staff | | 3.00 |
| Transportation (vans/cars) | | 2.00 |
| Opening/Closing Ceremony | | 1.00 |
| Public Relations | | 1.00 |
| Promotional Material/Swags | | 0.50 |
| | | |
| Academic Facilities | 0.00 | 16.00 |
| Safety & Security | | 2.00 |
| Room Plan, Academic | | 3.00 |
| IT, Internet access, Computer Labs | | 3.00 |
| Accessibility (service hours, disabled persons) | | 2.50 |
| Office Space, Staff & Faculty | | 2.00 |
| Telecommunications | | 1.50 |
| Library Access/Quality | | 1.00 |
| Climate Control | | 0.50 |
| Audio Visual Equipment | | 0.50 |
| | | |
| Local Academic Involvement | 0.00 | 11.50 |
| Professional Visits | | 4.00 |
| Scholarships | | 2.00 |
| Academic Credits | | 1.50 |
| Local Lecturers | | 1.00 |
| TP Sponsorship | | 3.00 |
| | | |
| TOTAL | 0.0 | 100.0 |



Appendix B: Proposal cover page

Please use this form as the cover page of your proposal. A Microsoft Word version is downloadable at the link provided on the cover page of this RFP.

| |
|---|
| During which ten-week period(s) (between 01 June - 10 September) and in which year(s) are you proposing to host an ISU SSP? (Enter more than one year in the prioritized order for which you are proposing to be the host.) |
| Full name of university or institution (Official Host Organization): |
| Contact person(s) (individual(s) who will act as the representative for all matters concerning this application): |
| Full mailing address: |
| Contact Information (telephone and fax numbers, email addresses): |
| Full Name of Proposing Institution's President*: |
| Signature of Proposing Institution's President*: |
| *Or other authorized official |