Guidelines for Submitting

"Letter of Interest for hosting the Space Studies Program (SSP)"

Prospective applicants interested in hosting the International Space University's Space Studies Program (SSP) must submit a Letter of Interest (LoI) to ssp.director@isunet.edu by no later than **June 1, 2024**. This LoI is expected to include the following:

Institutional Information: Provide the name, address, email address, and phone number of the bidding institution(s). If multiple institutions are involved, clarify the role of each.

Motivation for Hosting: Clearly state why the SSP should be hosted in your country, at your institution(s), and the expected benefits of hosting the program.

Local Organizing Committee (LOC): Briefly describe the composition of the Local Organizing Committee and list its members and any relevant affiliations. Mention any partnerships or collaborations established or potentially willing to support the program.

Local Support Commitment: Briefly demonstrate your commitment to providing local academic, logistical, and operational support for the program. Highlight any relevant expertise, facilities, and locations for professional visits or resources that would be suitable for hosting the next SSP.

Validity of the Proposal: Indicate one of the following options as the validity period of your proposal for hosting the SSP:

- o   The proposal is valid for hosting the SSP in 2026 or 2027
- o   The proposal is valid for hosting the SSP in 2027 or 2028
- o   The proposal is valid for hosting the SSP in 2026, or 2027, or 2028.

Attendance at Prospective Host Site Information Session: Indicate whether the prospective host plans to attend the Prospective Host Site Information Session in Houston, USA, to observe SSP24 and to meet the ISU SSP team in person on 20-21 June 2024. *[Please note that attendance at this information session by representatives of prospective hosts is optional, and they would be responsible for covering their own expenses.]*

Primary Point of Contact: Provide the name, position, affiliation/institution, email address, and phone number of the primary point of contact for the LOC.

Host Site Signatures: Include signatures from representatives of the host site with signing authority (e.g., President, Provost, Rector, Vice Chancellor, or equivalent leader(s)) on behalf of the hosting institution(s).

Note: The prospective host(s) may attach additional letters of support from partner institutions as annexes to the LoI, but this is optional.