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Space Studies Program Host Site Proposal

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1 Cover Page

Please use this form as the cover page of your proposal. This page should be the first page inside the cover of your proposal.

Select the validity year of your proposal, indicate the associated 8-week program period (dd/mm/yyyy):
(proposals valid for multiple years are highly encouraged)

SSP27 (from ____ / ____ /2027 to ____ / ____ / 2027)
 SSP28 (from ____ / ____ /2028 to ____ / ____ / 2028)
 SSP29 (from ____ / ____ /2029 to ____ / ____ / 2029)

Full name of institution(s) (Official Host Organization(s)):

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(s) of Proposing Institutions' President(s)*:

Signature(s) of Proposing Institutions' President(s)*:

** Or other authorized official*

2 Responses to the Requirements

2.1 General Information

In this section of the proposal:

Provide the following general information regarding the Proposer.

- 2.1.1 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 the Local Organizing Committee organizational chart with the names of the members responsible, including but not limited to the following roles:
 - Chair (+Deputy Chair)
 - Secretary
 - Academic Officer
 - Fund-Raising and Contracts Officer & Treasurer
 - Communication & Press Relations Officer
 - Facilities and Logistics Officer
 - Foreign and Governmental Affairs Officer
 - IT Officer
 - Public Events Officer
 - Professional Visits Officer
 - General overview description of the Proposer including any information deemed relevant to this proposal, including photographs or graphics (e.g., campus or area maps) as desired.
- 2.1.2 Experience
 - Proposer's prior experience in organizing events of similar size and scope
- 2.1.3 Program Schedule
 - Identify any holidays, religious events, or other scheduled activities that might affect the SSP academic program schedule or related support businesses/organizations.
- 2.1.4 Local Customs or Restrictions
 - Identify any local customs (dress code, use of symbols,...) or local restrictions (currency exchange regulations, maximum 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 an 8-week professional development program.
 - Identify the expected lead time to receive visa.
 - **IMPORTANT:** Identify any nationalities that are restricted from or might be delayed obtaining such visa. If no such restriction exists, please state this clearly in this section.

2.2 Local and Surrounding Area

In this section of the proposal:

Please address the following points:

- 2.2.1 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 (police, ambulance, fire department.)
- 2.2.2 Health Care Access
 - Specify insurance requirements for each participant coming to the Proposer 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
 - Indicate where the nearest full-service hospital 24-hour emergency service is located and estimated travel time from the host site.
 - Indicate if there is an on-campus clinic for non-prescription treatment.
 - Indicate where the nearest clinic is located for illnesses requiring diagnosis and prescription treatment.
- 2.2.3 Anti-Harassment Policy:
 - Provide a designated Contact Person(s) (DCP) that will be on site during the entire SSP program to handle possible harassment claims following ISU procedures.
 - Describe support that will be provided to maintain a safe and respectful work and learning environment during the SSP.
- 2.2.4 Local Policies, Customs, and Laws
 - Clearly identify relevant local policies, customs, and laws.
 - Describe policies on smoking and alcohol consumption in the area.
- 2.2.5 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, convenience stores, and grocery stores.
 - Indicate which of these are within walking distance or convenient via public transportation.
 - 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.
 - Describe viewing possibilities for astronomical events, include the predicted local visibility of any significant eclipses, comets, etc.
 - Please also explain how most local stores, attractions, and facilities are accessible to mobility challenged.
 - Please describe the typical weather expected for the duration of the program.
- 2.2.6 Other Services
 - Describe the availability of the following:
 - Banking and money exchange
 - Photocopying, office supplies
 - Hardware stores
 - Postal services
 - Bookstore
 - Beauty salon & barber shop
 - Food market
 - Pharmacy, day care or nursery facilities
 - Religious facilities
- 2.2.7 Area Map
 - Provide a detailed map of the area which indicates all the facilities proposed to be used for SSP. Show the locations of the academic facilities, staff offices, accommodation, meals locations, and others.
 - Indicate walking distances between each of these facilities on the map.
- 2.2.8 Field Trips and Cultural Visits
 - Discuss the plans of the Proposer on organizing field trips and cultural visits as part of the program.
- 2.2.9 Local Language Courses
 - Discuss the plans of the Proposer on organizing potential local language courses as part of the program

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2.3 Transportation

In this section of the proposal:

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

- 2.3.1. Local Transportation System
 - Describe the local public transportation system, including prices and days/hours of operation.
 - Describe the safety and security of the local transportation services.
 - Describe the domestic and local travel methods that are available to reach the host site.
 - Indicate whether or not the Proposer will provide, 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.
- 2.3.2. 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 accommodation (bus, shuttle, taxi, train, etc.) Indicate the approximate cost per person round-trip.
 - Indicate if the Proposer will provide transportation between the airport and academic or accommodation facilities at no cost to ISU.
 - For the participants, during the Space English Access Course (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
- 2.3.3. Accessibility
 - Indicate the availability of transportation services for mobility challenged individuals among all the facilities listed above.
- 2.3.4. Proposer-provided Vehicles & Drivers
 - Explain how the Proposer will provide one (1) car and one (1) van (at least 9-seat) for use by the SSP staff for the full duration of the program (from Week -1 to Week 8) at no cost to ISU.
 - Indicate whether or not the Proposer will provide drivers for the full duration of the program (from Week -1 to Week 8) at no cost to ISU.
- 2.3.5. Proposer-provided Transportation
 - It is expected that the Proposer 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. Explain how this will be the case, at no cost to ISU.
 - The Proposer typically provides transportation for professional visits during Phase II of the SSP. Each SSP Department will schedule one or more professional visits to local aerospace companies, museums, or research centers with programs of interest to one of the SSP Departments. Explain how transportation for professional visits 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 10 minutes, indicate the means and cost of the transportation. Ordinarily, the Proposer covers these costs.
 - Even if the transit times between accommodation, academic facilities, and meal service locations are less than 10 minutes, the proposer is still required to provide a minibus shuttle service for the disabled partakers as well as elderly faculty members during the morning,

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lunch time, and late afternoon. Explain how daily proximity transportation for people requiring special attention will be provided, at no cost to ISU.

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

2.4 Lodging

In this section of the proposal:

Please address the following points:

- 2.4.1. Accommodation
 - Describe the proposed accommodation facility (or facilities) and provide the full name, address, and contact details.
 - Indicate if the accommodation is on a single site, or multiple sites.
 - Indicate the proximity of the accommodation 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. **(IMPORTANT)**
 - Include recent photographs of typical rooms and, if possible, floor plans. **(IMPORTANT)**
- 2.4.2. Safety and Security
 - Discuss the safety and security of the accommodation facilities proposed as well as the area surrounding these facilities.
 - Explain how security is handled 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?
- 2.4.3. Accommodation Availability Calendar
 - Explain how 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.
- 2.4.4 Accommodation Features
 - Describe the rooms, features of the room, and bath/shower/toilet/kitchen facilities.
 - Are all the rooms 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, payment type, 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.
- 2.4.5. Internet/Wi-Fi Access
 - Provide details regarding high-speed network access in the rooms and common areas. (Include measurements of up/download speed)
- 2.4.6. Climate Control
 - Is in-room climate control, like air conditioning, fans, or heat, provided?
- 2.4.7. Linens and Cleaning
 - Confirm that each room will be furnished with bed sheets, a blanket, a pillow, two towels and toilet paper
 - Describe housekeeping arrangements (room cleaning and linen-changing) for stays longer than one week.
 - Explain how, 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.
- 2.4.8 Accessibility
 - Explain how the security system and entrance function for the accommodation facilities work 24/7.
 - Explain how the accommodation facilities (both the rooms and other common areas (including laundry services, etc.) are accessible to the mobility-challenged (elevators, ramps, etc.)?
- 2.4.9. Accommodation Rules/Regulations
 - Indicate the policies related to smoking, alcohol consumption, and noise for the proposed accommodation facilities.
 - Make clear whether if males and females can be accommodated in the same facility. Clearly indicate if there are any restrictions.
- 2.4.10. Costs

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- 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 ~ 17 Euro per night/per person.)
- 2.4.11. 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.
- 2.4.12. Hotels
 - Provide a list of local hotels meeting the requirements specified above for VIPs, and the cost per night, if possible, with negotiated rates.

2.5 Food Service

In this section of the proposal:

Please address the following points:

- 2.5.1. Food Service Facilities
 - Describe the proposed food service facility (or facilities) and provide the full name, address, and contact details.
 - Indicate if the accommodation is at a single, or multiple sites (for each meal).
 - Indicate the proximity of the accommodation 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.
- 2.5.2. Food Service Availability Calendar
 - Confirm serving times (for weekdays and for weekends).
 - Explain how the food service requirements of the SSP participants can be fully met for the full duration of the program.
- 2.5.3 Food Service
 - Provide details of the food service:
 - Include details of the proposed menu options for the food service and showcase variety. (If there is a rotation of the menus over time, indicate the frequency.)
 - Provide detailed photos of the proposed service.
 - Provide one week of sample menus.
 - Explain how safety and hygiene requirements will be considered and daily controls on the items displayed. Provide certificates, if available.
 - In the case of buffet-style service, explain how 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.
- 2.5.4. Dietary Requirements
 - Confirm the availability of menus for special dietary requirements listed below:
 - Allergies
 - Vegetarian/Vegan
 - Pescatarian
 - Gluten-free
 - (if possible) Religious requirements (Halal, Kosher)
 - Provide sample menus.
- 2.5.5 Accessibility
 - Explain how the food service facilities are accessible to the mobility-challenged (elevators, ramps, etc.)
- 2.5.6. To Go Food:
 - Confirm the possibility of boxed meals replacing breakfast/brunch/lunch/dinner for professional visits or other special occasions.
- 2.5.7. Costs
 - In the cost proposal, indicate the cost per person per breakfast/brunch/lunch/dinner, including all required services to be provided described above.
- 2.5.8. 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.

2.6 General Support

In this section of the proposal:

Please address the following points:

- 2.6.1 Prior Year On-site SSP Staff Support
 - Explain how the Proposer will provide (and organize the travel of) at least two representatives, one IT officer and one logistics officer, as members of the SSP staff during the full duration (Week -1 to Week 8) of SSP in the year prior to the year during which they will host the session. (ISU will provide food and lodging)
- 2.6.2 SSP Staff Support
 - Indicate, in detail, how and in which capacity the Proposer will provide SSP staff support during the program.
- 2.6.3 Visa and Immigration Support
 - Indicate, in detail, how the Proposer will provide visa & immigration support for staff and participants prior to and during the program.
- 2.6.4 Student/Participant Support Services
 - Indicate, in detail, if there are any mental health service or academic support resources already established and provided by the host institution to aid international participants.
- 2.6.5 Public Relations and Promotion
 - Indicate how the Proposer will provide public relations and promotion support prior to and during the program.
 - List the local/national newspapers or magazines who will cover the program.
 - List the local/national television and radio stations who will cover the program.
 - List the local/national social media channels that will be on board with the program.
 - Explain how the Proposer will produce SSP polo shirts for participants and staff; banners and signs; welcome packet bags with maps; and small memorabilia/tokens for visitors. (These items are typically 500 units)
 - Explain how the Proposer will design and print 500 copies of the SSP poster and send them to ISU no later than July of the year prior to the year during which they will host the session.
- 2.6.6 Opening and Closing Ceremonies
 - Present the plans of the Proposer regarding the Opening and Closing Ceremonies and explain how the Proposer will cover all the expenses related to these two events including but not limited to:
 - Provision of venues
 - Decoration and branding of the stage
 - All required IT and AV equipment for the execution and live streaming of the event
 - Local promotion of the event
- 2.6.7 Hosted Meals
 - Explain how the Proposer will organize and cover the expenses of the following hosted meals:
 - Opening Ceremony Reception Dinner
 - Closing Ceremony Reception Dinner
 - Welcome Brunch
 - ISU Gala Dinner
 - Receptions following the public events.
 - Welcome Dinner (desired)
 - Farewell Brunch (desired)
 - Provide details of the venues, content, and possible sponsors of each of these events.

2.7 Academic and Administrative Facilities

In this section of the proposal:

Please address the following points:

- **2.7.1. 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.
- **2.7.2 Academic Facilities**
 - 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 8) of the program.
 - One (1) small auditorium with desk in front of every seat (200+ people)
 - One (1) large auditorium for public events (300+ people)
 - One (1) auditorium for internal events (150+ people)
 - Seven (7) department classrooms (seating capacity > 30 people)
 - One (1) SEAC/English Tutorial classroom (seating capacity > 40 people)
 - Four (4) team project classrooms (seating capacity > 40 people)
 - One (1) multi-purpose academic room for multi-department activities
 - Two (2) computer lab spaces with at least 30 computers each
 - A makerspace workshop for model rocket production (with laser cutters, 3D printers, etc.)
 - Explain how these facilities will be provided at no charge to ISU and confirm the duration of provision for each facility.
 - Explain how 24/7 access will be provided for each academic facility listed in the associated section.
 - Explain how climate control is provided for each academic facility listed in the associated section.
 - Explain how all lecture halls, computer labs, and classrooms are accessible by mobility challenged. Describe the measures in place for compliance with recognized accessibility standards, such as the Americans with Disabilities Act (ADA) or European Union accessibility directives (e.g., EN 301 549).
 - 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.
- **2.7.3 Networking/Socializing Spaces**
 - Confirm the availability of each of the networking/socializing spaces listed below (equipped with the necessary items listed in the associated section above) for the entire duration (Week 0 to Week 8) of the program.
 - One (1) Participants' Lounge
 - One (1) Staff & Faculty Lounge
 - One (1) Social Events Venue (culture nights, dancing, band practices, etc.)
 - Explain how these facilities will be provided at no charge to ISU for the entire duration (Week 0 to Week 8) of the program.
 - Explain how 24/7 access will be provided for each academic facility listed in the associated section.
 - Explain how climate control is provided for each academic facility listed in the associated section.
 - Explain how all lecture halls, computer labs, and classrooms are accessible by mobility challenged.
 - Indicate the frequency that the networking/socializing spaces will be cleaned.
 - Use narratives, photographs, floor plans, and graphics as required to support your response.

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- Include a description of the furnishings, wi-fi capability, and an approximate number of power outlets in lecture halls and classroom areas
- 2.7.4 Administrative 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 8) of the program.
 - One (1) lockable furnished office space for the SSP Directors' 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 back-end Staff for 15 people
 - One (1) lockable furnished office space for the front-end Staff for 15 people
 - One (1) furnished office space for faculty and visiting lecturers for 15 people.
 - One (1) lockable room for materials storage
 - Explain how these office spaces will be provided at no charge to ISU for the entire duration (from Week -1 to Week 8) of the program.
 - Explain how 24/7 access is provided for each office space listed in the associated section.
 - Explain how climate control is provided for each office space listed in the associated section.
 - Explain how all office spaces are accessible by mobility challenged.
 - 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.
- 2.7.5 Other Activity Venues
 - Explain how the Proposer will make all the necessary arrangements (location, safety, insurance, transportation etc.) for the Rocket Competition at no cost to ISU.
 - Explain how the Proposer will make all the necessary arrangements (location, transportation etc.) for the Robotics Competition at no cost to ISU.
 - Explain how the Proposer 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.
- 2.7.6 Library Facilities and Resources
 - Explain how the Proposer will provide the SSP participants, staff and faculty with full access to the library resources available at the physical host
- 2.7.7 Computers, Printers/Copiers and Server
 - Explain how the requirements listed in the associated section will be met.
- 2.7.8 Local Area Network, Internet Access, and Maintenance
 - Explain how the requirements listed in the associated section will be met.
- 2.7.9 Audiovisual/Multimedia
 - Explain how the requirements listed in the associated section will be met.
- 2.7.10 Cell Phones and Subscriptions
 - Confirm how the proposal can facilitate meeting the requirements listed in the associated section. Explain how SSP participants and staff can obtain local cell phone data plans.

2.8 Local Academic Involvement

In this section of the proposal:

Please address the following points:

- **2.8.1 Teaching Resources**
 - Indicate how the Proposer will support the SSP academic program in the form of lecturers and experts.
 - Explain how a detailed list of local teaching resources (names and resumes or curriculum vitae of local faculty or experts who can provide academic content in the form of workshops, theme panels, departmental activities, or lectures to the SSP) will be provided to ISU no later than September 15th in the year before the SSP convenes.
- **2.8.2 Team Project Topic**
 - Indicate how the Proposer will support the SSP academic program with TPs, as described in the SSP Host Requirements section of the RFP.
 - Explain how the Proposer will provide the details of TPs to ISU no later than June 1st of the year prior to the SSP being planned, including the title, descriptive narrative, and a TP associate-chair, should the Proposer wish to provide academic support for the project.
- **2.8.3 Professional Site Visit Support**
 - Indicate how the Proposer will support the SSP academic program in the form of Professional Site Visits (i.e., 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.
 - Explain how a compiled list of local Professional Site 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.
- **2.8.4 Sponsorship**
 - Indicate how the Proposer will support the SSP academic program with curriculum areas like the themed panel discussions or public events.
- **2.8.5 Scholarships**
 - Indicate how the Proposer will support the SSP for local participants to attend the program (can be provided by the host or local sponsors)
- **2.8.6 Provision of Introductory Local Language Courses**
 - Indicate whether the Proposer will support the SSP by offering language courses for SSP participants in the host country language if other than English.
- **2.8.7 Curriculum Planning Meeting Support**
 - Explain how the Proposer will be represented during the SSP Curriculum Planning Meeting (CPM)
 - Explain how the Proposer will facilitate the splinter sessions during the CPM to bring the local experts together with the ISU faculty.
- **2.8.8 Description of Academic Credits to SSP 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.

Note to Proposers: The initial evaluation of your proposal will be conducted according to the criteria and weightings outlined in "Appendix B: Proposal Evaluation Criteria and Weightings" of the RFP document.

3 Cost Proposal

3.1 Expenses to Be Paid to the Host by ISU

In this section of the proposal, please provide the details of the costs expected to be covered by ISU, in particular the lodging and food service.

You are required to submit the “Lodging and Meals Cost Estimator (LMCE)” spreadsheet to ISU as an annex to your proposal and use this section to summarize the costs you have calculated using the LMCE.

If you have multiple cost options, please discuss the comparison among them in this section.

3.2 Expenses to Be Covered by the Host

In this section of the proposal, please provide an itemized breakdown of costs that the proposer commits to pay or offer in-kind.

Item Description	Expected Cost
Costs associated with the provision of administrative, academic, and social facilities.	
Costs associated with the provision of all necessary support equipment for the above facilities.	
Costs associated with local faculty and visiting lecturers to teach as part of the SSP curriculum.	
Costs associated with local staff to support the day-to-day operations during the SSP session.	
If applicable, stipends, fees, or honoraria for local faculty and staff, as well as for local visiting lecturers	
Full scholarship for at least one local participant to attend the SSP the year prior.	
Recruitment of at least 10 fully funded local participants to represent the host country	
Costs associated with computer facilities with appropriate network and Internet access.	
Costs associated with equipment loans for telecom, photocopiers, printers, A/V devices, and computers.	
Costs associated with full access to the host site Library and associated online resources (databases, etc.)	
Costs associated with local transportation and drivers (e.g., transportation for professional visits, transportation for off-campus events, transportation to/from airport on arrival and departure days, shuttle service for partakers with disabilities and elderly faculty members)	
Costs associated with design and updates for the SSP website.	
Costs associated with planning and execution of the following special events: o Welcome Brunch o Opening Ceremony & Reception Dinner o Public Events & Receptions o ISU Alumni Gala Dinner o Closing Ceremony & Reception Dinner o Welcome Dinner (desired) o Guided tour of the host city (desired) o Farewell Brunch (desired) o Program-level professional visit (desired) o Cultural Visits/Tours (desired)	
Costs associated with promotion of the ISU SSP in the host country/region by ensuring the involvement of the local press and media in the program,	

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Costs associated with design and printing of the SSP poster, as well as possibly banners, signs, and other promotional materials.)	
Costs associated with SSP welcome pack (backpack, polo shirt, patch, goodies/merchandise)	
Special fees (i.e., special local permissions, mandatory insurance costs)	
Shared costs associated with ISU delegation's site visit prior to the site selection.	
Others, if any.	

4 Financial Commitment Letters

In this section of the proposal, please provide the financial commitment letters that you have obtained from your sponsors and supporters.