Request for Proposals
for hosting
Space Studies Program 2027+

The International Space University (ISU) has organized the Space Studies Program (SSP) annually since 1987. The SSP is held in different countries around the world with an institution or consortium serving as its Host. The program brings over 400 participants representing 40+ countries for a duration of 8 weeks to the host country.

The ISU is seeking Proposals from interested organizations in serving as the host of the 39th, 40th, and 41st SSP which will be held in 2027, 2028, and 2029.

Publication Version: January 2026

Key dates for this solicitation are:
Letter of Interest Submission deadline: 15 February 2026 (23:59 CET)
Proposal Submission deadline: 15 April 2026 (23:59 CET)
Public announcement of site selection: July 2026

All proposal-related information/questions should be sent to:
Attention: SSP Director (ssp.director@isunet.edu)

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Annex-B: ISU SSP Lodging and Meals Cost Estimator (LMCE) spreadsheet

ABBREVIATIONS

A/V	Audio/Visual
BoT	Board of Trustees
CC	Closing Ceremony
CPM	Curriculum Planning Meeting
ESTC	European Credit Transfer and Accumulation System
HD	High Definition
ISU	International Space University
IT	Information Technologies
LOC	Local Organizing Committee
OC	Opening Ceremony
RFP	Request For Proposal
SEAC	Space English Access Course
SSP	Space Studies Program
TP	Team Project
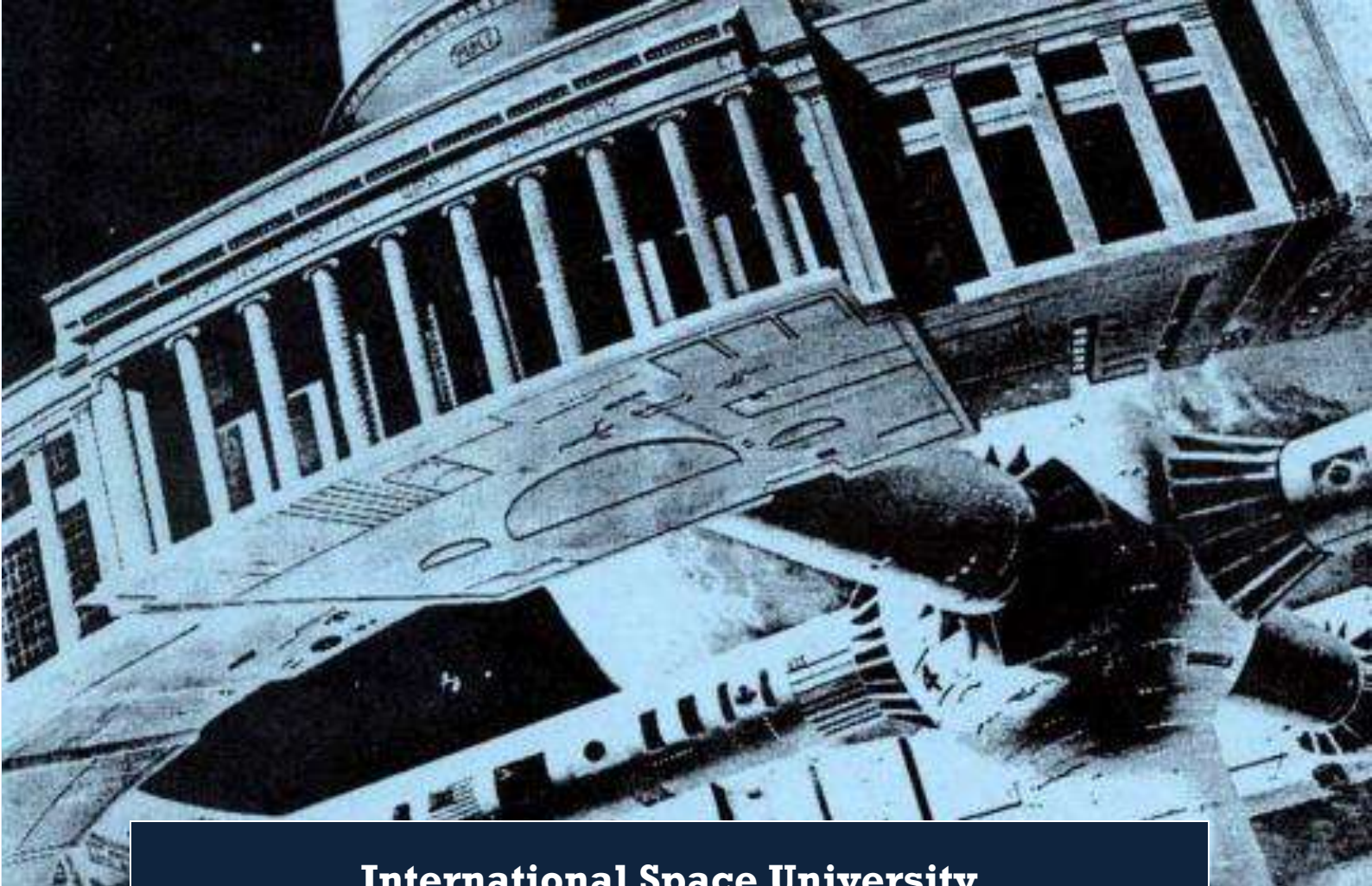
International Space University

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 solutions in a rapidly changing world. ISU provides interdisciplinary training through two Master programs delivered at the Central Campus in Strasbourg, France in addition to Executive Education and its professional development programs taught in locations around the world. All ISU programs are offered in an international, interdisciplinary and intercultural learning environment.

Since ISU was founded in 1987, over 6000 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.

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 (MSc and MSS)
- Southern Hemisphere Space Studies Program (SHSSP)
- Executive Space Courses (ESC)
- 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 four **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.

Innovation

Embracing creativity and forward-thinking, ISU empowers its participants to transform ideas into impactful solutions. In an era defined by the New Space Economy, Innovation at ISU fosters entrepreneurial mindsets, disruptive technologies, and visionary leadership. Through hands-on projects, start-up initiatives, and collaboration with industry pioneers, participants are inspired to challenge conventions and shape the future of space.

ISU Partnerships and Accreditation

Though academically independent, ISU is closely affiliated with many international organizations. It has permanent observer status within the United Nations Committee on the Peaceful Uses of Outer Space (COPUOS). 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 Agency (SSA) 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. In 2023, ISU's MSc Master's degree program was accredited by ASIIN, a global leader in quality assurance in higher education.

Additional Information

Potential SSP host candidates are invited to consult the ISU website to understand more about the benefits of hosting an SSP or to contact the SSP Director at:

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Space Studies Program

Background

The SSP is an intensive 8-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 different educational or research institutions around the world.

SSP sessions generally convene in the July-August timeframe. Start and end dates are flexible depending on the availability of the Host. The SSP typically attracts 100 to 140 participants, who receive a cutting-edge space educational and developmental experience from core lectures, specific department activities, and team project work, ISU faculty, and numerous visiting lecturers participating to the program.

The SSP offers a unique forum for participants and the local space ecosystem 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, scientists and engineers, entrepreneurs, and many from other areas of expertise.

During its 38-year history, SSP has been hosted by many prestigious institutions as shown in the table below:

Year	Hosting Institution(s)	Year	Hosting Institution(s)
1988	MIT (USA)	2007	Beihang University & CASC (China)
1989	ULP Universite Louis Pasteur (France)	2008	UPC Universitat Politecnica de Catalunya & BAIE Barcelano Aeronautics & Space Association (Spain)
1990	York University (Canada)	2009	NASA Ames Research Center (USA)
1991	ENAC, FIAS (France)	2010	ISU (France)
1992	Kitakyushu Conference Center (Japan)	2011	Graz University of Technology (Austria)
1993	Univ. of Alabama in Huntsville (USA)	2012	Florida Institute of Technology & Kennedy Space Center (USA)
1994	UAB Univ. Autonoma de Barcelona (Spain)	2013	ISU (France)
1995	KTH Royal Institute of Technology (Sweden)	2014	Ecole de Technologie Superieure & HEC Montreal (Canada)
1996	Austrian Society for Aerospace Medicine (Austria)	2015	Ohio University (USA)
1997	Rice University (USA)	2016	Technion Institute (Israel)
1998	CSU Cleveland State University (USA)	2017	Cork Institute of Technology (Ireland)
1999	SUT Suranaree University of Technology (Thailand)	2018	NSO, TU Delft, Leiden University, ESA-ESTEC (The Netherlands)
2000	UTSFM Universidad Tecnica Federico Santa Maria (Chile)	2019	ISU (France)
2001	ZARM Center of Applied Space Technology and Microgravity (Germany)	2021	University of Granada & ISU (Spain & France)
2002	Cal Poly Pomona (USA)	2022	Portugal Space & Instituto Superior Técnico (Portugal)
2003	Pole Universitaire Européen de Strasbourg (France)	2023	National Institute for Space Research (INPE), the Aeronautics Institute of Technology (ITA), and the city São José dos Campos (Brazil)
2004	University of South Australia & University of Adelaide (Australia)	2024	Rice University & NASA Johnson Space Center (USA)
2005	University of British Columbia (Canada)	2025	KOFST & Hanyang University ERICA Campus (South Korea)
2006	ISU, Pole Universitaire Europeen de Strasbourg (France)	2026	ISU (France)

Curriculum

The SSP program is organized into three interrelated phases as shown in the diagram below. 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 TPs. Interspersed throughout the session are theme panels on current issues and hot topics, workshops with hands-on activities, distinguished lectures and panels, and professional visits.
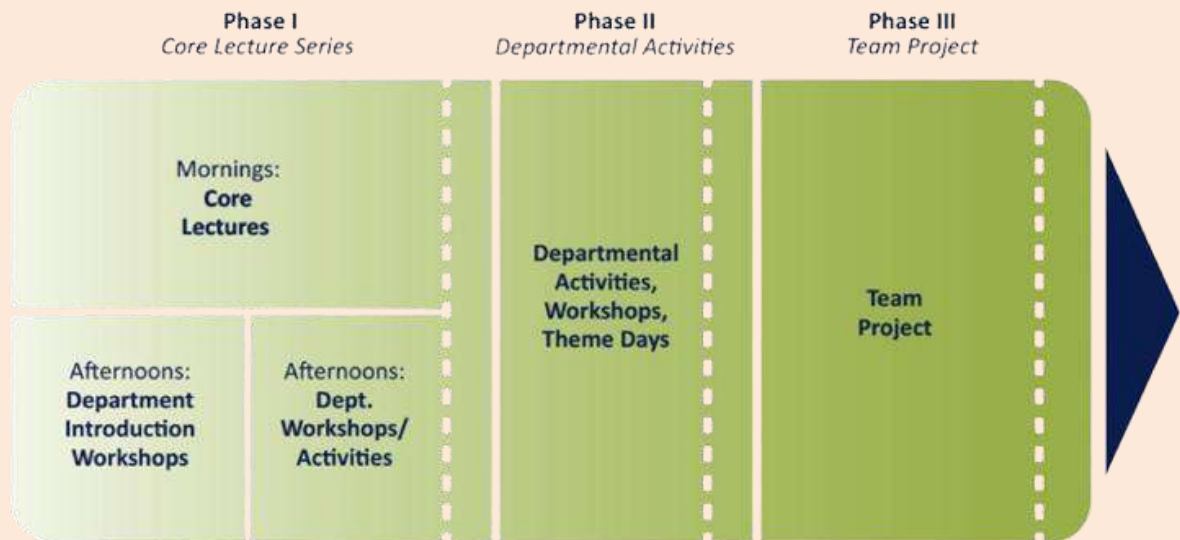
Figure 1 – SSP Curriculum Design

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 Lectures:** Series of 40 to 55 one-hour lectures covering fundamental concepts and inter-relationships in major space-related disciplines, both technical and non-technical.

- **Workshops**: 25 to 35 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:** The seven 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 local areas expertise such as manufacturing, development, and operations.

- **Team Projects (TPs):** The participants choose to participate in one of the TPs from a pool of 4-5 projects, which are in-depth interdisciplinary group studies focused on topics of interest to the space world. The host site is invited to suggest topics for the TPs executed during the session. The goals of the TP include informing 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 and presentations in international conferences and peer-reviewed journals.

- **Distinguished Lectures**: There are several public lectures or panel sessions delivered by renowned 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.

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- **Theme Panels:** These are half-day sessions during which a new 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.

- **TENTATIVE - Space English Access Course (SEAC):** Because the official language of ISU is English, a pre-SSP Space English Access Course may be provided, depending on the demand, 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 8-week SSP session. During this time, some SSP teaching associates and staff plus the participants in the SEAC are on site. The number of participants in the SEAC runs from 10 to 30 individuals. The actual number varies from year to year. (The SEAC may not be offered if there is insufficient demand or if the participants' level of English does not require it.)

- **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 2 – International Astronaut Panel received over 4000 attendees during SSP23

The on-site preparations of SSP can start up to one week prior to the SEAC week, referred as 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.

General Requirements to Host an SSP

General Responsibilities for SSP

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

SSP Local Organizing Committee (LOC)

As soon as a Proposal is in preparation, ISU recommends that the host organization establish a Local Organizing Committee (LOC) composed 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 of the program for each member of the LOC should be clearly defined, and time allocation accounted for. The figure below shows an example of 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.
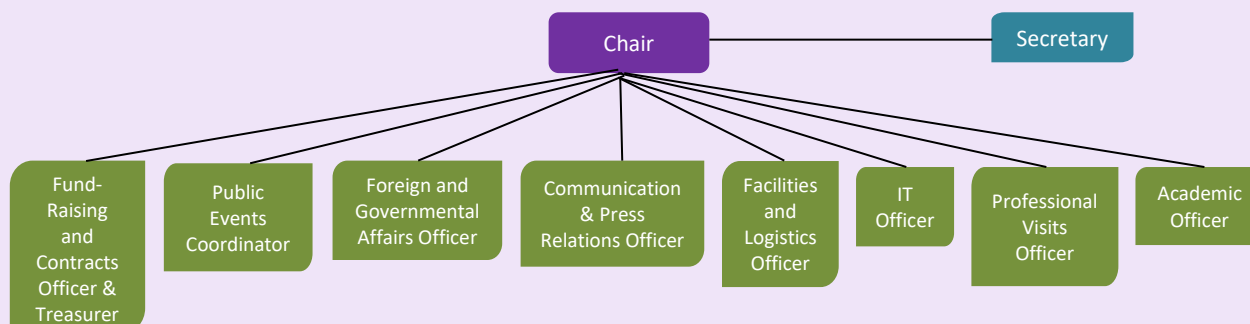
Figure 3 – Composition of a typical SSP LOC

Host Site Commitments and Costs

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 each of these commitments that the host has to comply with are provided in **Appendix-A** of this RFP. These goods, services and infrastructure are provided in-kind, at no cost to ISU.

Required Commitments	
Local Expense	**Notes**
Administrative, academic, and social facilities ● Auditoriums that can host 200+ persons. ● Classrooms ● Computer labs ● Wet-labs, maker spaces and associated tools ● Public event venues ● Administrative and logistics offices and meeting rooms for SSP staff ● Academic offices for faculty, lecturers, teaching associates ● Socializing rooms and spaces	In-kind, including 24/7 access when needed
All necessary support equipment for the above facilities (e.g., furniture, IT/communications equipment, audio visual equipment, video cameras, 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
If applicable, honoraria for local lecturers and stipends for local staff	In-kind
Full scholarship for at least one local participant to attend the SSP the year prior	Tuition Fees
Recruitment of at least 10 fully-funded local participants to represent the hosting country	Tuition Fees
Provision of, or assistance in, arranging cost-effective lodging and dining facilities for participants, faculty, staff, visiting lecturers and visitors. ISU will provide feedback on budget based on host site.	*(ISU pays in full for the lodging and meal services)*
Computer facilities with appropriate network and Internet access	In-kind
Equipment loans for photocopiers, printers, A/V devices, and computers	In-kind
Full access to the host site Library and associated online resources (databases, etc.)	In-kind
Provide local transportation and drivers (e.g., transportation for professional visits, transportation for off-campus events)	In-kind
Design and updates for the SSP website	In-kind
Sponsorship of the following special events: ● Welcome Brunch *(One day prior to the Opening Ceremony)* ● Opening Ceremony & Reception Dinner ● Public Events & Receptions ● Alumni Conference Gala Dinner ● Closing Ceremony & Reception Dinner	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 will be covered by the participants).*
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 polo shirts as well as possibly banners, signs, and other promotional materials	In-kind
Other program support for the ISU curriculum, such as a TP topic (with sponsorship if possible), space-related visits close to the location of the SSP, and hands-on activities	Academic Support
Optional introductory language courses in the host country language (if not English).	In-kind

Desired Commitments	
Local Expense	**Notes**
Provide transportation to/from airport on arrival and departure days	In-kind
Sponsorship of the following special events: ● Welcome Dinner *(Two days prior to the Opening Ceremony)* ● Guided tour of the host city ● Farewell Brunch *(On the day of the Closing Ceremony)* ● Program-level professional visit (1-day or 2-days) ● Cultural Visits/Tours	ISU will help to engage sponsors for some of these events

Host Site Estimated Costs

The host site will incur some costs associated with its commitment to hosting an SSP session. As outlined earlier in 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 through in-kind support and 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 typical contributions and costs of an SSP host site. Cost estimates will vary based on host site location. Details of all of these are provided in Appendix-A of this RFP.

Local Expense	Cost Estimate (in Euros €) *	Notes
Opening Ceremony and Dinner Reception	25K€ - 50K€	Cost of the Opening Ceremony (OC) includes: ● Venue costs ● If applicable, cost of transporting the SSP participants and staff to and from the OC location. ● Cost related to VIPs attending 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 (CC) includes: ● Venue costs ● If applicable, cost of transporting the SSP participants and staff to and from the CC location. ● Cost related to VIPs attending 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 elements 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. Estimate includes cost of transporting the SSP attendees to the trip location.
Communication and Promotion	15K€ - 25K€	● Design and Printing of SSP Posters (~500pax) ● Banners for city billboards ● Banner to be located at the hosting institutions
Welcome Pack	15K€ - 25K€	Design and Production of SSP polo shirts (~500) Design and Production of SSP backpack (~500) Design and Production of Goodies and Merchandise (~500)
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)
ISU Gala Dinner	20K€ - 25K€	Usually held on the Saturday of the Alumni Conference Cost of the ISU Gala Dinner includes: ● Venue costs ● If applicable, cost of transporting the SSP attendees to and from the ISU Galan Dinner location. ● Cost of decoration and branding of the venue ● Cost of the formal dinner reception catering for SSP attendees and the guests of the LOC
Lodging & Food Service	ISU pays for all lodging and meals consumed.	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 10-15 public events across the program. Most of these events are held outside of the hosting institution's premises. Cost of each public event includes: - Venue costs - Cost of transporting the SSP participants and staff to and from the event location - Cost of decoration and branding of the venue (banners etc.) - Cost of high-definition live streaming of the event by a professional production company For most cases, each public event is fully sponsored by the location/venue 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, if needed (i.e., model rocket launch)
Transportation Services	In-Kind	Transportation services should include one van (9-seater) and/or one car with full insurance from Week -1 to Week 8.
Pre-Selection Site Visit	~10K€	Shared costs associated with ISU delegation's site visit prior to the site selection.
Local Lecturers	In-Kind	Costs related to support of local lecturers (coming from the host country, regardless of their city). This includes travel, accommodation, meals, and honorarium fees.
Local Support Staff	In-kind (during the last 12 months prior to the session)	Costs of local staff who will provide support in the areas of logistics, IT, planning, coordination, and transportation. This includes: - 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 (from Week -1 to Week 8) of the program. ISU normally covers the lodging and food costs.
Local, National 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, national, and regional governments are often major sources of support as are companies, foundations, and associations with local ties and an interest in space or community development.
Welcome Dinner	*15K€ - 20K€*	*Usually held on the participant arrival day at a locally famous traditional restaurant*
Guided City Tour	*3K€-5K€*	*Usually held after the welcome brunch (Most of the time sponsored by the local government or city council)*
Farewell Brunch	*10K€ - 15K€*	*Usually held the morning of the Closing Ceremony*
Airport transfers	*20K€ - 30K€*	*Cost associated with 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 a shuttle service rather than individual pick-ups to reduce the environmental impact.*
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.*

* The cost estimates in the table above are based on an SSP with 120 participants. The actual costs may vary according to the final number of participants in the program.

ISU Commitments and Costs

ISU Commitments

ISU will provide the following services:

1- **Program Management**
   a. Overall planning, management, and execution of the program
2- **Admissions**
   a. Recruitment, selection, and admission of SSP participants (except the local participants recruited by the LOC)
   b. Orientation and onboarding of participants prior to the program
3- **Academic**
   a. Curriculum design of the SSP (including organization of the Curriculum Planning Meeting [CPM])
   b. Selection of Chairs who will lead the academic departments of SSP.
   c. Selection of Faculty who will teach at SSP.
   d. Creation and distribution of all academic material
4- **Operations**
   a. Selection and training of the staff who will execute SSP.
   b. Travel arrangements of all non-local Chairs, Faculty Members, and staff
   c. Regular meal arrangements for participants, Chairs, Faculty Members, and staff
   d. Lodging arrangements for all participants, Chairs, Faculty Members, and staff
   e. On-site meet & greet services and operational assistance for Faculty.
   f. Execution of the daily curriculum of the program
5- **IT**
   a. Provide e-mail, repository accounts to all participants + maintenance.

Costs Covered by ISU

ISU will cover the following costs:

1- **International Travel & VISA**
   Travel and visa expenses of all Chairs, Faculty members, and staff *(except the local faculty members and local staff, for whom there should not be any travel expenses, or if there is, these domestic travel costs are covered by the LOC)*
2- **Lodging**
   Lodging expenses of all participants, Chairs, Faculty members, and staff *(except the local faculty members and local staff, for whom there should not be any lodging expenses, or if there is, these costs are covered by the LOC). ISU typically purchases between 9,000 and 10,000 lodging nights for an SSP.*
3- **Regular Meals**
   Cost of all regular meals during the program for all participants, Chairs, Faculty members, and staff *(The special meals to be covered by the LOC is presented in the "Host Site Costs" section above). ISU typically purchases between 18,000 and 21,000 meals for an SSP.*
4- **Salaries & Stipends & Honorariums**
   The salaries of the permanent SSP staff, stipends of the temporary SSP staff, and honorariums of non-local lecturers.
5- **Academic Expenses**
   All expenses to conduct the academic activities (materials, equipment, etc.)
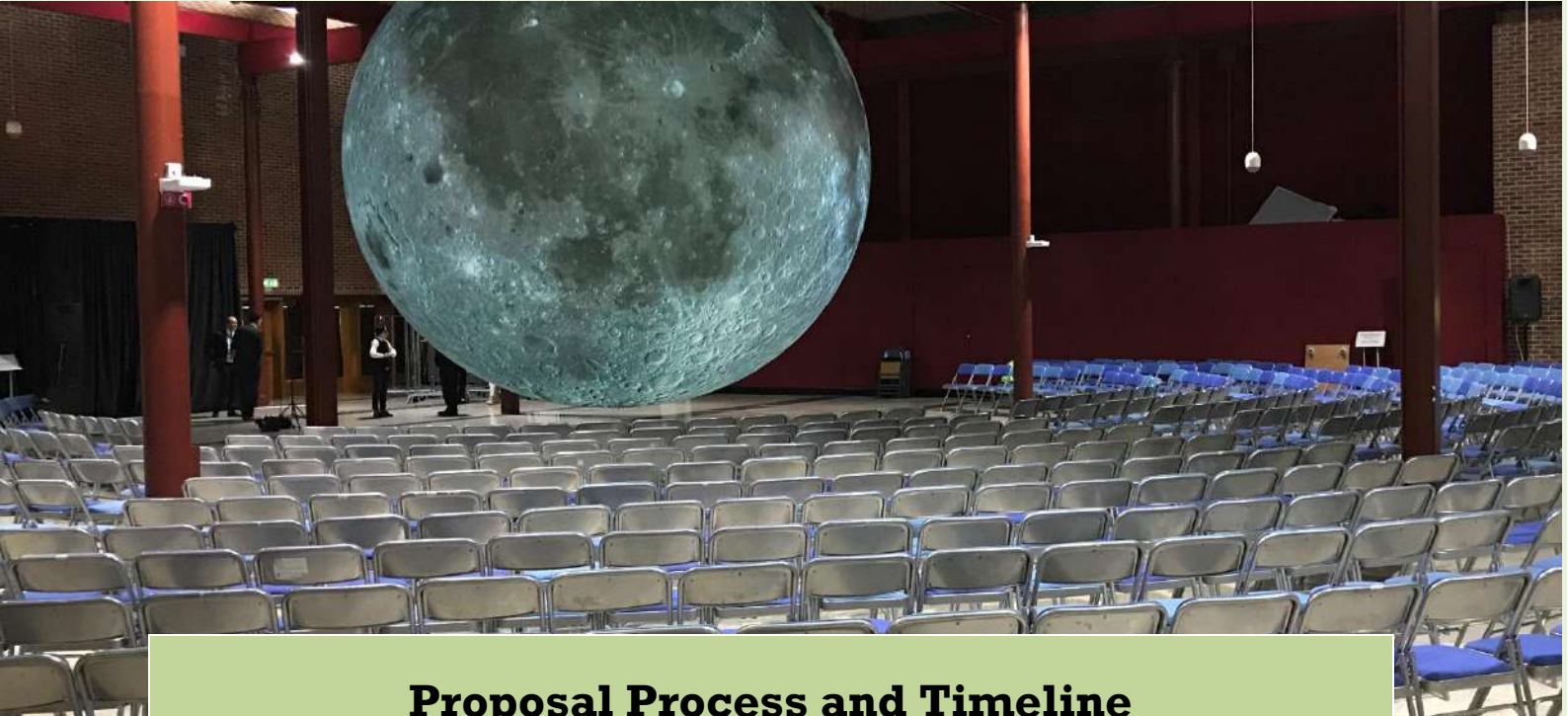
Proposal Process and Timeline

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.

Preparing the Host Site Proposal

The ISU SSP Host Site Proposal should consist of the four following sections:

A. Cover Page
B. Proposed response to the requirements
   1. General information
   2. Local and surrounding area
   3. Transportation
   4. Lodging
   5. Food service
   6. General support
   7. Academic and Administrative facilities
   8. Local academic involvement
C. Cost proposal
D. Financial commitment letters regarding sponsorship and other support

Each of the eight areas in the second section ("Responses to the requirements") are explained in detail in Appendix-A of this RFP.

Below are the general guidelines for submitting an ISU SSP Host Site Proposal. They should be followed carefully.

➤ The Proposal is required to be written in English, all units in the metric system, and all monetary figures in Euros (€) on the date of submission.
➤ The total length of a Proposal should be substantial enough to provide all the necessary information. This suggestion does not include brochures or other informational materials. (Attachments such as photos, area maps, floor plans, videos, and brochures are highly encouraged.)
➤ Proposal Cover Page should be filled out completely.

- The Proposal 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.
- The Proposer should designate a contact person. 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 the key decisions, including the qualification for a site visit and the final selection, will be communicated to the contact person(s) only.
- ISU is not responsible for any costs incurred by the Proposer in the preparation of their Proposals.
- The Proposer may withdraw its Proposal for a period of up to two months after submission and upon written notification to the International Space University.

Proposers are requested to prepare their Proposal using the official "ISU SSP Host Site Proposal Template" and maintain identical headings, arranged in a multi-level list, mirroring the structure presented in this template document. Specifically, each sub-heading within this template (e.g., 2.2.2., 2.3.6., 2.6.5, etc.) should be meticulously retained in the final document with their respective titles intact.

One official signed electronic copy of the Proposal in PDF format should be submitted to ssp.director@isunet.edu by **31 May 2026 (23:59 CET).**

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

Evaluation of Proposals

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.

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 weighed 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 2.7 and 2.8 of the SSP Host Site Proposal Template.

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 2.2 through 2.7 of the SSP Host Site Proposal Template.

FINANCIAL
This criterion includes the cost to the Proposers, either in-kind or through financial sponsorship, and the cost to ISU. The costs are considered only after the Proposer 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 Proposer that submits the lowest priced Proposal that is ultimately

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selected. These criteria will largely be addressed in the Cost Proposal as described in Section 3 of the SSP Host Site Proposal Template.

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

A detailed score sheet is used to evaluate the Proposals as submitted. An example of this score sheet is provided in Appendix-B. The score sheet indicates the weightings applied to each of the seven major categories described in sections 2.2 through 2.8 of the SSP Host Site Proposal Template.

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.

Application and Evaluation Timeline

The time periods and deadlines in the ISU SSP site solicitation and selection process is designed to give the Proposer 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 Host Site Proposals occurs ~ 2 years before the year in which the SSP will be held.

For the SSPs to be held in 2027, 2028, or 2029:
1. A Letter of Interest is due by **1 March 2026**.
2. The Proposal including a full financial commitment is due by **31 May 2026**.
3. The review of the Proposal by the SSP Director will be completed by the end of June 2026. At this time, a recommendation is made to the Chief Academic Officer 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 in 2026 including question/answer sessions with the applicants.
5. Upon completion of the site visits, the review team submits its recommendations to the ISU BoT. Based on the academic, logistical, financial, and strategic criteria, the BOT decides which site will host the SSP in the years 2027 and 2028. Notification of the decision to all the Proposers is made ~July 2026.
6. The public announcement of the host site for SSP27 and SSP28 will be announced in the summer of 2026.

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 Proposer 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.

Post-selection Schedule

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 LOC.

The selected host will begin to promote the event, solicit sponsorship, design a poster for the session, and begin recruiting local faculty and experts to provide academic support, and other preliminary activities.

In the year prior to the year for which a site is selected, the selected host is responsible for the following actions:

- Submitting to ISU the topics of the potential host-selected TPs, including descriptive title, written summary, and identified sponsors list. TPs 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.
- Sending representatives to the prior year SSP to observe the operations of an in-progress program.
- Providing names and resumes or curriculum vita of local faculty or experts who can provide academic content in the form of workshops, theme panels, 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.
- (If applicable/desired) 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.

In the summer of the year for which a site is selected, 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 Chief Academic Officer, 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). This meeting is convened in the timeframe **late October** 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.

The figures below summarize the timeline for SSP27 and SSP28 host site selection and planning schedule.

SSP27 Host Site Selection & Planning Schedule
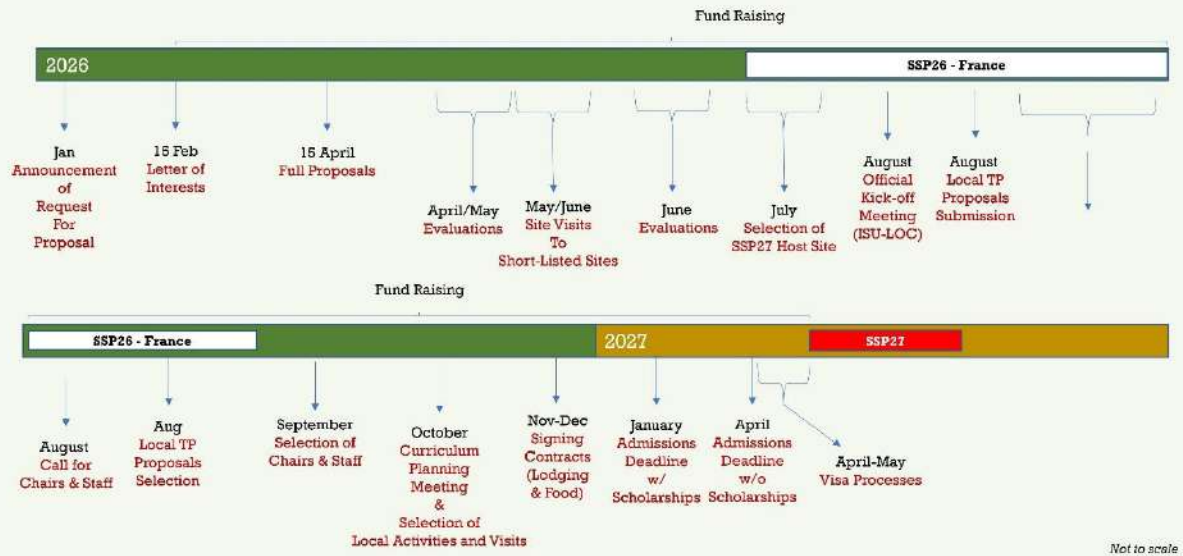
SSP28 Host Site Selection & Planning Schedule
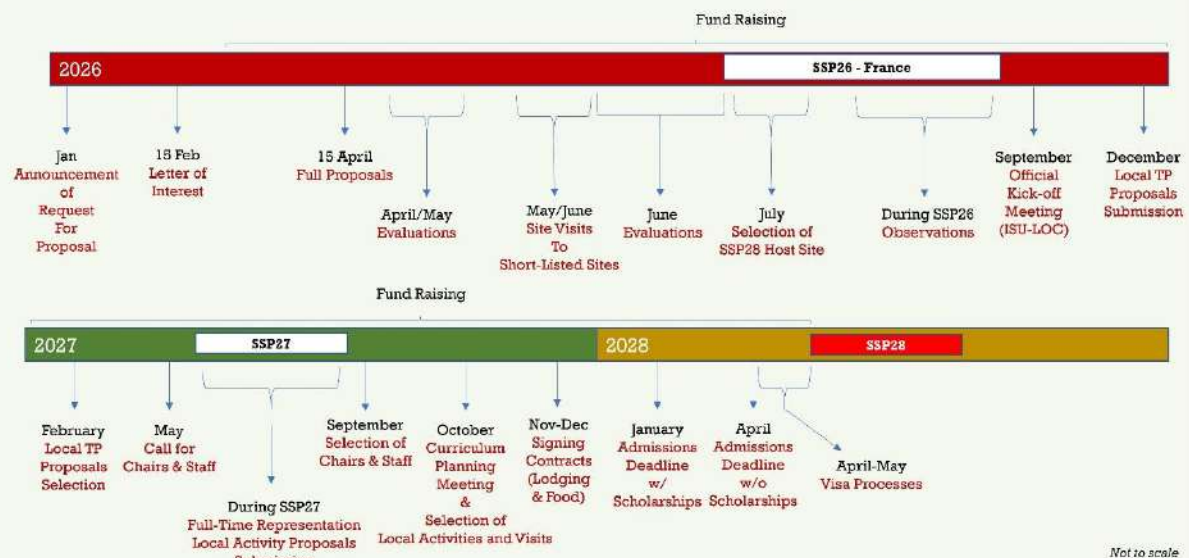
The ISU SSP Contract

The roles and responsibilities of the Proposer and of ISU for a given SSP are specified in a contract signed by the Proposer and ISU. Specific solutions to each requirement are left to the hosting

institution to propose. A fully negotiated contract must be 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.

======= END OF THE REQUEST FOR PROPOSAL =======

Appendix-A: Guidelines on Preparing SSP Host Site Proposal

This appendix provides guidelines on how to prepare the SSP Host Site Proposal. Each of the sections below covers the corresponding chapter of the "ISU SSP Host Site Proposal Template" which should be used as the template for the preparation of the Proposals.

General Information

In the first section of the Proposal, the Proposer should provide the following general information regarding the Proposer.

- 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 LOC organizational chart with the names of the members responsible.
  - 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.
- Experience
  - Proposer's prior experience in organizing events of similar size and scope.
- Program Schedule
  - Identify any holidays, religious events, or other scheduled activities that might affect the SSP academic program schedule or related support businesses/organizations.
- 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

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 the participants, staff, and faculty to stay at the academic facilities until late hours and walk back to the accommodation 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. This includes three types of facilities:

  - Fully equipped hospital with emergency room for life-threatening emergencies
  - Clinics or hospitals which can provide prescriptions for illnesses, such as flu and allergies
  - An on-campus clinic for non-prescription treatment

- **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 has an Anti-Harassment Policy and Implementation Plan published on the ISU website and resident ISU SSP staff receive 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 who 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. Local holidays during the SSP should be identified.

- **Area Attractions and Recreation:** It is important that the SSP participants have access to public, cultural, and scenic attractions, recreational and athletic possibilities.

- **Other Services:** Banking/money exchange, photocopying, office supplies, hardware stores, postal services, bookstores, beauty salons, barber shops, 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 Host Site 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 Shost Site Proposal, many hosts choose to provide language courses in their native language for SSP participants. If planned, these courses should start on Week 1.

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.

  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 will be provided by the host institution. This transport should be organized as a shuttle service rather than individual pick-ups to reduce the environmental impact.

- **Proximity Transportation:** It is even more important that the transfer times between the accommodation and academic facilities, between the academic facilities and food service location, as well as that between the accommodation and food service location be minimized. Ideally, the accommodations, academic facilities, and food service location should all be within walking distance (maximum 10-minute walking distance, <1km).

  If the accommodation, academic facilities, and food services are not located in the same building, regardless of the distance, the host should provide one van/bus to transport partakers with disabilities as well as elderly faculty members between these facilities. The details and timeline of this service will be discussed with ISU during the planning phase.

- **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 fewer demanding needs, but typically require at least one full-sized van (i.e., 9-seat).

- **In-city Transportation:** Access to safe and reliable public transportation within the city is also important. Participants should be able to reach shopping malls, banks, and other necessities via a reliable public transportation service.

The Proposer 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.

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Lodging

As an intense, short duration program, the SSP requires accommodation 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. However, 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 proposed accommodation is in close proximity to the academic facilities, no more than 10 minutes walking distance from one another and in an area safe for walking, even at night.

Requirements for Lodging Facilities & Services:
- All accommodation facilities 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 an in-room kitchenette is not an option, then fully-equipped shared kitchens should be available on the floor with cooking facilities (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 accommodation facilities. Closed-circuit surveillance cameras monitoring common areas are highly desirable.
- Laundry facilities should be provided at the accommodations with an adequate number of washing machines and dryers. 24/7 access to these facilities is highly desirable.

On-Site Population Statistics:
The approximate number of partakers and the schedule of arrivals and departures to/from the SSP site are provided below.

Partaker Type	Expected Number	Notes
Participants	120 ± 20	Individuals registered for the SSP (Including SEAC)
Chairs + Instructors	180 ± 40	Chairs + SSP Faculty and Visiting Lecturers
Program Staff	28 ± 5	ISU Permanent + Temporary Staff

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

The requirements for SSP accommodation 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.
- If applicable, up to ten (10) apartments or studios for ISU permanent staff (single occupancy) for Weeks -1 to Week 8.
- An average of 40 rooms for Chairs, academic staff, and faculty (single occupancy with private bath) for Weeks -1 to Week 8.
- Due to the intensive teamwork during this program, all participants, chairs, and staff should be accommodated at the same residence or hotel.

Week	# of People On-Site	Type
-2 (if necessary)	5 ± 2	ISU Core Staff
-1	10 ± 3	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 (if necessary)	3 ± 2	ISU Core Staff

VIPs:

During 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 accommodation for these visitors is required. The hotels should at a minimum be of the quality of a European 3-star rating. It would ideal if the host site has arrangements with hotels in the area for discounted room rates. Please provide information on appropriate local hotels to accommodate VIP guests at the SSP.

Food Service

Similar to the accommodations discussed in the previous section, the SSP requires that food services to be available for all participants and 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.
  - All food should be kept at safe temperatures until serving.
  - Displayed food should be covered by transparent lids ensuring 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, salt, and sugar.
- Variety:
  - There should be 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.
- Energy Content:
  - Quantities sufficient to provide an average of 2500 cals/person/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, and tea with breakfast, water should be provided (for no additional charge) with all meals.
  - Other beverages may be made available for an extra charge.
  - It is highly desirable to have access to coffee 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 18:00-19:30
  - Weekend brunch between 10:30-13:00
- To go: During the times of off-site activities, there should be the possibility for boxed meals including breakfast, lunch, and dinner.

- <u>Visitors' meals</u>: 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.

General Support

The Proposer selected to host an SSP is required to provide the following general support items, as in-kind contribution. The commitment for each of these items should be discussed and confirmed in detail in Section 2.6 of the Proposal.

1- **Prior Year On-site SSP Staff Support:** The Proposer 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 (for 10 weeks, from Week -1 through Week 8) 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 Proposer and the other representative should be the logistics organizer of the Proposer. 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 in providing a better understanding of the dynamics and challenges that an SSP represents.

2- **SSP Support Staff:** SSP staff members provided by the Proposer 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 Proposer 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 Proposer-provided staff members increases. The Proposer provided staff members are expected to provide full-time support to the SSP during the 10 weeks that the SSP is ongoing (Week -1 through Week 8).

The Proposer-provided SSP support staff positions typically include:
o   Logistics Assistant(s)
o   Operations (IT/AV) Assistant(s)
o   Audio/Visual Assistant(s) (optional)
o   Public Relations & Media Assistant(s)
o   Public Event Assistants
o   Receptionist
o   Library assistant
o   Driver(s)

ISU understands that the number of support staff that can be offered is variable and depends on the Proposer. 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 Proposer-provided SSP staff could include:
o   Organize local events (such as receptions and outings) for ISU participation.
o   Provide support to the ISU Operations (IT/AV) team in charge of computers, network, audiovisual equipment, and communications.
o   Negotiate with local vendors and contractors for efficient, low-cost services (banking, supplies, printers, shipping, and customs).
o   Serve as liaison between the host organizers and ISU staff in specified fields of activity.
o   Operate local transportation driving services throughout the program duration, particularly between the airport/train station and the session site.
o   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).

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 Proposer to provide visa acquisition support to:

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      o   The SSP management team for the site visits during the planning phase of the program, for the CPM and for the actual SSP.

      o   The selected ISU faculty for the CPM and for the actual SSP.

      o   The SSP participants, SSP staff, ISU faculty, and other visiting lecturers for the actual SSP

ISU will work closely with the Proposer on this point.

4- **Student/Participant Support Services:** Another area of support required is assistance with mental health and academic support. ISU will work closely with the Proposer on this point.

5- **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:

      o   Design the promotional website for SSP (the hosting will be provided by ISU, under the isunet.edu domain)

      o   Design, printing and mailing of the SSP poster (see details below)

      o   Design and production of SSP polo shirts for participants and staff (typically 500 units)

      o   Design and production of SSP backpacks (typically 500 units),

      o   Design and production of banners and signs, and

      o   Small memorabilia/tokens for visitors

> **SSP Poster:** The Proposer is responsible for the design, printing and mailing of an 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 Proposer is selected to host a session. The total number of posters typically printed is 500, of which:
>
> - 250 are to be sent to the SSP site (while ongoing) one year before SSP
> - 250 are sent to ISU Central Campus nine months before SSP
> - The editable electronic file of the poster is also made available to ISU.

6- **Opening and Closing Ceremonies:** The SSP Opening Ceremony provides an opportunity for the Proposer to showcase local, regional, or national government officials, their institution(s), and local culture. The Proposer 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 Proposer cover the cost of the opening ceremony and the reception, either directly or by finding sponsorship for the event. The Closing Ceremony is a simpler event with an emphasis on recognizing the accomplishments of the SSP participants. The ISU External Relations office assists the Proposer with the organization of the Opening Ceremony and executes most of the planning for Closing Ceremony. The Proposer is required to provide a suitable venue and requested to sponsor the closing reception.

7- **Hosted Meals:** During the course of SSP, there are few exceptional meals which are hosted at different locations than the regular meal venues.

      o   **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 Proposer will cover the cost of the welcome dinner, either directly or by finding sponsorship for the event.

      o   **Welcome Brunch:** The first brunch of the program on the orientation day. This event is a showcase of the local host and the local sponsors. During this brunch, the program staff as well as the LOC 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.

      o   **Alumni Conference Gala Dinner:** The dinner on the Saturday of the ISU Alumni Conference. It is expected that the Proposer will work with ISU External Relations team to find a suitable location and sponsor for the event.

o **Farewell Brunch:** The last brunch of the program on the day of the closing ceremony. It is expected that the Proposer will cover the cost of the farewell brunch, either directly or by finding sponsorship for the event.

Academic and Administrative 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, a library, and a comfortable working environment for the staff and faculty. The Proposer provides use of these facilities at no cost to ISU.

1- **Safety and Security**: The Proposer 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.

2- **Academic Facilities:** The Proposer must commit to provide the following academic facilities, at no cost to ISU, that are required for SSP:

   o 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) <u>wireless</u> microphones (e.g., two hand-held and one lapel)
   - HD video projection capabilities
   - HD audio/video recording and webcasting capability
   - **VERY IMPORTANT: Each seating row must have tables in front of them for laptop use, as well as one electrical outlet per seat. Fold-out tables attached to individual chairs are not acceptable.**

   o 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) <u>wireless</u> microphones (hand-held and lapel)
   - HD video projection capabilities
   - HD audio/video recording and webcast capability
   - A location (i.e., a foyer, event venue) next to this auditorium is needed for receptions after the events.

   o One (1) auditorium for internal (close-to-public) evening events (fireside chats, participant talks, etc.) with a seating capacity of 150+ people at a minimum equipped with:
   - One (1) presentation computer
   - Three (2) <u>wireless</u> microphones (e.g., one hand-held and one lapel)
   - HD video projection capabilities
   Note: It will be ideal to have this auditorium located inside or close to the participant lodging facilities.

   o Seven (7) department classrooms each with a seating capacity of no less than 30 people equipped with:
   - One (1) presentation computer
   - HD audio/video projection capabilities
   - Conferencing capability (at least one HD camera and microphone for a virtual presenter to hear and see the classroom)
   - Reconfigurable (not-fixed) classroom furniture
   - (Optional) If possible, one of these classrooms should have a wetlab with sink for life sciences experiments.

   o One (1) SEAC/English Tutorial classroom with a seating capacity of no less than 50 people equipped with:
   - One (1) presentation computer

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> ➢ HD audio/video projection capabilities
> ➢ Conferencing capability (at least one HD camera and microphone for a virtual presenter to hear and see the classroom)
> ➢ Reconfigurable (not-fixed) classroom furniture

- o Four (4) TP classrooms each with a seating capacity of no less than 50 people equipped with:
  - ➢ One (1) computer
  - ➢ HD audio/video projection capabilities
  - ➢ Conferencing capability (at least one HD camera and microphone for a virtual presenter to hear and see the classroom)
  - ➢ HD audio/video projection capabilities
  - ➢ Reconfigurable (not-fixed) classroom furniture

- o One (1) multi-purpose room for joint academic activities with a seating capacity of no less than 100 people equipped with:
  - ➢ One (1) computer
  - ➢ HD audio/video projection capabilities
  - ➢ Conferencing capability (at least one HD camera and microphone for a virtual presenter to hear and see the classroom)
  - ➢ HD audio/video projection capabilities
  - ➢ Reconfigurable (not-fixed) classroom furniture

- o Two (2) computer labs with no less than 30 computers each equipped with:
  - ➢ HD audio/video projection capabilities
  - ➢ Conferencing capability (at least one HD camera and microphone for a virtual presenter to hear and see the classroom)

- o A make-it-space workshop (with at least laser cutters, 3D printers) and related equipment (to be used for design and production activities, such as model rockets production)

It should be ensured that:
- o All lecture halls, computer labs, classrooms, and other academic activity venues, as well as the networking/socializing spaces, administrative offices, library and other activity venues to be used for SSP (defined in the following sections) must be fully accessible by mobility challenged. Compliance with recognized accessibility standards, such as the Americans with Disabilities Act (ADA) or European Union accessibility directives (e.g., EN 301 549), is required.
- o 24/7 access is provided to all lecture halls, classrooms, and computer labs with required number of keys/fobs.
- o Climate control commensurate with the local weather conditions
- o Each room should have at least one trash container.
- o 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 (TP 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.

3- **Networking/Socializing Spaces:** The Proposer must commit to providing the following socializing spaces, at no cost to ISU, that are required for SSP. The furnished items in each of these spaces will be discussed with ISU during the planning phase of the program:

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o **Participants' Lounge:** One (1) dedicated social and relaxation space for participants, furnished with comfortable seating (e.g., couches). The lounge should be located in the same building as the classrooms and be able to accommodate 40–50 people simultaneously. If possible, it should also include a refrigerator and a projection system for informal presentations.

o **Staff & Faculty Lounge:** One (1) dedicated social and relaxation space for the SSP staff members and ISU faculty, with comfortable seating (e.g., couches) and located in the same building as the offices. This venue should include a refrigerator.

o **Social Events Venue:** One (1) venue (e.g., the basement of the dormitory building) that includes a stage (for culture night presentations and performances) and an adjacent open area for hosting intercultural food tastings, talent night performances, and other program-related social events. The venue must accommodate a minimum of 200–250 people and be equipped with:
  ➢ One (1) presentation computer
  ➢ Three (3) <u>wireless</u> microphones (e.g., hand-held)
  ➢ HD video projection capabilities
  ➢ Flags representing the participants' countries of origin are desirable.

4- **Administrative Office Spaces:** The Proposer must commit to providing the following administrative office spaces, at no cost to ISU, that are required for SSP. The furnished items in each of these offices will be discussed with ISU during the planning phase of the program:

o One (1) lockable furnished office space for the SSP Directors' office
o One (1) small conference room with conferencing capabilities for 15 people
o One (1) large conference room/area for 40 people
o One (1) lockable furnished office space for the Academic Team.
o Lockable furnished office space for the back-end staff for 15 people
o Lockable furnished office space for the front-end staff (TAs and PL) for 15 people
o Lockable furnished office space for the faculty and visiting lecturers for 15 people.
o One (1) lockable room for materials storage

It should be ensured that:
o All above-mentioned office spaces must be accessible by mobility challenged
o 24/7 access is provided to all office spaces with required number of keys/fobs
o Climate control commensurate with the local weather conditions
o Each room should have at least one trash container
o 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 8).

5- **Other Activity Venues:** In addition to the academic venues listed above, the Proposer is required to provide the following locations:

o **Rocket Field:** The Proposer is requested to provide a safe and suitable 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 Proposer no later than 3 months prior to the activity. The Proposer is encouraged to make this a highly visible public event, including local schools.

o **Robotics Competition:** The Proposer 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 Proposer is encouraged to make this a highly visible public event, including local schools.

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- o **Public Events:** There are around 10-15 public events during the course of SSP. The Proposer 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 Proposer 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
  - ➢ TP Presentations

6- **Library Facilities and Resources:** The ISU Central Campus Library hosts a large quantity of space-related resources, and an ISU POC 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, teamwork, 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 a number of dictionaries (English to other languages), which will be used during the examinations.

7- **IT Equipment and Services (Computers, Printers/Scanners, etc.):** 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 hardware & software requirements for SSP are listed below:
- o 15 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
- o 30 monitors to allow dual screen display for the Staff and faculty
- o Latest English language version of the Microsoft operating system on all computers
- o Latest English language version of the Microsoft Office suite on all computers
- o 2 networked mid-volume multifunction color copier/printer to be located at the staff offices for the full duration of the program (Paper and toner should be provided for 10,000 copies)
- o Access to local server storage may be requested based on academic activities requirement for the full duration of the program
- o 30 electric multi-outlet extension cables for the TP rooms (10 meters length, each)
- o If possible, 30 Virtual Reality goggles for SSP activities

8- **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 at the beginning of Week -1 and be available uninterrupted until the end of Week 8.

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9- **Audiovisual/Multimedia:** In addition to the A/V equipment in the academic facilities, the mobile A/V and multimedia requirements for SSP are:
- o   Two (2) portable video/computer projectors during the entire program duration
- o   One (1) portable sound system including microphone, amplifier (60 W/channel minimum), and two speakers with stands (to be used during rocket launch and other outside or off-campus events)
- o   Mobile equipment to allow HD A/V recording and Web conferencing for 2 simultaneous activities

10- **SIM Card Subscriptions:** 15 local SIM cards with data (40GB+) should be made available for the duration of the SSP.

11- **Academic Materials**
- o   **Electronic Materials:** Before the program starts, electronic versions of all of the core course materials and TP 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 TP 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.

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Local Academic Involvement

To promote a stronger partnership between ISU and the Proposer, 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.)
- TP Topics, including the title, descriptive narrative, and a local TP Co-Chair, should the Proposer 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 TPs, theme panels, 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
- CPM support – ISU expects that at least one Proposer 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 most SSP sessions, the entire SSP class participates, as a group, in a professional visit that is planned and generally sponsored by the Proposer or a sponsoring partner. 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 buses roundtrip from Strasbourg, overnight accommodations, and meals. Potential hosts are encouraged to organize such excursions.

In addition to the professional visits, Proposers are encouraged to provide optional one/two-day country tours that participants can register for.

Appendix-B: Proposal Evaluation Criteria and Weightings

Evaluation Citeria	Possible Points
Local and Surrounding Area, Proposal Section 2.2	**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

Evaluation Citeria	Possible Points
Transportation, Proposal Section 2.3	**16.00**
Safety	3.00
Between Academic Facility-Lodging	2.00
Between Food - Academic Facility	2.00
Between Food - Lodging	2.00
Quality/Accessibility 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

Evaluation Citeria	Possible Points
Lodging, Proposal Section 2.4	**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

Evaluation Citeria	Possible Points
Food Service, Proposal Section 2.5	**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

Evaluation Citeria	Possible Points
General Support, Proposal Section 2.6	**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/Swag	0.50

Evaluation Citeria	Possible Points
Facilities, Proposal Section 2.7	**17.00**
Safety & Security	3.00
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

Evaluation Citeria	Possible Points
Local Academic Involvement, Proposal Section 2.8	**10.50**
Professional Visits	4.00
Scholarships	2.00
Local Lecturers	1.00
TP Sponsorship	3.00
Local Language Tutoring	0.50

T O T A L	**100.00**

Note: This set of evaluation criteria and weights serves as a reference for a typical SSP. It is important to note that ISU retains the right to adjust these criteria and weight distributions to align with the unique requirements of specific SSP sessions.