



ASTRONAUT APPEARANCE REQUEST GUIDELINES

National Aeronautics and
Space Administration

NASA astronauts appear before a variety of groups to inform the general public about the U.S. Space program. Typically, presentations are made to high schools and universities, community organizations, businesses and associations, or military organizations.

In order to reach as many people as possible, NASA offers two options to choose from in requesting an Astronaut Appearance.

- An in person astronaut appearance whereby the astronaut travels to the appearance location.
- A virtual appearance utilizing Skype™ to connect an astronaut via video conference with your organization.

Unfortunately, due to the extensive training requirements for astronauts and the high demand for astronaut appearances, we can respond favorably to only a limited number of appearance requests, and many valid requests must be declined.

Incoming requests are evaluated carefully to ensure that astronauts appear at events organized to educate a large audience. Sponsors are advised that **unforeseen events, mission priorities, or operational commitments can cause the cancellation of a confirmed appearance.**

Requests for astronaut appearances should be submitted in writing.

Lead times for virtual, local, domestic, and international requests are as follows:

- **Virtual Appearance (via Skype™) or Local (Houston, Texas area) – 6 weeks**
- **Domestic (continental United States) – 8 weeks**
- **International – 10 weeks.**

This amount of time is necessary to allow for completion of all required NASA Legal documentation and arrangement of astronaut travel (if required). The request may be declined if it does not meet these lead times.

Certain restrictions apply – Please review the conditions and constraints section of these guidelines.

Requests should be submitted to the Astronaut Appearances Office no earlier than six months before the event.

To submit your request,

Fax to:

**Astronaut Appearances Office
281-244-8863**

or

Mail to:

**Astronaut Appearances Office
Mail Code CB
NASA Johnson Space Center
2101 NASA Parkway
Houston, TX 77058-3696**

For more information about astronaut appearances, please send an e-mail message to the following address: jsc-astroapp@mail.nasa.gov or call 281-244-8866.

IN PERSON ASTRONAUT APPEARANCE

The request letter must be **written or typed on the letterhead of the sponsoring organization** and must be **signed** by an official representative of that organization. The letter should contain the information listed below. Failure to include detailed information in each category reduces the likelihood of obtaining an astronaut for your event.

- a) Date and time of appearance
- b) Location (city, state, and country)
- c) Approximate number of people expected to attend the event
- d) Name and a brief summary of the program or event
- e) Preliminary agenda including the astronaut's expected or desired role at the event and an overall timeline for the trip. Examples of participation include presentation, keynote speaker, or autographs
- f) Description of publicity plans, especially those that encourage media coverage of the event
- g) Statement indicating if the sponsoring organization is willing to accept any astronaut if the specific astronauts requested are not available.
- h) Statement indicating whether the request is from a for profit or a nonprofit organization
- i) Statement indicating whether fundraising of any type will be conducted during the event and if so provide specific information as to the exact nature of the fundraising including all proposed publicity materials for the event
- j) Name, address, telephone number, fax number, and email address of contact person
- k) Statement indicating if the sponsoring organization has a NASA Contract, Grant, or Space Act Agreement.
If so, indicate if funding from these sources will be used to pay expenses for the appearance
- l) Statement indicating that the sponsoring organization assumes responsibility for **all expenses associated with an appearance** and is willing to provide payment prior to the Astronaut departing Houston

EXPENSES:

- Unrestricted round trip air fare from Houston, Texas
- Meals and incidental expenses
- Ground transportation (on both ends)
- Accommodations
- Other expenses as necessary due to the nature of the appearance

If the request is for an appearance outside the continental United States, the following information is also required:

- m) Recommended hotel accommodations in the area of the appearance including hotel name, physical address, and phone number. A reservation is not required at the time of initial request.

PAYMENT OF TRAVEL EXPENSES:

United States Government regulations require pre-payment of travel expenses from any non US Government source. If unable to pre-pay then reasonable justification must be provided to obtain authorization to be billed after the fact. This justification comes in the form of bylaws or policies that prevent pre-payment.

Once the Astronaut Appearance is formally accepted an estimate of travel expenses will be developed and presented to the sponsoring organization with procedures for pre-payment. The pre-payment must be received at least ten (10) business days prior to travel. Please note that any unused portion of the pre-payment will be refunded to the organization.

VIRTUAL ASTRONAUT APPEARANCE

The Astronaut Appearances Office utilizes Skype™ for virtual appearances.

The Virtual Astronaut Appearance request letter must be **written or typed on the letterhead of the sponsoring organization** and must be **signed** by an official representative of that organization. The letter should contain the following information:

- a) Date and time of appearance clearly indicating this is a Virtual Astronaut Appearance request
- b) Location of event (city, state, and country) and description of event venue (auditorium, classroom, etc)
- c) Approximate number of people expected to attend the event or the number of people who will be part of the broadcast
- d) Name and a brief summary of the program or event
- e) Preliminary agenda including the astronauts expected or desired role at the event including the duration of Skype™ participation (note that Skype™ duration should not exceed 1 hour)
- f) Detailed description of how the event will flow. If a facilitator will be used and how questions from the audience will be handled.
- g) Description of publicity plans, especially those that encourage media coverage of the event
- h) Statement indicating if the sponsoring organization is willing to accept any astronaut if the specific astronauts requested are not available.
- i) Statement indicating whether fundraising of any type will be conducted during the event and if so provide specific information as to the exact nature of the fundraising including all proposed publicity materials for the event
- j) Name, address, telephone number, fax number, and email address of contact person for the event
- k) Name, address, telephone number, fax number, and e-mail address of person responsible for the technical configuration of the computer and the audio visual equipment
- l) Specific description of the computer, audio, and projection equipment that will be used during the event including the type (speed) of the internet connection that will be utilized, and as many specifics as possible regarding the hardware and software configuration. Model numbers of equipment are recommended.
- m) "Skype Name" of the account to be used during the appearance event

SKYPE™ REQUIREMENTS:

System requirements for running Skype™.

	Windows	Mac	Linux
Version	Windows XP Windows Vista Windows 7 (32-bit and 64-bit versions supported)	Mac OS X v10.5 "Leopard" Mac OS X v10.6 "Snow Leopard" (32-bit and 64-bit versions supported)	Ubuntu 8.10+ 32-bit Ubuntu 8.10+ 64-bit Debian Lenny Fedora 10+ OpenSUSE 11+ Dynamic Static
Processor	At least 1GHz	1GHz Intel processor (Core 2 duo)	At least 1GHz
RAM	At least 256 MB	1GB	At least 256 MB
Additional Software	DirectX v9.0 or above	The latest version of QuickTime	Pulse Audio, ALSA and OSS

Internet bandwidth required by Skype™ for best performance.

Call Type	Recommended Download / Upload speed
High Quality Video Call	500 kbps / 500 kbps
High Definition Video Call	1.5 Mbps / 1.5 Mbps
Group Video Call (3 people)	2 Mbps / 512 kbps

CONDITIONS AND CONSTRAINTS:

Astronaut Travel - The duration of the appearance (including travel time) within the continental United States should be less than 48 hours. For appearances outside the continental United States, travel should last no more than one week. The following information concerning airline tickets/reservations is of special importance: Reservations must be made to accommodate the astronaut's time schedule, which may preclude booking the most economical flights. Therefore, **unrestricted airline tickets are required**.

Spouse Travel - On occasion the spouses of astronauts are invited by event organizers to join in the trip. NASA has limited authority to approve such spousal travel if the presence of the spouse will support NASA's mission to disseminate information about NASA and its programs. This requires that the astronaut spouse have a substantial documented role actively participating in the event. Examples include interview opportunities for the spouse and panel discussions where the spouse may be able to address their experience in the mission planning, training and on-orbit activities.

Event Planning - We encourage development of the event for maximum efficiency, defined as reaching the most people in the shortest amount of time. Too many events in one day is not efficient, so we suggest the largest venue possible to minimize total individual events. For instance, visiting many classrooms in a school is not efficient. It is much better to bring all the students into one auditorium to hear the astronaut speak. As a guideline, each day should include no more than 3 events, including receptions and meals if the astronaut will be expected to interact with others during the meal. Additionally, each day should contain no more than 8 hours of public appearance activities. It is encouraged to promote media coverage for the event. We would be delighted to assist with suggestions for agendas and for media promotion.

Security – Depending on the location, type of event, and circumstances surrounding your event, additional information (including a formal Security Plan) may be required.

Discrimination - The appearance must not unlawfully segregate or unequally treat participants because of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation, or Status as a Parent.

Fundraising / Endorsement – The appearance must not exploit NASA or the intended astronaut for fundraising or endorsement. Astronauts may be able to deliver official speeches at fundraising events; however astronauts may not be associated with the promotion or production of a fundraising event or any express or implied endorsement of the event sponsor. These types of events require significant pre-coordination and full disclosure regarding proposed fundraising activities and associated promotional materials. Additional processing time will be required to allow for a complete review by the NASA Legal Office.

Honoraria - Astronauts are not allowed to accept honoraria. Many organizations wish to thank the astronaut with a small memento or gift; however, federal regulations prevent astronauts from accepting gifts valued greater than Twenty (\$20.00) US Dollars.