Thank you for considering an astronaut appearance,

NASA astronauts welcome the opportunity to speak with audiences around the world to share information about the United States Space Program and human space exploration. Each year, NASA receives close to 1,000 astronaut appearance requests from schools, universities, community organizations, businesses, professional associations, and military organizations. Appearance requests are evaluated carefully to ensure that astronauts attend events organized to educate audiences.

In order to reach as many people as possible, NASA offers two options for astronaut appearances.

- **Virtual appearances** use Skype™ to connect an astronaut via video conference with a sponsoring organization.
- **In-person astronaut appearances** involve arrangements for an astronaut to travel to the appearance location.

Processing an appearance request requires the Astronaut Appearances Office (AAO) to coordinate with a number of internal departments to allow all the necessary steps, such as NASA’s legal review, scheduling and travel arrangements (if required), to be completed.

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

- Virtual Appearances - 3 weeks
- Local in-person appearances (Houston, Texas area) - 6 weeks
- Domestic in-person appearances (continental United States) - 8 weeks
- International in-person appearances - 10 weeks

A request may be declined if it does not meet these lead times.

Unfortunately, due to the astronauts’ extensive training requirements and the high demand for astronaut appearances, only a limited number of appearance requests can be supported at any given time. For this reason, many valid requests are declined due to astronaut availability constraints or scheduling conflicts. In addition, please note that unforeseen events, mission priorities, or operational commitments can cause the cancellation of a confirmed appearance.

Written requests for appearances should be submitted to the AAO no earlier than 6 months prior to the event via e-mail or fax.

E-mail:  jsc-astroapp@mail.nasa.gov
Fax:  281-244-8863

We look forward to helping arrange your astronaut appearance.
Virtual Appearance Request Instructions

The request for a virtual appearance may be submitted by e-mail, by an official representative of the organization. The e-mail must contain the information below. Failure to include all requested information may delay the appearance approval process and reduce the likelihood of obtaining an astronaut for your event.

1. Date, time (include time zone), and duration of appearance.
2. Location of appearance (city, state, and country).
3. Anticipated audience size and composition (in the room and viewing online).
4. Name and a brief summary of the program or event.
5. A sample agenda and detailed description of how the event is expected to flow (for example, if a facilitator will be used and how audience questions will be handled).
6. Description of publicity plans, especially those that encourage media coverage of the event.
7. Statement indicating if the sponsoring organization is willing to accept any astronaut if the specific astronaut requested is not available.
8. Statement indicating whether the request is from a “for-profit” or a “nonprofit” organization.
9. Statement indicating whether fundraising of any type will be conducted during or in conjunction with the event and, if so, provide specific information as to the exact nature of the fundraising, including all proposed publicity materials for the event.
10. Contact: Name, title, address, telephone number, and e-mail address of the contact person for the event.
11. Back-up contact: Please provide an alternate contact person in case the primary person is unavailable.
12. Technical contact: Name, title, address, telephone number, and e-mail address of the person responsible for the technical configuration of the computer and audio visual equipment.
13. 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 used.
14. "Skype name" of the account to be used during the appearance event.

Technical Requirements

The recommended format for a virtual appearance is Skype. Compatibility is not guaranteed with Skype Meetings or Skype for Business.

Note: Once a virtual appearance is approved, a test to ensure technical compatibility is scheduled. The test should be performed at the venue before the day of the event. The test should use the planned configuration for the actual event, including sound reinforcement and/or projection resources.
CONDITIONS AND CONSTRAINTS

Coordination - Please do not attempt to arrange appearances with an astronaut directly. All details of an official appearance must be coordinated through the AstronautAppearancesOffice (AAO).

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 purposes nor imply 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 precoordination and full disclosure regarding proposed fundraising activities and associated promotional materials. Additional processing time is 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 $20 (U.S. dollars).

Entrance Fees - Although it is understood that fees are often required to cover the appearance logistics expense (e.g., food at a dinner at which an astronaut delivers an address) or the facility maintenance cost (e.g., entry fees at a nonprofit museum), these fees cannot prevent an individual from viewing the astronaut activities. If an individual desires to attend an astronaut appearance but is not interested in other aspects of the venue in which the appearance occurs (dinner, museum attractions, etc.), provisions must be made to allow that individual to attend only the astronaut appearance free of charge. This requirement is due to the fact that astronauts are federal employees, and as such, a taxpayer cannot be denied entrance to listen to a federal employee speak on a subject associated with their official position.
In-Person Appearance Request Instructions

The request must be written or typed on the letterhead of the sponsoring organization and must be signed by an official representative of that organization with the authority to offer payment for the astronaut’s travel expenses on behalf of the organization. The letter must contain all the information below. Failure to include this information may delay the appearance approval process and reduce the likelihood of obtaining an astronaut for your event.

1. Date and time of appearance.
2. Location of appearance (city, state, and country).
3. Approximate attendance number and audience composition anticipated.
4. Name and a brief summary of the program or event.
5. Preliminary agenda and timeline are required for all in-person appearances, including the astronaut’s expected role at the entire event. If the sponsor requests the participation of the astronaut’s spouse, their participation must be specifically addressed in the agenda. Examples of participation include keynote speech, presentation, media interview, etc.
6. Description of publicity plans, especially those that encourage media coverage of the event.
7. Statement indicating if the sponsoring organization is willing to accept any astronaut if the specific astronaut requested is not available.
8. Statement indicating whether the request is from a “for-profit” or a “nonprofit” organization.
9. 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.
10. Name, title, address, telephone number, fax number, and e-mail address of the contact person for the event. Please also provide an alternate contact person in case the primary person is unavailable.
11. Statement indicating if the sponsoring organization has a NASA contract, grant, or Space Act Agreement. If so, indicate if funding from these sources would be used to pay expenses for the appearance.
12. Statement indicating that the sponsoring organization assumes responsibility for all expenses associated with an appearance. (If the organization that is funding an appearance is different than the sponsoring organization, provide that information typed on the letterhead of the funding organization, signed by an official representative of the funding organization with the authority to offer payment for the astronaut’s travel expenses on behalf of the organization.)
13. Statement indicating that the sponsor agrees to provide payment to cover estimated expenses prior to the astronaut departing for the event. Expenses may include the following:
   - Unrestricted round trip air fare from Houston, Texas
   - Meals and incidental expenses
   - Ground transportation (on both ends)
   - Accommodations
   - Other expenses incurred due to the nature of the appearance
14. If the appearance is outside the continental U.S., please recommend hotel accommodations in the area of the appearance, including the hotel name, physical address, and phone number. A reservation is not required at the time of the initial request.
CONDITIONS AND CONSTRAINTS

**Coordination** - Please do not attempt to arrange appearances with an astronaut directly. All details of an official appearance must be coordinated through the Astronaut Appearances Office (AAO).

**Payment of Travel Expenses** - U.S. government regulations require prepayment of travel expenses from any non-U.S. government source. If unable to pay in advance, reasonable justification must be provided to obtain authorization to be billed after the event. This justification must consist of official organizational bylaws or policies that prevent prepayment.

When the astronaut appearance is formally accepted, an estimate of travel expenses is developed and presented to the sponsoring organization with procedures for prepayment. The prepayment must be received at least 10 business days before the astronaut’s expected departure for the event. Any unused portion of the prepayment is refunded to the sponsoring (or funding) organization.

**Note:** There are no expenses associated with virtual appearances.

**Astronaut Travel Guidelines** - The duration of the appearance (including travel time) within the continental U.S. should be less than 48 hours. For appearances outside the continental U.S., travel should last no more than 1 week. **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.**

**Astronaut Spouse Travel Guidelines** - On occasion, the astronaut’s spouse is invited by event organizers to participate 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 within the astronauts’ duty time limits. Each day should be limited to no more than an 8-hour day of public appearance activities, and no more than three events per day (including receptions and meals if the astronaut is expected to interact with guests during the meal.) We suggest the largest venue possible to minimize the total number of events and maximize attendance. For all appearances media coverage is encouraged, and sponsors may share highlights of the visit on social media as appropriate. NASA must review media plans in advance.

Any event-related promotional, marketing, or media relations material, including event programs that mention the astronaut’s participation, must be reviewed by NASA before distribution.

The AAO team is happy to assist in the planning 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.
CONDITIONS AND CONSTRAINTS (concluded)

**Fundraising/Endorsement** - The appearance must not exploit NASA or the intended astronaut for fundraising purposes nor imply 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 organization or event sponsor. These types of events require significant precoordination and full disclosure regarding proposed fundraising activities and associated promotional materials. Additional processing time is 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 $20 (U.S. dollars).

**NASA Legal Review** - The Office of Chief Counsel at NASA’s Johnson Space Center (JSC) reviews appearance requests with reimbursable funding sources to determine their compliance with both governmental regulations and standards of ethical conduct. If determined to be in compliance, the appearance is approved, and processing by the AAO continues. If there are questions/issues to resolve, the sponsor of the appearance is contacted by the AAO for clarification, and if it cannot be resolved, the appearance is declined.

The Office of Chief Counsel at JSC does not review requests from organizations using NASA direct funding sources or requests from other federal agencies. It is assumed that the legal departments of the requesting organizations have reviewed and approved the appearance request before submittal to the AAO. The AAO asks for this documentation when the request is received.

**Entrance Fees** - Although it is understood that fees are often required to cover the appearance logistics expense (e.g., food at a dinner at which an astronaut delivers an address) or the facility maintenance cost (e.g., entry fees at a nonprofit museum), these fees cannot prevent an individual from viewing the astronaut activities. If an individual desires to attend an astronaut appearance but is not interested in other aspects of the venue in which the appearance occurs (dinner, museum attractions, etc.), provisions must be made to allow that individual to attend only the astronaut appearance free of charge. This requirement is due to the fact that astronauts are federal employees, and as such, a taxpayer cannot be denied entrance to listen to a federal employee speak on a subject associated with their official position.

For questions or for more information, please call 281-244-8866 or e-mail jsc-astroapp@mail.nasa.gov.