**Host Organization/School Agreement**

**MultiPoint Telebridge Backup Plan**

**December 12, 2022**

Lessons learned from the recent worldwide COVID-19 pandemic as well as several recent local emergency events have shown the need for ARISS to ensure all host organizations (schools, scouts, clubs and other informal education settings) can support a multi-point telebridge contact as a backup to minimize contact cancellations late in the schedule.

With nearly 500 different experiments conducted on the ISS simultaneously, including ARISS, it is quite challenging to schedule ARISS contact events with the on-board astronauts. A late contact cancellation (4 weeks prior to the contact or sooner) will, most likely, result in a months long delay to reschedule the event at the school/host organization. Several times, the contact never happened after cancellation.

Astronaut time in support of an ARISS contact is a voluntary activity on the part of the astronaut. As such it is a precious commodity and very difficult to obtain. Once scheduled it is of utmost importance that the contact occurs. Once lost, that time can never be recovered.

While vaccines have reduced the global impact of COVID-19, COVID variants continue to cause local outbreaks. These outbreaks, at times, modify local personal protection protocols (masking and social distancing) and, at times, require institutions (schools, host organizations) to close or shelter in place. When personal protection protocols are put in place, ARISS expects all host organizations to follow these protocols, to adequately protect their youth, educators and the local amateur radio operations team. If the school/host organization is required to close or shelter in place, the requested ARISS Multi-Point Telebridge backup operations plan shall be invoked.

**To ensure preservation of an already scheduled contact, each host organization (e.g. school) performing a direct or traditional telebridge contact must document that they will prepare for, test and be fully prepared to convert to a Multi-Point Telebridge contact. And that they will agree to switch over to the Multi-Point Telebridge system for their contact with notice as short as 24 – 48 hours. The triggering event for this conversion is the closure or partial closure of the school or organization to in person learning or other activities as required by local, state or Federal authorities.**

**Clarification of Terms:**

**Direct contact:** ARISS ground station set up on the premises of the organization hosting the contact.

**Traditional Telebridge contact:** Utilizes the services of one of the certified ARISS ground stations located around the world. Students asking questions and the audience are gathered in a single location.

**Multipoint Telebridge contact:** Nominally utilizes the services of one of the certified ARISS ground stations located around the world. As opposed to the Traditional Telebridge all or some of the individuals involved in the contact, including the audience, are remotely located as they shelter in place. If in school, they are meeting under altered operational rules as directed by local, regional or governmental authorities.

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**MultiPoint Telebridge Backup Plan**

**Applicable for Direct or Traditional Telebridge ARISS Contacts**

1. Name of the Organization or School (with Country/ State / Province / City)

<Your School Name etc.>

1. Calendar week in which the contact is currently scheduled

<Calendar Week>

1. Desired contact type (Direct or Traditional Telebridge)

Direct, classical Telebridge or Multi-point Telebridge

1. For host organizations (schools) conducting a multi-point telebridge contact, please skip item 5 and sign the document below.
2. For ARISS contacts planned to be conducted using a station at the host organization (direct contact) or a telebridge contact, the host organization and local amateur radio support team agrees to:
3. the conversion to a Multipoint Telebridge contact should a triggering event occur as noted above.
4. notify their ARISS technical mentor *immediately* should a triggering event occur or if a triggering event might be expected.
5. work with their ARISS Technical Mentor to perform a successful test of this capability.
6. document and pre-test a method of connecting students at home with the ARISS ground station
7. specify the method of the planned distance learning tool connection (e.g. Zoom, Google Meets), or, If the organization does not have access to distance learning tools as noted above, collect and verify telephone numbers with names for all students and teachers involved in asking questions. For telephone connections, the host organization needs to ensure that the order of these telephone numbers match the order in which questions will be asked of the astronaut. These shall be telephone numbers shall be provided to the technical mentor 3 weeks prior to the contact week.

For a **direct contact**:

1. operate an on-site amateur radio station for the Multipoint Telebridge contact if the triggering event happens less than four weeks prior to the scheduled contact, **OR**
2. move the radio station to predetermined and tested location if the planned on-site station will not be readily accessible

**This document shall be signed by the Host Organization (school) Administrator, the Educator Point of Contact (lead), and the Amateur Radio Point of Contact (lead) acknowledging that you agree to the above statements.**

**This signed document is due no later than 8 weeks prior to the contact schedule week.**

**E-mail the signed document to: MPT-Backup@ariss-i.org.**

**The following organization & amateur radio leaders agree to follow the Multipoint Telebridge backup plan as outlined above:**

 **Signatures:**

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Host Organization Administrator/Date Educator Point of Contact/Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Amateur Radio Team Point of Contact/Date