



ARISS EUROPE

Amateur Radio on the International Space Station

Amateur Radio on the International Space Station (ARISS) School Contact Application Instructions

Congratulations on taking the first step toward a rewarding experience for your entire school!

The ARISS program requires each school to submit an application which must be approved before the school can be scheduled for a contact. The school is asked to design a science and space oriented educational proposal which will be taken into account for the approval of the application.

In European Region (Europe, Africa and Middle-East), Schools and Youth organizations, interested in setting up an ARISS radio contact with an astronaut onboard the International Space Station, are invited to submit their applications during the months that fall in the "European windows" detailed below. The documents shall be e-mailed to the ARISS School Selection Manager school.selection.manager@ariss-eu.org

European Windows (for more details see also [EuroSchools Terms of References](#))

EU Applications window 1: FEBRUARY – MARCH

EU Verification window 1: APR

EU Selection period 1: MAY

EU Contacts window 1: JANUARY - FEBRUARY - MARCH - APRIL - MAY - JUNE (next school year)

EU Applications window 2: SEPTEMBER - OCTOBER

EU Verification window 2: NOVEMBER

EU Selection period 2: DECEMBER

EU Contacts window 2 : JULY – AUGUST - SEPTEMBER - OCTOBER - NOVEMBER – DECEMBER (next school year)

1. Decide if your school will apply for a direct or a telebridge contact.
 - If selecting a telebridge contact, fill out section A of the application only.
 - If you wish to do a direct contact, then also fill out section B. Review the current [Ground Station recommendations](#).
2. Complete the application form. Prepare your school's educational proposal filling out the form included in application form or available in ARISS Europe website.

The educational proposal should include information on how your school will:

- integrate this activity into the school curriculum.
 - involve as many grade levels as you can (essay contests, planning a Mars outpost, learning to track the ISS, learning about basic circuit boards, poster drawing, letter writing).
 - obtain as much media coverage as possible.
3. E-mail is the preferred method for submitting an application. For the ARISS-Europe Region, comprising Africa and the Middle East, Applications shall be addressed to the ARISS-Europe School Selection Manager Francesco De Paolis, IKOWGF school.selection.manager@ariss-eu.org
 4. The information that you supply, including names and contact numbers of those involved from your organization will be held in confidence. In compliance with privacy laws on the retention and the processing of personal information, the applicants are invited to complete and sign the authorization statement at the end of section A ([Authorisation and use of personal information](#)). This page should be scanned and e-mailed to the ARISS School Selection Manager.
 5. An e-mail message will be sent to you confirming the receipt of your application. This message will advise you if your application was accepted for further processing, or the reason(s) it was rejected. If you do not receive an e-mail confirmation within three weeks please resubmit the application. If an e-mail address does not work, please forward your application to any of the other coordinators.
 6. Continued communication with ARISS is to be done by e-mail to facilitate exchange of information.
 7. The application will be placed in a queue. Approximately 6 months before the contact occurs, an ARISS mentor (coordinator) will be assigned to the school.
 8. When a contact date and time has been assigned to you, ARISS will notify you via e-mail. Please reply immediately and acknowledge receipt of that message.
 9. Make sure that a signed NASA photo/audio/video/Web site [ARISS Release Form](#) is submitted by each student's parent or guardian.
 10. The ARISS school mentor will guide you through the contact preparations.

Disclaimer: Neither the ARISS program nor NASA can be held liable in any manner if a scheduled radio contact is not performed. Space operation constraints may force a last minute cancellation. The ARISS contact is an experiment and as such the results of the experiment are not known until the experiment is over.

11 July 2017