

SSP Host Guide



The Space Studies Program (SSP)

- 1.** The SSP lasts two months and is typically held between late-June to early-September. Dates are flexible. The Space English Access Course (SEAC) is offered at the host site during the week prior to the official opening of the SSP, known as “week 0”. Teaching Associates and Staff, altogether 15-20 people, also arrive during week 0.
 - 2.** The program attracts from 100 to 130 participants, about 30 staff, 25 faculty and usually more than 100 visiting lecturers coming from all parts of the world.
 - 3.** There are three main phases to the ISU SSP:
 - **Phase I** has an emphasis on core lectures, providing about 60 sessions of 60 minutes each. These are attended by all participants.
 - **Phase II** is structured around thematic departments (Space & Humanities, Space Management & Business, Space Engineering, Space Applications, Space Science, Human Performance in Space, and Space Policy & Law). The department chairs organize the departmental activities. These include hands-on workshops, seminars, professional visits, and supervision of a personal assignment completed individually by each student
 - **Phase III** is mainly devoted to Team Projects (TP’s). Groups of 30 to 40 participants work together on under the direction of TP chairs to produce a complete, holistic conceptual design of an international space project
- ⇒ Interspersed throughout the session are Theme Days on current issues and topics, workshops with hands-on activities and professional visits.



Benefits of hosting an SSP

1. **Significant contact** with faculty and practitioners in the international space community.
2. **Positive economic impact** on the local community equivalent to a one-week convention of 2000 people without the infrastructure problems of such large events.
 - ISU brings more than 300 people to the host institution during the two-month period in which the SSP is conducted.
 - About one half of these participants stay in the region for the entire program, while the remainders reside in the area between one day and three weeks.
 - The people participating in an SSP usually require air flight and local transportation, accommodation and meals in addition to many personal and professional services.
 - In addition to the people already mentioned, an average of 75 to 100 ISU Alumni gather for a three-day ISU alumni conference and reunion held at the end of week six of the SSP.
 - Based on tourism industry research on economic benefits of major international conferences, the Adelaide Convention and Tourism Authority (ACTA) estimated that the total economic benefit to Australia of the SSP04 Program was of the order of 4 million Australian dollars.
3. **An opportunity to showcase** the space capabilities of the host institution, host site, and host country during an event that typically receives considerable coverage in the space media.
4. **Numerous opportunities for community outreach** occur at each SSP. These can help raise the visibility of space capabilities in the local and national community. Although ISU and its local hosts often seek sponsorship for these they are not a contracted cost to the local hosts.
 - Public Events
 - Rocketry and Robotics Competitions
 - Space-themed Displays
 - Public Lectures and Panels
 - Includes an International Astronaut Panel that often attracts great interest
 - Additional public panels and distinguished lectures which can be planned with input from the hosts

Educational outreach services can be provided to local schools to promote awareness of the space industry

5. **The opportunity to make a permanent favorable impression** on participants, faculty and space sector participants who will play important decision making roles in the years to come.
6. **Opportunities for local faculty** to be integrated into the curriculum and to extend their network of colleagues. Thereby developing new avenues for collaboration in teaching and research.
7. **Free consulting through local Team Project choice.**
 - One of the three TP's on which SSP participants will work is selected with substantial input from the host institution and host site.
 - ISU will work with the local hosts to ensure that the TP is broadly interdisciplinary and adaptable to a study rooted in space technology, but the focus will be selected by the host.
8. **Long-term tangible benefits** have often remained after an SSP. SSP's have contributed to the creation of a national space agency, space study institutes, the development of resource management and protection plans, and to the development of disaster management capabilities in addition to developing ideas which have become components of business plans and national space strategies.
9. **ISU typically provides two or more generous scholarships to the local hosts** that they can use in building sponsoring relationships with the local community in support of such contracted costs as the opening and closing ceremonies, receptions in connection with public events, and local visits and field trips which are usually born locally.
10. Since a good local attendance from the host country is often desirable in an SSP, **ISU will work with the local hosts to seek scholarship sponsors** for participants from the host country and host community.
 - To encourage this process ISU will often provide matching grants from its funds.
 - Details of the scholarship sponsorship campaign are worked out for each SSP in keeping with the needs and opportunities of the host country, institution, and site.

Proposal Process

- **Letters of intent** must be submitted to the SSP Director by 31 August of the year that is three years prior to the year for which the proposal will be submitted. (E.g., to host SSP2020, the LOI would be required in 2017).
- **Proposals** are then due by 31 October of that same year. Host sites are selected and announced in the spring of the year that is two years prior to the year for which the proposal is submitted.

IMPORTANT : The President, Provost, Rector, Chancellor, or a Vice President or equivalent of the institution submitting the proposal must sign the LOI or submit an additional letter of support for the proposal.

Local Commitments and Costs

Each SSP is subject to a negotiated agreement and therefore local hosts control upfront the commitments they make. Typical elements in such contracts are noted in the table below:

Local Expense	Cost range in Euros	Notes
Opening ceremony	€15K-40K	Cost driven by the choice of entertainment, catering costs of the reception and cost, if any, of the venue or travel to it.
Closing Ceremony	€10K-25K	Major cost is closing banquet or dinner reception and venue.
Field trips or cultural visits	€25K-50K	Such trips are not always present but need to be well planned and subsidized/sponsored when they are included.
Housing and meals	ISU pays the per meal and per night costs under contract	The host institution and/or host site may incur some personnel costs in identifying the provider of these services and in facilitating negotiations with ISU on prices.
Local and regional sponsorships	This amount is not contracted. The probability of local sponsorship is an important factor among others in assessing potential SSP sites.	Local assistance in approaching financial sponsors helps ISU support its public events, and underwrites scholarships for host country students. It also helps to cover the substantial additional cost ISU bears in moving its program from city to city each year. Local regional and national governments are often major sources of support as are companies, foundations, and associations with local ties and an interest in space and/or community development.
Infrastructures	In-kind or opportunity cost	Academic facilities: e.g., Classrooms, computer facility, and amphitheater are usually provided without charge to ISU.
Local faculty	In-kind	Compensation of local lecturers is generally a local expense.
Support staff	In-kind plus travel to previous year host site	People to help with logistics, IT support, planning, coordination, and transportation. NOTE: host is expected to provide at least one staff person to support the prior year SSP event for the full duration of the program.

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