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**Amateur Radio on the International Space Station (ARISS)**

**Live Stream Plan**

**Privacy Policy**

The information you provide will be used by ARISS member organizations only for its intended purpose. Submitting information is strictly voluntary. By doing so, you are giving ARISS your permission to use the information for the intended purpose. If you do not want to give ARISS permission to use your information, simply do not provide it. However, not providing certain information may result in ARISS’s inability to provide you with the information or services you desire.

**Directions**

While streaming an ARISS contact live is not a requirement, it has increasingly become a standard part of an ARISS event. If you are planning to do a live stream with your ARISS contact, please share with us your plans for this aspect of your contact.

The Live Stream team (organization’s IT representative, with guidance from the ARISS Technical Mentor) should complete this form to the best of their ability. This plan must be submitted to and approved by ARISS before you can be scheduled for an ARISS contact.

Note: ARISS recognizes that circumstances might require changes to this plan during implementation. Your Technical Mentor can approve justifiable changes if they become necessary.

When completed, save this form as a Microsoft Word document with this file naming convention:

YYYY-MM-DD, Organization Name, ARISS Live Stream Plan.docx

Submit the completed form to your Technical Mentor, who will review it and forward it to the evaluation team.

Send any questions or comments about this form to [ariss.us.education@gmail.com](mailto:ariss.us.education@gmail.com).

**Live Stream Information**

Type of contact planned: ☐ Direct

☐ Telebridge

☐ Multipoint Telebridge

Live Stream planned: ☐ Yes

☐ No (Form complete – no further information need)

Live Stream production: ☐ Produced using local resources

☐ Produced by ARISS

URL or Site Address: ☐ Organization or school URL (Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_)

☐ Using ARISS YouTube Brand Channel

☐ Both

|  |  |
| --- | --- |
| Contact Site Primary Phone #  Must be a hard-wired (landline) phone |  |
| Contact Site Backup Phone #  Can be a landline or mobile phone |  |
| Contact Site Time Zone  UTC is Coordinated Universal Time | Time Zone Name:  Hours before/after UTC: |
| When is your area on Daylight Saving Time? |  |

**Information for Live Stream**

*Complete this section for a direct contact.*

*Some of the information requested here might not apply to your installation; where appropriate, enter “none” or “NA” (not applicable). You should not interpret these questions as requirements. Refer to your Technical Mentor for suggested alternatives.*

**Live Stream Coordinator**

|  |  |
| --- | --- |
| Live Stream Team Lead  Local person coordinating the Live Stream | Name:  Mailing address:  E-mail address:  Landline phone #:  Mobile phone #: |
| Briefly describe the team lead’s experience with Live Streaming |  |

**Live Stream Site (Direct or Telebridge only if done using local resources)**

|  |  |
| --- | --- |
| Location  Address of contact site and brief description (for example, “1st floor auditorium”) | Street:  City, State, Zip:  Description: |
| Internet Characteristics  Describe the nature of your Internet (DSL, Cable, etc.,) Connection speed upload and download | Internet connection type:  Download Speed:  Upload Speed:  Potential firewall issues, if any: |
| Equipment  Briefly describe the equipment available to support your Live Stream:: | Equipment to be used during the contact live stream: |

**Other Comments (***Other information important for Live Stream success)*