ARISS
Moderator Script for

Tele-bridge ISS Contact

Instructions and Checklist for
Mentors and Moderators

Version 20260202

IInstructions for Mentor & Moderator

Event times are in school/group local time (24hr format). The version number should be incremented with each distributed version. The completed script should be provided to the mentor, the school/group, and telebridge station a few days prior to the contact.

Event Block Format

The script events are captured in a table with rows that prevent page breaks in the middle of an event block. A row is limited to one page. It is very helpful to turn on the "view table gridlines" feature to see the hidden boarders. Below is the anatomy of an event block.

Event #   Start at Event time   ~1m Duration   Time to ISS Rise

[blank line]

EVENT BLOCK NAME (Do not change name.)

Event notes, if needed, go here. Arial font, 12pt, spacing is 1.5.

[blank line]

MODERATOR:

"Quoted text to be read by moderator. Arial font, 12pt, spacing is 1.5."

[blank line]

[ ] Steps to be completed at this event in chronological order. Arial font, 12pt, spacing is 1.5.

[Notes for customizing the script are in red text with brackets, to be deleted in final version.]

→ [done time]

Script Development Workflow Checklist

Moderator and mentor should use this checklist as a guide to prepare this script.

[ ] Complete as much as possible in the ARISS Moderator Script Form file.

[ ] Decide when to start the conference call and which, if any, ARISS videos will be used.

[ ] Generate script outline with timeline summary with Python script tool.

[ ] Review the script outline and adjust timing in the form file as needed.

[ ] Update the script template file as needed and remove [Notes for customizing the script].

[ ] Add list of questions from ARISS Ops web page Uplink file to script template file.

[ ] Run Python script to generate moderator script document from the template.

[ ] Review script with school/group, mentor, and ground station several days before event.

[ ] Verify name pronunciations. Make notes as needed.

[ ] Review the script for completeness. Adjust as needed (prefer by editing template file).

[ ] Create final PDF version, minus this last page. Distribute to group.