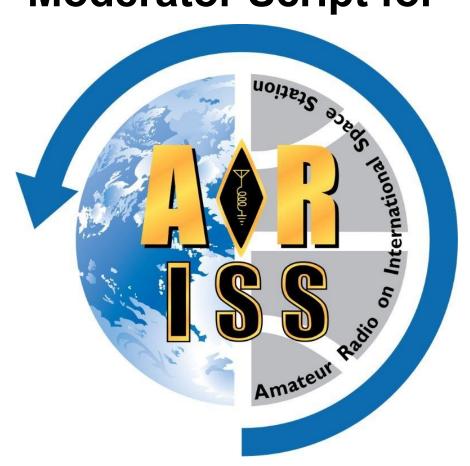
ARISS Moderator Script for



Tele-bridge ISS Contact

Instructions and Checklist for Mentors and Moderators

Version 20250715

Instructions 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 Checklist			
Moderator and mentor should use this checklist as a guide to prepare this script.			
[] Comp	olete as much as possib	le in the ARISS Mo	derator Script Form file.
[] Decid	le if and how the ARISS	videos will be used	d and when to start the conference call.
[] Gene	rate script outline with t	meline summary w	ith Python script tool.
[] Revie	ew the script outline and	adjust as needed.	
[] Upda	te the script template file	e as needed and re	emove [Notes for customizing the script].
[] Add li	ist of student questions	from ARISS Ops w	eb page Uplink file to script template file.
[] Run [Python script to generate	e moderator script	document from the template.
[] Revie	ew script with school/gro	up, mentor, and gr	ound station.
[] Verify	name pronunciations. I	Make notes as nee	ded.
[] Revie	ew the script for complet	eness. Adjust as ne	eeded (prefer by editing template file).
[] Creat	e final PDF version, mir	nus this last page.	