**ARISS**

**Moderator Script for**

**Tele-bridge ISS Contact**

**For: {{school\_group\_name}}**

**Contact Date: {{contact\_date}}**

**Version: {{version}}**

Made Using Python ARISS Moderator Script Generator Version {{tool\_version}}

Based on ARISS Moderator Script Template Master Universal - Version N3FZX\_20250520

**Event Schedule Outline for {{school\_group\_name}}**

Moderator Script Version {{version}}

Event local time zone........ {{etz}}

Conference start time........ {{contact\_date}} {{T01}} {{etz}} ({{conf\_UTC}} UTC)

ISS Rise Time................... {{contact\_date}} {{AOS\_sch}} {{etz}} ({{AOS\_UTC}} UTC)

Tele-bridge station............. {{telebridge\_callsign}}, in {{telebridge\_location}}

All times are local event time (24hr), event durations & times to ISS rise are in minutes (m).

Pre-contact preparation..... ~{{D14}}m

School/group program....... ~{{D15}}m

ARISS program/contact..... ~{{D16}}m

Total event duration........... ~{{D17}}m

| **Time** | **Dur.\*** | **Rise** |  | **Event Block Description** |
| --- | --- | --- | --- | --- |
| **{{T01}}** | **{{D01}}m** | **{{A01}}m** |  | **#1 - Start conference** |
| {{T02}} | {{D02}}m | {{A02}}m |  | #2 - Moderator ground station checklist |
| {{T03}} | {{D03}}m | {{A03}}m |  | #3 - Contact preparation checklist |
| {{T04}} | {{D04}}m | {{A04}}m |  | #4 - Practice run through with all students and ground station |
| **{{T05}}** | **{{D05}}m** | **{{A05}}m** |  | **#5 - S****chool/group program, or slack time** |
| **{{T06}}** | **{{D06}}m** | **{{A06}}m** |  | **#6 -** **Start ARISS program** |
| {{T07}} | {{D07}}m | {{A07}}m |  | #7 - ARISS introduction |
| {{T08}} | {{D08}}m | {{A08}}m |  | #8 - Optional video from student perspective - **{{student\_video}}** |
| {{T09}} | {{D09}}m | {{A09}}m |  | #9 - Optional video from the ISS perspective - **{{ISS\_video}}** |
| {{T10}} | {{D10}}m | {{A10}}m |  | #10 - Introduce the ground station |
| {{T11}} | {{D11}}m | {{A11}}m |  | #11 - Handover to ground station |
| {{T12}} | {{D12}}m | {{A12}}m |  | #12 - ISS rise and Acquisition of Signal (AOS) |
| **{{AOS\_sch}}** | **<11m** | **0m** |  | **ISS Contact!** |
| {{T13}} | --- | --- |  | ISS set and Loss of Signal (LOS) |
| {{T13}} | {{D13}}m | --- |  | #13 - Closing remarks & end of ARISS program |

*\* Events with 0 minute duration have been eliminated from the program, but not the report.*

Based on conference call start time at {{T01}}, ISS rise time at {{AOS\_sch}}, and ARISS portions (prep and program), the school/group program time, or slack time, is estimated to be no more than {{D05}} minutes starting at {{T05}}.

**Event Timeline - All event times are approximate and in school/group local time.**

|  |
| --- |
| **Event #1 Starts at {{T01}} {{D01}}m Duration {{A01}}m to ISS Rise**  **CALL IN CHECKLIST**  Everyone should be on-time at **{{conf\_UTC}} UTC** & **{{conf\_sch}} {{etz}} (**local time at the event).  [ ] Mentor dialed in.  [ ] Moderator dialed in.  [ ] Ground station dialed in.  [ ] School/group dialed in.  [ ] Live stream operator dialed in.  [ ] Verizon Operator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  → |
| **Event #2 Starts at {{T02}}** **{{D02}}m Duration {{A02}}m to ISS Rise**  **MODERATOR GROUND STATION CHECKLIST**  Verify the ground station is ready to go with the checklist below.  **MODERATOR TO GROUND STATION:**  [ ] Time check (synchronize).  [ ] Are your Keps up-to-date?  [ ] Tracked ISS recently?  [ ] Antenna slews in azimuth and elevation?  [ ] Flip mode enabled if required?  [ ] Check ISS AZ/EL and rise (AOS) time.  ISS rise expected at **{{AOS\_UTC}} UTC**, which is **{{AOS\_sch}} {{etz}}** (event time).  [ ] Check and confirm the uplink frequencies the ISS will be using.  [ ] Telebridge Station is ready to provide a brief overview just before the contact.  Note that ground station hands back to moderator after overview in **Event** **#10**.  [ ] Telebridge Station initial check of audio levels. Include opening radio squelch.  → |
| **Event #3 Starts at {{T03}} {{D03}}m Duration {{A03}}m to ISS Rise**  **CONTACT PREPARATION CHECKLIST**  Verify the following with school/group, ground station and moderator.  **MODERATOR:**  [ ] Verify everyone is using moderator script version **{{version}}**. Also see cover page.  [ ] Work out how the school will cue the moderator after the school program and the end of  the videos. Note that the moderator cannot rely on a live stream feed for such cues.  [ ] Moderator and ground station coordinate handovers per the script **Events** **#10** & **#11**.  [ ] Final checks for any video streaming from the ground station.  [ ] If using Verizon, coordinate when the recording will start.  [ ] Plan a group cheer if there is extra contact time. May want to practice at the run through.  [ ] Final coordination discussion with everyone. Any last minute changes to script?  → |
| **Event #4 Starts at {{T04}} {{D04}}m Duration {{A04}}m to ISS Rise**  **PRACTICE** **RUN THROUGH WITH ALL STUDENTS AND GROUND STATION**  All students should be present at this time. This is where audio problems can surface. The sooner this can be completed the better.  [Make this duration longer if school/group program is shorter than the time made available.]  [Can increase the D04 duration in the ARISS moderator script form file to recalculate times.]  **MODERATOR:**  [ ] Verify the school can hear the moderator clearly.  [ ] Verify school can hear ground station audio clearly.  [ ] Verify ground stations can hear school/event audio clearly with no feedback issues.  [ ] Remind students to speak clearly and directly into the microphone, and to say “OVER”  at end of each question. May need to use outdoor voice.  [ ] Have each student ask at least one question, in order, and have ground station  simulated astronaut report on audio quality. Adjust as needed.  **Do not change any audio settings once this has been completed.**  → |
| **Event #5 Starts at {{T05}} ~{{D05}}m Duration {{A05}}m to ISS Rise**  **SCHOOL/GROUP PROGRAM, OR SLACK TIME**  School/group program is an optional event. If there is no program, then this is slack time.  The program should have a hard cutoff time to start the ARISS portion.  **SCHOOL/GROUP:**  [ ] School/group host hands off to ARISS moderator at the end of the their program.  → |
| **Event #6 Starts at {{T06}} ~{{D06}}m Duration {{A06}}m to ISS Rise**  **START ARISS PROGRAM**  This needs to start on-time.  **MODERATOR:**  “Before we get started, I want to remind everyone, that this contact will be recorded.”  [Adjust the lines below depending on arrangements.]  [ ] If using Verizon, moderator requests Verizon Operator starts recording.  [ ] Live stream goes live: audio from conference call; video from Zoom.  **MODERATOR:**  “Hello everyone, this is **{{moderator\_name}}**, callsign **{{moderator\_callsign}}**, your ARISS moderator for today for our ISS contact with **{{school\_group\_name}}** in **{{school\_group\_city\_state}}**.”  → |
| **Event #7 Starts at {{T07}} ~{{D07}}m Duration {{A07}}m to ISS Rise**  **MODERATOR:**  “Through the help of amateur radio volunteers and the crew on the ISS we soon hope to establish radio contact with the International Space Station as it flies more than 250 miles (400km) above the Earth over **{{telebridge\_location}}**. This is all accomplished through ARISS, Amateur Radio on the International Space Station. The ISS is currently approaching today’s ARISS ground station traveling along at around 18,000 miles per hour (28,000km/h).”  “The contact for today will be performed using the ARISS telebridge network, a world-wide network of amateur radio ground stations that enable students to contact the ISS. ARISS is an International consortium of volunteers from several nations that assist to develop and operate the amateur radio equipment on board the International Space Station.”  “Some of those agencies that support ARISS are, The American Radio Relay League, The worldwide AMSAT Amateur Radio Satellite Corporations, The Canadian Space Agency, The European Space Agency, The Japanese Space Agency (JAXA), Roscosmos, the Russian Space Agency and NASA.”  Our linkup today will be with the student participants at **{{school\_group\_name}}** in **{{school\_group\_city\_state}}**, now let’s check in with the group. We’ve asked **{{presenter\_name}}** to please tell us about the students that are taking part today.  **SCHOOL/GROOUP:**  [ ] Usually ad-lib about student events, where are the students from, how many visitors  do you have at the venue, etc. for no more than 2 minutes.  **[ ] School/group presenter hands back to the ARISS moderator.**  **MODERATOR:**  Thank you **{{presenter\_name}}**.  → |
| **Event #8 Starts at {{T08}} ~{{D08}}m Duration {{A08}}m to ISS Rise**  [Optional video of an ARISS contact from the student perspective.]  [If not used (0m Duration), delete this row. Keep? **{{student\_video}}**]  **MODERATOR:**  “We will now take a look at a video presentation produced by the American Radio Relay League which shows students what to expect during our upcoming contact with the ISS.”  **SCHOOL/GROUP:**  [ ] School/group plays video for auditorium, run time ~5 minutes 25 seconds.  <https://www.youtube.com/watch?v=EH688q92AjY&t=68s>  **[ ] At end of video, school/group host hands back to the ARISS moderator.**  → |
| **Event #9 {{T09}} ~{{D09}}m Duration {{A09}}m to ISS Rise**  [Optional video of an ARISS contact from the ISS perspective.]  [If not used (0m Duration), delete this row. Keep? **{{ISS\_video}}**]  **MODERATOR:**  “We will now look at a short video showing how an ARISS contact looks from the perspective of Astronaut Tim Peake.”  **SCHOOL/GROUP:**  [ ] School/group plays video in auditorium, run time ~3 minutes.  <https://www.youtube.com/watch?v=Z-yHD9lVbH8>  **[ ] At end of video school/group host hands back to the ARISS moderator.**  **MODERATOR:**  “Now that we have seen what a contact looks like from the ground side and what it looks like on-board the ISS, now comes the most exciting part, your contact with astronaut **{{astronaut\_name}}** on the ISS!”  → |
| **Event #10 Starts at {{T10}} ~{{D10}}m Duration {{A10}}m to ISS Rise**  **MODERATOR**:  “Our contact for today is with astronaut **{{astronaut\_name}}**, amateur radio callsign **{{astronaut\_callsign}}**, who will be using the ISS amateur radio callsign **{{ISS\_callsign}}**.”  “The amateur radio ground station that will establish radio contact with the ISS today is ARISS Ground Station **{{telebridge\_callsign}}** located at **{{telebridge\_location}}** and operated by **{{operator\_name}}**, **{{operator\_callsign}}.**  “**{{operator\_name}}**, before the contact begins, please tell us a little bit about the **{{telebridge\_callsign}}** station and how you will handle today’s contact with the ISS.”  **GROUND STATION:**  [ ] Mention any additional people assisting at ground station.  [ ] Ground station describes station. Limit to ~2 minutes.  [ ] Ground station reports time to ISS rise and predicted AOS.  **[ ] Ground station hands back to the ARISS moderator.**  **MODERATOR**:  “Thank you **{{operator\_name}}**.  → |
| **Event #11 Starts at {{T11}} ~{{D11}}m Duration ~{{A11}}m to ISS Rise**  **MODERATOR**:  [ ] Moderator should be prepared with filler material if ahead of the timeline.  **MODERATOR:**  “We are now about **{{A11}}** Minutes before the planned acquisition of signal from ISS. With the time for the ARISS contact quickly approaching, we want to remind all to please mute your cell phones and be as quiet as possible when not asking Astronaut **{{astronaut\_name}}** a question.”  “Remember, what we are doing on ISS is an experiment, so we can never tell the results, positive or negative until the experiment is over. And students, please don’t forget to say OVER at the end of your question.”  “The International Space Station will soon come into radio range of the **{{telebridge\_callsign}}** ARISS ground station in **{{telebridge\_location}}** so, **{{operator\_name}}**, it’s all yours. Good luck!, OVER!”  **MODERATOR:**  [ ] Handover to ground station at least one minute before ISS ride time.  → |
| **Event #12 Starts at {{T12}} ~{{D12}}m Duration ~{{A12}}m to ISS Rise**  **GROUND STATION:**  [ ] Open squelch, rushing noise is heard.  [ ] Ground station calls ISS. This may take a few minutes.  [ ] Confirm that contact is solid and say “Over to the school for first question.”  → |

**SCHOOL QUESTIONS**

[Copy/paste the list of school/group questions from ARISS Ops Uplink file here.]

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| --- |
| **GROUND STATION:**  [ ] IF TIME PERMITS, thank astronaut and invites all attendees to cheer in appreciation.  No additional ad-lib questions are permitted.  [ ] Contact ends at LOS, ground station signs off.  **[ ] Ground station hands back to the ARISS moderator.**  → |

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| --- |
| **Event #13 Starts at ~{{T13}} ~{{D13}}m Duration Post LOS**  **CLOSING REMARKS AND** **END OF ARISS PORTION OF THE PROGRAM**  **MODERATOR:**  “Ladies and Gentlemen we have just shared a “wow” moment of history. Amateur radio ground station **{{telebridge\_callsign}}** located at **{{telebridge\_location}}** and operated by **{{operator\_name}}**, **{{operator\_callsign}}**, contacted astronaut **{{astronaut\_name}}** (**{{astronaut\_callsign}}**) aboard the International Space Station, and spoke with students at the **{{school\_group\_name}}** in **{{school\_group\_city\_state}}**.”  “Now, for the international volunteer team of ARISS, including the Amateur Radio Satellite Corporations around the world, the American Radio Relay League, The Canadian Space Agency, The European Space Agency, the Japanese Space Agency, Roscosmos, and NASA, this is **{{moderator\_name}}**, **{{moderator\_callsign}}** your ARISS moderator, sending my salutation to all of you in amateur radio terms, 73’s, which means best wishes.”  **MODERATOR:**  [ ] If using Verizon, moderator requests Verizon Operator stop recording.  [ ] If using Verizon, moderator thanks Verizon Operator for the help.  [ ] Any live stream from the moderator and tele-bridge station is stopped.  [ ] Moderator releases ground station from conference or asks them to standby.  **[ ] ARISS moderator hands off to school/group.**  → |

**Logistics**

**Important Dates and Times**

Date of Contact (YYYY-MM-DD): **{{contact\_date}}**

Event local time zone: **{{etz}}**

Start of Conference (HH:mm): **{{conf\_UTC}}** UTC / **{{conf\_sch}}** school local time

ISS Rise time (HH:mm): **{{AOS\_UTC}}** UTC / **{{AOS\_sch}}** school local time

**School/Group Information**

School/group name: **{{school\_group\_name}}**

School/group location: **{{school\_group\_city\_state}}**

Coordinator/teacher at venue: **{{school\_coordinator\_name}}**

School principal name: **{{principal\_name}}**

School teacher name: **{{teacher\_name}}**

School/group presenter name: **{{presenter\_name}}**

**ISS Information**

Astronaut name and callsign: **{{astronaut\_name}}**, **{{astronaut\_callsign}}**

ISS callsign to be used: **{{ISS\_callsign}}**

**ARISS Mentor Information**

Mentor name, callsign: **{{mentor\_name}}**, **{{mentor\_callsign}}**

Mentor will be On-site or Remote for the contact: **{{mentor\_location}}**

**ARISS Moderator Information**

Moderator name, callsign: **{{moderator\_name}}**, **{{moderator\_callsign}}**

Moderator will be On-site or Remote for the contact: **{{moderator\_location}}**

**ARISS Tele-bridge Ground Station**

Station callsign & location: **{{telebridge\_callsign}}**, **{{telebridge\_location}}**

Operator name and callsign: **{{operator\_name}}**, **{{operator\_callsign}}**

Audio interface (Verizon/Zoom dial-in/Zoom client): **{{audio\_interface}}**

Video interface: **{{telebridge\_video}}**

**Live Streaming**

Live streaming planned (Yes/No): **{{livestream\_plan}}**

Live stream operator name, callsign: **{{livestream\_name}}**, **{{livestream\_callsign}}**

**Miscellaneous**

None. [Manually edit any additional items here.]

[Delete this page for the final version of the script.]

**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.

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

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

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

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

[ ] Add list of student 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.

[ ] Verify name pronunciations. Make notes as needed.

[ ] Review the script for completeness. Adjust as needed.

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