Appendix A for NASA Special Events PRA (8.2024)

https://my.nasa.gov/specialevents/s/

Guests Select Available Events in Two Ways.

- 1. From the portal itself after registration
- 2. After receiving a link via email with the event opportunity that directs them to the portal

# Portal Homepage

NASA SPECIAL EVENTS Home



# NASASPECIALEVENTS

NASA explores the unknown in air and space, innovates for the benefit of humanity, and inspires the world through discovery. Through NASA Events you can join NASA to explore the universe and discover our home planet.

## **Discover More from NASA Events**



Find an Event virtually or near you! Peruse Opportunities for NASA Virtual Guest Programming and other opportunities.

NASA Events | Eventbrite 😔



Want to bring NASA to your event? The NASA Speakers Bureau is composed of engineers, scientists, and other professionals who represent the agency as speakers at civic, professional, educational, and other public venues. Each year, NASA speakers provide hundreds of presentations to thousands of people.

Requests for Exhibits, Artifacts, or Speakers 😔



Are you a NASA employee/contractor planning an event? Learn about registration tools and here: https://communications.nasa.gov/tools

Join the Guest Ops Community of Practice 😔



Other ways to get involved We also invite you to find out all of the ways you can bring NASA into your life through participating in experiences, learning engagements, and activities that you can do on your own.





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# Example email directing guest to the portal (@ RSVP Here)

You are cordially invited to attend the launch of GOES-U from Kennedy Space Center in Florida scheduled for no earlier than Tuesday, April 30, 2024. The two-hour launch window will open at 5:10 p.m. EDT.

GOES-U is the fourth and final satellite in the Geostationary Operational Environmental Satellites (GOES) – R Series, the Western Hemisphere's most sophisticated weather-observing and environmental monitoring system. The GOES-R Series provides advanced imagery and atmospheric measurements, real-time mapping of lightning activity, and space weather observations.

The GOES-U mission is a collaborative effort between the National Oceanic and Atmospheric Administration (NOAA) and NASA. NASA manufactures and launches the GOES satellites for NOAA, which operates them and distributes their data to users worldwide.

Follow the RSVP link (below) to access the Launch Guest Website and login. After logging in, you will be able to verify your information, your party, and RSVP. If it's your first-time accessing NASA's Special Events Portal, you'll be guided to create an account before responding to the invitation.

Please do not forward this message, as this information is specific to you and your guest(s). Your RSVP will ensure that you and your previously submitted guest(s) have an opportunity to view the GOES-U Launch. Please RSVP by Thursday, April 11, 2024 at 12:00 AM EDT.

Guests are responsible for providing their own travel accommodations and transportation to the check-in and/or bus boarding location. When making travel plans, keep in mind the tentative nature of launches. The launch date is subject to change due to various factors. Please check the <u>NASA Events Site</u> regularly for the latest launch information.

If you have any questions, please contact the guest operations team at hq-events@mail.nasa.gov.

We look forward to seeing you at launch!

Follow the link below to confirm your attendance.

Sincerely,

NOAA & NASA Guest Operations



# NASASPECIALEVENTS

### Lisername

Password

Log in

Forgot your password?

New to NASA Special Events? Sign Up Here

Your account will be locked for 15 minutes after 5 consecutive failed log in attempts, after which time your account will be unlocked and you may try to login again.

Once logged in and after 15 minutes of inactivity, you will be logged out and asked to log in again.

If you do not remember your password, it is recommended that you click "Forgot Password" and create a new password. If you continue to experience login issues after resetting your password, you may contact hq-events@mail.nasa.gov for assistance. If you need to correct any of your information contained in this system, you can edit

yourself or be in touch with hq-events@mail.nasa.gov for further assistance.

# By accessing and using this information system, you acknowledge and consent to the following:

You are accessing a U.S. Government information system, which includes: (1) this computer; (2) this computer network; (3) all computers connected to this network including end user systems; (4) all devices and storage media attached to this network or to any computer on this network; and (5) cloud and remote information services. This information system is provided for U.S. Government-authorized use only. You have no reasonable expectation of privacy regarding any communication transmitted through or data stored on this information system. At any time, and for any lawful purpose, the U.S. Government may monitor, intercept, search, and seize any communication or data transiting, stored on, or traveling to or from this information system. You are NOT authorized to process classified information on this information system. Unauthorized or improper use of this system may result in suspension or loss of access privileges, disciplinary action, and civil and/or criminal penalties.

PRIVACY ACT STATEMENT: The information in this form will allow Agency staff members with Guest Operations responsibilities to appropriately plan for guest attendance, communicate needed information of guests, and to organize the clearance of guests at NASA facilities.

AUTHORITY: The collection is authorized by 42 U.S.C. 2451, et seq., the National Aeronautics and Space Act of 1958, as amended.

PURPOSE: This information is being collected and maintained for the purpose of organizing effective outreach events and registration opportunities for members of the public.

ROUTINE USES: Use and disclosure of your records within and outside of NASA may occur in accordance with the NASA Security Records Systems (NASA 10GOS) system of records notice published at

https://www.federalregister.gov/documents/2023/11/30/2023-26353/privacy-act-of-1974-system-of-records and as permitted by the Privacy Act of 1974, as amended (5 U.S.C. 552a(b)). DISCLOSURE: Failing to provide the requested information my result in not being able to attend an event.

Paperwork Reduction Act Statement: This information collection meets the requirements of 44 U.S.C 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. The OMB control number for this information collection is XXXX-XXXX and it expires on XXXXXXXX. We estimate that it will take about 11 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our time estimate above to hq-events@mail.nasa.gov. Send only comments relating to our time estimate to this address.



#### Please enter an email address to begin.

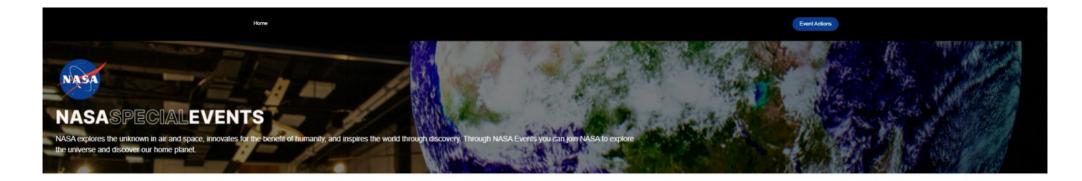
	Email address
	you@email.com
	Next
	Next



#### Please enter a First Name and Last Name.

* First Name		
*Last Name		
Back Submit		

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Thank you for registering.

Please check your email for an email verification. You may close this tab.





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 Contact NASA
 Terms and Conditions

Space Administration NASA Official: Emily

McLeod

## Welcome to NASA Special Events Inbox ×

NASA STEM Gateway <agency-mynasa-no-reply@mail.nasa.gov> to me •

Hi Taylor,

Welcome to NASA Special Events! To set up your password and begin managing any event actions, go to <a href="https://stemgateway.nasa.gov/login?c=KSju2QYf4ZXdFbrpAovZcK2OzwU1dxatca4ibfEvNre9Mdj2PUxUXiPtvdojYAS80.Rig.U7iZdf5IRLB01">https://stemgateway.nasa.gov/login?c=KSju2QYf4ZXdFbrpAovZcK2OzwU1dxatca4ibfEvNre9Mdj2PUxUXiPtvdojYAS80.Rig.U7iZdf5IRLB01</a> J64E0za1DHTjUittnzR2Is4vy\_s7X2miQ4\_zM13kGgH\_Yv3ABN808XI3M89tuUlb3\_GR7UVnxJwSVzMK3ZsM7yvn.BWNrsy6BNRhBZ7xSr8pS86M0TDTrasGtw5Sxuy8wD4wVA5EA%3D%3D

Your log-in will also grant access to NASA's STEM Gateway. Educators, Students, and Enthusiasts can explore NASA experiences designed to inspire, engage, educate, and employ. These range from virtual classroom connections to trainings and challenges, and internship opportunities. It's also possible to request a NASA expert for an event! Access it all, with the same username and password, here: <u>https://stemgateway.nasa.gov/s/</u>

Username: taylor.sulkes@gmail.com

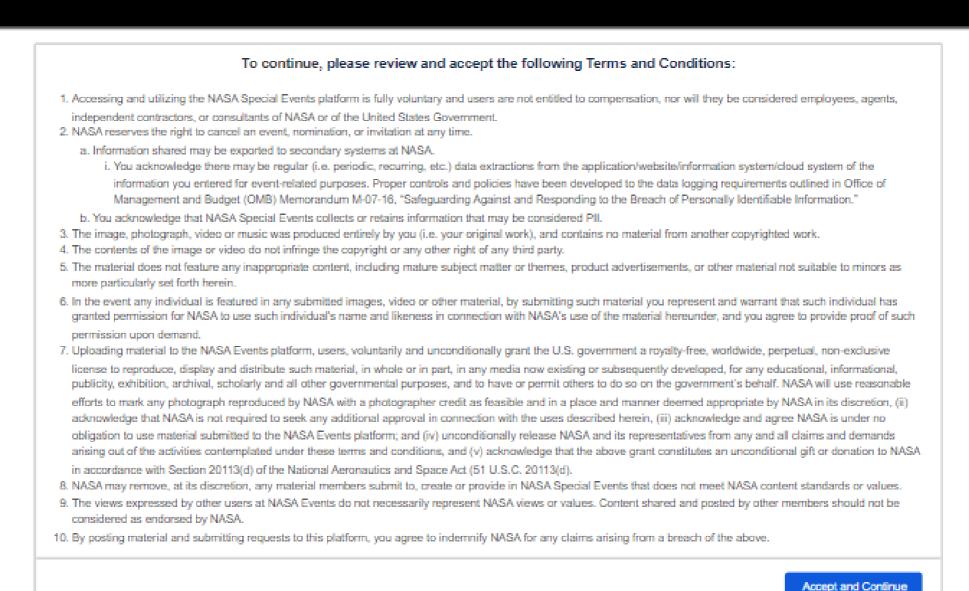
Thanks, NASA Special Events 6:14 AM (6 hours ago) 🕁 😳 🕤 🗄

8 C



# Change Your Password

0	12 characters
Also in	clude at least 3 of the following:
0	1 uppercase letter
0	1 lowercase letter
-	1 number
õ	1 special character 👔
* New	Password
12	
* Confi	rm New Password
* Confi	rm New Password
* Confi	rm New Password
* Confi	rm New Password Change Password



	a profile with NASA Special Events. Completion of your demographic nation is voluntary. ER INFORMATION
Name	
Salutation	
-None	
First Name	
Taylor	
Middle Name	
Middle Name	
Last Name	
Sulkes	
Suffix	
Suffix	
Tite	
in M	
Can't find your Company? Add a new Company below.	
CONT	ACT INFORMATION
'Email	
taylor.sulkes@gmail.com	
Preferred Phone Home Phone Wark Phone Mabile Phone Other Phone	
Home Phone	Work Phone
Mabile Phone	Other Phone

Complete the following details as applicable to	o create a profile with NASA Special Events. Completion of your demogration is voluntary.	aphic
	GUEST INFORMATION	
Interests		
Humans in Space		^
Aeronautics		
Technology		
Earth & Climate		-
The Solar System		-
Citizenship		
None		:
Country of Origin		
-None		\$
	DEMOGRAPHICS	
Bace		
American Indian or Alaska Native		-
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		_
White		<b>•</b>
Ethnicity		*
-None-		:
Gender		
-None		:
Veteran Status	Disability Status	
-None	-None-	Ĵ
	voluntary. No selection decisions are made based on the information provided, nor is this not to provide this information, select the 'Do not wish to provide' option for each item that you ction of Demographic Information.	
	Previous	Complete

### Profile Setup

All fields marked with an asterisk (\*) are required. Once each section has been saved with all required fields, refresh the page prior to navigating to the Home screen. Editing these fields will update your information for future Events. Changes here will not change your information on previously attended or registered for events.

$\sim$	Contact	Information
--------	---------	-------------

Salutation	/	First Name Taylor	/
Last Name Sulkes	/	Email taylor.sulkes@gmail.com	/
Business Phone	/	Courtesy Copy Email	/

#### ✓ General Information

Citizen Status United States Citizen	Country of Origin	/
Dual Citizenship 🕚	Salutation	1
Title Student	Company	/
Sirthdate	State of Residence	/
Drivers Lioense	Green Card Holder	/
Green Card Number	Green Card Expiration Date	/
Passport Country of Issuance	Passport Number	/
Passport Issue Date	Passport Expiration Date	/
/isa Number	Visa Status	,
/isa Expiration Date	PIV Badge Holder	,

#### Demographic Information

Gender		Race	
	/		1
Ethnicity		Disability Status	
	/		/
Veteran Status			
	/		

Completion of your Demographic Information is voluntary. No selection decisions are made based on the information provided, nor is this information viewable by anyone else. If you choose not to provide this information, select the 'Do not wish to provide' option for each item that you choose not to report on.

Click here for additional information about the collection of Demographic Information.

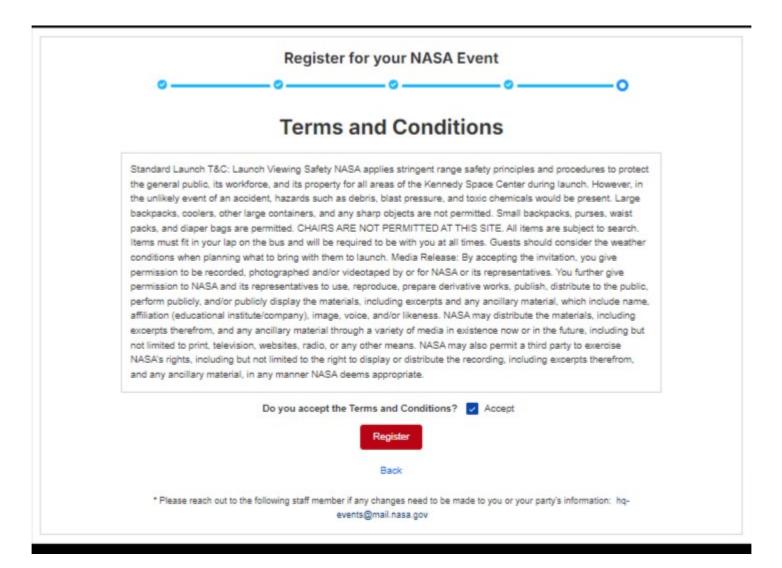


Event Details	R	Register for your NASA Event
Main Event Crew-9 Launch	0	0 0 0
Mission Description NASA's ninth rotational mission of a SpaceX Falcon 9 rocket and Dragon spacecraft will carry NASA astronauts Zena Cardman, commander; Nick Hague, pilot; and Stephanie Wilson, mission specialist; along with Roscosmos cosmonaut Alexander Gorbunov, mission specialist.		Guests* below to confirm who will attend on the following pages. the decline button below to decline.
Main Event Date/Time 2024-09-24	Primary Guest	
Main Event's Time Zone Eastern Standard Time (EST); UTC -5	First Name Taylor	Last Name Sulkes
Event Location Kennedy Space Center	Secondary Guest 1	
Event/Guest Information	First Name	Last Name
Guests are responsible for providing their own travel accommodations and transportation to the check-in and/or bus boarding location. When making travel plans, keep in mind the tentative nature of launches. The launch date is subject to change due to various factors.	Zander	Continue
	* Please reach out to the following	Decline staff member if any changes need to be made to you or your party's information: hq- events@mail.nasa.gov

•	
General Info	
Primary Guest First Name	
Taylor	
Primary Guest Last Name	
Sulkes	
*Primary Guest Email	
taylor.sulkes@gmail.com	
Primary Guest Phone Number	
+1 (123) 456-7890	
Continue	

Confirmation and ADA Accommodations					
Check to confirm attendance and select necessary ADA accommodations.					
First Name	Last Name	ADA Accommodations			
Taylor	Sulkes	Wheelchair Access Access to Seating Other			
Zander	Sulkes	Wheelchair Access Access to Seating Other			
	Continue				
	First Name	First Name     Last Name       Taylor     Sulkes       Zander     Sulkes			

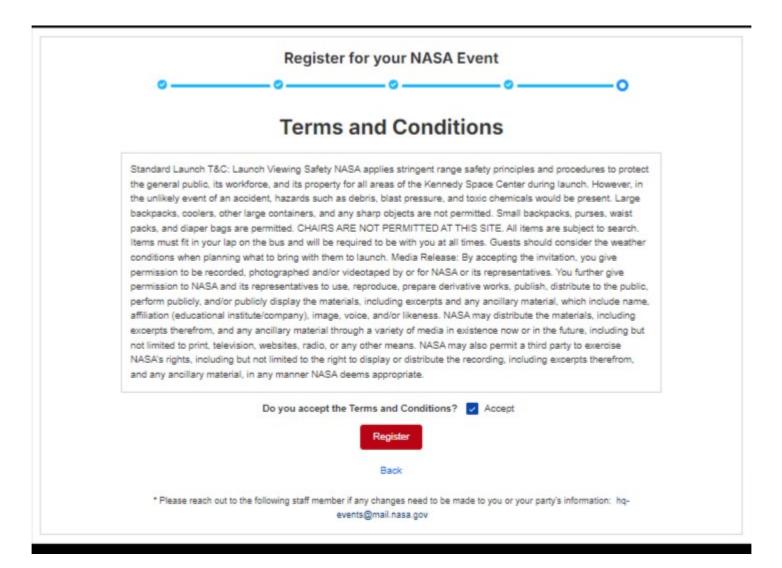
Register for your NASA Event
Additional Attempts
Would your party attend additional attempts?
Accept All
Continue Back



Event Details	Register for your NASA Event
Main Event Crew-9 Launch	O000_
Mission Description NASA's ninth rotational mission of a SpaceX Falcon 9 rocket and Dragon spacecraft will carry NASA astronauts Zena Cardman, commander; Nick Hague, pilot; and Stephanie Wilson, mission	General Info Primary Guest First Name
specialist; along with Roscosmos cosmonaut Alexander Gorbunov, mission specialist.	Taylor
Main Event Date/Time 2024-09-24	Primary Guest Last Name Sulkes
Main Event's Time Zone Eastern Standard Time (EST); UTC -5	*Primary Guest Email
Event Location Kennedy Space Center	taylor.sulkes@gmail.com Primary Guest Phone Number
Event/Guest Information Guests are responsible for providing their own travel	+1 (123) 458-7890
accommodations and transportation to the check-in and/or bus boarding location. When making travel plans, keep in mind the tentative nature of launches. The launch date is subject to change due to various factors.	Continue
	* Please reach out to the following staff member if any changes need to be made to you or your party's information: ho-events@mail.nasa.gov

up to 2 additional g	uests and confirr	n your party's deta	ails for the event. This	event requires US Citizenship and a NASA	NPIV Badge.
ending Guests	First Name	Last Name	NASA PIV	Citizenship Status	ADA Accommodations
	Taylor	Sulkes	<ul> <li>Badge Holder</li> </ul>	US Citizen     US Lawful Permanent Resident     Non-United States Citizen	Wheelchair Access Access to Seating Other
Additional Gue	st Details			Citizenship Status	Save and Confirm Guest
First Name				US Citizen	
*Last Name				<ul> <li>US Lawful Permanent Resident</li> <li>Non-United States Citizen</li> </ul>	
Last Name				ADA Accommodations	
NASA PIV B	adae Holder			Wheelchair Access	
				Access to Seating Other	
NOTE: This even NOTE: This even					

Register for your NASA Event
Additional Attempts
Would your party attend additional attempts?
Accept All
Continue Back



### **Event Details**

Main Event	
Europa Cli	ipper Launch
Mission De	
	pper's main science goal is to determine whether places below the surface of Jupiter's icy moon,
	at could support life. Europa Clipper's three main
	jectives are to understand the nature of the ice shell wan beneath it, along with the moon's composition gy.
Main Event	Date/Time
To Be Ann	ounced
Main Event	's Time Zone
Eastern St	andard Time (EST); UTC -5
Event Loca	tion
Kennedy S	Space Center
Event/Gues	st Information
Additional	details will be provided.
Primary Alk	ocation Team's Email
	@mail.nasa.gov

Salutation	Mrs. v						
*First Name	Emily						
Middle Name							
*Last Name	Moleod						
Suffix							
Guest Email	emily.e.moleod@nasa.gov						
As the Primary Guest, you'll be receiving all the communication on behalf of your party. If changes need to be made to this email, please contact the POC: hq-events@mail.nssa.gov							
*Title	Public Affairs Specialist						
Enter any Affiliation, Ex: school, place of work, volu	nteer org, etc. Please create a new one if you cannot find yours.						
*Company	🐻 Nasa X						
	Add Company						
Please choose 'yes' only if your PIV badge will be valid at the time of the Event.							
*NASA PIV Badge Holder	Yes 💌						
Dual Citizenship	None v						
*Citizen Status US Lawful Permanent Resident 💌							

Your Information Please Note: This form can only be submitted once. After submission, you will not be able to go back and make changes. After submitting your form, you

may update information for your party by reaching out to the Guest Operations Team.

### Your Nominee Information

Nominated Party Size 3
Nominee Acceptance Deadline
8/26/2024

*Company	🕫 Nasa	×
		Add Company
Please choose 'yes' only if your PIV badge will be v	alid at the time of the Event.	
*NASA PIV Badge Holder	Yes	•
Dual Citizenship	None	•
*Citizen Status	US Lawful Permanent Resident	-
*Birthdate	May 5, 1982	i
*Country of Origin	United States of America (the)	•
*Gender	Female	-
*Passport Number	65555	
*Passport Country of Issuance	United States of America (the)	-
*Passport Issue Date	Jan 1, 2024	<b></b>
*Passport Expiration Date	Jan 1, 2025	<b></b>
*Green Card Number	55555	
*Green Card Expiration Date	Jan 1, 2025	<b></b>
	Continue Decline	

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	Space Administration									
	NASA Official: Emily									
	McLeod									

Please upload	a Green Card (front and back) for review.
Upload Files	
🛧 Upload Files	Or drop files
The fellowing former	types are allowed: PDF, JPG, JPEG, PNG, DOC, DOCX, PPT, PPTX, CSV, TXT. Maximum file size of 2GB
The following format i	
The following format	

Event	Details	
	Details	

#### Main Event Europa Clipper Launch

Mission Description Europa Clipper's main science goal is to determine whether there are places below the surface of Jupiter's icy moon, Europa, that could support life. Europa Clipper's three main science objectives are to understand the nature of the ice shell and the ocean beneath it, along with the moon's composition and geology. Main Event Date/Time To Be Announced

Main Event's Time Zone Eastern Standard Time (EST); UTC -5

Event Location Kennedy Space Center

Event/Guest Information

Additional details will be provided.

Primary Allocation Team's Email hq-events@mail.nasa.gov

Primary Allocation Team's Phone

## Your Nominee Information

Nominated Party Size

3 Nominee Acceptance Deadline

8/26/2024

	Your Secondary Guests	
Enter requ	ired information for each additional guest. You may add up to 2 guests.	
^	Edit Taylor Sulkes	Ê
Salutation	None	•
*First Name	Taylor	
*Last Name	Sulkes	
* Title	Kid	
Enter any Affiliation. Ex: school, place of work. V	volunteer org, etc. Please create a new one if you cannot find yours.	
*Company	Res Nasa	×
	Ado	d Company
Please choose 'yes' only if your PIV badge will t	be valid at the time of the Event.	
*NASA PIV Badge Holder	No	-
Dual Citizenship	None	•
* Citizen Status	United States Citizen	•
*State of Residence	Florida	•
	Cancel Save	
		+ Add guest
	Continue	
	Back	

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National Aeronautics

Space Administration NASA Official: Emily

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Event	Details	
	Details	

#### Main Event Europa Clipper Launch

Mission Description Europa Clipper's main science goal is to determine whether there are places below the surface of Jupiter's icy moon, Europa, that could support life. Europa Clipper's three main science objectives are to understand the nature of the ice shell and the ocean beneath it, along with the moon's composition and geology. Main Event Date/Time To Be Announced

Main Event's Time Zone Eastern Standard Time (EST); UTC -5

Event Location Kennedy Space Center

Event/Guest Information

Additional details will be provided.

Primary Allocation Team's Email hq-events@mail.nasa.gov

Primary Allocation Team's Phone

## Your Nominee Information

Nominated Party Size

3 Nominee Acceptance Deadline

8/26/2024

Your Secondary Guests Enter required information for each additional guest. You may add up to 2 guests.				
Salutation	None	•		
* First Name	Taylor			
*Last Name	Sulkes			
* Title	Kid			
Enter any Affiliation, Ex: school, place of work.	volunteer org, etc. Please create a new one if you cannot find yours.			
*Company	Rasa	×		
	A	dd Company		
Please choose 'yes' only if your PIV badge will	be valid at the time of the Event.			
*NASA PIV Badge Holder	No	*		
Dual Citizenship	None	•		
* Citizen Status	United States Citizen	•		
* State of Residence	Florida	•		
	Cancel			
		+ Add guest		
	Continue			
	Back			

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National Aeronautics

Space Administration NASA Official: Emily

McLeod

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# NASA SPECIAL EVENTS Home

# **Event Details**

Main Event

ESCAPADE Launch

Mission Description

ESCAPADE will use two identical spacecraft to investigate how the solar wind interacts with Mars' magnetic environment and how this interaction drives the planet's atmospheric escape.

Main Event Date/Time

To Be Announced

Main Event's Time Zone

Eastern Standard Time (EST); UTC -5

Event Location

Kennedy Space Center

Event/Guest Information

Guests are responsible for providing their own travel accommodations and transportation to the check-in and/or bus boarding location. When making travel plans, keep in mind the tentative nature of launches. The launch date is subject to change due to various factors.

	•	
Your	Nominees	

	0 Register	ed Nominees	2 Nominations Remaining
Status	Nominated Party Size	Actual P	arty Size
V No Further Nominations			
	✓ No Further Nominations	Status Nominated Party Size	

-

## Add Nominee

Search for your Nominee's email. Please select a match if one exists or you will have the opportunity to create a new record if not. If you know multiple emails for a Nominee, please try them all before creating a new record.

Search Contacts

example@nasa.gov

Q

## Add Nominee

## Create a new Nominee

Please enter Nominee information to your best knowledge. This Nominee will also have the chance to make edits later.

*Email		
sulkes.emily@gmail.com		
Salutation		
Select an Option		*
As appears on Government Issued ID/passport.		
* First Name		
*Last Name		
Title or role, ex. Student.		
*Title		
Enter any Affiliation. Examples: school, place of work, volunteer org, etc. Please create a new one if you cannot find yours.		
*Company		
Search Accounts	Q	Add Company
* Citizen Status		
None		*

Cancel Back Next

## Add Nominee

## Nominee Event Information

This number includes the Primary Guest. NASA Guest Ops reserves the right to alter the number based on space and logistics available. These count against your Assigned Allocation value.

\*Nominated Party Size

-- Select a value --

\*Preferred Viewing Site

-- Select a value --

Are you making this nomination due to a former or current capacity?

Current

Former

Stakeholder Category

-- Select a value --

Group

-- Select a value --

Please enter any additional information (including alternate emails) the Guest Ops team should be aware of for this Nominee.

Notes

Cancel Back Submit

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