

# Scheduling Instructions

## Space Week – School Visit

Welcome to the BPS Registration section of my website "[WeNeedOurSpace.com](http://WeNeedOurSpace.com)". The following instructions should allow you, the Space Week Contact (SWC) to easily register your 6<sup>th</sup> graders for the Space Week - School Visit. If you have any problems please call Beth Smith (KSC Education Office) at 321 .867.2989 or email her at [beth.b.smith@nasa.gov](mailto:beth.b.smith@nasa.gov).

Step 1: Work with your school administration to determine how many presentations you will need to accommodate all 6th grade students. Depending upon the number of students and the size of the room used you will probably need to request 1 or 2 presentations. (We recommend that you combine 2 or more classes for each presentation, if room allows).

Step 2: Work with your school administration to identify a few possible dates. Look at the calendar included on this website for available dates and times. Remember, allocation of dates and times will be on a first come; first served basis but must be confirmed by Beth Smith before your selection is considered final. The window available for school visits is August 27th through November 24, 2015. All scheduling should be completed ASAP but no later than September 25, 2015. Most days will have three slots available (8:30 - 10:00; 10:30-12:00 and 12:30-2:00). Select the presentation time(s) you wish and you must either call or email Beth and request confirmation. *\*NOTE: 2015 Space Week days at KSC Visitor's Center fall between November 23<sup>rd</sup> and December 15<sup>th</sup>.*

Step 3: Beth will send you a confirmation email and include a simple Information sheet for Jim Kennedy which you can complete online and return to her.

We look forward to seeing each of you again or meeting you for the first time and will do our best to "Inspire the Next Generation of Explorers" at your school. Thank you in advance for your interest and support for Brevard's 2015 Space Week school visits.

Jim Kennedy  
Presenter and Former Director, Kennedy Space Center