



Spaceport America Cup

2019 Integrated Master Schedule Document

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1.0 INTRODUCTION

The Experimental Sounding Rocket Association (ESRA) and the New Mexico Spaceport Authority (aka Spaceport America; NMSA) have partnered to host and support the Spaceport America Cup (SAC), a week-long series of events which will set the background and provide structure for the world's largest university rocket engineering competition. This host-event continues the Intercollegiate Rocket Engineering Competition's (IREC) legacy of inspiring student design teams from across the country and around the world.

1.1 BACKGROUND

The “smoke and fire,” noise, high speeds, and sleek aerodynamics of rocketry encourage students to pursue science, technology, and mathematics based careers. They have "Rocket Fever!", and competition motivates them to extend themselves beyond the classroom to design and build the rockets themselves. These students also learn to work as a team, solving real world problems under the same pressures they'll experience in their future careers.

ESRA held the first annual IREC in 2006. The competition achieved international status in 2011 when Canadian and Brazilian universities threw their hats in the ring. These schools have since been joined by others from every continent except Antarctica. In fact, the competition has roughly doubled in size every year since 2013, becoming the largest known collegiate level rocket engineering competition in the world in 2014. Attendance in 2016 included as many as 600 participants – including faculty, family, and friends of students from over 50 colleges and universities. The next year marked the start of a new era with the inaugural Spaceport America Cup. Over 1,100 students, faculty, and representatives from 22 industry partners participated in an academic conference, rocket and payload engineering competitions, and non-competing demonstration flight tests.

1.2 PURPOSE AND SCOPE

This document primarily defines the schedule on which participants in the Spaceport America Cup: Intercollegiate Rocket Engineering Competition must submit required deliverables to the event organizers in order to be considered "timely" in scoring. The impact of timeliness on scoring is described for each respective deliverable in Section 2.6 of the *IREC Rules & Requirements Document*, maintained on the ESRA website (<http://www.soundingrocket.org/sa-cup-documents--forms.html>). Furthermore, this document, integrates other information useful to participants, such as the deadlines for early, on-time, or late-payment of fees, due dates for required waivers/forms, and the detailed event schedule of the Spaceport America Cup itself.

1.3 REVISION

The SAC Integrated Master Schedule Document is a living document and will be updated as needed throughout the year leading up to the Spaceport America Cup – at the event itself if necessary – in response to real-world events. The most up to date version will always be maintained on the ESRA website (<http://www.soundingrocket.org/sa-cup-documents--forms.html>). Participants should always verify they are working to the correct version by checking the Effective Date recorded on the header of their copy matches the version currently stored on the ESRA website. Updates to the SAC Integrated Master Schedule Document will always be announced via e-mail and other means.

NOTE: The event organizers will never revise the SAC Integrated Master Schedule Document to make the due dates of upcoming deliverables sooner than originally scheduled.

1.4 DOCUMENTATION

The following documents include standards, guidelines, schedules, or required standard forms. The documents listed in this section are either applicable to the extend specified in this document, or contain reference information useful in the application of this document.

DOCUMENT	FILE LOCATION
IREC Rules & Requirements Document	http://www.soundingrocket.org/sa-cup-documents--forms.html
SA Cup Range Standard Operating Procedures	http://www.soundingrocket.org/sa-cup-documents--forms.html
IREC Forms and Templates	http://www.soundingrocket.org/sa-cup-documents--forms.html

2.0 IREC DELIVERABLES SCHEDULE AND OTHER IMPORTANT PRE-EVENT DATES

The following table records the schedule on which participants in the Spaceport America Cup: Intercollegiate Rocket Engineering Competition must submit required deliverables to the event organizers in order to be considered "timely" in scoring, as well as the due dates for competition fees and required waivers/forms. Unless otherwise specified, all times given are Eastern Daylight Time (EDT).

Note: Generally, there is no strict deadline for entering "late" into the IREC. Teams entering into the competition late should accompany their entry form with an e-mail addressed to ESRA (experimentalsoundingrocket@gmail.com), alerting the organizers to check for the late entry. Such entries will receive their Team ID shortly after receipt of the entry form.

DATE	ACTION(S)
1700 16 NOV 2018	Entry Application due per Section 2.6.1 of the <i>IREC Rules & Requirements Document</i> https://www.dropbox.com/request/d1bZulrnbMlanLzoLQx7
1700 3 DEC 2018	Acceptance Announcement per Section 2.6.1 of the <i>IREC Rules & Requirements Document</i>
1700 25 JAN 2019	Submit 1 st Progress Update per Section 2.6.1 of the <i>IREC Rules & Requirements Document</i> https://www.dropbox.com/request/C50eSdxUpbib0U9NtFZK
1700 15 FEB 2019	\$200 Entry Deposit fee is due using the payment link provided on the IREC Fees webpage of the ESRA website: http://www.soundingrocket.org/irec-team-fees.html
1700 8 MAR 2019	Submit 2 nd Progress Update per Section 2.6.1 of the <i>IREC Rules & Requirements Document</i> https://www.dropbox.com/request/4phqwFFbntxXAxqyE5I
1700 29 APR 2019	The \$200 Entry Deposit fee is no longer refundable if paid after this date, or if a team who have paid announce their intention to withdraw after this date.
	This is the on-time payment deadline for the \$500 Rocket Fee. This fee increases to \$700 for late-payment. The Rocket Fee will be paid using the payment link provided on the IREC Fees webpage of the ESRA website http://www.soundingrocket.org/irec-team-fees.html

DATE	ACTION(S)
	This is the on-time payment deadline for the \$50 individual Rocketeer Fee. This fee increases to \$60 for late-payment. Each participant will pay using the payment link provided on the IREC Fees webpage of the ESRA website http://www.soundingrocket.org/irec-team-fees.html
1700 17 MAY 2019	Submit 3 rd Progress Update per Section 2.6.1 of the <i>IREC Rules & Requirements Document</i> https://www.dropbox.com/request/yUqWRfNO4mZMZf5AMPic
	Submit Project Technical Report per Section 2.6.2 of the <i>IREC Rules & Requirements Document</i> https://www.dropbox.com/request/gKwrhu6vn1y16QTV6rav
	Submit Poster Session Materials per Section 2.6.3 of the <i>IREC Rules & Requirements Document</i> https://www.dropbox.com/request/wXNlo3WrL10H4wTCYbJV
	Submit Podium Session Materials per Section 2.6.4 of the <i>IREC Rules & Requirements Document</i> <i>Slide Deck:</i> https://www.dropbox.com/request/JkLPyQPyhHPBrfpXOTit <i>Extended Abstract:</i> https://www.dropbox.com/request/YGTXAIERhBefXAOSITQR
	Submit School Participation Letter per Section 2.6.5.1 of the <i>IREC Rules & Requirements Document</i> https://www.dropbox.com/request/JefGetTCj0jaw4RDWIqG
	Submit Spaceport America Cup Waiver and Release Of Liability Form per Section 2.6.5.3 of the <i>IREC Rules & Requirements Document</i> https://www.spaceportamericacup.com/2018-spaceport-america-cup-waiver.html
	Insurance deliverable has been removed.

3.0 SPACEPORT AMERICA CUP EVENT SCHEDULE OVERVIEW

The following table records the detailed schedule of events for the Spaceport America Cup. Unless otherwise specified, all times given are Eastern Daylight Time (EDT). The Spaceport America Cup will be held at Spaceport America and Las Cruces, New Mexico. Detailed schedules of each day’s events are provided in the following sections.

DATE	EVENT(S)
17 JUN 2019	Rocketeer Check-in: ESRA staff and volunteers will conduct early check-in for Rocketeers at the Las Cruces Convention Center. At least one representative from each team must check-in all the Rocketeers associated with their team at either this opportunity or at the Conference the next day. <u>While there is check-in on the Tuesday Event day, this is primarily for teams who physically could not make it to Monday’s check-in or had issues while checking in.</u> Once checked in Rocketeers will receive their event credentials for operating on the Spaceport.
	Event Staff, Judge, and Volunteer Coordination Kick-off Meeting: All event staff, judges, and volunteers will meet at the Hotel Encanto de Las Cruces for a coordination kick-off meeting. ESRA and Spaceport personnel will brief the team on the coming schedule of activities, distribute necessary materials, and answer all questions from those assembled. (Not for Students)

DATE	EVENT(S)
18 JUN 2019	<p>Conference Day Podium and Poster Sessions: Held at the Las Cruces Convention Center, the Conference Day gives students, judges, recruiters, the public, and media a chance to see all the projects.</p> <p>Judges will begin evaluating all projects for the "category place awards", "team conduct awards" and "overall winner award" defined in the <i>IREC Rules & Requirements Document</i>.</p> <p>Judges will begin evaluating projects accepted into the podium session for special "technical awards" defined the <i>IREC Rules & Requirements Document</i>.</p>
	<p>Group Photo: All participants will gather for group photos outside the Las Cruces Convention Center, opting for themselves whether or not to include their projects. Volunteer group photo will be directly afterward.</p>
19 JUN 2019	<p>Launch Preparations and Design Implementation Evaluation: While being judged and monitored for flight safety concerns, all teams will spend the day on-site at the Spaceport America Vertical Launch Area (VLA), setting up the Rocket Assembly Area(s), assembling their systems, and troubleshooting components in preparation for launch.</p>
	<p>Early Launch Opportunity for Solid Motors Only: Launch and recovery operations will occur on-site at the Spaceport America VLA. There will be spectator viewing areas set up and teams will be able to display their rockets after recovery.</p>
	<p>On-site Camping Begins: The Spaceport America Crew will permit competition participants to campout at the VLA during the on-site component of the First Annual SA Cup - beginning on launch preparation day.</p>
20 JUN 2019	<p>Launch Day: Launch and recovery operations will occur on-site at the Spaceport America VLA. There will be spectator viewing areas set up and teams will be able to display their rockets after recovery.</p>
21 JUN 2019	<p>Launch Day: Launch and recovery operations will occur on-site at the Spaceport America VLA. There will be spectator viewing areas set up and teams will be able to display their rockets after recovery.</p>
22 JUN 2019	<p>Final Launch Day: Launch and recovery operations will occur on-site at the Spaceport America VLA. There will be spectator viewing areas set up and teams will be able to display their rockets after recovery.</p>
	<p>Participant Appreciation Lunch: A free buffet style lunch will be provided to all Rocketeers, Volunteers, and VIPs, on Saturday.</p>
	<p>Site Cleanup: All teams support cleanup of the Rocket Assembly Area(s) and immediate surroundings to remove equipment and properly dispose of trash, discarded material, etc. To care for this land, the goal is to leave it in better condition than when we arrived!</p>
<p>Awards Ceremony: For participants, family, friends, faculty, and media, the awards ceremony will take place the night of the last launch day.</p>	

3.1 17 JUNE 2019 SCHEDULE DETAILS

Events scheduled include Check-in for Rocketeers, and a Coordination Kick-off Meeting for all Event Staff, Judges, and Volunteers. Check-in occurs at the Las Cruces Convention Center, while Staff meeting is in the San Andreas Ballroom at the Hotel Encanto de Las Cruces. The Hotel Encanto de las Cruces is located at 705 South Telshor Boulevard, Las Cruces, NM 88011.

Note: All times recorded below are subject to change by ESRA as needed based on extenuating circumstances. ESRA will make every attempt to communicate schedule changes in advance; however, we ask that teams remain flexible and adaptable to changes if/when they occur.

TIME (MDT)	EVENT(S)
<p>3:00pm-10:00pm (or last in line) Las Cruces Convention Center</p>	<p>Rocketeer Check-in:</p> <p>At least one, but preferably all (or all available), representative of the team will complete the check-in process defined in Section 3.0 of the <i>SA Cup Range Standard Operating Procedures</i>.</p> <p>Please make every attempt to register on this day. Wednesday registration is only for teams who had issues, or physically could not arrive sooner.</p> <p>Finally, all participants must bring an acceptable form of government issued, photo ID to access the Spaceport. A passport, U.S. driver's license, or Canadian health card are all considered acceptable forms of government issued photo ID.</p> <p><u>IMPORTANT: All participants shall carry their respective form of government issued photo ID with them at all times, while on NMSA property. NMSA Protective Services personnel may request a participant's ID at any time to confirm the individual's identity.</u></p>
<p>6:00pm-10:00pm (or last question) Hotel Encanto de Las Cruces</p>	<p>Event Staff, Judge, and Volunteer Coordination Kick-off Meeting:</p> <p>ESRA and NMSA personnel will brief the team on their roles and responsibilities during the coming schedule of activities, distribute necessary materials, and answer all questions from those assembled. This will be the first of several similar meetings held throughout the event to maintain team coordination and cohesion.</p> <p>All Event Staff, Judges, and Volunteers must always wear their badges while on NMSA property. Badges shall be worn where they are clearly visible – clipped either to a garment or a provided lanyard or above the waist. Only vehicles (not including trailers) with a vehicle placard will be admitted onto NMSA property. Placards shall be displayed prominently – either on top of the dashboard or hanging from the rearview mirror.</p> <p>Finally, all participants must bring an acceptable form of government issued, photo ID to access the Spaceport. A passport, U.S. driver's license, or Canadian health card are all considered acceptable forms of government issued photo ID.</p> <p><u>IMPORTANT: All participants shall carry their respective form of government issued photo ID with them at all times, while on NMSA property. NMSA Protective Services personnel may request a participant's ID at any time to confirm the individual's identity.</u></p>

3.2 18 JUNE 2019 SCHEDULE DETAILS

Events scheduled include Conference Day Proceedings, a Networking Social Event, and late check-in. The Conference Day Proceedings will occur at the Las Cruces Convention Center. The Networking Social Event will occur in the Azul Ultra Lounge at the Hotel Encanto de Las Cruces. The Las Cruces Convention Center is located at 680 East University Ave, Las Cruces, NM 88001. The Hotel Encanto de las Cruces is located at 705 South Telshor Boulevard, Las Cruces, NM 88011.

Time (MDT)	EVENT(S)
5:00am-7:00am Las Cruces Convention Center	<p>Booth Set-up:</p> <p>Spaceport America Cup sponsors, recruiters, vendors, exhibitors and IREC teams will set-up their displays and booths in specified areas in the Convention Center Exhibit Hall and Pre-function Space.</p> <p>IREC Teams will be directed to bring their poster displays, project hardware, and any other materials through side entrances directly into the Exhibit Hall – where they will find tables and chairs assigned to them. 105 eight-foot-long tables are provided. Each table is provided 3 chairs for team members to share as desired. All tables will be numbered and assigned. Schools fielding more than one team should expect to share tables. All manner of standing displays (eg roll-ups, spider frames, etc.) are permitted.</p> <p>Sponsors, recruiters, vendors, exhibitors will enter through the main entrance to set up at designated locations in the Pre-function Space. A table and chairs are provided for each recruiter, vendor, or exhibitor.</p> <p>Any sponsors, recruiters, vendors, exhibitors, or IREC Teams who do not finish setting up their booth prior to the Kick-off All-hands Briefing at 0700, may continue setting up after the briefing.</p>
7:00am-7:30am Las Cruces Convention Center	<p>Kick-off All-hands Briefing:</p> <p>All event attendees will gather in Ballrooms 1 & 2 (combined into a single auditorium) for the official opening of the Spaceport America Cup. There will be standing room only, so please be prepared. Representatives from ESRA and NMSA will introduce themselves, acknowledge sponsors, provide general safety info, and any additional updates.</p>
7:45am-8:45am Las Cruces Convention Center	<p>Team Officers & Faculty Briefing:</p> <p>Each team should have the two most senior members and a faculty advisor (if present) stay behind in the ballroom for an in-depth briefing on the procedures for the event. There will be Q&A during this briefing.</p> <p>The convention center staff will also be closing the wall during a portion of this meeting to split the ballroom into two presentation rooms.</p>
9:00am-5:00pm Las Cruces Convention Center	<p>Late Check-in:</p> <p>Any teams which did not check-in during the Early Check-in opportunity on 18 JUN <u>must check in during the conference day</u>. Please refer to details recorded in Section 3.1 of this Document under “Early Check-in” for check-in requirements.</p>
9:00am-5:00pm Las Cruces Convention Center	<p>Doors open to the general public with free admission:</p> <p>Event staff will also be available to sell spectator tickets for launches occurring at the Spaceport to any interested members of the general public.</p>

Time (MDT)	EVENT(S)
9:00am-5:00pm Las Cruces Convention Center	<p>Conference Poster Session:</p> <p>IREC Team Poster Displays, project hardware, and other materials on display in the Exhibit Hall all-day offer students, judges, recruiters, the general public, and media a chance to see all the projects. At least one member of the team must be present with their display at all times, both to supervise the booth and engage with any visiting event attendees.</p>
9:00am-11:00am Las Cruces Convention Center	<p>Conference Podium Session:</p> <p>Ballrooms 1 & 2 will be divided into two auditoriums following the Kick-off All-hands Briefing. Each auditorium will concurrently host student presentations by IREC Teams eligible for certain Technical Achievement Awards. Each presentation is slotted to be twenty minutes long with an additional five minutes allotted for Q&A. There may be as many as 24 such presentations – 12 in each auditorium.</p> <p>Later in the day, the Podium Session may also feature presentations by non-competing student research projects, and industry sponsors. The selected topics, their order, and the auditorium in which they are scheduled will be distributed via e-mail prior to the event, and posted on the doors of each auditorium at the event itself.</p>
11:00am-12:00pm	<p>Podium Session pauses while the judging panel breaks for lunch</p>
12:00pm-5:00pm Las Cruces Convention Center	<p>Conference Podium Session Resumes:</p> <p>Ballrooms 1 & 2 will be divided into two auditoriums following the Kick-off All-hands Briefing. Each auditorium will concurrently host student presentations by IREC Teams eligible for certain Technical Achievement Awards. Each presentation is slotted to be twenty minutes long with an additional five minutes allotted for Q&A. There may be as many as 24 such presentations – 12 in each auditorium.</p> <p>Later in the day, the Podium Session may also feature presentations by non-competing student research projects, and industry sponsors. The selected topics, their order, and the auditorium in which they are scheduled will be distributed via e-mail prior to the event, and posted on the doors of each auditorium at the event itself.</p>
5:00pm-6:30pm Las Cruces Convention Center	<p>Tear Down:</p> <p>All Spaceport America Cup sponsors, recruiters, vendors, exhibitors and IREC teams should remove their displays from the Convention Center by 1830, remembering to break to join the group Photo at 1730. Teams may pack up as much as they need to before and/or after the photo.</p>
5:30pm Las Cruces Convention Center	<p>Group Photo:</p> <p>At 1730 a group photo will be taken outside the convention center. Teams not ready at 1730 will not be in the photo. It is the team's responsibility to be ready at 1730. Rockets are optional. If teams bring school and/or national flags, there will be two photos - one with school and/or national spirit, and one without.</p>

Time (MDT)	EVENT(S)
7:30pm-11:00pm Hotel Encanto de Las Cruces	Networking Social Event: All Spaceport America Cup sponsors, recruiters, vendors, exhibitors and IREC teams are all encouraged to meet one another at the Azul Ultra Lounge in the Hotel Encanto for unstructured, informal socialization and networking.
7:00pm-8:00pm (or later if needed) Hotel Encanto de Las Cruces	ESRA Staff, Judge, and Volunteer Dinner: ESRA Staff, Judges, and Volunteers will meet for a working dinner at the Hotel Encanto. ESRA personnel will de-brief each other following the Conference Day, and coordinate on the next day's activities at the Spaceport. Judges and Volunteers are encouraged to join the student at the networking social at the end of this meeting.

3.3 19 JUNE 2019 SCHEDULE DETAILS

Events scheduled include Event Setup at the Spaceport, Launch Preparations, and an opportunity for any well organized teams using solid propulsion to attempt flight. All these events will occur on Spaceport America Property. The Spaceport is located on County Road A021, Truth or Consequences, NM 87901. More specific driving directions will be provided during the Team Officers & Faculty Briefing at the Conference. Once at the Spaceport participants will be heavily assisted in reaching their appropriate locations by ESRA and NMSA personnel.

TIME (MDT)	EVENT(S)
6:00am	Gates open: The gate to Vertical Launch Area (VLA) open at 0600. Teams may begin showing up any time after 0600 – keeping in mind their leadership must attend the Flyer's Meeting. NMSA staff will direct the participants to the VLA where they will establish the Participant Parking, Camping, and Rocket Assy. Areas.
10:00am-10:30am)	Morning Flyer Meeting: <u>All Team Project Managers and Safety Officers must meet for mandatory Flyer's Meeting.</u> These morning meetings are to cover launch operations, safety instructions and any updates to produces that have been made. It is the responsibility of the team project manager and safety officer to disseminate the information to all team members. Students attending the Flyers Meeting should expect to take notes.
11:00am-6:00pm	Spectator Area open to ticket bearing members of the public: Tickets may also be purchased at the gate. Parents of teams launching before 7:30am will be allowed early access.
10:00am-6:30am (or later)	Launch Preparations and Judging Evaluations: Beginning once the Rocket Assembly Area is established, participants will begin preparing their projects for flight. Event staff will break approximately half an hour for a lunch provided by ESRA sometime between 1100 and 1300. Evaluations not completed by this evening, continue the next day.
1:00pm-6:00pm	Range open for launch operations: ESRA anticipates both staff and students being prepared to support launches no earlier than 1300. <u>This particular opportunity if for solid rocket motors only.</u>
6:30pm-7:00pm	Evening Flyer Meeting: Mandatory for all teams attempting to launch early the following morning before the next scheduled Morning Flyer Meeting, and any other team told to attend by event staff. Optional to all other teams. On Wednesday, this is mandatory for all high altitude launches – which will attempt flight early Thursday morning This briefing will be similar to the Morning Flyer's Meeting., but will also act as a way for teams and ESRA to give feedback to one another.
6:30pm-7:30pm	Judges Coordination Meeting: Judges will convene in the VLA at the end of the day for a working dinner provided by ESRA. ESRA staff will de-brief the Launch Preparation Day, and brief the panel on the next day's launch operations before releasing them for the evening.
On-site Camping Begins: The Spaceport America Crew will permit competition participants to campout at the VLA during the entire on-site component of the First Annual SA Cup - beginning on the launch preparation day scheduled for 21 June.	

3.4 20 JUNE 2019 SCHEDULE DETAILS

Events scheduled include launch operations and the resolution of any judging activities not completed the previous day. All these events will occur on Spaceport America Property. Similar to the 20 June.

TIME (MDT)	EVENT(S)
6:00am-6:00pm	Range open for launch operations: ESRA anticipates both staff and students being prepared to support launches no earlier than 0600.
8:30am-9:00am	Morning Flyer Meeting: <u>All Team Project Managers and Safety Officers must meet for mandatory Flyer's Meeting.</u> These morning meetings are to cover launch operations, safety instructions and any updates to produces that have been made. It is the responsibility of the team project manager and safety officer to disseminate the information to all team members. Students attending the Flyers Meeting should expect to take notes.
8:00am-6:00pm	Spectator Area open to ticket bearing members of the public: Tickets may also be purchased at the gate. Parents of teams launching before 7:30am will be allowed early access.
6:30pm-7:00pm	Evening Flyer Meeting: Mandatory for all teams attempting to launch early the following morning before the next scheduled Morning Flyer Meeting, and any other team told to attend by event staff. Optional to all other teams. On Wednesday, this is mandatory for all high altitude launches – which will attempt flight early Thursday morning This briefing will be similar to the Morning Flyer's Meeting., but will also act as a way for teams and ESRA to give feedback to one another.
6:30pm-7:30pm	Judges Coordination Meeting: Judges will convene in the VLA at the end of the day for a working dinner provided by ESRA. ESRA staff will de-brief the Launch Preparation Day, and brief the panel on the next day's launch operations before releasing them for the evening.

3.5 21 JUNE 2019 SCHEDULE DETAILS

Events scheduled include launch operations, the resolution of any judging activities not completed the previous day. All these events will occur on Spaceport America Property. All these events will occur on Spaceport America Property. Similar to the 20 June.

TIME (MDT)	EVENT(S)
6:00am-6:00pm	Range open for launch operations: ESRA anticipates both staff and students being prepared to support launches no earlier than 0600.
8:30am-9:00am	Morning Flyer Meeting: <u>All Team Project Managers and Safety Officers must meet for mandatory Flyer's Meeting.</u> These morning meetings are to cover launch operations, safety instructions and any updates to produces that have been made. It is the responsibility of the team project manager and safety officer to disseminate the information to all team members. Students attending the Flyers Meeting should expect to take notes.
8:00am-6:00pm	Spectator Area open to ticket bearing members of the public: Tickets may also be purchased at the gate. Parents of teams launching before 7:30am will be allowed early access.
6:30pm-7:00pm	Evening Flyer Meeting: Mandatory for all teams attempting to launch early the following morning before the next scheduled Morning Flyer Meeting, and any other team told to attend by event staff. Optional to all other teams. On Wednesday, this is mandatory for all high altitude launches – which will attempt flight early Thursday morning This briefing will be similar to the Morning Flyer's Meeting., but will also act as a way for teams and ESRA to give feedback to one another.
6:30pm-7:30pm	Judges Coordination Meeting: Judges will convene in the VLA at the end of the day for a working dinner provided by ESRA. ESRA staff will de-brief the Launch Preparation Day, and brief the panel on the next day's launch operations before releasing them for the evening.

3.6 22 JUNE 2019 SCHEDULE DETAILS

Events scheduled include launch operations, final judging deliberations, and the Awards Ceremony.

TIME (MDT)	EVENT(S)
6:00am-3:00pm Spaceport America VLA	Range open for launch operations: ESRA anticipates both staff and students being prepared to support launches no earlier than 0600.
7:00am-7:30am Spaceport America VLA	Morning Flyer Meeting: All Team Project Managers and Safety Officers must meet for mandatory <u>Flyer's Meeting</u> . These morning meetings are to cover launch operations, safety instructions and any updates to produces that have been made. It is the responsibility of the team project manager and safety officer to disseminate the information to all team members. Students attending the Flyers Meeting should expect to take notes.
8:00am-3:00pm Spaceport America VLA	Spectator Area open to ticket bearing members of the public: Tickets may also be purchased at the gate. Parents of teams launching before 7:30am will be allowed early access.
12:00pm-4:00pm (or longer) Hotel Encanto de Las Cruces	Judges meet for final deliberations: All scored flights must have been recovered and completed post-flight processing no later than 1200.
12:00pm-2:00pm Spaceport America VLA	Free Lunch for Teams and Volunteers at VLA: All participants are invited for free lunch on the range and encouraged to visit with spectators and sponsors.
12:00pm-3:00pm Spaceport America VLA	Soft Range Close and Site Cleanup: Although some non-competing flight attempts may proceed, ESRA will start packing up any non-essential resources. This includes any rails and launch equipment that will not be needed, ESRA tents, etc. ESRA will be asking for volunteers from the teams over the PA system to help make this quicker, we hope that each team can lend one or two people to help a little. The goal is to leave the area in better condition than when we arrived!
3:00pm-5:00pm Spaceport America VLA	Hard Range Close and Site Cleanup: All launch operations will stop and ESRA will ask for one last wave of volunteers to help pack up all remaining equipment. The goal is for the last vehicle to be leaving at 1700 for Las Cruces. If all the teams pitch in a couple volunteers then everyone can have a chance to go back to town, eat dinner, and clean themselves up for the awards ceremony.
8:00pm-10:00pm (or end) Las Cruces Convention Center	Spaceport America Cup Awards: Featuring keynote speakers, closing remarks will be made, music will be played, and winners of all competitions and categories will be announced. A good time will be had by all. This event is closed to the general public.