

Propulsion Technical Interchange Meeting Support

Statement of Work

Task Order: 110/0

In support of the Agency Propulsion Technical Discipline
Period of Performance: 6/1/2020 – 12/31/2020

Task Monitor: Andrew Maynard

Summary

The purpose of this task is to provide planning and support for Technical Interchange Meetings (TIMs) for Agency Advanced Materials Panel and In-Space Chemical Propulsion on September 28-30, 2020. These TIMS will be conducted in parallel.

Task Background

The JANNAF Interagency Propulsion Committee coordinates fundamental research, exploratory development, and advanced development programs; standardize procedures and nomenclature; promote and facilitate the exchange of technical information; and accomplish problem solving in areas of joint agency interest on propulsion systems used in missiles, rockets, boosters, space plane, spacecraft, satellites, and guns. JANNAF subcommittees focus their resources on technical issues of interest to the JANNAF agencies. The purpose of the LPS Advanced Materials Panel and In-Space Propulsion Panel are to provide a forum for exchanging information on advanced materials development and related data to aid in the application of materials for rocket propulsion components and to motivate the development of new materials and processes.

NASA has committed significant effort towards understanding future in-space propulsion needs and development of in-space chemical propulsion roadmaps along with starting technology development. It is NASA's intent to share the results of these efforts, to encourage organizations with similar interests to share their work/ideas and provide insight into future development plans.

The journey beyond low earth orbit (LEO) will require the development of highly reliable propulsion systems to fulfill future mission needs. Various in-space propulsion systems are being considered in support of Space Launch System (SLS) Exploration Upper Stage (EUS), Mars Sample Return, Mars architecture studies, Lunar missions, Europa and other deep space missions. Hosting periodic technical exchanges is a means to bring the in-space transportation community together to discuss the in-space chemical propulsion requirements, what has been done, and what needs to be done to support current mission planning, emerging satellite industry and low-cost small launch industry. These types of forums are conducive to sharing ideas and needs for future in-space chemical propulsion development.

Task Requirements

The vendor will organize and conduct the JANNAF LPS Advanced Materials Panel and NASA In-Space Chemical Propulsion Technical Interchange Meetings (TIM) on September 28-30, 2020, at the Jackson Center in Huntsville, AL. Planning will incorporate cradle-to-grave execution including: program planning; logistics; venue and support contract(s); and meeting announcements, invitations, and programs. This meeting will be unclassified; however, restricted to U.S. citizens employed by the U.S. Government and U.S. Government contractors actively working a U.S. Government contracts and eligible for receipt of militarily-critical technical data (ITAR). This effort will include dissemination of the proceedings from this meeting. Estimated attendance for each TIM is ~300 People.

The outline below provides a top-level summary of activities that should be associated with the planning and execution of these TIM's.

Program Development

- Meeting Pre-Planning and Preparation
 - Meeting Website
 - Development and dissemination of Meeting Announcement and Call for Papers
 - Author Forms and Instructions
 - Meeting Registration communications and forms
 - Venue information including housing, dining, transportation, etc. where appropriate
- Program Planning Meeting
 - Collect, categorize, and input abstracts into meetings database
 - Organize and upload abstracts for dissemination to PC members
 - Establish and communicate program planning meeting invitation with instructions
 - Conduct Program Planning Meeting via conference calls to organize sessions and generate the technical program as required.

Meeting Management

- Distribute author communications and instructions
- Distribute session chair confirmations and instructions
- Generate and publish Meeting Invitation (including public website)
- Generate and publish Preliminary and Final Meeting Programs (including secure website)
- Travel arrangements
- Finalize logistics with venue and vendors (if warranted)
- Publish communication materials (programs, posters, session agenda signs,)
- Prepare automated reminder communications to authors and session chairs
- Collect papers (if pertinent), presentations, and paper clearances
- Collect, vet, and input meeting registrations into meetings database
- Prepare and print badges
- Coordinate and ship materials to the conference venue(s)
- Provide on-site oversight of the meeting
 - Unpack conferences boxes and set-up meeting site
 - Perform and/or provide oversight of the registration, security, author, and IT desks/offices
 - Monitor and direct the venue and vendors
 - Perform on-site registration assistance
 - Prepare materials for return shipment

Post Meeting

- Prepare and disseminate the meeting survey
- Reconcile and pay final venue and vendor invoices
- Generate travel reimbursements for staff and conference VIPs
- Prepare final fiscal data for reporting
- Publish and prepare conference papers for upload into the JDOC

Deliverables

Execution of the JANNAF LPS Advanced Materials Panel TIM and NASA In-Space Chemical Propulsion TIM and dissemination of the meeting proceedings.