



# Spaceport America Cup: Intercollegiate Rocket Engineering Competition (IREC)

2024 Integrated Master Schedule Document

Note: ESRA is a registered 501(c)(3) non-profit organization dedicated to fostering and promoting engineering knowledge and experience in the field of rocketry. See [www.soundingrocket.org](http://www.soundingrocket.org) for more information.

## Table of Contents

1.0 INTRODUCTION	3
1.1 BACKGROUND	3
1.2 PURPOSE AND SCOPE	3
1.1 REVISION	3
1.2 DOCUMENTATION	4
2.0 IREC DELIVERABLES SCHEDULE AND OTHER IMPORTANT PRE-EVENT DATES	4
3.0 SPACEPORT AMERICA CUP EVENT SCHEDULE OVERVIEW	6
3.1 SUNDAY, JUNE 16, 2024 SCHEDULE DETAILS	8
3.2 MONDAY, JUNE 17, 2024 SCHEDULE DETAILS	9
1.3 TUESDAY, JUNE 18, 2024 SCHEDULE DETAILS	11
3.3 WEDNESDAY, JUNE 19, 2024 SCHEDULE DETAILS	13
3.4 THURSDAY, JUNE 20, 2024 SCHEDULE DETAILS	15
3.6 FRIDAY, JUNE 21, 2024 SCHEDULE DETAILS	16
3.7 SATURDAY, JUNE 22, 2024 SCHEDULE DETAILS	17

**ALL TIMES ZONES ARE US MOUNTAIN TIME (MT)**

## 1.0 INTRODUCTION

The Experimental Sounding Rocket Association (ESRA) and the New Mexico Spaceport Authority (aka Spaceport America) have partnered to host and support the Spaceport America Cup: Intercollegiate Rocket Engineering Competition, 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 inhabited continent. 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. 2017 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 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.

## 1.1 REVISION

The 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.*

## 1.2 DOCUMENTATION

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

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

## 2.0 IREC DELIVERABLES SCHEDULE AND OTHER IMPORTANT PRE-EVENT DATES

All times given are MOUNTAIN Time (MT).

All deliverables are managed via the Spaceport America Cup 2024 Hero<sup>X</sup> challenge page at: <https://www.herox.com/SpaceportAmericaCup2024>

DATE	ACTION(S)
5:00pm Oct 10, 2023	Entry Application window begins per Section 2.6.1 of the <i>IREC Rules &amp; Requirements Document</i> <a href="https://www.herox.com/SpaceportAmericaCup2024">https://www.herox.com/SpaceportAmericaCup2024</a>
5:00pm Oct 20, 2023	Entry Application window closes per Section 2.6.1 of the <i>IREC Rules &amp; Requirements Document</i> <a href="https://www.herox.com/SpaceportAmericaCup2024">https://www.herox.com/SpaceportAmericaCup2024</a>
Early Nov 2023	Acceptance Announcement per Section 2.6.1 of the <i>IREC Rules &amp; Requirements Document</i> <a href="https://www.herox.com/SpaceportAmericaCup2024">https://www.herox.com/SpaceportAmericaCup2024</a>
Mid Nov 2023	Submit a single email request per team to <a href="mailto:general.info@esrarocket.org">general.info@esrarocket.org</a> requesting a Visa Letter for Accepted International Teams. VISA applications should be completed ASAP. Waiting even a month could keep your team from participating.
5:00pm Dec 15 2023	Submit 1 <sup>st</sup> Interim Progress Update per Section 2.6.1 of the <i>IREC Rules &amp; Requirements Document</i> <a href="https://www.herox.com/SpaceportAmericaCup2024">https://www.herox.com/SpaceportAmericaCup2024</a>
5:00pm Dec 15 2023	Entry Application fee is due using the payment link provided on the IREC Fees webpage of the ESRA website: <a href="https://www.soundingrocket.org/irec-fees.html">https://www.soundingrocket.org/irec-fees.html</a> Entry Application Fee is NOT REFUNDABLE
5:00pm Feb 16 2024	Submit 2 <sup>nd</sup> Interim Progress Update per Section 2.6.1 of the <i>IREC Rules &amp; Requirements Document</i> <a href="https://www.herox.com/SpaceportAmericaCup2024">https://www.herox.com/SpaceportAmericaCup2024</a>

5:00pm Apr 19 2024	<p>This is the on-time payment deadline for the Rocket Fee. This fee increases for late payment. The Rocket Fee will be paid using the payment link provided on the IREC Fees webpage of the ESRA website  <a href="http://www.soundingrocket.org/irec-fees.html">http://www.soundingrocket.org/irec-fees.html</a></p>
	<p>This is the on-time payment deadline for the individual Rocketeer Fee. This fee increases for late-payment. Each participant will pay using the payment link provided on the IREC Fees webpage of the ESRA website  <a href="http://www.soundingrocket.org/irec-fees.html">http://www.soundingrocket.org/irec-fees.html</a></p>
	<p>Submit 3rd Interim Progress Update per Section 2.6.1 of the <i>IREC Rules &amp; Requirements Document</i>. <i>Scheduled Video Reviews should be coordinated to be completed no later than May 19th.</i>  <a href="https://www.herox.com/SpaceportAmericaCup2024">https://www.herox.com/SpaceportAmericaCup2024</a></p>
5:00pm May 10 2024	<p>Submit Project Technical Report per Section 2.6.2 of the <i>IREC Rules &amp; Requirements Document</i>  <a href="https://www.herox.com/SpaceportAmericaCup2024">https://www.herox.com/SpaceportAmericaCup2024</a></p>
	<p>Submit Poster Session Materials per Section 2.6.3 of the <i>IREC Rules &amp; Requirements Document</i>  <a href="https://www.herox.com/SpaceportAmericaCup2024">https://www.herox.com/SpaceportAmericaCup2024</a></p>
	<p>Submit Podium Session Materials per Section 2.6.4 of the <i>IREC Rules &amp; Requirements Document</i>                      - Slide Deck and Extended Abstract  <a href="https://www.herox.com/SpaceportAmericaCup2024">https://www.herox.com/SpaceportAmericaCup2024</a></p>
	<p>Submit School Participation Letter per Section 2.6.5.1 of the <i>IREC Rules &amp; Requirements Document</i>  <a href="https://www.herox.com/SpaceportAmericaCup2024">https://www.herox.com/SpaceportAmericaCup2024</a></p>
5:00pm May 19 2024	<p><i>Complete Online Safety Review per Section 2.6.1.1 of the of the IREC Rules &amp; Requirements Document</i>  <a href="https://www.herox.com/SpaceportAmericaCup2024">https://www.herox.com/SpaceportAmericaCup2024</a></p>
11:59pm Jun 3 2024	<p>Submit team video to be played in the livestream. Submission link will be announced via a HeroX post.  <a href="https://www.herox.com/SpaceportAmericaCup2024">https://www.herox.com/SpaceportAmericaCup2024</a></p>
11:59pm Jun 21 2024	<p>Submit video entry for the Video Challenge to be eligible for the Livestream Awards per Section 2.7.4.3 of the of the <i>IREC Rules &amp; Requirements Document</i>. Submission link will be announced via a HeroX post.  <a href="https://www.herox.com/SpaceportAmericaCup2024">https://www.herox.com/SpaceportAmericaCup2024</a></p>
11:59pm Jun 21 2024	<p>Submit video entry for the Live Video Challenge to be eligible for the Livestream Awards per Section 2.7.4.3 of the of the <i>IREC Rules &amp; Requirements Document</i>. Submission link will be announced via a HeroX post. <a href="https://www.herox.com/SpaceportAmericaCup2024">https://www.herox.com/SpaceportAmericaCup2024</a></p>

### 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 MOUNTAIN Time (MT)**. The Spaceport America Cup will be held at the following locations listed below.

LOCATION NAME	LOCATION ADDRESS	GOGGLE MAPS LINK
Las Cruces Convention Center	680 E University Ave, Las Cruces, NM 88001	<a href="https://www.google.com/maps/Las+Cruces+Convention+Center">https://www.google.com/maps/Las+Cruces+Convention+Center</a>
Marriott Courtyard at NMSU	456 E University Ave, Las Cruces, NM 88005	<a href="https://g.page/CourtyardLC">https://g.page/CourtyardLC</a>
Spaceport America Vertical Launch Area (VLA)	32.94051082011668, -106.92141295701651	<a href="https://www.google.com/maps/Spaceport+America+VLA">https://www.google.com/maps/Spaceport+America+VLA</a>
Pan American Center (Pan Am)	1810 E University Ave, Las Cruces, NM 88003	<a href="https://g.page/PanAmCenter">https://g.page/PanAmCenter</a>

***Note: Detailed schedules of each day's events are provided in the following sections.***

DATE	EVENT(S)
<b>Monday</b> <b>Jun 17 2024</b> Las Cruces Convention Center	<b>Team Registration and Rocketeer Check-in:</b> Check-in begins at <b>9:00am</b> at the Las Cruces Convention Center. Team leaders should report to registration during their assigned registration window time to complete the following: <ul style="list-style-type: none"> <li>● <b>Confirmation of team/student fees payment</b></li> <li>● <b>Confirmation of Tripoli membership (as required)</b></li> <li>● <b>Student rocketeer passes and car passes</b></li> <li>● <b>Distribution of T-Shirts and Team Swag</b></li> <li>● <b>Team Photo (WEAR YOUR TEAM SHIRTS)</b></li> </ul> Teams unable to check in on Monday must check in on Tuesday morning. Teams checking in on Tuesday will experience long lines and limited availability of correct T-shirt sizes, etc.
	<b>Mentors, Flyers of Record and Faculty Advisor Check-in:</b> Check-in begins at <b>9:00am</b> at the Las Cruces Convention Center. Make sure to bring your ID and Tripoli Rocketry Association ID card.
	<b>ESRA Volunteer Check-in:</b> Check-in begins at <b>9:00am</b> at the Las Cruces Convention Center. Make sure to bring your ID and Tripoli Rocketry Association ID card.
	<b>Mass Group Photo:</b> All participants will gather at 4:00pm for group photos outside the Las Cruces Convention Center, opting for themselves whether or not to include their projects. ESRA Volunteer/Staff group photos will be directly afterward.

	<p><b>Event Staff, Judge, and Volunteer Coordination Kick-off Meeting:</b> All event staff, Range Safety and Launch Operations team members, judges, and volunteers will meet at the Las Cruces Convention Center at <b>6:00pm</b> for a coordination kick-off meeting. ESRA Leadership team will brief the teams on the schedule of activities, distribute necessary materials, and answer all questions from those assembled. (This meeting is Not for Students.)</p>
<p><b>Tuesday</b>  <b>Jun 18 2024</b>                  Las Cruces                  Convention Center</p>	<p><b>Opening Ceremony, Conference Day Podium and Poster Sessions:</b> 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. Judges will begin evaluating all projects for the "category place awards", "team conduct awards" and "overall winner award" defined in the <i>IREC Rules &amp; Requirements Document</i>. Judges will begin evaluating projects accepted into the podium session for special "technical awards" defined in the <i>IREC Rules &amp; Requirements Document</i>. Note: ESRA Merchandise Store will be opened, and items will be available for purchase during this time at the Convention Center.</p>
	<p><b>ESRA Volunteer Pizza Social:</b> ESRA volunteers are invited to gather at the Marriott Courtyard lobby following the end of events at the Las Cruces Convention center at 5:00pm. Pizza and soft drinks provided by ESRA. Hotel Bar is open for libations and other food options.</p>
<p><b>Wednesday</b>  <b>Jun 19 2024</b>                  Spaceport America                  VLA</p>	<p><b>Launch Preparations and Design Implementation Evaluation:</b> 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><b>Early Launch Opportunity:</b> Gates will open at 7:00am. Teams who have received Final Launch Safety approval can proceed to Launch and recovery operations. Launch Operations will begin as early as possible.</p>
<p><b>Thursday</b>  <b>Jun 20 2024</b>                  Spaceport America                  VLA</p>	<p><b>Launch Day:</b> Gates will open at 5:00am. Launch and recovery operations will occur on-site at the Spaceport America VLA.</p>
<p><b>Friday</b>  <b>Jun 21 2024</b>                  Spaceport America                  VLA</p>	<p><b>Launch Day:</b> Gates will open at 5:00am. Launch and recovery operations will occur on-site at the Spaceport America VLA.  <b>FLIGHT SAFETY REVIEWS will END at 12:00pm ON FRIDAY.</b></p>
<p><b>Saturday</b>  <b>Jun 22 2024</b>                  Spaceport America                  VLA and Pan                  American Center</p>	<p><b>Final Launch Half-Day:</b> Gates will open at 5:00am. Launch and recovery operations will occur on-site at the Spaceport America VLA.</p>
	<p><b>Site Cleanup:</b> All teams will support the cleanup of the Rocket Assembly Area(s) and immediate surroundings by removing equipment and properly disposing of trash, discarded material, etc.</p>

	<p><b>Awards Ceremony:</b> To be held at the <b>Pan American Center in Las Cruces</b> Saturday evening. For participants, family, friends, faculty, and media.</p>
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**3.1 SUNDAY, JUNE 16, 2024 SCHEDULE DETAILS**

*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 style="text-align: center;"><b>Sunday</b>  <b>June 16, 2024</b>                      10:00am-5:00pm</p> <p>Spaceport America                      VLA</p>	<p><b>Hybrid and 2-Stage Pad and Ground Support Equipment Set Up (Optional):</b></p> <p>Hybrid and 2-Stage Category Student Teams may begin setting up their Ground Support Equipment at the Vertical Launch Area at Spaceport America. Teams are not allowed to work on their rocket, energetics or pressurize any systems. This time is available to teams to get their pads and GSE set up.</p> <p><b>Teams must coordinate with their ESRA Safety Team before arriving to be included on the Security Access List.</b></p> <p>Any ordered gasses may not arrive until Monday or Tuesday. Check with your ESRA Safety Team for additional details.</p> <p><u><b>IMPORTANT:</b></u> All participants shall carry their respective form of government issued photo ID with them at all times, while on Spaceport America property. Spaceport America Protective Services personnel may request a participant's ID at any time to confirm the individual's identity.</p>



### 3.2 MONDAY, JUNE 17, 2024 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 and the Event Staff meetings will occur at the Las Cruces Convention Center.

*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 (MT)	EVENT(S)
<p style="text-align: center;"><b>Monday</b> <b>June 17, 2024</b></p> <p style="text-align: center;"><b>9:00am-4:00pm</b></p> <p style="text-align: center;">Las Cruces Convention Center</p>	<p><b>Student Team Check-in and Poster Area Set up:</b></p> <p>Student Team Check-in begins at 10:00 at the Las Cruces Convention Center. All the student rocketeers, mentors and Flier of Record for each team should arrive at the Las Cruces Convention Center NO LATER THAN 4:00pm.</p> <ul style="list-style-type: none"> <li>● <b>Confirmation of team/student fees payment</b></li> <li>● <b>Confirmation of Tripoli membership (as required)</b></li> <li>● <b>Student rocketeer passes and car passes</b></li> <li>● <b>Student T-Shirts and Cup Swag</b></li> <li>● <b>Team Photo</b></li> <li>● <b>Recovery team safety briefing</b></li> <li>● <b>Set up Team Display and Poster Presentation Tables</b></li> <li>● <b>Rocket Safety Reviews</b></li> </ul> <p>IREC Teams will be directed to bring their poster displays, project hardware, and any other materials through the rear entrances or through the cargo dock. Teams will find tables assigned to them.</p> <p>Eight-foot-long tables are provided for each team. Space will be VERY LIMITED. All tables will be numbered and assigned. Standing displays (e.g. roll-ups, spider frames, etc.) are permitted as long as they do not interfere with other teams' displays, traffic flow or create a safety hazard.</p> <p>Note: ESRA Merchandise Store will be open and items will be available for purchase during this time at the Convention Center.</p> <p><u>IMPORTANT:</u> All participants shall carry their respective form of government issued photo ID with them at all times, while on Spaceport America property. Spaceport America Protective Services personnel may request a participant's ID at any time to confirm the individual's identity.</p>
<p style="text-align: center;"><b>Monday</b> <b>June 17, 2024</b></p> <p style="text-align: center;"><b>4:00pm</b></p> <p style="text-align: center;">Las Cruces Convention Center</p>	<p><b>Mass Group Photo:</b></p> <p>At 4:30pm, a mass group photo will be taken outside the Conference Center. Teams not ready at 4:15pm <b>will not be in the photo</b>. It is the team's responsibility to be ready at 4:15pm. Rockets are optional. Teams can bring school and/or national flags. There will be two photos - one with school and/or national spirit, and one without.</p>

<p><b>Monday</b> <b>June 17, 2024</b> <b>6:00pm-9:00pm</b> (or last question)</p> <p>Las Cruces Convention Center</p>	<p><b>Event Staff, Judge, and Volunteer Coordination Kick-off Meeting:</b></p> <p>Event Staff, Judges, and Volunteer Coordination Kick-off Meeting: All event staff, Range Safety and Launch Operations team members, judges, and volunteers will meet Las Cruces Convention Center at 6:00pm for a coordination kick-off meeting.</p> <p>ESRA Leadership team will brief the volunteer team on the coming schedule of activities, distribute necessary materials, and answer all questions from those assembled. (This meeting is Not for Students)</p>
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**1.3 TUESDAY, JUNE 18, 2024 SCHEDULE DETAILS**

Events scheduled include Conference Day Proceedings and late check-in. The Conference Day Proceedings will occur at the Las Cruces Convention Center

Time (MT)	EVENT(S)
<p><b>Tuesday, June 18, 2024</b>  <b>6:00am-7:00am</b>                      Las Cruces                      Convention Center</p>	<p><b>Continued Student Team and Sponsor Area Set-up:</b></p> <p>Spaceport America Cup sponsors, recruiters, vendors, exhibitors and IREC teams will set-up their displays and booths in specified areas.</p> <p>Sponsors, recruiters, vendors, exhibitors will enter through the front entrance to set up at designated locations. A table and chairs are provided for each Sponsor area.</p> <p>Any sponsors or IREC Teams who do not finish setting up their booth prior to the Kick-off All-hands Briefing at 07:00, may continue setting up after the briefing.</p> <p>Note: ESRA Merchandise Store will be open and items will be available for purchase during this time at the Convention Center.</p> <p><u>IMPORTANT:</u> All students, event staff, judges, and volunteers must always wear their badges during the convention or while on Spaceport America 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 Spaceport America property. Placards shall be displayed prominently – either on top of the dashboard or hanging from the rearview mirror.</p>
<p><b>Tuesday</b>  <b>June 18, 2024</b>  <b>7:00am-8:00am</b>                      Las Cruces                      Convention Center</p>	<p><b>Kick-off All-hands Briefing:</b></p> <p>All event attendees will gather within the arena for the official opening of the Spaceport America Cup. This will be a standing room only event. Representatives from ESRA and Spaceport America will introduce themselves, acknowledge sponsors, provide general safety info, and any additional updates. A Keynote Address will be given.</p>
<p><b>Tuesday</b>  <b>June 18, 2024</b>  <b>8:00am-8:30am</b>                      Las Cruces                      Convention Center</p>	<p><b>Team Officers, Mentors, Flyers of Record &amp; Faculty Briefing:</b></p> <p>Each team should have the two most senior members, Mentors, Flyer of Record, and faculty advisors (if present) for a detailed briefing on the launch operations procedures for the event. There will be a Q &amp; A session during this briefing.</p>

Time (MT)	EVENT(S)
<p><b>Tuesday</b>  <b>June 18, 2024</b>  <b>9:00am-5:00pm</b>                      Las Cruces                      Convention Center</p>	<p><b>Late Check-in:</b>                      Any teams which did not check-in on Monday must <u>check in during the conference day</u>. Please refer to details recorded in Section 3.3 of this Document under “Registration Day” for check-in requirements.</p>
<p><b>Tuesday</b>  <b>June 18, 2024</b>  <b>9:00am-5:00pm</b>                      Las Cruces                      Convention Center</p>	<p><b>Doors open to the general public:</b></p>
<p><b>Tuesday</b>  <b>June 18, 2024</b>  <b>9:00am-5:00pm</b>                      Las Cruces                      Convention Center</p>	<p><b>Conference Poster Session:</b>                      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, judges and other competitors.</p>
<p><b>Tuesday</b>  <b>June 18, 2024</b>  <b>9:00am-11:00am</b>                      Las Cruces                      Convention Center</p>	<p><b>Conference Podium Session:</b>                      There will be two areas designated for Technical Podium Presentations. Each area will concurrently host student presentations. Each presentation is expected to be twenty minutes long with an additional five minutes allotted for Q&amp;A. There may be as many as 24 such presentations – 12 in each area.</p>
<p><b>Tuesday</b>  <b>June 18, 2024</b>  <b>11:00am-12:00n</b>                      Las Cruces                      Convention Center</p>	<p><b>Podium Session pauses while the judging panel breaks for lunch</b></p>
<p><b>Tuesday</b>  <b>June 18, 2024</b>  <b>12:00n-5:00pm</b>                      Las Cruces                      Convention Center</p>	<p><b>Conference Podium Sessions Resume</b></p>
<p><b>Tuesday</b>  <b>June 18, 2024</b>  <b>4:00pm-5:00pm</b>                      Las Cruces                      Convention Center</p>	<p><b>Tear Down:</b>                      All Spaceport America Cup sponsors, recruiters, vendors, exhibitors and IREC teams should remove their displays from the Las Cruces Convention Center by 5:00pm.</p>

Time (MT)	EVENT(S)
<b>Tuesday</b> <b>June 18, 2024</b> <b>5:00pm</b> Las Cruces Convention Center Closed	<b>ALL TEAMS MUST EXIT THE BUILDING, NO RE-ENTRY</b>
<b>Tuesday</b> <b>June 18, 2024</b> <b>6:00pm-10:00pm</b> <b>Marriott Courtyard</b> (next to the Convention Center)	<b>ESRA Staff, Judge and Volunteer Pizza Dinner:</b>  ESRA Staff, Judges, and Volunteers will meet for a working dinner at the Marriott Courtyard next door to the convention center. ESRA personnel will debrief each other following the Conference Day, and coordinate on the next day's activities at the Spaceport.

### 3.3 WEDNESDAY, JUNE 19, 2024 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 Spaceport America personnel.

TIME (MT)	EVENT(S)
<b>Wednesday</b> <b>June 19, 2024</b> <b>7:00am</b> Spaceport America VLA	<b>Gates open:</b> The gate to Vertical Launch Area (VLA) opens at 7:00am. Teams may begin showing up no earlier than 06:00am – Spaceport America security staff will direct the participants to the VLA. Spaceport Security will establish the participant parking and rocket assembly areas.
<b>Wednesday</b> <b>June 19, 2024</b> <b>10:00am</b> Spaceport America VLA	<b>Morning Flyer Meeting:</b> <u>All Team Project Managers and Safety Officers must meet for mandatory Flyer's Meeting each morning until they complete their flight.</u>  These morning meetings cover launch operations, safety instructions and any updates to procedures 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 Flyer's Meeting should expect to take notes.
<b>Wednesday,</b> <b>June 19, 2024</b> <b>10:00am-4:30pm</b> Spaceport America VLA	<b>Launch Preparations and Judging Evaluations:</b> Once the Rocket Assembly Area is established, participants will begin preparing their projects for flight. Judging and Range Safety Evaluations not completed by this afternoon, will continue the next day.

<p><b>Wednesday, June 19, 2024</b>  <b>12:00n-4:30pm</b>                  Spaceport                  America VLA</p>	<p><b><u>Range open for launch operations:</u></b> ESRA anticipates both staff and students being prepared to support launches no earlier than 12:00n.</p>
<p><b>Wednesday, June 19, 2024</b>  <b>4:30pm-5:00pm</b>                  Spaceport                  America VLA</p>	<p><b><u>Judges Coordination Meeting:</u></b> Judges will convene in the VLA for a quick debrief of the first day and prepare for the next day's launch operations.</p>
<p><b>Wednesday, June 19, 2024</b>  <b>5:30pm-6:00pm</b>                  Spaceport                  America VLA</p>	<p><b><u>Evening Flyer Meeting:</u></b> 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.</p>
<p><b>Wednesday, June 19, 2024</b>  <b>Sunset ~8:00pm</b>                  Spaceport                  America VLA</p>	<p><b><u>Spaceport America VLA Gates Close</u></b> - All Students must depart the VLA. Camping is only approved for Hybrid and 2-Stage teams.</p>

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### 3.4 THURSDAY, JUNE 20, 2024 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.

TIME (MDT)	EVENT(S)
<p><b>Thursday</b>  <b>June 20, 2024</b>  <b>5:00am</b>                      Spaceport America                      VLA</p>	<p><b>Spaceport America VLA Gates Open</b></p>
<p><b>Thursday</b>  <b>June 20, 2024</b>  <b>8:30am-9:00am</b>                      Spaceport America                      VLA</p>	<p><b>Morning Flyer Meeting:</b>  <u>All Team Project Managers and Safety Officers must meet for a mandatory Flyer's Meeting each morning until they complete their flight.</u> These morning meetings are to cover launch operations, safety instructions and any updates to procedures 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.</p>
<p><b>Thursday</b>  <b>June 20, 2024</b>  <b>7:00am-4:30pm</b>                      Spaceport America                      VLA</p>	<p><b>Range open for launch operations:</b> ESRA anticipates both staff and students being prepared to support launches no earlier than 06:00. Launches will not commence until the sun rises over the mountains and the RSO has officially approved launches can proceed.</p>
<p><b>Thursday</b>  <b>June 20, 2024</b>  <b>4:30pm-5:00pm</b>                      Spaceport America                      VLA</p>	<p><b>Judges Coordination Meeting:</b>                      Judges will convene in the VLA for a quick debrief of the first day and prepare for the next day's launch operations.</p>
<p><b>Thursday</b>  <b>June 20, 2024</b>  <b>5:30pm-6:00pm</b>                      Spaceport America                      VLA</p>	<p><b>Evening Flyer Meeting:</b>                      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.</p>
<p><b>Thursday</b>  <b>June 20, 2024</b>  <b>Sunset ~8:00pm</b>                      Spaceport America                      VLA</p>	<p><b>Spaceport America VLA Gates Close</b> - All Students must depart the VLA. Camping is only approved for Hybrid and 2-Stage teams.</p>

### 3.5 FRIDAY, JUNE 21, 2024 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.

TIME (MT)	EVENT(S)
<p><b>Friday</b>  <b>June 21, 2024</b>  <b>5:00am</b>                      Spaceport America                      VLA</p>	<p><b>Spaceport America VLA Gates Open</b></p>
<p><b>Friday</b>  <b>June 21, 2024</b>  <b>8:30am-9:00am</b>                      Spaceport America                      VLA</p>	<p><b><u>Morning Flyer Meeting:</u></b> These morning meetings are to cover launch operations, safety instructions and any updates to procedures 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.</p>
<p><b>Friday</b>  <b>June 21, 2024</b>  <b>7:00am-4:30pm</b>                      Spaceport America                      VLA</p>	<p><b><u>Range open for launch operations:</u></b> ESRA anticipates both staff and students being prepared to support launches no earlier than 06:00. Launches will not commence until the sun rises over the mountains and the RSO has officially approved launches can proceed.                      Any remaining teams unable to fly on Friday are at a <b><u>VERY HIGH RISK of not launching on Saturday.</u></b></p>
<p><b>Friday</b>  <b>June 21, 2024</b>  <b>4:30pm-5:00pm</b>                      Spaceport America                      VLA</p>	<p><b><u>Judges Coordination Meeting:</u></b> Judges will convene in the VLA for a quick debrief of the first day and prepare for the next day's launch operations.</p>
<p><b>Friday</b>  <b>June 21, 2024</b>  <b>5:30pm-6:00pm</b>                      Spaceport America                      VLA</p>	<p><b><u>Evening Flyer Meeting:</u></b> 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.  <b><u>Flight Safety Review Cutoff:</u></b> Teams that have not completed flight safety review by this time will not be permitted to fly for the remainder of the competition. Teams who fly on Saturday <b><u>may not receive a score for their flight due to delays in getting the data to the judges.</u></b></p>
<p><b>Friday</b>  <b>June 21, 2024</b>  <b>Sunset ~8:00pm</b>                      Spaceport America                      VLA</p>	<p><b>Spaceport America VLA Gates Close</b> - All Students must depart the VLA. Camping is only approved for Hybrid and 2-Stage teams.</p>



### 3.7 SATURDAY, JUNE 22, 2024 SCHEDULE DETAILS

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

TIME (MDT)	EVENT(S)
<p><b>Saturday</b>  <b>June 22, 2024</b>  <b>5:00am</b>                      Spaceport America                      VLA</p>	<p><b>Spaceport America VLA Gates Open</b></p>
<p><b>Saturday</b>  <b>June 22, 2024</b>  <b>7:00am-7:30am</b>                      Spaceport America                      VLA</p>	<p><b><u>Morning Flyer Meeting:</u></b> <u>Any remaining teams who need to fly should attend.</u></p>
<p><b>Saturday</b>  <b>June 22, 2024</b>  <b>7:00am-12:00n</b>                      Spaceport America                      VLA</p>	<p><b><u>Range open for launch operations:</u></b> Launches will not commence until the sun rises over the mountains and the RSO has officially approved launches can proceed.</p> <p><b><u>IMPORTANT</u></b> - The final remaining rockets ready to fly must be on the pads by 11:00. All flights must be launched before 12:00 when the waiver officially closes, and the airspace is returned to White Sands control.</p> <p><b><u>IMPORTANT</u></b> - Teams who fly on Saturday <b><u>may not receive a score for their flight due to delays in getting the data to the judges.</u></b> Data Recovery must have your flight apogee data and status before 12:00n in order to provide it to the judges committee for consideration.</p> <p>The Launch Window closes at 12:00n. Any team who has not cleared RSO inspection and the Final Checkpoint by <b><u>10:00am Saturday</u></b> morning will not get to launch. Any team showing up to the Range-head with your rocket at 12:00n for inspection will be turned away. <b>DO NOT WAIT UNTIL THE FINAL DAY TO LAUNCH!!!</b></p>
<p><b>Saturday</b>  <b>June 22, 2024</b>  <b>12:00n-3:00pm</b>                      Spaceport America                      VLA</p>	<p><b><u>Range Close and Site Cleanup:</u></b> ESRA will start packing up any non-essential resources. This includes any rails and launch equipment that will not be needed, ESRA tents, etc.</p> <p>ESRA will be asking for volunteers from the teams over the PA system to help make this quicker. ESRA asks that each team provide one or two people to assist in range tear down. The goal is to leave the area in better condition than when we arrived!</p>

TIME (MDT)	EVENT(S)
<p><b>Saturday</b>  <b>June 22, 2024</b>  <b>12:00n-4:00pm</b>                      Spaceport America                      Special Operations                      Center (SOC)</p>	<p><b><u>Judges meet for final deliberations:</u></b> All scored flights must have been recovered and completed post-flight processing no later than 12:00n.</p>
<p><b>Saturday</b>  <b>June 22, 2024</b>  <b>6:00pm-6:30pm</b>                      Pan American                      Center</p>	<p><b><u>Pan American Center in Las Cruces Doors Open</u></b> - Social time and gathering for all attendees. Watch videos submitted by teams for the Video Challenge.</p> <p>Note: Concessions and the ESRA Merchandise Store will be opened, and items will be available for purchase during this time at the Pan American Center.</p>
<p><b>Saturday</b>  <b>June 22, 2024</b>  <b>6:30pm-8:30pm</b>                      Pan American                      Center</p>	<p><b><u>Spaceport America Cup Awards:</u></b> Featuring keynote speakers, closing remarks will be made, music will be played, and winners of all competitions and categories will be announced.</p> <p>Note: Concessions and the ESRA Merchandise Store will be opened, and items will be available for purchase during this time at the Pan American Center.</p>