

Registration Instructions

Pre-Proposal Conference

May 23-27, 2005

White Sands Test Facility

Las Cruces, NM

Pre-Proposal Content Overview:

- Registration
- Safety briefing
- Presentations to prospective offerors
- Tours of the White Sands Test Facilities (WSTF) and the White Sands Space Harbor (WSSH)
- Cost/pricing breakout sessions
- Technical Breakout Sessions (one-on-one discussions between individual companies and WSTF technical representatives). Timeslots will be determined through a lottery, results of which will be posted May 13, 2005.

Registration is required no later than 7 a.m., MDT, May 11, 2005, via e-mail to preproposalregistration@wstf.nasa.gov. Due to restricted access and safety requirements at WSTF, we can not provide for late registration or walk-up participants. Questions regarding the Pre-Proposal Conference can be directed to the above e-mail. All questions concerning the RFP shall utilize the existing TEAM/FOSC/TEC website rather than the above e-mail address.

Please note: total number of attendees will be strictly limited to 6 per company. Additionally, only 4 of the 6 will be allowed to participate in tours. Only U.S. citizens will be allowed to participate in tours. All tours will convene in the same Las Cruces location as the conference which is currently TBD.

You must provide the following information for all attendees:

Company Name, address e-mail address, and phone number

Company size standard (e.g., LB, WOSB, etc.)

Company CAGE code

Name(s) of all attendees (up to 6)

Name(s) of tour participants (up to 4)*

Citizenship of tour participant(s)**

Specify tour(s) request for each tour participant (TEC, FOSC, WSSH)

Technical breakout session request for TEC, FOSC, or Both

(EXAMPLE REGISTRATION BELOW)

- * For each tour participant, please specify whether interested in either the TEC or FOSC tour, and indicate separately if interested in the FOSC/WSSH tour. Due to tour size limitations, it is not possible for any one person to participate in a full TEC and a full FOSC tour. However, companies can send different individuals on the

separate tours (e.g., out of 4 tour participants, Company ABC could send 2 people on the TEC tour and 2 people on the FOSC tour).

** Verification of US citizenship, non-citizens cannot participate in the tours

NOTE:

- WSTF is a hazardous test facility. Tour participants will not be allowed to wear open-toe shoes, high heels, shorts or dresses (slacks only).
- Remember you will be outside in a desert environment, a hat and/or sunscreen is recommended.
- There will be a significant amount of walking involved with the tours (inside and outside), and may include stairs and uneven surfaces.
- Please note, that because WSTF is a hazardous test facility, there is very limited handicapped access during the tours. If handicap access is required, please make a note on the registration request so that accommodations can be made.

Example Registration:

ABC Corporation
123 Maple Street, Anytown USA, 12345
(555) 867-5309

Small Disadvantaged Business
CAGE OUS70

H. John Doe	U.S. citizen	FOSC, WSSH tours	TEC and FOSC Breakouts
Jane Q. Smith	U.S. citizen	FOSC, WSSH tours	FOSC Breakout
Mike E. Jones			TEC and FOSC Breakouts
John Q. Roberts	U.S. citizen	TEC tour	TEC Breakout
Dr. Lisa Johnson	U.S. citizen	TEC tour	TEC Breakout
Jim Harris			Pricing breakout*

*It is not mandatory to annotate intent to participate in the pricing breakout session