

**2024 National Aerospace Education Officer School  
Patrick Space Force Base, FL – June 24-28  
(Working) Agenda**

6/6/2024

Monday, June 24	Tuesday, June 25	Wednesday, June 26	Thursday, June 27	Friday, June 28
<p><b>8:00-9:00 a.m.</b></p> <ul style="list-style-type: none"> <li>- Welcome</li> <li>- Safety Briefing</li> <li>- Administrative</li> <li>- Announcements</li> <li>- Introductions</li> <li>- Ice Breaker</li> <li>- AE Notebook &amp; handouts</li> <li>- Mission, Goals, &amp; Objectives</li> <li>- Cooperative Agreement</li> <li>- Impact Statement</li> </ul> <p><b>9:00-10:30 a.m.</b></p> <ul style="list-style-type: none"> <li>- CAPP 50-1</li> <li>- *Chapters 1-2</li> <li>- *Chapter 3</li> </ul> <p><b>10:30-10:45</b></p> <ul style="list-style-type: none"> <li>- Networking</li> </ul> <p><b>10:45-11:45</b></p> <ul style="list-style-type: none"> <li>- *Chapter 6</li> </ul> <p><b>11:45 a.m. -1:00 p.m.</b></p> <ul style="list-style-type: none"> <li>- <b>Box</b> Lunch at Patrick Education and Training Center</li> </ul> <p><b>1:00-3:00 p.m.</b></p> <ul style="list-style-type: none"> <li>- CAPP 50-1</li> <li>- *Chapters 7-10</li> </ul> <p><b>3:00-3:15 p.m.</b></p> <ul style="list-style-type: none"> <li>- Networking</li> </ul> <p><b>3:15-4:15 p.m.</b></p> <ul style="list-style-type: none"> <li>- Creating and Maintaining a High Performance Squadron Culture</li> </ul> <p><b>4:15-4:45 p.m.</b></p> <ul style="list-style-type: none"> <li>- Parking Lot Questions</li> <li>- Cape and KSC Tour Discussion</li> <li>- Closing Comments</li> </ul> <p><b>Pizza Dinner at Sands Space History Museum</b> 5:45 Leave Best Western for dinner at 6:00 Families invited</p>	<p><b>8:00-8:15 a.m.</b></p> <ul style="list-style-type: none"> <li>- Administrative comments</li> <li>- Announcements</li> <li>- Safety Briefing</li> </ul> <p><b>8:15-8:45 a.m.</b></p> <ul style="list-style-type: none"> <li>- AEMs</li> </ul> <p><b>8:45-9:45 a.m.</b></p> <ul style="list-style-type: none"> <li>- STEM Kit/Activity</li> </ul> <p><b>9:45-10:00 a.m.</b></p> <ul style="list-style-type: none"> <li>- Networking</li> </ul> <p><b>10:00-11:00 a.m.</b></p> <ul style="list-style-type: none"> <li>- Award Writing Techniques</li> </ul> <p><b>11:00-12:30 p.m.</b></p> <ul style="list-style-type: none"> <li>- Lunch on your own at Riverside Dining</li> </ul> <p><b>12:30-1:15 p.m.</b></p> <ul style="list-style-type: none"> <li>- Recruiting and Retaining AEMs</li> </ul> <p><b>1:15-1:45 p.m.</b></p> <ul style="list-style-type: none"> <li>- Educational Outreach</li> </ul> <p><b>1:45-2:15 p.m.</b></p> <ul style="list-style-type: none"> <li>- Networking</li> </ul> <p><b>2:15-3:30 p.m.</b></p> <ul style="list-style-type: none"> <li>- AEX and Activity</li> </ul> <p><b>3:30-3:45 p.m.</b></p> <ul style="list-style-type: none"> <li>- TOP Flight</li> </ul> <p><b>3:45-4:45 p.m.</b></p> <ul style="list-style-type: none"> <li>- ACE/ACE Plus/Activity</li> <li>-</li> </ul> <p><b>4:45-5:00 p.m.</b></p> <ul style="list-style-type: none"> <li>- Parking Lot Questions</li> <li>- Closing Announcement</li> </ul> <p><b>Cape and KSC Tours:</b> Bring a Water Bottle Bring Sunscreen Free Night- Dinner on your Own</p>	<p><b>8:00-8:15 a.m.</b></p> <ul style="list-style-type: none"> <li>- Administrative comments</li> <li>- Announcements</li> <li>- Safety Briefing</li> </ul> <p><b>8:15-8:45 a.m.</b></p> <ul style="list-style-type: none"> <li>- AEMs</li> </ul> <p><b>8:45-9:45 a.m.</b></p> <ul style="list-style-type: none"> <li>- STEM Kit/Activity</li> </ul> <p><b>9:45-10:00 a.m.</b></p> <ul style="list-style-type: none"> <li>- Networking</li> </ul> <p><b>10:00-11:00 a.m.</b></p> <ul style="list-style-type: none"> <li>- Award Writing Techniques</li> </ul> <p><b>11:00-12:30 p.m.</b></p> <ul style="list-style-type: none"> <li>- Lunch on your own at Riverside Dining</li> </ul> <p><b>12:30-1:15 p.m.</b></p> <ul style="list-style-type: none"> <li>- Recruiting and Retaining AEMs</li> </ul> <p><b>1:15-1:45 p.m.</b></p> <ul style="list-style-type: none"> <li>- Educational Outreach</li> </ul> <p><b>1:45-2:15 p.m.</b></p> <ul style="list-style-type: none"> <li>- Networking</li> </ul> <p><b>2:15-3:30 p.m.</b></p> <ul style="list-style-type: none"> <li>- AEX and Activity</li> </ul> <p><b>3:30-3:45 p.m.</b></p> <ul style="list-style-type: none"> <li>- TOP Flight</li> </ul> <p><b>3:45-4:45 p.m.</b></p> <ul style="list-style-type: none"> <li>- ACE/ACE Plus/Activity</li> <li>-</li> </ul> <p><b>4:45-5:00 p.m.</b></p> <ul style="list-style-type: none"> <li>- Parking Lot Questions</li> <li>- Closing Announcements</li> </ul> <p><b>Cape and KSC Tours:</b> Bring a Water Bottle Bring Sunscreen Free Night- Dinner on your Own</p>	<p><b>8:00-8:15 a.m.</b></p> <ul style="list-style-type: none"> <li>- Administrative comments</li> <li>- Announcements</li> <li>- Safety Briefing</li> </ul> <p><b>8:15-8:30 a.m.</b></p> <ul style="list-style-type: none"> <li>- HABC Program</li> </ul> <p><b>8:30-9:15 a.m.</b></p> <ul style="list-style-type: none"> <li>- High-Altitude Ballooning</li> </ul> <p><b>9:15-9:45 a.m.</b></p> <ul style="list-style-type: none"> <li>- Networking</li> </ul> <p><b>9:45 a.m.-10:45 a.m.</b></p> <ul style="list-style-type: none"> <li>- Rocketry Program</li> </ul> <p><b>10:45-11:30 a.m.</b></p> <ul style="list-style-type: none"> <li>- Activity</li> </ul> <p><b>11:30-1:00 p.m.</b></p> <ul style="list-style-type: none"> <li>- Lunch on your own at Riverside Dining</li> </ul> <p><b>1:00-1:45 p.m.</b></p> <ul style="list-style-type: none"> <li>- AEO's Squadron-Group-Wing Relationships</li> </ul> <p><b>1:45-2:15 p.m.</b></p> <ul style="list-style-type: none"> <li>- Networking</li> </ul> <p><b>2:00-3:00 p.m.</b></p> <ul style="list-style-type: none"> <li>- The Caring and Sustaining of your AEMs</li> </ul> <p><b>3:00-4:00</b></p> <ul style="list-style-type: none"> <li>- Out to Launch</li> </ul> <p><b>4:00-4:15</b></p> <ul style="list-style-type: none"> <li>- Parking Lot Questions</li> <li>- Closing Announcements</li> </ul> <p><b>Dinner on your Own</b> Ice Cream Social/Stargazing on the Beach (Time TBA) Families invited</p>	<p><b>8:00-8:15 a.m.</b></p> <ul style="list-style-type: none"> <li>- Administrative comments</li> <li>- Announcements</li> <li>- Safety Briefing</li> </ul> <p><b>8:15-9:00 a.m.</b></p> <ul style="list-style-type: none"> <li>- Putting it all Together</li> </ul> <p><b>9:00-10:00 a.m.</b></p> <ul style="list-style-type: none"> <li>- Break Out Session- Best Practices</li> </ul> <p><b>10:00-10:30 a.m.</b></p> <ul style="list-style-type: none"> <li>- Networking</li> </ul> <p><b>10:30 a.m.-11:15 a.m.</b></p> <ul style="list-style-type: none"> <li>- Skills for Breaking Barriers/Building Relationships teaching the Next Generation</li> </ul> <p><b>11:15-12:45 p.m.</b></p> <ul style="list-style-type: none"> <li>- Lunch on your own at Riverside Dining</li> </ul> <p><b>1:00-2:00 p.m.</b></p> <ul style="list-style-type: none"> <li>- Teaching Ordinary</li> </ul> <p><b>2:00-2:30 p.m.</b></p> <ul style="list-style-type: none"> <li>- Networking</li> </ul> <p><b>2:30-3:00 p.m.</b></p> <ul style="list-style-type: none"> <li>- Website and Newsletter</li> </ul> <p><b>3:00-4:15 p.m.</b></p> <ul style="list-style-type: none"> <li>- Survivor</li> </ul> <p><b>4:15-4:45 p.m.</b></p> <ul style="list-style-type: none"> <li>- Closing Ceremonies</li> <li>- Closing Announcements</li> </ul>