



ARMSTRONG AIR & SPACE MUSEUM

DISTANCE LEARNING

PAYMENT: Distance learning programs range from *\$150.00 on up* depending on selection(s) and number of programs. You must place a *\$75.00 nonrefundable deposit* for your program as well. After this, you will be invoiced and full payment must be received before the program completion date. The \$75.00 is part of the total \$150.00 (or higher) projected cost.

PAYMENT OPTIONS: Payments via check or purchase orders can be mailed to the Armstrong Air & Space Museum at 500 Apollo Drive, Wapakoneta, OH 45895. Invoice is sent online and can be paid through the sent link. Two invoices will be sent, one for the nonrefundable portion and the other for the program fee.

CONTACT: Please contact us at (419)-738-8869 or email at programs@armstrongmuseum.org

CANCELLATIONS OR POSTPONEMENT:

Program rescheduling may be available up to one week prior to the program date by contacting your point of contact with the museum. Programs cancelled due to weather, unexpected site closure, or any other unforeseen reason may be rescheduled to a new date within three months of the original desired program date or refunded, minus the deposit.

RECORDING THE SESSION: Groups are not permitted to record the session. The sessions are the creative property of the Armstrong Air & Space Museum and cannot be recorded or distributed in any way, nor can content from program cases be duplicated without written consent from the museum.

CONNECTING: Two weeks prior to your program(s), you will have a virtual meeting with the museum educator. The meeting will be 20 mins or less and will ensure that the link works and the educator will go over any questions. The connection is via Zoom. You will receive your meeting link and can use it the day of the program. This link is only to be used by you as the site participating. You may not give this link away to other locations. Please discuss with the educator if you have a situation in which multiple sites are needed.

LOSS OF SIGNAL: Unfortunately, these incidences can occur when dealing with technology. If this is the case, the museum will work with you to get the program back up and running that day. If it's determined that your issue cannot be resolved, the museum will reschedule your event or provide a refund, minus the \$75.00 deposit.

ATTENDANCE: You can invite as many people as you wish, pending how many people your event can reasonably hold. If you are having a education program, the kits are designed to hold materials for 30 people. If you require more than this, additional costs will apply.

JOINING LATE: The museum will admit you to the Zoom meeting within five minutes of the program start time. Thereafter, no admittance will occur and all fees are forfeited. The museum will make an attempt to contact you to see if there is a problem but reserves the right to cancel the program because of late admittance.

QUESTIONS: We are here to help and play a role in the success of your program. Please email programs@armstrongmuseum.org with any questions you might have.