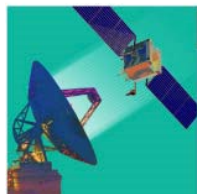# Ground System Architectures Workshop

Classified Session Presenter Guidelines

Dear GSAW Presenter,

Thank you for considering participating in GSAW 2019. Please read the following guidelines very carefully. They will help you in assembling your abstract, producing charts, and successfully presenting them at the workshop. These guidelines apply to the <u>CLASSIFIED</u> session.

Clearance: The <u>CLASSIFIED</u> session will be at The Aerospace Corporation in El Segundo, California on the afternoon of Feb. 28, 2019. All attendees will be required to have a TS/SCI clearance.

The <u>GENERAL</u> session will be <u>UNCLASSIFIED</u> and will be held at the Renaissance Los Angeles Airport Hotel in California on Feb. 25-28, 2019. The <u>GENERAL</u> session at the hotel is <u>UNCLASSIFIED</u> and open to an international audience.

Session Chair: Your Session Chair will be contacting you soon to discuss the information below and to act as your liaison to the workshop. Please ensure that you understand the guidelines detailed here and address any questions you may have to your Session Chair or to gsaw@aero.ctr.nro.ic.gov.

Speaker Release and Consent: Presenters of accepted abstracts will receive a Speaker Release and Consent Form that must be signed and returned to us by Jan. 29, 2018. This form will grant or deny us permission to include your presentation on the classified GSAW website. The form can be faxed, Attention: Hil Weeks, GSAW 2019, 310-563-2200 (unclassified) or emailed to gsaw@aero.ctr.nro.ic.gov.

Speaker Biography: Your Session Chair will spend approximately 30 seconds to introduce you at the workshop. Speakers must prepare a few sentences of biography material for this introduction. Also, please ensure that you clarify the pronunciation of your name with your Session Chair.

Submittal Deadline: Prior to Jan. 28, 2019, email your briefing charts and a short biography to gsaw@aero.ctr.nro.ic.gov. You must also submit a signed copy of the Speaker Release and Consent Form.
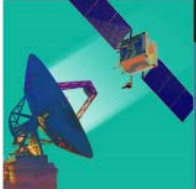
Final Distribution and Presentation Clearance: Papers are not required and will not be published. Pending your permission, your presentation slides will be posted on the <u>CLASSIFIED</u> GSAW GForge website. You should begin the clearance process as soon as possible to ensure you do not miss any deadlines. GSAW personnel are not responsible for verifying the classification level or portion markings of your presentation.

Time Allotted for Plenary Presenters: Speakers are allotted 15 minutes with five minutes allowed for questions and answers from the audience. A timer device will be used for all presentations.
The Session Chair is responsible for ensuring that your presentation and Q&A session end on time. The Session Chair will run the Q&A by calling on people from the audience and will end the session when the time limit is reached. GSAW is tightly scheduled, so please stick to your time allocation.

Resources: Presentations will be hosted on an Intel-based notebook computer containing Windows 7. A computer projector and laser pointer will be available. Someone will advance slides for you.

Requested Format: Charts produced by the PC version of Microsoft PowerPoint 2010 or 2013 are preferred. If you require some other application to view your charts, please contact us well in advance of the

Revised 5/7/18

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Jan. 28, 2019 deadline. In creating your slides, note that the presentation room is large and you should consider this in your selection of fonts, diagram size etc. As a minimum, a 20-point font is recommended.

Registration: If you have not registered, please do so. If you need assistance, please contact your Session Chair or gsaw@aero.ctr.nro.ic.gov.

We appreciate your interest in GSAW 2019. With your participation, we look forward to a very successful workshop.

GSAW Program Committee
gsaw@aero.ctr.nro.ic.gov
Classified: 894-3985
Unclassified: 310-336-0454

Revised 5/7/18