

Ground System Architectures Workshop

Presenter Guidelines

GSAW Presenter,

Thank you for considering delivering a presentation at GSAW. Please read the following guidelines very carefully. They will help you in assembling your presentation and successfully presenting it to the workshop. These guidelines apply to both plenary and working groups presentations, except where noted.

You will have the option of submitting a presentation to be presented either in-person or pre-recorded for on-demand viewing. Guidelines for both are below.

In-Person Presentation Guidelines

Important Deadlines: Please note the following deadlines for material submissions. Please send your material to gsaw@aero.org:

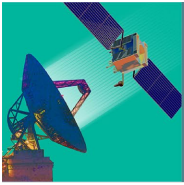
Proposals must be received by:	Oct. 24, 2022
Acceptance/Non-Acceptance Notices Sent	Nov. 28, 2022
Registration Opens	Dec. 5, 2022
Accepted Presentations and Release Forms Due:	Jan. 23, 2023

Proposal Submission:

- Obtain a submission form at <http://gsaw.aero.org/cfp/forms/>.
- Fill it out completely and submit to gsaw@aero.org by the deadline.
- Please clearly specify that your plenary presentation type will be “in-person”. If you prefer to have a “pre-recorded for on-demand viewing” presentation, please scroll down to see more information in the next section.
- For all in-person plenary presentations, the presenters must be available to present in-person at GSAW event location.
- Slides are not required at this point.
- Your submission will be reviewed and we will notify you of your acceptance/non-acceptance on the date listed above.

Advertising Restriction: Remember that presentations must be educational in nature and NOT the marketing of specific products, services, or programs. Your technical content and expertise serve as an outstanding advertisement for your organization without the sales-pitch.

Clearance Information: *For the open sessions, ensure there is NO classified or controlled information in your proposal or presentation.* GSAW is an international event and foreign nationals will be in attendance. Presentation slides will also be posted on the public GSAW website. If



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your organization has concerns about security or proprietary information, check to see if your briefing charts need to be cleared for publication. (*All employees of Aerospace are required to have proposals and presentations cleared through the Office of Technical Relations.*) You should begin the clearance process as soon as possible to ensure you do not miss any deadlines and that our committee can review your submission. GSAW is not responsible for verifying the classification level of your presentation. For the **CLASSIFIED** session, your session chair will contact you with details.

Best Presentation Award: The best plenary presentation given at the in-person workshop will be presented with an award. We will attempt to notify the winner on March 1 and present the award on the morning of March 2. Presenters serving on the GSAW Committees are not eligible for this award.

Time Allotted: Speakers presenting in a *plenary* session are scheduled to speak for 15 minutes, with five additional minutes allowed for questions and answers from the audience. A timer will be used for all presentations. Your Session Chair is responsible for ensuring that your presentation and Q&A session end on-time so they will interrupt your presentation if necessary. GSAW is tightly scheduled, so please stick to your time allocation. *If your presentation is for a Working Group, your Working Group Lead will contact you with details.*

Resources: In-person plenary presentations will be hosted on a PC running Windows 10, Microsoft Office 365, and Adobe Acrobat Reader. A computer projector will be provided. In-person plenary presenters will be provided with a lapel microphone and a remote for advancing the slides. Our microphones work best when the antenna unit is clipped to a belt and the microphone is attached near the center of your chest. You should consider this in choosing your presentation attire.

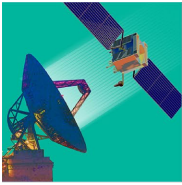
Requested Format: Charts produced by the PC version of Microsoft PowerPoint 2013, 2016 or 365 are preferred. If you require some other application to display your charts, please contact us well in advance. In creating your slides, note that the presentation room is large and you should consider this in your selection of larger fonts, diagram size, etc. At a minimum, a 20-point font is recommended.

Although discouraged, last minute updated presentations can only be received via email to gsaw@aero.org.

Permission to Reprint Form: Presenters of accepted proposals will receive a Permission to Reprint Form that must be signed and returned to us by Jan. 23, 2023. This form allows us to include your presentation in the proceedings.

In addition to signing the Permission to Reprint Form, the following copyright statement must be placed on the title page of every presentation that will be published in the proceedings:

© 2023 by <presenter's organization>. Published by The Aerospace Corporation with permission.



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If you are an employee of The Aerospace Corporation, use the following:

© 2023 The Aerospace Corporation

Presentation Submittal: Prior to Jan. 23, 2023, email a copy of your briefing charts to your Session Chair and gsaw@aero.org.

“Slide Driving”: In-person plenary presenters will be given a remote for controlling their charts. If preferred, we can advance the charts for you but you are reminded that only you are familiar with the charts and you will have to cue the PC operator. Slides with animation are particularly troublesome when someone other than the presenter is advancing them. If you require us to advance your slides, please inform us with your submission and again prior to your session at GSAW.

Registration: Registration opens Dec.5, 2023 and can be completed online at <http://gsaw.aero.org/>. *At least one plenary presentation author is required to register (in-person for in-person delivery) and attend to support the plenary session.*

Check-in: There will be a GSAW check-in desk. Please check in and obtain a badge.

Agenda: The overview agenda will be posted at <http://gsaw.aero.org/agenda/>.

Proceedings: A few weeks after the workshop, your presentation slides will also be posted on the GSAW website (<http://gsaw.aero.org/>).

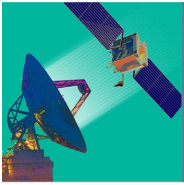
Session Chair: Your session chair will be contacting you to discuss the information above and to act as your liaison for GSAW. Please ensure that you understand the guidelines detailed here and address any questions you may have to your session chair or to gsaw@aero.org.

Pre-Recorded Presentation Guidelines for On-Demand Viewing

Session Chair: Upon acceptance of your presentation, a GSAW Session Chair will be contacting you to discuss the information below and to act as your liaison for the event. Please ensure that you understand the guidelines detailed here and address any questions you may have to your session chair or to gsaw@aero.org.

Important Deadlines: Please note the following deadlines for material submissions.

Proposals must be received by	Oct. 24, 2022
Acceptance/Non-acceptance notices sent	Nov. 28, 2022
Accepted videos, charts, and reprint forms due	Jan. 23, 2023



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Proposal Submission:

- Obtain a submission form at <http://gsaw.aero.org/cfp/forms/>.
- Fill it out completely and submit to gsaw@aero.org by the deadline.
- Please clearly specify that your plenary presentation type will be pre-recorded for on-demand viewing. If you prefer to have an “in-person” presentation, please scroll up to see more information in the above section.
- Videos are not required at this point. Your submission will be reviewed, and we will notify you of your acceptance/non-acceptance on the date listed above.

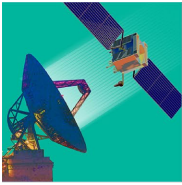
Advertising Restriction: Remember that presentations must be educational in nature and NOT the marketing of specific products, services, or programs. Your technical content and expertise serve as an outstanding advertisement for your organization without the sales-pitch. Attendees generally want real-world examples focused on ground systems. Submissions perceived as advertisements will be rejected by the Program Committee.

Time Allotted: Pre-recorded for on-demand plenary presentations are scheduled for 20 minutes. *If your presentation is for a Working Group, your Working Group Lead will contact you with details.*

Presentation Submittal: If your proposal is accepted, you will be provided with instructions on how to upload your video and charts. Please deliver your video and charts prior to the deadline above. Please DO NOT try to email your video.

Format:

- GSAW will record live events but presenters are responsible for pre-recording their on-demand videos.
- All presentations this year must be delivered as presentation charts AND in a video format. Presentation charts must be in PDF or PowerPoint. Videos must be pre-recorded in a common video format such that content is easily viewable on a website. Transcripts are recommended to be submitted as well, although optional.
- Videos must include, at a minimum, a soundtrack of the presenter describing the technical content of the presentation. We will not accept a video without sound. Some suggested approaches include:
 - Cutting between video of presenter and technical slides as appropriate
 - Split screen format
 - Presentation slides with small window containing video of presenter
 - PowerPoint slideshow presentation with a recorded soundtrack
- You may use any tool you like to record and edit the video. A list of many common video editing tools may be found at https://en.wikipedia.org/wiki/List_of_video_editing_software.
- Please watch your video closely before submitting to ensure it is of high quality.
- Please use larger fonts and diagrams for ease of viewing especially if using a multi-screen approach



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- It is preferred the presenter actually appear in their video at some point. There are many online resources providing tips on recording your presentation. Here are some starters:
 - Find a quiet place to record.
 - Find a spot with good indirect lighting in front of you.
 - Position yourself close to the microphone. It is best not to use a speakerphone.
 - Make sure that your camera is at eye-level. This will capture you at the same angle as if you were talking in person.
 - If possible, use a wired network connection and make sure others on your local network don't stream video during this time.
 - Understand your connections and devices. If you drop off suddenly, know how to come back online quickly.

Clearance Information: *Ensure there is NO classified or controlled information in your abstract or presentation.* Presentations will also be posted on a publicly accessible website. If your organization has concerns about security or proprietary information, check to see if your presentation needs to be cleared for publication. *(All employees of Aerospace are required to have presentation videos AND a transcript cleared through the Office of Technical Relations.)* You should begin the clearance process as soon as possible to ensure you do not miss any deadlines and that our committee can review your submission. GSAW is not responsible for verifying the classification level of your presentation.

Permission to Reprint: Presenters of accepted abstracts will receive a Permission to Reprint Form that must be signed and returned to us by the above deadline. This form allows us to include your presentation and video in the proceedings.

Copyright Statement: If you are a government employee, you may skip this section as no copyright statement is required. Submitters retain their copyrights but give Aerospace permission to publish. The following copyright statement must be placed on the title page of every presentation and video.

- Aerospace Corporation employees:
 - © 2023 The Aerospace Corporation
- All others who are NOT government employees
 - © 2023 by <your organization>. Published by The Aerospace Corporation with permission

Proceedings: Your video and charts will be posted on a publicly accessible website on the day of the workshop start.

Comments: Others will be able to comment on your presentation for two weeks. You are encouraged to interact with commenters either on the site or independently. You may also wish to consolidate the exchange into a Question & Answer summary which can be reposted with your presentation.



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COVID-19 Procedures “Know before you Go”: Proof of vaccination, masks and social distancing could be required based on COVID site levels at the time of the event. Updated information will be provided as the workshop date approaches via registration website and/or via the email you provide at registration.

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

GSAW Program Committee
gsaw@aero.org