

Ground System Architectures Workshop

Tutorial Instructor Guidelines

Tutorial Instructor,

Full and half-day tutorials are being held on Monday, March 2, 2020. Please read the following guidelines very carefully. They will help you in assembling your proposal, producing charts, and successfully presenting them at the workshop.

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

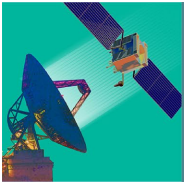
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| Abstracts must be received by: | Oct 21, 2019 |
| Acceptance/Non-Acceptance Notices Sent | Nov 22, 2019 |
| Registration Opens | Dec. 2, 2019 |
| Accepted Presentations and Release Forms Due: | Feb 3, 2020 |

Abstract Submission: Obtain a submission form at <http://gsaw.aero.org/cfp/forms/>. Fill it out completely and submit to gsaw@aero.org. Tutorial materials are not required at this point. We will review your submission and notify you of your acceptance or non-acceptance by the date listed above. If accepted, the tutorial description and the instructor(s) biography will be posted on the GSAW website.

Clearance Information: For the *open workshop*, ***please ensure there is NO classified information in your abstract or presentation.*** GSAW is an international event and foreign nationals will be in attendance. Your presentation slides will also be posted on the GSAW website. Since your organization may have concerns about security or proprietary information, check to see if your briefing charts need to be cleared for publication. (*All employees of The Aerospace Corporation are required to have both abstracts and presentations cleared by 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.

Advertising Restriction: Remember that tutorials must be educational in nature and NOT the marketing of specific products, services, or programs. Your expertise in instructing attendees serves 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 are rejected by the Program Committee.

Final Submittal: Prior to Feb. 3, 2020, email an electronic copy of your tutorial charts to the tutorial chair and gsaw@aero.org.



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Tutorial Release and Consent: Presenters of accepted tutorials will receive a Tutorial Release and Consent Form that must be signed and returned to us by Feb. 3, 2020. This form allows us to advertise your tutorial to potential attendees and to distribute the materials you provide. To reduce costs and for the convenience of everyone involved, we no longer provide printed copies of the materials. The week before your tutorial, we will email a link to your registrants with instructions on how to download your materials from our website. We ask them to either print out the materials or load them on their favorite electronic device and bring it to GSAW. We ask them not to redistribute the materials. The material will not appear on the website unless the instructor allows it.

The author or organization producing the materials retains all copyrights and publication rights. In addition to signing the Speaker Release and Consent Form, the following copyright statement must be placed on the title page of every presentation:

© 2020 by *presenter's organization*. Published by The Aerospace Corporation with permission.

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

© 2020 The Aerospace Corporation

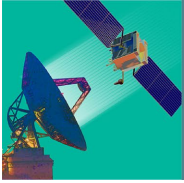
Tutorial Schedule: Each half-day tutorial will consist of two 95-minute segments, separated by a 20-minute break. For full-day tutorials, the lunch break will be held from 11:30 a.m. to 1 p.m. It is important that instructors adhere to the schedule as refreshments will be available during break periods. Lunch will not be provided on tutorial day.

Resources: Presentations will be hosted on a PC with a USB port containing Microsoft Windows, Office 2016 or 365, and Adobe Acrobat Reader. A computer projector will be provided. If for some reason you must bring your own equipment (e.g., notebook, projector, drive) for your presentation, you must notify us in advance so that we can identify potential problems.

Requested Format: Charts produced by the PC version of Microsoft PowerPoint 2016 or 365 in widescreen 16:9 format are preferred. Standard 4:3 format is also acceptable but does not display as well. If you require some other application to display your charts, please contact us well in advance of the deadline. In creating your slides, note that the presentation room may be large and you should consider this in your selection of fonts, diagram size, etc. At a minimum, a 20-point font is highly recommended.

Although the GSAW organizers work very hard to ensure that all presentations are in working order on the computers, we would suggest that you bring media containing your presentation as a backup. Although discouraged, if you must bring an updated version of your presentation to GSAW, we can read USB flash drives and CD/DVDs. Bringing an updated presentation late will be at your own risk.

Registration: Registration opens Dec. 2, 2019 and can be completed online at <http://gsaw.aero.org/registration/>. In appreciation of the special effort that you will be making in putting together your tutorial, we are happy to provide one complimentary registration to one instructor for a half-day tutorial and two complimentary registrations for a full-day tutorial. These free registrations are for instructors only and are not transferrable. If you have not already registered, please do so. When



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registering on the website, for “Registration Type” please choose “Invitation – Restricted.” Enter “Tutorial Instructor” in the special code box. This will ensure that you are not charged the registration fee. You should also ensure that each presenter in your session registers for GSAW via the website and that they have made the necessary hotel reservations. Remind your presenters that they should mention “GSAW” if they are staying at the Renaissance Los Angeles Airport Hotel so they can get the special rate.

Hotel Reservations: If you have not already made hotel reservations, please note that the Renaissance Los Angeles Airport Hotel (1-310-337-2800 or 1-800-HOTELS-1) will only hold rooms at the prevailing federal per diem rate on a first-come, first-served basis until Feb. 14, 2020. After that, reservations will be accommodated on a "space available" basis. Remember to inform the hotel you are there for “GSAW”. Hotel info can be found at <http://gsaw.aero.org/registration/>.

Check-in: There will be a GSAW check-in desk in the hotel. Please check in and obtain a badge. There are no special security or escort requirements for the unclassified general session.

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

Tutorial Chair: The Tutorial 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.

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

GSAW Program Committee
gsaw@aero.org