

# Ground System Architectures Workshop

## Working Group Lead Guidelines

Working Group (WG) Lead,

Thank you for considering to lead a Working Group at GSAW. The WGs are four-hour collaborative group discussions on selected topics. This guide describes your responsibilities as Lead. It will help you in submitting a proposal and planning your session, and is intended to maximize the benefit of your session to GSAW as a whole. Please review this information and contact [gsaw@aero.org](mailto:gsaw@aero.org) or 310-336-0454 if you have any questions.

**Responsibilities:** WG Leads have several responsibilities which will be detailed below. If you are accepted, please understand that you are committing to the following responsibilities:

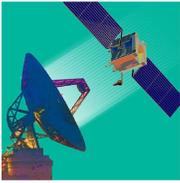
- Providing short description of WG for website
- Providing slides for sign-up posters
- Feb. 3: Send speaker presentation charts and release forms to [gsaw@aero.org](mailto:gsaw@aero.org)
- Tuesday, March 3, 4:30 p.m.: Deliver a three-minute preview presentation to open session
- Wednesday, March 4, 1:00 – 5:00 p.m.: Lead the actual WG
- Thursday, March 5, 11 a.m.: Deliver a five-minute summary of the WG results to open session

**Referrals:** In reviewing plenary abstract submissions, the Program Committee may identify speakers they deem might make a contribution to your WG. These abstracts will be forwarded to you for your review. Accepting these into a WG is entirely at your discretion and you will be responsible for contacting the presenter if you want them to participate. If any such abstracts get forwarded to you, please notify us as soon as possible as to whether you accept or reject the presenter.

**WG Poster:** After acceptance of your WG, you will be asked to submit a maximum of four landscape PowerPoint slides containing a description of your working group along with any graphics you desire. We will create a poster from them to display at GSAW for sign-ups and discussion.

**WG Preview:** On Tuesday afternoon, March 3, at approximately 4:30 p.m., you will be given three minutes to give details of your session to the GSAW assembly in the main ballroom.

**The Main Event:** Feedback forms received from attendees of previous WGs have shown that a collaborative discussion format is vastly preferred over a session full of presentations. A healthy exchange of opposing viewpoints is encouraged and provides the most productive results. You may follow any format you wish as long as it fits within the allotted half-day schedule. You may permit free-form discussion, presentation of charts by attendees, a panel discussion, or a combination. Focusing on interactive discussions increases your chances of acceptance by the Program Committee. In any case, WG Leads are asked to facilitate the session, keep it moving, and adhere to the GSAW schedule:



# Ground System Architectures Workshop

## Working Group Lead Guidelines

- 1 p.m. WG session starts
- 3 p.m. Break/refreshments
- 3:15 p.m. WG continues
- 5 p.m. End of session

During the WG session, you may call for a short break as desired but you **must** have the 15-minute break from 3:00 to 3:15 p.m. At this time, refreshments will be served and we want to ensure your group gets to partake. Attendees may also wish to change rooms and attend another WG. If there are a significant number of new attendees after the break, you are asked to provide a quick summary on the discussion that occurred in the first half of the session. The session then continues until the end of the day.

**WG Outbrief:** On Thursday morning, March 5, at approximately 11 a.m., you will be given five minutes to brief the results of your session to the GSAW assembly in the main plenary room. We will provide a PowerPoint template for you to prepare your outbrief. When completed, please do **two** of the following:

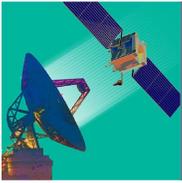
- Place your outbrief file in a folder called FINAL OUTBRIEF on the desktop of the main laptop used for your WG
- Email the file to [gsaw@aero.org](mailto:gsaw@aero.org) before 9 p.m. Wednesday evening
- Place the file on a flash drive and give it to a member of the GSAW Program Committee at the front of the ballroom on Thursday, March 5 any time prior to 11 a.m.

As Lead, if you are unable to present the outbrief, it is your responsibility to designate a presenter from your WG.

**Clearance Information:** *Ensure there is NO classified information in your abstract or presentations.* GSAW is an international event. All registered attendees are permitted to attend any WG. Presentation slides from your WG will also be posted on the public GSAW website. If 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 The Aerospace Corporation are required to have abstracts 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 has the ability to review your submission. If you are accepted as a WG Lead, remember to remind presenters in your group to clear materials with their respective organizations. GSAW is not responsible for verifying the classification level of your presentation.

**Contributor Point of Contact:** You are the GSAW point of contact for the speakers in your session. Please introduce yourself by contacting each of them by phone and/or email.

**Collect Presentations, Release Forms, and Surveys:** Leads are asked to collect any presentation charts from session participants and forward them to [gsaw@aero.org](mailto:gsaw@aero.org) by Feb. 3. Leads are also asked to ensure that presenters complete and sign the Speaker Release and Consent Form. Copies of the form will be available at GSAW, on the website, and also sent to you via email. This form allows us to include presentation slides and WG results on the GSAW website. Although we do expect to receive presentations and release forms after the deadline, it does cause logistical



# Ground System Architectures Workshop

## Working Group Lead Guidelines

difficulties for the GSAW organizers and is discouraged. If you do receive any late presentations, please get them to a Program Committee member as quickly as possible. Lastly, we ask that you actively encourage attendees to complete the survey and sign-in sheet which will be provided at your WG. A GSAW representative will be in the room and will collect them at the end of your session.

**Presenter Guidelines:** You must ensure that each presenter in your session understands the general presentation guidelines as well as any specific requirements you require in your WG. A copy of the Presenter Guidelines will be sent to you. You may forward this to your session's presenters along with any additional information, such as:

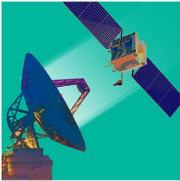
- Description of the format of your WG
- Amount of time they will have to speak
- Description of the theme of the session (i.e., help them tailor their presentations to best fit your session)
- Any other information to help facilitate your session

**Room Assignment:** The actual room location to be used by your WG session will be assigned based on the number of sign-ups. The actual room will not be known until lunch prior to the session.

**Resources:** In each of the WG rooms we will provide:

- Two notebook computers with USB ports running Microsoft Windows, Microsoft Office 2016 or 365, and Adobe Acrobat Reader. Each computer will have a full set of WG presentations. The second notebook computer can act as a backup and can be used for notetaking during the session.
- Network connectivity is **NOT** being provided. If you require WIFI, you must make arrangements with the hotel
- Computer projector
- Easel and blank flipchart pad with markers
- Microphones and speakers will be provided for larger rooms, if necessary
- Attendee sign-in sheet
- Surveys
- Speaker Release Forms

If you plan on bringing your own equipment (e.g., notebook, projector, or drive) for your presentation, please notify us in advance so that we can help identify potential problems.



# Ground System Architectures Workshop

## Working Group Lead Guidelines

**Registration:** Registration opens Dec. 2, 2019 and can be completed online at <http://gsaw.aero.org/registration/>. In appreciation of the special contribution that you will be making in putting together your WG session, we are happy to provide ONE complimentary registration to GSAW. When registering on the website, for *Registration Category* please choose “Invitation – Restricted.” Next, choose “Working Group Lead” for *Registration Type*. 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. (Note: Only you as Lead are eligible to receive the complimentary registration to attend GSAW and it is not transferable.)

**Hotel Reservations:** Reservations can be made with the Renaissance Los Angeles Airport Hotel (1-310-337-2800 or 1-800-HOTELS-1). They 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”. 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 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/>.

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

**Important Deadlines:** Please note the following deadlines for submissions. Please send them to [gsaw@aero.org](mailto:gsaw@aero.org):

Proposal Deadline	Oct. 21, 2019
Acceptance Notices Sent	Nov. 22, 2019
WG description paragraph posted on website	Upon Acceptance
Registration Opens	Dec. 2, 2019
WG Preview, Poster, and content due:	Feb. 3, 2020

**Proposal Submission:** Submit a proposal for a WG session related to a specific topic to [gsaw@aero.org](mailto:gsaw@aero.org) by Oct. 21, 2019. Make sure you understand the responsibilities listed above prior to submitting your proposal. The submission form is available at <http://gsaw.aero.org/cfp/forms/>.

The GSAW Program Committee will review your submission and notify you of your acceptance or nonacceptance on Nov. 22, 2019.



# *Ground System Architectures Workshop*

## Working Group Lead Guidelines

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

GSAW Program Committee  
[gsaw@aero.org](mailto:gsaw@aero.org)