

Ground System Architectures Workshop

Presenter Guidelines

Because of the pandemic and the resulting delay in planning, we are taking GSAW completely online for 2021! Most GSAW content will be available on-demand with the ability of presenters and viewers to interact through comments, questions, and sharing. This special online workshop will require most presenters to record and submit a video of their presentation.

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.

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.

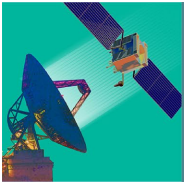
Abstracts must be received by	October 22, 2020
Acceptance/Non-acceptance notices sent	November 19, 2020
Accepted videos, charts and release forms due	February 5, 2021

Abstract 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. 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 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 will be rejected by the Program Committee.

Time Allotted: *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 abstract 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.



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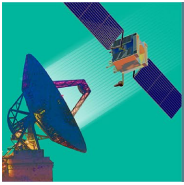
Presenter Guidelines

Format:

- GSAW will record live events but presenters are responsible for 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 recorded in a common video format such that content is easily viewable on a website.
- 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
- 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 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 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.

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.



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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:
 - © **2021 The Aerospace Corporation**
- All others who are NOT government employees
 - © **2021 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.

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

GSAW Program Committee
gsaw@aero.org