

Ground System Architectures Workshop

Working Group Lead Guidelines

GSAW Working Group (WG) Lead,

Thank you for considering leading a Working Group at GSAW. The WGs are two-and-a-half-hour sessions of live, 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 or 310-336-0454 if you have any questions.

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.

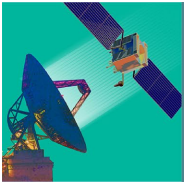
Abstracts must be received by	October 25, 2021
Acceptance/Non-acceptance notices sent	November 29, 2021
Accepted videos, charts and release forms due	January 26, 2022

Fees: 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. This will allow you to attend the general session for free. **Note:** *Complimentary registration does not include access to any of the tutorials. If you wish to attend a tutorial, you may do so at an additional cost.* 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.

Referrals: In reviewing plenary abstract submissions, the Program Committee may identify speakers they deem might contribute 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 Preview: After acceptance of your WG, please submit a five-minute preview video and/or presentation slides to give details of your session. We will post this on the site quickly so attendees can plan to attend.

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 time. You may permit free-form



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discussion, presentation of charts by attendees, a panel discussion, or a combination. In any case, WG Leads are asked to facilitate the session, keep it moving, and adhere to the GSAW schedule:

- During the WG session, you may call for a short break as desired.

WG Outbrief: Please submit a five to 10-minute video and/or slides to summarize your WG. Get people interested in viewing the recording or continuing the discussion outside of GSAW.

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.

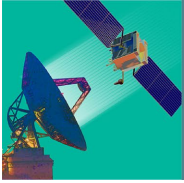
Contributor Point of Contact: You are the GSAW point of contact for the speakers in your session. Please introduce yourself by contacting each of them by phone and/or email.

Collect Presentations, Reprint Forms, and Surveys: Leads are asked to collect any presentation charts from session participants and forward them to gsaw@aero.org by Jan. 26. Leads are also asked to ensure that presenters complete and sign the Permission to Reprint 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 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.

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 and will be available at <https://gsaw.org/cfp/guidelines/>. 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

Schedule Assignment: The actual schedule assignment to be used by your WG session will be given to you later.



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Resources: We will provide a virtual meeting location for your WG. The WG Chair will contact you to determine if one of your team or a GSAW committee member will act as meeting moderator. The moderator should watch comments, mute/unmute speakers are needed, etc. More details will be provided later.

Proceedings: A few weeks after the workshop, your presentation slides will also be posted on a publicly available website.

Proposal Submission: Submit a proposal for a WG session related to a specific topic to gsaw@aero.org by Oct. 25, 2021. 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. 29, 2021.

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

GSAW Program Committee
gsaw@aero.org