

# Ground System Architectures Workshop

## Poster Guidelines

Dear GSAW Poster Presenter,

Thank you for considering participating at GSAW. Please read the following guidelines very carefully. They will help you in assembling your poster proposal and successfully presenting it at the workshop.

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

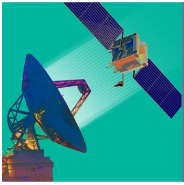
**Important Deadlines:** Please note the following deadlines for material submissions. Please send your material to [gsaw@aero.org](mailto:gsaw@aero.org):

<b>Poster Proposals must be received by:</b>	<b>Oct. 24, 2022</b>
<b>Acceptance/Non-Acceptance Notices Sent</b>	<b>Nov. 28, 2022</b>
<b>Registration Opens</b>	<b>Dec. 5, 2022</b>
<b>Accepted Release Forms Due:</b>	<b>Jan. 23, 2023</b>
<b>Accepted Digital On-Demand Posters Due:</b>	<b>Jan. 23, 2023</b>
<b>Accepted In-Person Poster GSAW Vendor Demonstration Safety Review Forms Due:</b>	<b>Jan. 23, 2023</b>
<b>Accepted In-Person Posters Due:</b>	<b>Feb. 27, 2023</b>

### Proposal Submission:

- Obtain a submission form at <http://gsaw.org/call-for-participation/submission-templates/>.
- Fill it out completely and submit to [gsaw@aero.org](mailto:gsaw@aero.org) by the deadline.
- Please indicate whether you would prefer to present your poster “In-person” or “digital for on-demand viewing”
- The GSAW Program Committee will review your submission and notify you of your acceptance or non-acceptance by Nov. 28, 2022.

**Clearance Information:** For the **UNCLASSIFIED** general workshop, **please ensure there is NO classified or controlled information in your proposal or presentation.** The general workshop is an international event and foreign nationals will be in attendance. Since your organization may have concerns about security or proprietary information, check to see if your poster needs to be cleared for publication. (Aerospace employees: Approval through the Office of Technical Relations is required for proposals AND posters.) 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. GSAW personnel are not responsible for verifying the classification level of your poster.



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**Final Submittal:** All in-person posters are due Feb. 27, 2023. GSAW is not responsible for printing or carrying your poster to the event. If your poster needs to be shipped, contact us for shipping information. You are responsible for any charges associated with shipping.

All in-person poster participants will first need to fill out a *GSAW Vendor Demonstration Safety Review Form* required by The Aerospace Corporation's Environmental Health and Safety (EHS) describing the type of poster and/or materials they will be bringing, how they will use it, and if they pose any general hazards. This form is due Jan 23, 2023.

Digital poster files for on-demand viewing are due Jan. 23, 2023.

**Resources:** An easel will be provided for displaying your in-person poster. All posters will be displayed during all lunches and the evening event. You have the option to stand near your poster for any discussion.

**Requested Format:** Your poster must conform to these dimensions: 30" x 40".

**Registration:** Registration opens Dec. 5, 2022 and can be completed online at <http://gsaw.org/>. At least one author of the poster is required to register (in-person for in-person poster, virtual for digital on-demand poster).

**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.org/agenda/>.

**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](mailto:gsaw@aero.org).

**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](mailto:gsaw@aero.org)