

Ground System Architectures Workshop

Tutorial Instructor Guidelines

Tutorial Instructor,

Interactive tutorials are being scheduled on the first two days of GSAW and also will be recorded for later viewing. This year, all tutorials will be conducted virtually only. Please read the following guidelines very carefully. They will help you in assembling your proposal, producing charts, and successfully presenting them at the workshop.

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.

Important Deadlines and Dates: Please note the following deadlines for material submissions and required meeting dates. Please send your material to gsaw@aero.org:

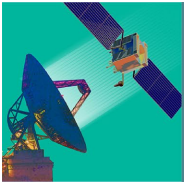
Abstracts must be received by	Oct. 24, 2022
Acceptance/Non-acceptance notices sent	Nov. 28, 2022
Accepted charts and permission to reprint forms due	Jan. 23, 2023
Virtual Dry Runs (all instructors must attend at least one session)	TBD
Virtual, Live Tutorial Delivery	Feb. 22 – 23, 2023

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.

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 will be rejected by the Program Committee.

Time Allotted: Tutorials this year will be held virtually in two-and-a-half-hour sessions. Instructors may submit more than one abstract to cover different aspects of a technical area.

Materials Submittal: After acceptance, you will be provided with instructions on how to upload tutorial materials. Please send any materials you wish distributed to attendees prior to the deadline above.



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Format:

- All presentations this year must be delivered as presentation charts. Presentation charts must be in PDF or PowerPoint.

Fees: 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 GSAW to one instructor for your tutorial session. **Note:** *This complimentary registration is for attending the general session only and does not include registration to attend any other tutorials. If you wish to attend a tutorial, you may do so at an additional cost.*

Clearance Information: **For the open workshop, please ensure there is NO classified or controlled information in your abstract or presentation.** GSAW 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 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. Your tutorial slides will be posted on the GSAW website, but only available for tutorial registrants to download.

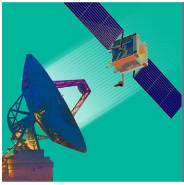
Permission to Reprint: Presenters of accepted abstracts will receive a Permission to Reprint Form that must be signed and returned to us by the above deadline. This form allows us to include your presentation in the proceedings.

Copyright Statement: If you are a government employee, you may skip this section as no copyright statement is required. All others retain their copyrights but gives Aerospace permission to publish. The following copyright statement must be placed on the title page of every presentation.

- Aerospace Corporation employees:
 - **© 2023 The Aerospace Corporation**
- All others who are NOT government employees
 - **© 2023 by <your organization>. Published by The Aerospace Corporation with permission**

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. We ask them not to redistribute the materials. The material will not appear on the website unless the instructor allows it.

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



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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