



## Classified Session Presenter Guidelines

Dear GSAW Presenter,

Thank you for considering participating in GSAW 2024. Please read the following guidelines very carefully. They will help you in assembling your abstract, producing charts, and successfully presenting them at the workshop. These guidelines apply to the CLASSIFIED session.

**Clearance:** The CLASSIFIED session will be at The Aerospace Corporation in El Segundo, California on the afternoon of Feb. 29, 2024. All attendees must possess a TS/SCI clearance and be a U.S. Citizen.

The GENERAL session will be UNCLASSIFIED and held Feb. 26-29, 2024 (Feb. 26 will be tutorials, followed by the Feb. 27-29 general session at the Renaissance Los Angeles Airport Hotel). The GENERAL session is open to an international audience.

**Session Chair:** Upon acceptance of your abstract, your Session Chair will contact you to discuss the information below and to act as your liaison to the workshop. Please ensure that you understand the guidelines detailed here and address any questions you may have to your Session Chair or to [gsaw@aero.ctr.nro.ic.gov](mailto:gsaw@aero.ctr.nro.ic.gov).

**Permission to Reprint Form:** Presenters of accepted proposals will receive a Permission to Reprint Form that must be signed and returned to us by Jan. 29, 2024. This form will grant or deny us permission to include your presentation on the classified GSAW website. The form can be emailed, Subject: GSAW 2024 Classified Session, to [gsaw@aero.org](mailto:gsaw@aero.org) (unclassified) or to [gsaw@aero.ctr.nro.ic.gov](mailto:gsaw@aero.ctr.nro.ic.gov) (classified).

**Speaker Biography:** Your Session Chair will spend approximately 30 seconds to introduce you at the workshop. Speakers must prepare a few sentences of biography material for this introduction. Also, please ensure that you clarify the pronunciation of your name with your Session Chair.

**Submittal Deadline:** Prior to Jan. 29, 2024, email your briefing charts and a short biography to [gsaw@aero.ctr.nro.ic.gov](mailto:gsaw@aero.ctr.nro.ic.gov). You must also submit a signed copy of the Permission to Reprint Form.

**Final Distribution and Presentation Clearance:** Papers are not required and will not be published. Pending your permission, your presentation slides will be posted on the CLASSIFIED GSAW site. You should begin the clearance process as soon as possible to ensure you do not miss any deadlines. GSAW personnel are not responsible for verifying the classification level or portion markings of your presentation.

**Time Allotted for Plenary Presenters:** Speakers are allotted 15 minutes with five minutes allowed for questions and answers from the audience. A timer device will be used for all presentations. The Session Chair is responsible for ensuring that your presentation and Q&A session end on time. The Session Chair will run the Q&A by calling on people from the audience and will end the session when the time limit is reached. GSAW is tightly scheduled, so please stick to your time allocation.



**Resources:** Presentations will be hosted on an Intel-based notebook computer containing Windows 10, Microsoft Office 365, and Adobe Acrobat Reader. A computer projector and laser pointer will be available. We will advance the slides for you.

**Requested Format:** Charts produced by the PC version of Microsoft PowerPoint 2013, 2016, or Office 365 are preferred. If you require some other application to view your charts or have an embedded video, please contact us well in advance of the deadline. In creating your slides, note that the presentation room is large, and you should consider this in your selection of fonts, diagram size, etc. As a minimum, a 20-point font is recommended.

**Registration:** If you have not registered, please do so. If you need assistance, please contact your Session Chair or [gsaw@aero.ctr.nro.ic.gov](mailto:gsaw@aero.ctr.nro.ic.gov). Please note that registration for the CLASSIFIED Session requires additional steps, in addition to the GENERAL Session registration process.

We appreciate your interest in GSAW 2024. With your participation, we look forward to a very successful workshop.

GSAW Program Committee  
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