



# Ground System Architectures Workshop

## Evening Session Lead Guidelines

Evening Session Lead,

Thank you for considering leading an Evening Session at GSAW on Wednesday Feb. 28, 2024. This guide describes your responsibilities as Lead. It will help you in submitting a proposal, 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](mailto:gsaw@aero.org) or 310-336-0454 if you have any questions.

**Note:** If your evening session has multiple leaders, only two leaders will be listed in the GSAW program.

**Format:** You may follow any format you wish as long as it fits within the allotted schedule. You may permit presentation of charts by attendees, a panel discussion, free-form discussion, or a combination. In the past, surveys given to attendees have shown that a discussion forum is preferred over a format full of presentations. A healthy exchange of opposing viewpoints is encouraged and provides the most productive results. In any case, chairs are asked to control the session and keep it moving. GSAW evening session schedule:

- 5:30 p.m. Evening session starts
- 6:30 p.m. Break/refreshments
- 6:45 p.m. Evening session continues
- 8:30 p.m. End of session

**Advertising:** We will use a short description from your proposal to advertise about your evening session on the GSAW website and at the GSAW event.

**Resources:** We will provide:

- Computer projector
- HDMI, VGA, and USB-C projector connectors
- Easel and blank flipchart pad with markers
- Microphones and speakers will be provided for larger rooms, if necessary
- Attendee sign-in sheet
- Permission to Reprint Forms
- **Note: Please bring your own laptop for your presentations.** No Wi-Fi and/or internet will be provided, please ensure that presentations are downloaded and available on your laptop for presentation.

**Clearance Information:** *Ensure there is NO classified information in your abstract or presentations.* GSAW is an international event and foreign nationals will be in attendance. Presentation slides 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 Aerospace are required to have abstracts and presentations cleared.) 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 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, Release Forms, and Surveys:** Leads are asked to collect any presentation charts from session participants and forward them to [gsaw@aero.org](mailto:gsaw@aero.org) by Jan. 29, 2024. 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. This form allows us to include presentation slides, if any, and evening session results on the GSAW website. Although we do expect to receive presentations and permission to reprint forms after the deadline, it does cause logistical difficulties for the GSAW organizers and is discouraged. If you do receive any late presentations, please email them to [gsaw@aero.org](mailto:gsaw@aero.org) as quickly as possible. Lastly, we ask that you actively encourage attendees to complete the survey and sign-in sheet which will be provided at your session. A GSAW representative will be in the room and will collect them at the end of your session.

**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 evening session. A copy of the presentation guidelines will be sent to you. You may forward this to your session's presenters along with any additional information, such as:

- Description of the format of your evening session
- 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

**Location:** The evening sessions will be held at the same hotel location as the other GSAW sessions.

**Registration:** Registration opens in December and can be completed online at <http://gsaw.aero.org/>. If you have not registered at GSAW, please stop by at the registration desk to pick a special evening session badge.

**Hotel Reservations:** If you have not already made hotel reservations, please note that the Renaissance Los Angeles Airport Hotel (1-310-337-2800) will only hold rooms at the GSAW rate on a first-come, first-served basis. After that, GSAW reservation rates will be accommodated on a "space available" basis. Remember to inform the hotel you are there for "GSAW". Hotel info can be found at <http://gsaw.org/registration/>.



# Ground System Architectures Workshop

**Check-in:** There will be a GSAW check-in desk in the hotel. Please check in and obtain a badge. There are no special security or escort requirements for the unclassified general session.

**Agenda:** The overview agenda will be posted at <http://gsaw.aero.org/agenda/>.

**Proceedings:** A few weeks after the workshop, your presentation slides will also be posted on the GSAW website (<http://gsaw.aero.org/>).

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

Proposal Deadline	Nov. 6, 2023
Acceptance Notices Sent	Nov. 6, 2023
Evening Session description paragraph posted on website	Upon Acceptance
Evening Session presentation content and charts due:	Upon Acceptance

**Proposal Submission:** Submit a proposal for an evening session related to a specific topic to [gsaw@aero.org](mailto:gsaw@aero.org) by Nov. 6, 2023. 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/>. We will review your submission and notify you of your acceptance or nonacceptance on Dec. 4, 2023.

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)