



## Tutorial Instructor Guidelines

GSAW Tutorial Instructor,

Thank you for considering presenting a tutorial at GSAW. Full and half-day tutorials are being held in-person on Monday, Feb. 26, 2024. Please read the following guidelines very carefully. They will help you in assembling your proposal, producing charts, and successfully presenting them at the workshop.

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

Proposals must be received by:	Nov. 6, 2023
Acceptance/Non-Acceptance Notices Sent	Dec. 4, 2023
Accepted Presentations and Permission to Reprint Forms Due:	Jan. 29, 2024

**Proposal Submission:** Obtain a submission form at <http://gsaw.aero.org/cfp/forms/>. Fill it out completely and submit to [gsaw@aero.org](mailto: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.

**Clearance Information:** For the *open workshop*, please ensure there is **NO classified information in your abstract or presentation**. GSAW is an international event and foreign nationals will be in attendance. Your presentation slides will also be posted on the GSAW website. 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 Aerospace are required to have 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 has the ability to review your submission. GSAW is not responsible for verifying the classification level of your presentation.

**Advertising Restriction:** If accepted, the tutorial description and the instructor(s) biography will be posted on the GSAW website. 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. You are encouraged to consider this in your submission.



**Final Submittal:** Prior to Jan. 29, 2024, email an electronic copy of your tutorial charts to the tutorial chair and [gsaw@aero.org](mailto:gsaw@aero.org).

**Permission to Reprint Form:** Presenters of accepted tutorials will receive a Permission to Reprint Form that must be signed and returned to us by Jan. 29, 2024. This form allows us to advertise your tutorial to potential attendees and to distribute the materials you provide. To reduce costs and for the convenience of everyone involved, we no longer provide printed copies of the materials. 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 and bring it to GSAW. We ask them not to redistribute the materials. The material will not appear on the website unless the instructor allows it.

The author or organization producing the materials retains all copyrights and publication rights. In addition to signing the Permission to Reprint Form, the following copyright statement must be placed on the title page of every presentation:

**© 2024 by presenter's organization. Published by The Aerospace Corporation with permission.**

If you are an employee of The Aerospace Corporation, use the following:

**© 2024 The Aerospace Corporation**

**Tutorial Schedule:** Each half-day tutorial will consist of two 95-minute segments, separated by a 20-minute break. For full-day tutorials, the lunch break will be held from 11:30 a.m. to 1 p.m. It is important that instructors adhere to the schedule as refreshments will be available during break periods. Lunch will not be provided on tutorial day.

**Resources:** In each of the tutorial rooms, GSAW will provide:

- A 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
- **Note: Please bring your own laptop for your tutorial presentations.** No Wi-Fi and/or internet will be provided, please ensure that presentations are downloaded and available on your laptop for presenting.

**Requested Format:** Charts produced by the PC version of Microsoft PowerPoint 2013, 2016 or 365 are preferred. If you require some other application to display your charts, please contact us well in advance. In creating your slides, note that the presentation room is large and you should consider



this in your selection of larger fonts, diagram size, etc. At a minimum, a 20-point font is recommended.

Although discouraged, last minute updated presentations can only be received via email to [gsaw@aero.org](mailto:gsaw@aero.org).

**Registration:** Registration opens in December and can be completed online at <http://gsaw.aero.org/registration/>. 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 one instructor for a half-day tutorial and **TWO** complimentary registrations for a full-day tutorial. These free registrations are for instructors only and are not transferrable. If you have not already registered, please do so. You should also ensure that each tutorial presenter in your session registers for GSAW via the website and that they have made the necessary hotel reservations. Except the complimentary registration mentioned above, GSAW is not responsible for the registration fee of invited speakers or panelists in your Tutorial sessions.

**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 prevailing federal per diem rate on a first-come, first-served basis. After that, reservations 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.aero.org/registration/>.

**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/>.

**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](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)