

# Ground System Architectures Workshop



"Expanding Access to Information"

## Presenter's Guide

Presentations will be held Feb. 28 – March 1, 2012

Dear GSAW Presenter,

Thank you for considering participating in GSAW 2012. 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 both the plenary and working group sessions except where noted.

**Abstract Submission:** Submit an abstract to [gsaw@aero.org](mailto:gsaw@aero.org) describing your presentation by Oct. 10, 2011. Papers are not required. Abstracts should not exceed two pages in length plus a cover page and should summarize the claims, scope, methodology, and generality of the work. The cover page must contain:

1. Title of the abstract
2. Name of the presenter
3. Names and affiliations of other author(s)
4. Address, email, and telephone number of the contact author
5. Focus issue(s) addressed in the abstract.

The GSAW Program Committee will review your submission and notify you of your acceptance or nonacceptance on Nov. 21, 2011.

**Best Presentation Award:** The GSAW committee will present an award for the best presentation at the 2012 workshop. Any presenter who is on the GSAW Program Committee is not eligible to participate in this award.

**Session Chair:** Your Session Chair will be contacting you soon to discuss the information below and to act as your liaison to the conference. 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).

**Final Submittal:** Prior to Jan. 27, 2012 email an electronic copy of your briefing charts to your Session Chair and [gsaw@aero.org](mailto:gsaw@aero.org).

**Final Distribution and Presentation Clearance:** For the UNCLASSIFIED general workshop: Your presentation slides will be posted on the GSAW website (<http://csse.usc.edu/gstaw>) a few weeks after the workshop. *Please ensure there is no*

***classified information in your presentation!*** Note that this is a public website readable by anyone with access to the Internet and that foreign nationals will be in attendance at the workshop. Since your organization may have concerns about security or proprietary information, check to see if your briefing charts need to be cleared for publication. 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 of your presentation.

**New for GSAW 2012:** In addition to signing the Speaker Release and Consent Form, the following copyright statement will need to be put on the title page of every presentation that will be published in the GSAW proceedings:

**© 2012 by presenter's organization. Published by The Aerospace Corporation with permission.**

The preceding statement is not to be used with charts that are prepared by employees of The Aerospace Corporation. The statement that will appear on the title page of charts prepared by an employee of The Aerospace Corporation and published in the GSAW proceedings will be:

**© 2012 The Aerospace Corporation**

For the CLASSIFIED session: Your Session Chair will contact you with details.

**Speaker Release and Consent:** Presenters of accepted abstracts will receive a Speaker Release and Consent Form that must be signed and returned to us by Jan. 27, 2012. This form allows us to include your presentation on the GSAW website. The form can be faxed to 310-563-2432 Attention: GSAW 2012.

**Time Allotted for Plenary Presenters:** Speakers presenting in the *plenary* session are scheduled to speak for fifteen 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.

**Time Allotted for Working Group Presenters:** Speakers presenting in a working group will be contacted by his or her Session Chair for time allotment and other details.

**Resources:** Both plenary and working group presentations will be hosted on an Intel-based notebook computer containing Windows 7, Office 2007, CD-ROM, and USB port. A computer projector will be provided. Plenary presenters will be provided with a lapel microphone and a control for advancing the slides. For working groups, if you must

bring your own equipment (e.g., notebook, projector, drive) for your presentation, you must notify us in advance so that we can identify potential problems.

Our microphones work best when the antenna unit is clipped to a belt and the microphone itself is attached near the center of your chest. You should consider this in your presentation attire.

**Requested Format:** Charts produced by the PC version of Microsoft PowerPoint 2003 or 2007 are preferred. If you require some other application to view your charts, please contact us well in advance of the Jan. 27 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.

Although the GSAW organizers work very hard to ensure that all presentations are in working order and on the necessary computers, we would suggest that you bring media containing your presentation as a backup. Although discouraged, if you bring an *updated* version of your presentation to GSAW we can read USB flash memory, CD-R, and CD-RW. Bringing an updated presentation late will be at your own risk.

**“Slide Driving”:** Plenary presenters will be given a control for remotely advancing their charts. This controller will have three buttons for “Next Slide,” “Previous Slide,” and laser pointer. If preferred, we can advance the charts for you but you are reminded that only you are familiar with the charts and you will have to cue the PC operator. Slides with animation are particularly troublesome when someone other than the presenter is advancing them. If you require us to advance your slides, please inform us with your submission and prior to your session at GSAW.

**Plenary speaker biography:** Plenary speakers must prepare a few sentences of biographical material for an introduction. Your Session Chair will spend a maximum of 30 seconds to introduce you at the workshop. Your Session Chair will be contacting you sometime before GSAW to collect this information. Also, please ensure that you clarify the pronunciation of your name with your Session Chair.

**Check-in:** There will be a check-in desk in the main lobby of the hotel. Please check-in and obtain a badge. There are no special security or escort requirements.

**Registration:** If you have not already registered, please do so. Registration can be completed online at <http://csse.usc.edu/gsaw>.

**Agenda:** The GSAW 2012 overview agenda will be posted at <http://csse.usc.edu/gsaw>.

**Hotel Reservations:** If you have not already made hotel reservations, please note that the Sheraton Gateway Hotel in Los Angeles (800-325-3535 or 310-642-1111) will only hold rooms at the prevailing federal per diem rate on a first-come, first-served basis until Feb. 6, 2012. After that, reservations will be accommodated on a "space available" basis. Hotel info can be found at <http://csse.usc.edu/gsaw>.

GSAW 2012  
Feb. 27 – March 1, 2012

We appreciate your interest in GSAW 2012. With your participation, we look forward to a very successful workshop!

GSAW 2012 Program Committee  
[gsaw@aero.org](mailto:gsaw@aero.org)