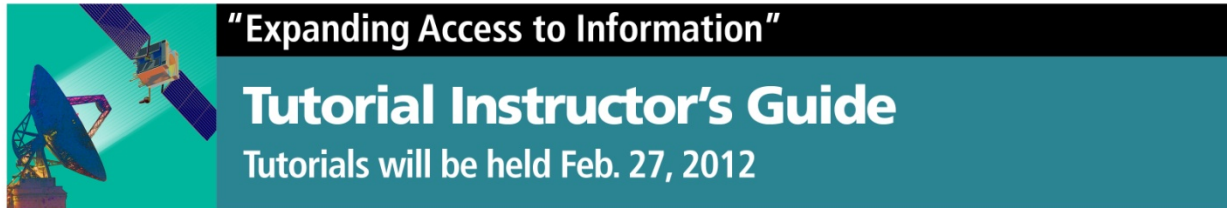


Ground System Architectures Workshop



Dear GSAW Tutorial Instructor,

Full and half-day tutorials are being held on Feb. 27, the day before the regular workshop program begins. Please read the following guidelines very carefully. They will help you in assembling your proposal, producing charts, and successfully presenting them at the workshop.

Abstract Submission: Submit a proposal to gsaw@aero.org for instructive tutorials on topics related to the GSAW 2012 theme and focus issues by Oct. 10, 2011. Tutorial proposals must contain the following information:

1. Tutorial title
2. Names and affiliations of the instructor(s)
3. Address, email, and telephone number of the instructor(s)
4. A description of the tutorial including a detailed course outline and technical abstract (three pages maximum)
5. Tutorial length (full or half day)
6. What the participants should expect to learn
7. Description of intended participants and prerequisite knowledge
8. Expected/desired number of participants
9. List of materials to be provided by the instructors
10. Biography of the instructor(s) (100-200 words)
11. If the tutorial or an earlier version has been given before, please indicate the event, date and contents.

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

Tutorial Chair: If accepted, the Tutorial 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 the Tutorial Chair or to gsaw@aero.org.

Advertising: 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, rather than the marketing of specific products, services, or programs.

Final Submittal: Prior to Jan. 27, 2012 email an electronic copy of your tutorial charts to the Tutorial Chair and gsaw@aero.org. These materials must be copy-ready. We will produce copies for attendees up to 150 pages.

Tutorial Release and Consent: Tutorial instructors will receive a Tutorial Release and Consent Form that must be signed and returned to us by Jan. 27, 2012. The form can be faxed to 310-563-2432 Attention: GSAW 2012.

Tutorial Clearance and Copyright: *Please ensure there is no classified information in your presentation!* Note 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.

The author of the tutorial materials retains all copyrights and publication rights to the presentation materials. Tutorial materials will only be distributed to those who attend the session and to select GSAW Program and Administrative Committee members. The material will not appear on the website.

New for GSAW 2012: In addition to signing the Tutorial Release and Consent Form, the following copyright statement will need to be put on the title page of every tutorial that will be presented:

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

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

© 2012 The Aerospace Corporation

Resources: An Intel-based notebook computer containing Windows 7, Office 2007, CD-ROM, and USB port will be provided. A computer projector will be available.

Tutorial Format: Each half-day tutorial will consist of two 95 minute segments separated by a 20 minute break. For full-day tutorials, lunch will be held from 11:30am to 1pm.

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.

Honorarium: For GSAW 2012, the honorarium will ONLY apply if you do NOT work at The Aerospace Corporation. Instructors (who do not work at The Aerospace Corporation) will receive \$45 per registrant for a half-day session and \$90 for a full-day session.

One free registration to the general workshop will be provided to the instructor per half-day of instruction. See “Registration” for details. This is not transferable.

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: Registration can be completed on-line at <http://csse.usc.edu/gsaw>. To register your one complimentary registration per half-day of instruction (to the general workshop), for “Registration Type” please choose “Invitation – Restricted.” Enter “Tutorial Instructor” in the special code box. This will ensure that you are not charged the registration fee.

Agenda: The GSAW 2012 overview agenda will be posted at <http://csse.usc.edu/gsaw>. Please let us know if any updates are necessary. If you are unable to access it, please let us know.

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>.

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