



March 4 – 6, 2003

Presentation Guidelines

Dear GSAW Presenter,

The following guidelines will help you in producing charts and presenting at GSAW2003. The guidelines apply to both the plenary session and breakout session except where noted. Please review this information and contact us if you have any questions:

1. **Submittal:** Prior to February 21, 2003, email an electronic copy of your briefing charts to gaw@aero.org. Please ensure there is no classified information in your presentation!
2. **Final Distribution:** Papers are not required and will not be published. Your presentation slides will be posted on the GSAW website (<http://sunset.usc.edu/gaw>) and distributed to workshop attendees on CD-ROM a few weeks after the workshop.
3. **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 February 21, 2003. This form allows us to include your presentation on the CD-ROM and to post your presentation material to the GSAW website (<http://sunset.usc.edu/gaw>). The form can be faxed to 310-336-7612 Attention: GSAW2003 c/o Sharon Garst. Also note that your briefing charts may need to be cleared for publication by your own organization. *Please begin the clearance process as soon as possible.*
4. a. **Time Allotted for plenary presenters:** Speakers presenting in the plenary session are scheduled to speak for 15 minutes with five minutes allowed for questions and answers. Someone will be sitting in the front row to help you monitor the time you are using. The monitor will hold up cards at intervals showing the time remaining. GSAW is tightly scheduled, so PLEASE stick to your time allocation.
b. **Time allotted for breakout presenters:** Speakers presenting in a breakout group will be contacted by his or her breakout chair for time allotment and other details.
5. **Resources:** The presentations (both plenary and breakout) will be hosted on a notebook computer (Windows 2000, Office 2000, CDROM, floppy drive), a computer projector, and an overhead projector for

- transparencies. Plenary presenters will be provided with a lapel microphone, laser pointer, and a control for advancing the slides. If you plan on bringing your own equipment (e.g., notebook, projector, drive) for your presentation, please notify us in advance so that we can identify potential problems.
6. **Requested Format:** Charts produced by the PC version of Microsoft PowerPoint 2000 are preferred. If you require some other application to view your charts, please contact us. Please note that charts produced with PowerPoint 97 or XP may not be fully compatible with 2000 (especially if your slides are animated). We would suggest that you bring transparencies as a backup. Although discouraged, if you bring an updated version of your presentation to GSAW, please do so on a 3-1/2" floppy or 100MB Zip disk. We cannot guarantee the ability to read any other format including CD-R or CD-RW. Note that we are using a large presentation room. In creating your slides, you should consider this in your selection of fonts, diagram size, etc.
 7. **"Slide Driving":** Plenary presenters will be given a control for remotely advancing their charts. 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. We mention this because slides with animation have been particularly troublesome when someone other than the presenter is advancing them.
 8. **Plenary speaker biography:** Plenary speakers must prepare a few sentences of biographical material for your session chair to introduce you. Your session chair will be contacting you sometime before GSAW to collect bio information.
 9. **Check-in:** There will be a check-in desk in the main lobby of the hotel. Please check-in and obtain a badge. We use the check-in list to send you the CD-ROM after GSAW. There are no longer any special security or escort requirements since we are holding this at a hotel.
 10. **Registration:** If you have not already registered for GSAW2003, please do so. We will be publishing a list of attendees, and we would like to make sure your information is complete and correct. Registration can be completed on-line at <http://sunset.usc.edu/gsaw/gsaw2003/registration.html>.
 11. **Current Agenda:** The GSAW2003 overview agenda will be posted at <http://sunset.usc.edu/gsaw/gsaw2003/agenda03.html>. We will send you a message when the detailed agenda is available, and ask you to check it and let us know if any updates are necessary. If you are unable to access it, please let us know.
 12. **Hotel Reservations:** If you have not already made hotel reservations, please remember that the Manhattan Beach Marriott (800-228-9290 or 310-546-7511) will only hold rooms at the special GSAW2003 rate of \$99 until February 10. After that, reservations will be accommodated on a "space available" basis.

We appreciate your interest in GSAW2003; with your participation, we look forward to a very successful Workshop!

GSAW2003 Program Committee

gsaw@aero.org