



Space Power Workshop

April 26–29, 2022
Virtual Event



Presenter Guidelines

Introduction

The committee members of the 39th annual Space Power Workshop welcomes authors to participate in our 2022 program. This year the workshop will be online to keep everyone safe and will be available on-demand with the ability of presenters and viewers to interact through comments, questions, and sharing. The workshop provides an informal, unclassified, international forum for the exchange of ideas and information on space power. We applaud your efforts and will strive to ensure a rewarding participation.

Please read the following guidelines very carefully. They will help you in assembling your presentation and successfully presenting it to the workshop.

Important Dates

- | | |
|-----------------------|---|
| ○ March 11, 2022 | Speaker Release Form |
| ○ March 11, 2022 | Video and charts (<i>PDF or PowerPoint</i>) |
| ○ April 11, 2022 | Short Biography Due (for introduction purposes) |
| ○ April 26 - 29, 2022 | 39 th annual Space Power Workshop |

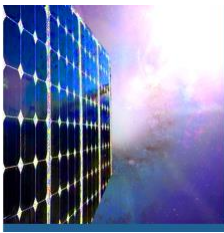
Contact Information

All forms are to be submitted electronically to spwtechnicalworkshop@aero.org. Notification of receipt will be sent.

Presentation Guidelines

Material used either (i) are original and your own work, or (ii) are original and the work of co-authors and is authorized to be presented at the SPW 2022. Please ensure that your presentation focuses on technical information that will be of general benefit and interest to the space power community and is free of any tone that can be perceived as promoting sales for a particular company, product, services, or programs. Your session organizers will work with you on making sure that your presentation appropriately reflects this criterion.

Immediately preceding each presentation, the Session Organizer will introduce the presenter with their short biography. Sessions are for a 1-hour, 20-minute timeframe with four presentations. **Presentations are scheduled for 20-minutes, which includes Q&A.**



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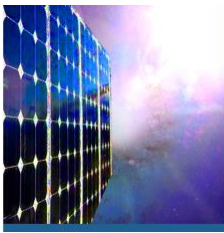
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Presentation Submittal: You will be provided with instructions on how to upload your video and charts. Please deliver your video and charts prior to the deadline. Please DO NOT try to email your video.

Please be sure to read and follow the formatting guidelines presented below.

- SPW will record the event but presenters are responsible for recording their video presentations.
- All presentations this year must be delivered as presentation charts AND in a video format. Presentation charts must be in PDF or PowerPoint. Videos must be recorded in a common video format such that content is easily viewable on a website.
- Videos must include at a minimum a soundtrack of the presenter describing the technical content of the presentation. We will not accept a video without sound. Some suggested approaches include:
 - Cutting between video of presenter and technical slides as appropriate
 - Split screen format
 - Presentation slides with small window containing video of presenter
 - PowerPoint slideshow presentation with a recorded soundtrack
- You may use any tool you like to record and edit the video.
- Please watch your video closely before submitting to ensure it is of high quality.
- Please use larger fonts and diagrams for ease of viewing especially if using a multi-screen approach.
- It is preferred that the presenter appear in their video at some point. There are many online resources providing tips on recording your presentation. Here are some starters:
 - Find a quiet place to record
 - Find a spot with good indirect lighting in front of you
 - Position yourself close to the microphone. It is best not to use a speakerphone
 - Make sure that your camera is at eye-level. This will capture you at the same angle as if you are talking in person
 - If possible, use a wired network connection and make sure others on your local network don't stream video during this time
 - Understand your connections and devices. If you drop off suddenly, know how to come back online quickly



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SPW Lightning Talks Guidelines:

Presentation Submittal instructions same as above.

Lightning Talks Timing:

Lightning talks will be 8 minutes per person. This includes:

- 5 minute talk
- 2 minutes for questions
- 1 minute transition

Lightning Talks Content:

The content will be relayed through power point slides. Each presenter will be allowed up to 3 content slides to supplement their lightning talk. Immediately preceding each presentation, the Session Organizer will introduce the presenter with their short biography.

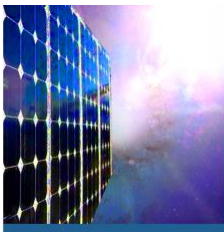
Clearance Information: *Ensure there is NO classified information in your abstract or presentation.* Presentations will also be posted on a publicly accessible website. If your organization has concerns about security or proprietary information, check to see if your presentation needs to be cleared for publication. (All employees of Aerospace are required to have presentations cleared through 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 can review your submission. SPW is not responsible for verifying the classification level of your presentation.

Permission to Reprint:

Presenters of accepted abstracts will receive a Permission to Reprint Form that must be signed and returned to us by the above deadline. This form allows us to include your presentation and video in the proceedings.

Copyright Statement: If you are a government employee, you may skip this section as no copyright statement is required. Submitters retain their copyrights but give Aerospace permission to publish. The following copyright statement must be placed on the title page of every presentation and video.

- Aerospace Corporation employees:
 - © 2022 The Aerospace Corporation
- All others who are NOT government employees
 - © 2022 by <your organization>. Published by The Aerospace Corporation with permission



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Proceedings: If consent has been given to distribute your presentation, the entire presentation (both the pre-recorded and live portions) will be recorded and posted on a publicly accessible website for virtual attendee viewing after the workshop.

Workshop Registration

- You can access the registration site at: Space Power Workshop Homepage ([SPW Website](#))
- This will take you to the Space Power Workshop summary page. Once registration is open, click the register button on the top right to continue. Click on the **Presenter or SPW Lightning Talks Presenter** registration type

Thank you again for your participation. We look forward to an informative and stimulating workshop! If you have any questions or concerns, please feel free to contact us. See you in April!

Regards,

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