Space Power Workshop
Rapid and agile power systems: Developing new norms for an evolving and contested space environment

April 23–25, 2024
Torrance Marriott Redondo Beach, Torrance, CA

Presenter Guidelines

Introduction

The committee members of the 41st annual Space Power Workshop welcomes authors to participate in our 2024 program. 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.

This year's theme is "Rapid and agile power systems: Developing new norms for an evolving and contested space environment".

Important Dates

o	April 8, 2024	Speaker Release Form (on SPW website)
o	April 8, 2024	Electronic copy of Presentations Due (*PowerPoint charts only*)
o	April 15, 2024	Short Biography Due (for introduction purposes, oral presentations)
o	April 15, 2024	Electronic copy of Posters Due
o	April 23 - 25, 2024	41st annual Space Power Workshop

Contact Information

All presentations and 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 2024. 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, 45-minute timeframe with five presentations. **This allows each presentation 15-minutes with three to five minutes for questions. Please limit your charts to a maximum of 15-20 as a courtesy to both the audience and to your fellow session presenters. Your session organizer will prompt you with flashcards, or a timer light for the last few minutes of your presentation to allow for Q and A.** Power Systems Architecture and Energy Storage III are the only sessions with a two-hour timeframe due to the 8 a.m. start time.

All presentations must be projected electronically. Please be sure to read and follow the formatting guidelines presented below. **Electronic versions of your presentation must be submitted by April 8, 2024.**

- All presentations must be submitted electronically for compatibility testing and loading for onsite sessions
- **Use large type – Arial Bold 24 pt. font for body text and 32 pt. font for titles minimum recommended**
- Graphics and video clips must be integrated or embedded in the PowerPoint file and must not require the use of any second application to load or view
- A PC laptop operated by the SPW AV team will be provided
- Presentation slides will be projected onto two screens on either side of the stage
- A monitor facing the podium (with the presentation charts) will be provided during each presentation
- A podium microphone or optional lapel microphone and a laser pointer will be provided
- SPW AV team will advance presentation charts or presenters may advance them remotely
- The session organizers are the official timekeepers and will alert presenters during the last few minutes remaining for their presentation

Poster Guidelines

Electronic versions of your poster must be submitted by April 15, 2024.

Final Submittal: All posters are due at the hotel on April 23, 2024. It is up to you to bring your poster to the hotel. The SPW committee is not responsible for printing or carrying your poster to the hotel. If your poster needs to be shipped, please contact the hotel directly. You are responsible for any charges associated with shipping.

Resources: An easel will be provided for displaying your poster. All posters will be displayed around the perimeter of the Lighthouse ballroom. At breaks and lunch, you have the option to stand near your poster for any discussion. The posters will be displayed during the entire general workshop on a touchscreen monitor.

Requested Format: Your poster must not exceed these dimensions: 42" wide x 40" high.

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 in the proceedings.

Workshop Registration

- o Online registration is now OPEN. You can access the registration site at: Space Power Workshop Homepage (SPW Website)

- o This will take you to the Space Power Workshop summary page, click the register button on the top right to continue. Click on the **Presenter or Poster Presenter** registration type

- o Presenters please register before March 1 to receive the early registration rate of $875, after that the standard rate is $925. Please make sure to book your hotel reservations early to receive government rates and to ensure room availability. The reservation deadline at the Torrance Marriott Redondo Beach Hotel is Monday, March 25, 2024

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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 me. See you in April!

Regards,

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