

## **General guidelines for presentations:**

No specific SpaceOps template is provided. Feel free to use your company template.

All presentations must be done in English.

This conference has a “No paper – No podium and No podium – No paper” policy:

Thus, all presenters in all types of Sessions are required to submit a full manuscript according to the general manuscript rules (refer to acceptance notification message and AIAA website); It will be included in the proceedings only if presented at the conference.

Depending for which type of presentation you have been selected, please find additional information here below.

## **Oral Session Presenters (also Technical paper session in the program):**

The name and location of the session rooms will be available on the SpaceOps 2018 website or in the printed program.

Oral session presentations are 20 minutes lectures followed by 5 minutes of Q&A. This is a hard constraint to allow participants to move between session rooms and attend complete presentations.

You must upload your presentation file on the server that will be indicated soon on the conference website.

The recommended file types for Oral are MS Power Point and Adobe PDF (16:9 screens).

**NEW** Software demonstrations are eligible to Oral Sessions, with the understanding that the presentation must comply with the 20 + 5 minutes duration constraint.

If your presentation includes a software demo, you are expected to upload an introduction / summary in the MS Power Point or Adobe PDF file format and in addition, bring the demo with you on your own portable computer from which you will give your demonstration. Your presentation will be available on the session room computer and you will find an HDMI or VGA cable for the connection of your own computer for the demo.

**NEW** Some interactive sessions will be included in the program; such sessions will be in the format of mini-workshops with three presentations followed by an interactive discussion between authors and audience, around the theme selected for each of those sessions.

If you are in such session, you are requested to attend the whole session and actively participate to the interactive discussions.

You are invited to attend the speakers briefing and meet with your co- chairs in your session room, twenty (20) minutes before the beginning of your session.

## **E-Poster Session Presenters:**

Electronic Poster sessions will be supported by a conference-provided electronic display (large screen). They will give the opportunity to interact with attendees.

To introduce your presentation, the recommended file types are MS Power Point and Adobe PDF. In addition, Electronic Posters are expected to include software demonstrations.

You must bring your presentation on your own portable computer. You will find an HDMI or VGA cable for the connection of your computer to the conference-provided electronic display.

During the Poster Session(s) E-posters must be attended by their presenters. Afterwards, the presentation may be given again during breaks or on request from the attendees to the conference. For this purpose, the phone and email address of the presenter may be left by the E-Poster display.

No specific presentation time is imposed for E-poster presenters and the interested audience may be from few to many participants. Therefore, the presentation may be repeated several times.

In case of withdrawals of presentations in the oral Sessions, some presenters of Electronic Poster presentations could be offered to present in an oral Session if they accept to comply to the technical rules of oral sessions and in particular the 20 + 5 minutes duration constraint.

### **Open Access Presentations:**

**NEW** Open Access Presentations will provide a standalone access, through menus, to presentations that were not submitted or selected for oral or poster presentations.

They will be supported by a conference-provided active electronic display (16:9 screens)

Such presentations are expected to be uploaded as a pdf or ppt file on the server that will be indicated soon on the conference website. Therefore they must not include a demonstration.

All Open Access presentations will be permanently available throughout the conference week in the center of the exhibition hall area.

Your presentation should be short enough so that it may be consulted in a maximum of 15 to 20 minutes.

Such presentations may include the author's contact information so that he / she may be contacted and may give his presentation at an agreed time to the interested visitors. Emails may also be sent to visitors via the open access interface, keeping the contact's email address confidential.

Therefore, the contact author(s) must be physically available in the conference center so that he (they) may be called and met.

In case of withdrawals of presentations in the Oral Sessions, some presenters of Open Access presentations could be offered to present in an Oral Session if they accept to comply to the technical rules of oral sessions and in particular the 20 + 5 minutes duration constraint.

### **Traditional Poster Session Presenters:**

Traditional posters (T-Posters) will be available throughout the week in the exhibition hall area. They will give the opportunity to interact with attendees.

Presenters of T-Posters are expected to bring a print of your poster with you. The recommended size is A0 portrait format (841x1189 mm, 33.1x46.8 inch, same with 16 sheets of A4 size). It can't exceed A0 size.

You must be physically available by your poster during the Poster Session. Afterwards, the presentation may be given again during breaks or on request from the attendees to the conference. For this purpose, the phone and email address of the presenter may be left by the T-Poster.

No specific presentation time is imposed for T-poster presenters and the interested audience may be from few to many participants. Therefore, the presentation may be repeated several times.

**Preview:**

A preview system will be made available to the presenters at the conference center. It will collect any presentation from the presentation upload site and, after verification or update by the presenting author, the presentations will be dispatched to the session rooms (Oral Presentations) or to the Open Access computers.

Presenting authors are requested to check their presentation on site in the preview area (room 36). If not checked, the presentation will not be pushed to the session room or the Open Access and will not be presented, nor will it be in the proceedings.

It will also be possible to hand in and check presentation updates in the same area.

For checking your presentation or for providing a final update on a USB stick, please come to the preview room at least half a day before your talk is scheduled.

Last minute presentation updates in the session rooms will not be possible.