



AEROSPACE CONTROL AND GUIDANCE SYSTEMS COMMITTEE

(Affiliated with SAE and IEEE)

Speakers Information and Guidelines

Objective: The ACGSC provides a forum for timely and rapid information dissemination on significant topics in control, guidance, and related fields. These include but are not limited to: System concept definition; design and analysis techniques; requirements and specifications; design and development; systems and vehicle integration; systems operation and maintenance. The audience consists of government, academic, and industry representatives. To appeal to this diverse group, successful presentations typically focus on technology/theory application, implementation, test, as well as results/lessons learned from that implementation and test. In addition, results and lessons learned from unsuccessful implementations/test, as well as new concept implementation and test are also of high interest. The ACGSC is also an excellent opportunity to network with aerospace subject matter experts.

Atmosphere: The ACGSC maintains an informal atmosphere that encourages discussion and suggests that you plan an informal presentation that allows discussion during and after your talk. There are typically 40- 60 people in the audience and they are accustomed to this approach. You are welcome to use whatever graphic material you wish, but electronic presentations are the norm. An LCD projector and screen will be provided. You may use your own laptop, or provide your electronic presentation to your session/sub-committee chairman if you do not bring a laptop. If your presentation includes videos you may want to use your own laptop to ensure they will play due to differing codecs between laptops. Other presentation media will be provided upon request. Please email your session/subcommittee Chair and the ACGSC Chairman at least 2 weeks before the Meeting if you need other presentation media. In fairness to the other speakers, please plan your presentation so that you finish and have time for questions within your allotted time.

Documentation: We request an **electronic copy** of your presentation to be included in the Meeting CD and posted on the ACGSC website. Most presentations are in either Microsoft PowerPoint or Adobe .pdf format. A **brief abstract** is also needed for inclusion in the meeting summary (one paragraph of about 250 words is adequate). You are encouraged to submit an abstract of your presentation to your subcommittee Chair 2 weeks before the Meeting (electronic submission preferred), but are requested to submit it no later than the end of that Meeting to your session/subcommittee Chair.

Public Release: It is the **author's responsibility** to obtain the necessary public release for your presentation and abstract. Be sure **to allow adequate time to obtain a release**. Our experience has shown it usually takes longer than you expect. Note that ACGSC meetings will have **international representation**.

Thanks for your participation!

ACGSC Chairman