

Space Systems Risk Management Symposium



"What Works – What Doesn't"

Author Kit

The Aerospace Corporation
El Segundo, Calif.

April 6-8, 2010

Introduction

A goal of *The Space Systems Risk Management Symposium* is to obtain the widest possible distribution for the presentation you submit to the symposium. To accomplish this objective, this author kit was designed to help you prepare your presentation for publication in the symposium proceedings.

Important Dates

- February 15, 2010 **Abstracts due to Technical Committee**
- February 26, 2010 **Notifications to authors on abstract Acceptance**
- March 1, 2010 **Deadline for Early Registration**
- March 15, 2010 **Annotated Presentations due**
Allow sufficient time to process your organization's clearance procedures
- April 6, 2010 **Space Systems Risk Management Symposium Tutorials**
- April 7-8, 2010 **Space Systems Risk Management Symposium General Sessions**

Author Guidelines

Instructions for Abstract Preparation

These instructions are provided to guide the preparation of your abstract. Submit the electronic equivalent of one 8 1/2" x 11" page with a top margin of 1/2", left margin of 1", a right margin of 1/2", and a bottom margin of 1". Abstracts should be typed in 12-pitch Times Roman. Headings should be Times Roman Bold.

General Instructions

(Please refer to sample page in Figure 1.)

- Single-space text copy
- Stay within margins at all times
- Center title (all caps) across the top of the page
- Center author(s) name (initial capitals) below title
- Center affiliation (initial capitals) below author(s) name. Follow with U.S. and e-mail addresses
- Double-column or single-column format is acceptable
- Avoid acronyms when possible. Spell out all acronyms on first use
- Microsoft word or PDF files are acceptable
- Include author biographies (see template)

<p>TITLE OF PAPER</p> <p>Author(s) Affiliation</p> <p>Abstract</p> <p> Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p> Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.</p>
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Figure 1. Sample Abstract

Deadline for Receipt of Abstract

Your abstract must be received by **February 15, 2010**, in order to be considered for the symposium. All abstracts should be submitted electronically to: SSRM@aero.org

Questions regarding abstract submissions should be directed to:

Gail Johnson-Roth
SSRM 2010 Program Chair
The Aerospace Corporation
P.O. Box 92957 M4/905
Los Angeles, CA 90009
Phone: (310) 336-0030 FAX: (310) 563-1139
Gail.A.Johnson-Roth@aero.org

or

Dr. Sergio Guarro
SSRM 2010 Program Chair
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P.O. Box 92957 M4/905
Los Angeles, CA 90009
Phone: (310) 336-8610
Sergio.Guarro@aero.org

General Information and Instructions

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All presentations submitted for publication in the **SSRM 2010 Symposium Proceedings** must be accompanied by a completed Approval Endorsement Form.

Author(s) should check with their respective organizations regarding clearance and approval processes for **public release** and initiate the process in accordance with organizational requirements in order to meet the submission timeline for the symposium.

By signing, author(s) certify they have received all required approvals for release. The work is UNCLASSIFIED and has been or will be cleared and approved for public release by the appropriate company, or government agencies, or both, if applicable. If presentation was jointly prepared with other authors, the signing author is acting on their behalf as their agent and represent they are authorized to do so by their signature.

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Authors (including co-authors) are responsible for obtaining **all** required release approvals for their

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When and Where to Send Your Presentation

Publication-ready presentations should be submitted in electronic form (e.g., a Microsoft PowerPoint file attached to an e-mail message). Recommended format is provided in the Presenter Guidelines.

The deadline for submittal of all publication-ready presentations is March 15, 2010.

All presentations for public release should be submitted electronically to:

Ssrn.Mailbox@aero.org

Questions presentation submissions should be directed to:

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Biography Template

General Instructions

(Please refer to sample page in Figure 3.)

Authors (including co-authors) are requested to submit a short biography with abstract and presentation submissions. The presenting author must submit a biography. Include highlights such as present employment, education, relevant work experience and expertise relating to the fields of system engineering and risk management, and personal information to include professional society affiliations. Biographies will be included in the symposium proceedings. Biographies should be submitted with all presentations. Immediately preceding each symposium presentation, the Session Chair will introduce each presenter by reading selected facts from the submitted biography.

Your biography must be received no later than **March 15, 2010**, to appear in the Symposium Proceedings.

Title of Paper	Photo Optional
Name:	
Company:	
Degrees Received:	
SSRM Relevant Work Experience:	
SSRM Relevant Expertise:	
Related SSRM Experience:	
Personal Information (optional): Professional society affiliations	

Figure 2. Sample Bio

Guidelines for Presentation Preparation

These guidelines are provided for preparation of your presentation. Small print is difficult to read from the back of a large room. We recommend using the **Microsoft PowerPoint** software application with the specifications listed on the sample slide shown in Figure 3.

Submit the electronic equivalent of 8 1/2" x 11" pages with a top margin of 1/2", left margin of 1", a right margin of 1/2", and a bottom margin of 1". It is imperative that nothing appear on a page outside of these margins.

All electronic presentations will be downloaded to symposium computers for presentation in accordance to the assigned track.

Authors are requested to test run their briefings in presentation mode to ensure proper presentation features. Please ensure all animation features or embedded movies are functional prior to submission. It is recommended that you project your presentation onto a screen to check that selected colors of figures and letters are compatible and legible. Careful use of color increases effectiveness and understanding; however, be certain to use strong color contrast.

Authors are encouraged to annotate the briefing slides with written text in the notes section in order to provide a "takeaway" to detail the material presented. The details often are left to the oral presentation of the visuals that support your talk. Presentations are dynamic, so the notes emphasize important points in your presentation for further reference by symposium attendees.

Presentation Length and Content

Presentations will be limited to **a total of 30 minutes**. It is recommended that presenters plan for a period of 20 minutes and allow for a 10 minute question and answer period. Presenters should dry run their presentation prior to the symposium to ensure that the briefing can be executed within the specified time constraints. Appointed personnel will serve as timers and will notify presenters when there are 10, 5, and 0 minutes remaining.

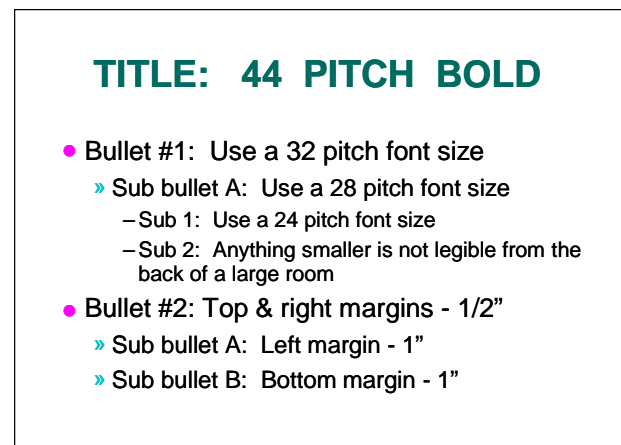
Deadline for Receipt of Presentation Materials

Your electronic presentation must be received by **March 15, 2010**, or sooner to be included in the

symposium record and to allow time for the committee to do a final review prior to loading on the symposium computers. Other presentation materials should also be submitted in accordance with the specified deadline.

The symposium will provide a podium, remote/laser pointer, laptop with your presentation loaded, computer presentation projector, wireless lapel microphone, and projection screen. A computer operator will be available to change your slides, or you can opt to do it yourself with the remote. If other or additional audiovisual equipment is needed, we will make every effort to accommodate you. Special needs may be addressed by submitting the audio visual equipment request form. Please refer all questions pertaining to presentation formats and publications to:

Gail Johnson-Roth
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Los Angeles, CA 90009-2957
Phone: (310) 336-0030
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TITLE: 44 PITCH BOLD

- **Bullet #1: Use a 32 pitch font size**
 - » **Sub bullet A: Use a 28 pitch font size**
 - Sub 1: Use a 24 pitch font size
 - Sub 2: Anything smaller is not legible from the back of a large room
- **Bullet #2: Top & right margins - 1/2"**
 - » **Sub bullet A: Left margin - 1"**
 - » **Sub bullet B: Bottom margin - 1"**

Figure 3. Sample Slide

AudioVisual Special Needs Request

The symposium will provide a podium, remote/laser pointer, laptop with your presentation loaded, computer presentation projector, wireless lapel microphone, and projection screen. If other or additional audiovisual equipment is needed, please indicate below. We will make every effort to accommodate you. It is strongly recommended that videotape be converted to NTSC standard.

- 35 mm slide projector
- Overhead projector
- Easel/Paper Pad/Markers

- VHS video projector
 - Other (please be specific)
-

Author's Name _____

Speaker's Name (if different from above) _____

Title of Paper _____

Business Address _____

City _____ Province/State _____

Country _____ Zip/Postal Code _____

Business Phone _____

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Speaker

Home Phone _____

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This form must be returned to inform us of your audiovisual requirements.

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Direct additional questions regarding audio visual needs and requirements to:

Gail Johnson-Roth

SSRM 2010 Program Chair

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Approval Endorsement

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This completed form must be sent to

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at the time the final, publication-ready presentation is submitted.

Author's Endorsement

Applicability – All presentations require an author's signature. By signing, author(s) certify they have received all required approvals for release. The work is UNCLASSIFIED and has been or will be cleared and approved for public release by the appropriate company, or government agencies, or both, if applicable. If presentation was jointly prepared with other authors, the signing author is acting on their behalf as their agent and represent they are authorized to do so by their signature.

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