



General Conference Information

Authors/Presenters

- Use the templates on website for presentation and paper
 - Send presentation and paper (if you have chosen to write one) to your session chairs by August 11th
- Fill out a second permission form for paper/presentation and recording by August 11th
 - Send to your session chairs and msfc-tfaws2020-papers@mail.nasa.gov
- Send in bio about yourself that the session chair will read before you present by August 11th
 - Can include name, position and company/school/organization, education, and a brief history of notable accomplishments, any relevant experience with the presentation
 - Feel free to add or remove information; the intent is to introduce yourself to the audience
- You will connect through WebEx and be streamed to an IMB Video
 - WebEx is available as a web only application, but for better control and reliability it is suggested to download and install the WebEx Meetings program located here: <https://www.webex.com/downloads.html>
- You will share your screen during your presentation
 - Please disable any popups or notifications during your presentation
 - This can be done using Window's Focus Assist, or in the Settings -> Notifications & Actions tab
 - Before your presentation session, there will be an opportunity to practice presenting your screen
 - If you are unable or do not want to share your screen, please contact your session chairs so they can plan to share your presentation for you
- You can use your computer microphone or have the WebEx Meeting application call your cell phone to connect to your audio
 - There will be an opportunity to test your audio in the break before your presentation session
- Please do not plan to share your video camera during your presentation
 - Due to our streaming options, the higher bandwidth necessary for video can result in a suboptimal stream
 - If you do choose to share your video camera, please be mindful of what is in the background and your lighting
 - Best background would be a blank wall
 - Make sure there is adequate lighting so you can be seen

Instructors/Vendors

- You will share your screen during your event
 - Please disable any popups or notifications during your presentation
 - This can be done using Window's Focus Assist, or in the Settings -> Notifications & Actions tab
 - Before your presentation session, there will be an opportunity to practice presenting your screen



- If you are unable or do not want to share your screen, please contact your session chairs so they can plan to share your presentation for you
- You can use your computer microphone or have the WebEx Meeting application call your phone to connect to your audio
 - There will be an opportunity to test your audio in the 30 minute break before prior to your presentation session
- Please do not plan to share your video camera during your presentation
 - Due to our streaming options, the higher bandwidth necessary for video can result in a suboptimal stream
 - If you do choose to share your video camera, please be mindful of what is in the background and your lighting
 - Best background would be a blank wall
 - Make sure there is adequate lighting so you can be seen

Conference Attendees Guidelines/Etiquette

- There are scheduled breaks, please use these to check your phone/email
- While you are in a session, please pay attention as if you were in the room with the speakers
- If you have not registered for the conference but are attending, please register at: <https://tfaws.nasa.gov/tfaws20/registration/>
- During the presentation
 - Please ask questions through the chat feature on the stream
 - The session moderator will ask your question if there is available time
 - If your question is not answered, please submit them to msfc-tfaws2020@mail.nasa.gov
 - Please include the presentation title/author name

How to connect to sessions

- Each virtual room has a dedicated URL, available on the TFAWS Website as well as emailed to
 - The password to enter these rooms is: TFAWS2020
- To ask questions, use the stream's chat feature
 - Please use your first and last name when asking a question
- Archived copies of presentations will be made available on the TFAWS website after the conference