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 you.
  - 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.