



**AAS/AIAA Astrodynamics Specialist
Conference,
Big Sky, MT, August 12-15, 2023**



Instructions for Panelists and Moderators

On behalf of the AAS/AIAA, we sincerely thank all of you for the overwhelming interest in the 2023 Astrodynamics Specialist Conference to be held in Big Sky, MT between August 12-15, 2023. To accommodate a diversity of panels, the spaceflight mechanics technical committee (SFM TC) is pleased to host technical panels. Panels provide an opportunity to discuss the key technical aspects of the paper in a readily accessible manner, so that the interested audience can have a detailed follow-up conversations during the dedicated extended time available for social interactions. To instigate the conversations, the panelists are requested to participate in the technical forum with the following instructions.

1. Each panelist is requested to prepare a quad-chart summarizing the key technical ideas of the paper.
2. The panelist will then use this quad-chart and summarize the key contributions of the paper in 5 minutes.
3. A fellow panelist or an audience member will then ask a question to the panelist. A period of about 2-3 minutes is allocated for a brief technical exchange following the panelist's technical summary.
4. The next panelist will then resume the presentation in the same specified format.
5. A session chair or moderator of the panel will be present as assigned to maintain the sessions on time. They will also drive the quad-charts and work with the panelists to prepare the presentation.
6. Each panel will be allocated a total of 30 minutes of time. Each panel has been organized to include 3 panelists.
7. To save time, the moderators will not spend time introducing the panelists. A brief title, name and institution will be announced before the panel commences.
8. A mock panel has been conducted using 4 panelists in about the same 30 minute time to serve as an example. The panelists are requested to review the format.
9. The panel will be arranged so that there will be 4 chairs in front of the room, and a projector screen beside the chair arrangement. The moderator will drive the quad-charts and computer and facilitate the discussions.
10. The panelists are requested to work with the moderator to combine the quad-charts to save time.
11. A screenshot of a quad-chart template is shown below. The authors can use embedded videos, graphics, and any technical detail they want showcased in the quad-chart format.
12. A powerpoint file is also included for your reference as a guideline.



AAS/AIAA Astrodynamics Specialist
Conference,
Big Sky, MT, August 12-15, 2023





		Paper: AAS23-XYZ
Paper title		Author List Institution
		
<small>2023 AAS/AIAA ASTRODYNAMICS SPECIALIST CONFERENCE, BIG SKY, MT</small>		

Figure 1: A template for the quad-charts to serve as a reference.