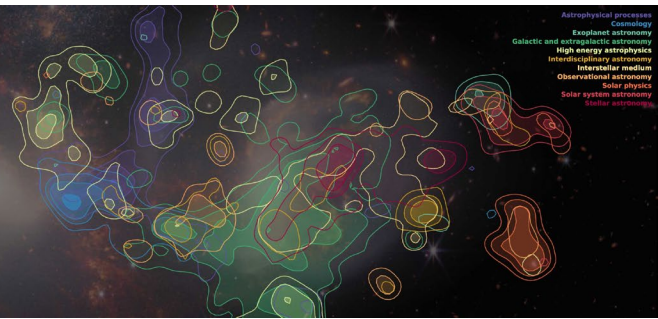


Language AI in Space Sciences Workshop

March 9th - 12th, 2026



February 5, 2026

Dear Presenters,

My name is Shemiah Ramos and I am an Event Planner at the Space Telescope Science Institute. I will be managing the registration process and logistics for the **2026 Language AI in the Space Sciences workshop**, which will be held as an In-Person event, on **March 9th – 12th, 2026**. We are very excited for your contributions to this workshop.

Please review the information below regarding presenting at the 2026 Language AI in the Space Science workshop.

Included in this document:

- [Registering for the Workshop](#)
- [Hotel Accommodations](#)
- [Presenter Schedule](#)
- [Presenter Consent and Release Form](#)
- [Invited Speaker and Contributed Speaker Submission Information](#)
 - [Naming Convention for your Presentation](#)
- [E-Poster Presenter Submission Information](#)
- [Poster Pops for E-Posters Presenters](#)
- [Virtual Presenter Q&A Session](#) – **Tuesday, March 3rd at 10am and 3pm**

Registration for the Workshop

If you have not done so already please confirm your speaking/presentation session at the workshop, by [registering](#) before the registration deadline of **February 6th, 2026**.

Hotel Accommodations

A block of rooms has been reserved at the Colonnade Hotel, which is located within walking distance of STScI.

The Colonnade Hotel

[Book your group rate for the workshop](#)

4 W University Pkwy

Baltimore, MD 21218

Phone: [410-235-5400](tel:410-235-5400)

Room Rate: \$150 USD per night plus taxes

Cut-Off Date Extended: **Friday, February 13, 2026**

Presenter Schedule

Please note that a preliminary [schedule](#) is available on the event webpage. Please review the schedule in advance to be aware of the time and day of your presentation.

Presenter Consent and Release Form

All presentations will be recorded and streamed to the public on YouTube.

Please complete the Consent and Release Form for the workshop via this Google form [link](#) prior to arriving at the Institute. Please complete and submit this form by Thursday March 5th, 2026.

Invited Speaker and Contributed Speaker Submission Information

Please review the technical specifications for presentation materials below prior to submitting your presentation materials:

- **All presentation materials must be submitted no later than Thursday, March 5th, 2026 at 12pm EDT.**
 - **Please note:** *changes/additions/edits to your presentation will be accepted up to 24 hours before your scheduled presentation time.* This is to allow our AV team ample time to collate all posters/information and coordinate the logistics to show the presentations on screens during the workshop.
- **All presentation materials will be presented on a common Mac laptop in the auditorium that will be provided by the STSci AV team.**
 - ONLY Keynote, PowerPoint, or PDF slides will be accepted.
- **A podium microphone will be available for all presentations however, our AV team suggests also wearing a clip-on microphone during your presentation.**
 - Both microphone options will be provided by the STSci AV team.
- **The preferred aspect ratio for your talk presentation materials is 16:9.**
 - This is the wide screen view as opposed to 4:3. The wide screen view will fill up the Auditorium screen, while the 4:3 ratio will leave a lot of white space on the slides.
 - Your presentation resolution should be 1920 x 1080 (HD) or 3820 x 2160 (4K)

Naming Convention for your Presentation

- **When uploading your presentation, please rename the file to include the following:**
 - Your Last Name
 - Your Presentation Session (your session can be found on the event schedule)
 - Your Presentation Type
 - Examples:
 - ramos-session5-contributed.pptx
 - easton_session1_invitedspeaker.pdf

- If you submit an update, please choose the “Updated Files” folder within the Box submission link and include “update” in your title. For example, “Update_Ramos_LanguageAIWkshp.pdf”.
- **Invited/Contributed Speaker Presentation Length Information:**
 - **Invited Talks**
 - Presentation - 25 Minutes
 - Q&A - 5 Minutes
 - Total Time = 30 Minutes
 - **Contributed Talks**
 - Presentation – 8 Minutes
 - Q&A – 2 Minutes
 - Total Time = 10 Minutes
- Please upload a Keynote, PowerPoint, or PDF version of your presentation [here](#).

E-Poster Presenter Submission Information

All poster presentations for the workshop will be displayed as an e-poster on screens in STSci’s café. Please review the technical specifications for your e-poster presentation prior to submitting your presentation materials:

E-Poster Submission Information

- **All electronic posters must be submitted no later than Thursday, March 5th, 2026 at 12pm EDT.**
 - **Please note:** *changes/additions/edits to your presentation will be accepted up to 24 hours before your scheduled presentation time.* This is to allow our AV team ample time to collate all posters/information and coordinate the logistics to show the presentations on screens during the workshop.
- **All submitted e-posters will be combined into a slide deck and shown on screens in STSci’s café during the workshop.**
 - E-Posters will also be posted on the designated workshop slack channel.
- **The preferred aspect ratio for your e-poster is 16:9(landscape) and formatted as PDF.**
- **E-Poster PDF files must be below 50Megs in size.**

Naming Convention for your Poster

- **When uploading your e-poster, please rename the file to include the following:**
 - Your Last Name
 - Your Presentation Type (e-poster)
 - Example:
 - Ramos-e-poster.pdf
- Please upload a PDF version of your e-poster [here](#).

Poster Pops for E-Posters Presenters

All poster presenters will have the opportunity to present a **1-minute** “poster pop” about their poster to the workshop audience. These “poster pops” will be in the Bahcall Auditorium and briefly describe your poster.

Sign up [here](#) for a poster pop session, as this opportunity is first come, first served.

- **All poster pop presentation materials must be submitted no later than Friday, March 6th, 2026 at 11:59pm EDT.**
- **All poster pop presentations must be a single (one) slide.**
- **All presentation materials will be presented on a common Mac laptop in the auditorium that will be provided by the STScI IT team.**
 - ONLY Keynote, PowerPoint, or PDF slides will be accepted.
- **A podium microphone will be available for all presentations however, our AV team suggests also wearing a clip-on microphone during your presentation.**
 - **Both microphone options will be provided by the STScI IT team.**
- **The preferred aspect ratio for your poster pop presentation materials is 16:9.**
 - This is the wide screen view as opposed to 4:3. The wide screen view will fill up the Auditorium screen, while the 4:3 ratio will leave a lot of white space on the slides.
 - Your presentation resolution should be 1920 x 1080 (HD) or 3820 x 2160 (4K)
- **When uploading your poster pop presentation, please rename the file to include the following:**
 - Your Last Name
 - Your Presentation Type
 - Example: ramos-session5-posterpop.pptx
- Please upload a Keynote, PowerPoint, or PDF version of your poster pop presentation [here](#).

Workshop Q&A Session – Tuesday March 3rd at 10am and 3pm

A virtual Q&A will be hosted on **Tuesday, March 3rd, 2026 at 10am and 3pm EDT**. This Q&A session is open to all presenters including Invited Speakers, Contributed Speakers, and Poster presenters. This session will **give you the opportunity to ask any/all questions pertaining to your presentation**. While these sessions are optional and you may not need to attend for the full hour, we strongly recommend your attendance, as they will be helpful in preparing you to present at STScI. Members of the organizing committee and STScI’s AV team will be available to answer questions.

If you would like to join either Q & A session, please use the Webex link below:

Meeting link: https://stsci.webex.com/stsci/j.php?MTID=m1129d7cb7765f6ad155ca93372343c84
Meeting number: 2821 227 3191
Password: SrFPJTk236

Questions/Concerns

If you need additional assistance, you can contact us at languageaiworkshop2026@stsci.edu or the Events Planning Group (EPG) staff at epg_admin@stsci.edu.

To Do List:

- [Register for the workshop](#) no later than **Friday, February 6th, 2026**.
- [Attend the workshop Q&A Session](#) on **Tuesday, March 3rd, 2026 at 10am or 3pm** (optional).
- [Complete and submit STSci's Consent and Release form](#) **no later than Thursday, March 5th, 2026 at 12pm EDT**.
- [Submit your presentation](#) (talk and/or e-poster PDF) **no later than Thursday, March 5th, 2026 at 12pm EDT**.
- [Submit your poster pop presentation](#) **no later than Friday, March 6th, 2026 at 11:59pm EDT**.

I look forward to hosting you at the 2026 Language AI in the Space Sciences workshop!

Sincerely,

Shemiah Ramos

Space Telescope Science Institute
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Baltimore, Maryland 21218
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