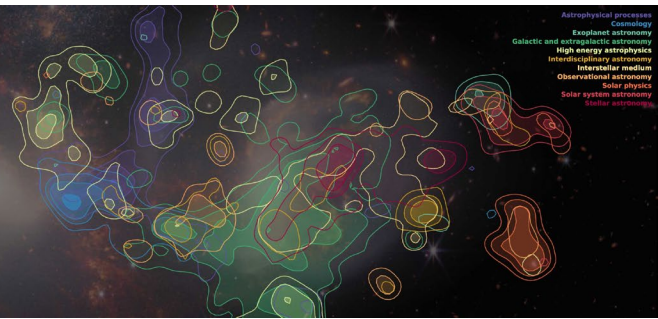


Language AI in Space Sciences Workshop

March 9th - 12th, 2026



February 19, 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 in person at STScI on March 9–12, 2026.

Thank you for agreeing to lead a tutorial session as part of the workshop’s program. We are pleased to offer six tutorials: three discussion-based and three technical-based, designed to provide participants with deeper engagement and hands-on learning opportunities.

Please review the information below regarding your tutorial session.

Included in this document:

- [Tutorial Overview](#)
- [Room Locations & Format](#)
- [Onsite Information](#)
- [Presenter Consent and Release Form](#)
- [Workshop Presenter Submission Information](#)
 - [Naming Convention for your Presentation](#)
- [Datasets & Participant Preparation](#)
- [Virtual Presenter Q&A Session](#) – Tuesday, March 3rd at 10am and 3pm
- [Hotel Accommodations](#)

Tutorial Overview

- Length: Each tutorial is 1 hour
 - **50-minute tutorial session**
 - **10-minutes for transition and break**
- Total Tutorials: 6
 - Three Discussion Tutorials – held in the Cafécon
 - Three Technical Tutorials – held in the Bahcall Auditorium
- A preliminary schedule is available on the workshop [webpage](#).

Please review the schedule carefully to confirm the date, time, and location of your session.

Room Locations & Format

Discussion Tutorials – Cafécon

These sessions are intended to be interactive and conversational in nature. Seating will be arranged to facilitate discussion.

Technical Tutorials – Bahcall Auditorium

These sessions may include live demonstrations, slides, or technical walkthroughs.

Onsite Information

Please plan to arrive at your assigned room at least **15 minutes prior** to your session start time to connect with AV team and ensure materials are working properly.

Members of the Organizing Committee and STScI AV team will be available throughout the workshop to provide assistance.

Workshop Presenter Submission Information

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

- **A common Mac laptop in the auditorium and in the café con will be provided by the STScI AV team if needed.**
 - ONLY Keynote, PowerPoint, or PDF slides will run on this laptop.
- **If you would like to utilize the AV provided MAC laptop:**
 - **All presentation materials must be submitted no later than Thursday, March 5th, 2026 at 12pm EDT.**
 - **Please upload a Keynote, PowerPoint, or PDF version of your presentation [here](#).**
 - **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.
- **A podium microphone will be available only in the Auditorium for the technical tutorial sessions. Our AV team suggests also wearing a clip-on microphone during your presentation.**
 - Both microphone options in the Auditorium will be provided by the STScI AV team.
 - Please note that microphones will not be available in Cafécon during the discussion tutorials. We encourage presenters to plan accordingly for a conversational format.
- **The preferred aspect ratio for your 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-sessionA-tutorial.pptx
 - easton_sessionC_tutorial.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_RamosSessionA-tutorial.pdf”.

Datasets and Participant Preparation (If Applicable)

If your tutorial requires participants to download datasets, please share those materials with us as early as possible so we may distribute them prior to the workshop.

To ensure a smooth experience for attendees, we kindly ask that datasets be kept as small and streamlined as possible. Large files may create download delays and impact the overall flow of the session.

If advance distribution is needed, please send all datasets and any related instructions to us via [email](#) no later than Thursday, March 5th, 2026.

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, Tutorial Presenters, 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: SrFPJTkM236

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**

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:

- Review the preliminary schedule and confirm your tutorial time and location.
- [Attend the workshop Q&A Session](#) on **Tuesday, March 3rd, 2026 at 10am or 3pm** (optional).
- If you would like to utilize the AV provided MAC laptop please, [submit your presentation](#) **no later than Thursday, March 5th, 2026 at 12pm 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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