**EMEASEC 2014 - Tutorial Instructions**

# GENERAL INFORMATION

## About this Document

This document will help you to prepare a Tutorial for EMEASEC 2014. The software used in the submission process is called EasyChair. This guideline will help you to prepare a tutorial.

To submit a proposal online, please refer to the submission guideline available at the MEASEC 2014 website (link below). Before making a submission make sure you follow the instructions and evaluation criteria below. The standard submission is a technical paper. For tutorial and Panel proposals read their instructions carefully. Documents submitted in the wrong category might be lost in the review process.

## Important Dates

The important dates are published on the EMEASEC 2014 website at <http://incose-emea.org/cfc/submissions.html>.

## Submission Information

The EasyChair conference management system is used to submit papers and can be accessed at <https://www.easychair.org/conferences/?conf=incoseemea2014>.

## Contact Information

EMEASEC 2014 Technical Program Chair (Dr Jörg Lalk): [technicalchair@incose-emea.org](mailto:technicalchair@incose-emea.org)

EMEASEC 2014 Project Leader (René Oosthuizen): [projectleader@incose-emea.org](mailto:projectleader@incose-emea.org)

EMEASEC 2014 Administrative Office: [sec2014@incose-emea.org](mailto:sec2014@incose-emea.org)

EMEASEC 2014 website: <http://incose-emea.org>

# TUTORIAL TEMPLATE INSTRUCTIONS

## Step 1 - Tutorial Submitter Information

### Complete all information in “Tutorial Submitters’ Contact Information” section of the template below. Please provide the following information for the submitter of this tutorial session:

#### Title (example Dr., Mr., Ms.) “Given or First Name”, “Middle Initial – M.I.”, “Family or Last Name” and Suffix (example Sr., Jr., III).

#### Employer/Business Affiliation (Company, University, Institution, Other).

#### Telephone information including Country code, national/city code and phone number.

#### Facsimile information including Country code, national/city code and fax number.

#### E -mail address in following format x@xx.xx.

#### Postal address including street address and number, city, state/province, country, zip/postal code, mail station/box if applicable.

### Tip: Refer to the Tutorial Evaluation Criteria below to review how your tutorial submission will be refereed.

## Step 2 – Tutorial General Information

### Complete all information in the “[**Tutorial General Information**](#_Panel_Information)” section of the template below. Please provide the following information:

#### “Title of Tutorial” as you would like it to appear in the symposium program and advertising material if selected.

#### “Tutorial Abstract” contains a brief synopsis of the focus of the tutorial as you would like it to appear in the symposium program and advertising if selected. In consideration of limited space availability, please keep this to 250 words or less.

#### Define the primary learning objectives of this tutorial to be used by the evaluators.

## Step 3 – Tutorial Detailed Information

### Complete all information in the “**Tutorial Detailed Information**” section of the template below. Please provide the following information:

#### Describe the “Tutorial Outline” that will be followed during the session.

#### Describe any “Pre-requisites” – knowledge that will be required by attendees of this tutorial session.

#### Describe the Tutorial Logistics including the format of the conduct of the tutorial session, expectations, responsibilities of tutorial members and session attendees (e.g., exercises, Q&A, etc.); specify media requirements that need to be supported (PowerPoint, pdf, etc.). Describe any reproduction, support or special facilities that would be needed for this tutorial; examples include Lectern, VGA Projector, Laser Pointer, XVGA Projector, Wireless Microphone, Flip-over / White Board - Non-electronic.

#### Note: The Symposium will require each presenter to bring a master electronic copy of their presentation materials so that they can be electronically distributed to the tutorial attendees during the symposium. Proprietary content should not be distributed.

#### Describe what hand-outs will be provided and used by attendees of this tutorial.

#### Define the minimum and maximum class size for this tutorial.

## Step 4 –Tutorial Instructor Information

### Complete all information in the “**Tutorial Instructor Information**” section of the template below. Please provide the contact and background information for each instructor that will participate in this tutorial. Please include the following information:

#### Title (example Dr., Mr., Ms.,)

#### “First Name”, “Middle Initial – M.I.”, “Family Name” and Suffix (example Sr. Jr, III)

#### Name of employer, university or organization affiliation representing for this tutorial

#### Degree(s) or certifications held (example CSEP, BS, MS, PHD, Electrical Engineer (EE), Mechanical Engineering (ME), Civil Engineering (CE), Physics, and University or College granting degree.)

#### E-mail address following format [x@xx.xx](mailto:x@xx.xx)

#### Short biography that highlights key knowledge, prior events, and expertise that relates to Systems Engineering. Due to space limitations, please keep this to 200 words or less per member.

#### Instructor(s)’ experience and background on the particular subject of the tutorial that qualifies them to hold this tutorial. Please keep this to 100 words or less per tutorial instructor.

# TUTORIAL EVALUATION CRITERIA

## Tutorial Evaluation

The evaluation criteria for tutorials are grouped into five groups, as defined below:

### Topic

The subject matter of the tutorial is clearly defined;

The proposed scope is appropriate to the duration of the tutorial (half or full day);

The topic’s position within the framework of systems engineering is clearly defined;

The intended audience is defined.

### Value

Conference participants can put the topic to practical use;

Use of the topic is likely to result in significant improvements in a participant's organization;

The topic will provide professional and / or personal value to conference participants;

The topic is in high demand by systems engineers;

This is a topic that would attract conference participants.

### Appropriateness

The topic supports INCOSE SE Principles and the SE Body of Knowledge;

The topic provides attendees with motivation for understanding SE applications;

The material is educational in nature, and does not represent company products.

### Material

The material presented in the proposal addresses the topic adequately;

The structure and format of the material is good.;

The approach is didactically sound;

The presumed knowledge level reflected by the material correlates with the intended audience.

### The Presenter (if more than one, these criteria apply to each one)

Has adequate knowledge of and experience in the area of systems engineering involved;

Has a background in teaching or training;

Gives good oral presentations (if known by the reviewer);

Has the visibility and stature within INCOSE to attract attendees.

Consequently, besides the general requirements that the tutorial shall not be used for the promotion of any commercial product or interest, and that the tutorial shall not be used to promote or voice an opinion on political or religious matters, the evaluation criteria for tutorials address all five of the above components.

Insight into each of the Evaluation Criteria is presented in the following sections to assist the author(s) / tutorial presenter(s) in achieving high quality of the submitted proposal, thus increasing the likelihood of acceptance.

## Procedure for the reviewers:

### Grade each of the five groups of criteria using the following scale: Read or refresh the reading of the evaluation criteria to ensure an understanding of what to review against.

### Access the Tutorial Review Database, and bring up one of the assigned tutorials on the screen, or download and print.

### Read the proposal through quickly to get an understanding of its objective and structure. A good proposal will enable the reviewer to easily comprehend the scope and intended outcome of the tutorial.

### Re-read more thoroughly, jotting down comments.

#### 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, and 5 = Exceptional.

### Assess overall contribution of the proposal to the symposium and select one of the following recommendations:

#### Accept as is, Accept with modifications, or Reject;

The latter two recommendations require the reviewer to enter a corresponding justification. In carrying out this assessment, answering the following questions might assist:

Would you attend this tutorial if it were presented at the Symposium?

What level of interest do you believe others within the systems engineering community would have in this tutorial?

Compared with other tutorials you have attended and/or reviewed, how does this proposal rank?

Provide constructive comments. Limit comments to what it would take to make the tutorial a better tutorial. Opinions and conclusions of the reviewer, if a disagreement, should not be captured, unless made as a constructive “have you considered” statement. Comments might include examples such as “the section on xyz should be shortened” or “the section on abc should be expanded to include a more detailed explanation and rearrangement. I suggest...”. Be specific. Words of encouragement such as, “This is a great proposal and the tutorial should be of great value to participants” are always welcome when deserved.

Note: It is not prudent to rate a proposal highly if the submitted material is incomplete; it should be a draft that clearly indicates the finished product.

# Tutorial Template

**Delete everything above this line after filling out this template.**

## Tutorial Submitters’ Contact Information

|  |  |
| --- | --- |
| **Contact Details** | **Submitter** |
| **Title (if any)[[1]](#footnote-1)\*:** |  |
| **Given Name\*:** |  |
| **Middle Initial:** |  |
| **Family Name\*:** |  |
| **Employer / Business Affiliation\*:** |  |
| **Telephone:**  Please use the following format  *+Country code*  *National/city area code*  *Telephone number* |  |
| **Fax:**  Please use the same format as that for your telephone number. |  |
| **E-mail\*:**  (format [x@xx.xx](mailto:x@xx.xx)) |  |
| **Postal Address:**  Please include street number, street address, city, state/province, country, zip/postal code, mail station if applicable |  |

## Tutorial General Information

|  |  |
| --- | --- |
| **Tutorial Title[[2]](#footnote-2)\*:**  The title as you would like it to appear in the symposium program and advertising material.  **Tip:** Please design the title to be succinct & attractive. Attendance can be negatively impacted by a poor title. |  |
| **Tutorial Abstract\*:**  Enter a brief synopsis of the Tutorial as you would like it to appear in the Symposium program and advertising material. Please keep this to 250 words or less. This will be copied & pasted into online submission form.  **Tip:** You're trying to persuade people to attend your tutorial so use the abstract to promote your tutorial by highlighting the value to the participant. |  |
| **Tutorial Topic (Sector and/or Enabler)\*:**  Not Applicable. |  |
| **Primary Learning Objectives of this Tutorial:** |  |
| **Tutorial Pre-requisites (if any)\*:** |  |
| **Topic Expertise of Target Audience\*:**  Please select Novice or Expert but not both. A Systems Engineer with less than about 5 years of experience in the topic being taught would be considered Novice. More experience would be considered Expert. This will help us optimize the placement of the tutorial and help manage the students’ expectations. |  |

## Tutorial Detailed Information

|  |  |
| --- | --- |
| **Tutorial Outline:**  **Tip:** Please provide a specific and orderly breakdown of the sections of the tutorial. The outline is one of the key factors that are considered when peers are refereeing tutorial submissions. |  |
| **Tutorial Duration[[3]](#footnote-3)\*:**  Select from 4, 6, or 8 hours to fit the time slots available. Please indicate if you are flexible and could tailor the material to more than one duration.  On the weekend prior to the symposia there are 8 hour slots which can also be two 4 hour slots. These slots are intended for novice tutorials and the CSEP class.  On Monday, Tuesday and Wednesday there are only 6 hour slots available for novice & expert tutorials.  On Thursday there are only 4 hour slots for novice and expert tutorials. |  |
| **Tutorial Logistics\*:**  Indicate which media and formats you intend to use to present your Tutorial (e.g.: PowerPoint Presentation, Over-Head slides, group/individual exercises, Multimedia Presentation (to run from CD or be installed on PC), or a combination of media.)  Indicate copies, support or special facilities desired. |  |
| **Handouts\*:**  What is your plan?  We prefer to make sure students have handouts given to them at the tutorial. Also, final electronic copies of handouts can be put into the proceedings for attendees.  If you already have a presentation you want considered as part of your submission then append it to the end of this form to make 1 file. |  |
| **Tutorial Maximum Number Class Size\*:** |  |
| **Tutorial Minimum Number Class Size\*:** |  |

## Tutorial Instructor Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Details** | **Primary Instructor** | **Secondary Instructor #1** | **Secondary Instructor #2** |
| **Title (if any):** |  |  |  |
| **Given Name[[4]](#footnote-4)\*:** |  |  |  |
| **Middle Initial:** |  |  |  |
| **Family Name1:** |  |  |  |
| **Suffix1:** |  |  |  |
| **Employer /**  **Business Affiliation1:** |  |  |  |
| **Degree(s) 1:**  Enter Degree (e.g., BS., MS , PhD, EE, ME, CE, Physics, University/ Institution granting) or Certifications (e.g. CSEP, PMP, etc.) |  |  |  |
| **E-mail1:** |  |  |  |
| **Instructor Biography1:**  Limit this to 200 words or less per instructor |  |  |  |
| **Instructors Tutorial Experience and Background:**  Limit this to 100 words or less per instructor |  |  |  |

1. \* Data desired in EasyChair database. Save the electronic version of this form to enable copy & paste as needed. [↑](#footnote-ref-1)
2. \* Data desired in EasyChair database. Save the electronic version of this form to enable copy & paste as needed. [↑](#footnote-ref-2)
3. \* Data desired in EasyChair database. Save the electronic version of this form to enable copy & paste as needed. [↑](#footnote-ref-3)
4. \* Data desired in EasyChair database. Save the electronic version of this form to enable copy & paste as needed. [↑](#footnote-ref-4)