



INCOSE International Symposium Tutorial Instructor Agreement

Instructions: One Tutorial Instructor for the tutorial must sign a Tutorial Instructor Agreement form. Only the most recent version of the form will be accepted; to access this form, go to the Downloads section of the INCOSE IS website: <https://www.incose.org/symp2020/contact/downloads>.

Author/Assignee IP Release

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Tutorial Compensation

One Tutorial Instructor for each full day or partial day tutorial will receive the following in exchange for meeting the tutorial conditions as outlined below:

- One complimentary INCOSE IS registration. This registration does not include the annual cost of the INCOSE membership or any other expenses, such as Technical Tours.
- If more than one person will present the tutorial, one member of the presentation team must sign on behalf of the presentation team, and this person will be granted the tutorial compensation unless otherwise explicitly stated by the signee.

Attendees will be charged a minimal fee for attending a tutorial.



Conditions for Conducting a Tutorial

1. The Tutorial Instructor must comply with the following deadlines established by the Technical Program Chair.

The Tutorial Instructor accepts that in the event these deadlines are not met, the Technical Program Chair may, at his/her discretion, withdraw the invitation to present a tutorial at the INCOSE International Symposium, re-assign the tutorial to an alternate instructor, or substitute a reserve tutorial.

March 8, 2020	Return via email confirmation of willingness to present to Conference Management (symposium@incose.org).
March 31, 2020	Submit to EasyChair a Tutorial Instructor Agreement signed by the person receiving the complimentary INCOSE IS registration. The Tutorial Instructor Agreement must be in PDF form and must be attached to the corresponding EasyChair submission.
April 30, 2020	Notify Conference Management (symposium@incose.org) of requirements for audio-visual equipment to be used for the tutorial.

2. The Tutorial Instructor must promptly notify the Technical Program Chair if tutorial-related problems arise or are anticipated, such as a change in the primary instructor.

The Tutorial Instructor is responsible for supplying any hard copies of the materials for the tutorial. INCOSE encourages Tutorial Instructor to provide content electronically.

The Tutorial Instructor is responsible for all travel documents to enter the country where the event is held.

3. The Tutorial Instructor must prepare legible presentation materials, preferably in color.

INCOSE will provide the use of the following items for the duration of the tutorial:

- Laptop computer with MS Windows XP Professional, MS Office XP, CD-ROM drive (not DVD drive)
- X VGA video projector capable of at least 1024 x 768 pixel resolution
- Non-electronic white board and pens and / or flip chart upon request
- Laser pointer
- Microphone and PA system (larger tutorial rooms only)
- Laptop audio connection to the PA system
- Wired access to the Internet

The Tutorial Instructor is responsible for providing any other audio-visual equipment required.

4. The Tutorial Instructor must ensure that all necessary copyright permissions have been obtained prior to providing presentation materials to Conference Management.
5. The Tutorial Instructor must participate in the Speakers' Breakfast on the day of the presentation promptly at 07:00. Critical event-specific instructions will be provided at the breakfast.



6. The Tutorial Instructor must arrive at the assigned meeting room on the day of the tutorial no later than 15 minutes prior to the tutorial start time in order to ensure that requested audio-visual setup and logistics setup are satisfactory prior to the start time.
7. One or more Tutorial Instructors must fulfill the roles of Presenter and Session Chair for the tutorial. Presenter and Session Manager Guidelines are available from the INCOSE IS website.

For additional information, contact the International Symposium Technical Program Chair (is_techprogram@incose.org) or International Symposium Conference Management (symposium@incose.org).

Tutorial Instructor Authorization

By signing below, the tutorial author certifies that all required approvals for publication of the tutorial material by INCOSE have been secured and any export and/or other applicable release requirements to publish have been met. The tutorial author also agrees to the terms described in the *Conditions for Conducting a Tutorial* above.

Optionally, the following additional rights are granted:

_____ By placing an "X" here, the tutorial author and/or assignee grants INCOSE license to publish the stated material and use it for any current and future purpose at the sole discretion of INCOSE.

_____ By placing an "X" here, the author and/or assignee grants permission for the presentation to be recorded for any current and future use at the sole discretion of INCOSE.

Tutorial Submission ID

Title of Material

Author's Name (Print)

Phone Number

Email Address

Name of Company/Employer/Agency/Assignee

Mailing Address

Signature

Date