

INCOSE GLRC 2018 Tutorial Instructor Agreement

Version: 23 July 2018

Terms of Agreement for INCOSE GLRC 2018 Tutorial Instructors

Author/Assignee IP Release:

For the purpose of this author release, INCOSE defines intellectual property (IP) rights as relating to: tutorials; conference recordings; and other formally provided tutorial associated works, all hereafter referred to as "materials". Materials are commonly provided by instructors to support INCOSE symposia, regional conferences, chapter meetings, and other INCOSE endorsed events. Generally, under copyright law, an author's written work is owned by and copyrighted to him/her or assignees unless specific releases are obtained.

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The first page of any work submitted to INCOSE shall contain a copyright notice as follows: "Copyright © (insert year) by (insert author name(s) or assignee).

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If additional rights are granted to INCOSE, the first page of any work submitted to INCOSE shall contain a copyright notice as follows: "Copyright © (insert year) by (insert author name(s) or assignee). License for use granted to INCOSE."

Full Day or Partial Day Tutorial Compensation:

One Instructor per full day or partial day Tutorial will receive the following in exchange for meeting the Tutorial Conditions as outlined below:

1. One complimentary INCOSE GLRC 2018 registration. This does not include the annual cost of the INCOSE Membership or any other expenses, such as receptions, the conference banquet, workshops, or tours. Instructors must register via the GLRC 2018 website before the early registration date as indicated on the conference website to receive this benefit.
2. One complimentary hotel room at the conference hotel on the night before the tutorial.
3. If more than one person will present the tutorial, one member of the presentation team shall sign on behalf of the presentation team, and this person will be granted the Tutorial compensation unless otherwise explicitly stated by the signee.

The Tutorial attendees will be charged a minimum fee for attending a tutorial with no remuneration to the author or assignee.

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Conditions for Conducting an INCOSE GLRC 2018 Tutorial:

1. The Tutorial Instructor shall comply with the deadlines established by the Technical Program Chair with regard to submission of tutorial materials. The Tutorial Instructor accepts that in the event the deadlines as outlined on the attached Schedule of Tutorial Deadlines are not met, the Technical Program Chair may, at his/her discretion, withdraw the invitation to present a Tutorial at INCOSE GLRC 2018 or re-assign the Tutorial to an alternate Instructor, or substitute a reserve Tutorial.
2. The Tutorial Instructor shall provide prompt notification to the Technical Program Chair if and when Tutorial-related problems arise or are anticipated, such as a change in the primary instructor. The Tutorial Instructor is responsible for all travel documents to enter the United States.
3. The Tutorial Instructor shall prepare legible presentation materials, preferably in color. INCOSE will provide the use of the following for the duration of the tutorial:
 - X VGA or HDMI Video Projector – capable of at least 1024 x 768 pixel resolution
 - Non Electronic White Board/Flip Charts and Markers, upon request.
 - Microphone and PA system (Larger tutorial rooms only).
 - Laptop audio connection to the PA.
 - Wired or Wireless access to the Internet.

Note: Instructors must provide their own laptop computer, slide remote, and laser pointer

4. Guidelines for Preparing Audio-visual Materials are part of this agreement. The Instructor shall notify the Technical Program Chair of the specific audio-visual equipment to be used no later than 29 September 2018. The Instructor shall be responsible for the provision of any additional audio-visual equipment required outside of that indicated in point 3 above.
5. The Tutorial Instructor shall provide the final Tutorial presentation and student reference materials (plus any other additional material as promised in the proposal) that require copying in camera-ready electronic form Adobe PDF to the Technical Program Chair (christopher.d.hoffman@cummins.com) by 25 September 2018. If this deadline is missed, the instructor(s) must supply any hardcopy materials personally.
6. The Tutorial Instructor warrants that all necessary copyright permissions have been obtained prior to posting the presentation materials to the GLRC 2018 Easy Chair site or forwarding to the Technical Program Chair.
7. The INCOSE GLRC 2018 Project Team will provide sponsored paper handouts (black & white – 2 slides per page) of the Tutorial materials.
8. Instructors are tasked with the roles of Presenter and Session Chair.

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Contact Information:

Christopher Hoffman, GLRC 2018 Technical Program Chair - christopher.d.hoffman@cummins.com

William Schindel, GLRC 2018 Conference General Chair – schindel@ictt.com

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_____ By selecting here, the tutorial author and/or assignee grant INCOSE license to publish this work and to sell/use it for all of INCOSE's current and future uses.

_____ By selecting here, the author and/or assignee grant permission to have their presentation recorded for INCOSE's current and future sale/use.

_____ Select here if you don't agree to the two options offered above.

Tutorial submission ID

Title of Material

Author's Name (Print)

Phone Number

E-mail Address

Name of Company/Employer/Agency/Assignee

Mailing Address

Signature

Date

Post the completed version of this form to the GLRC 2018 EasyChair site. Direct questions related to intellectual property rights to ipcontrol@incose.org

Previous versions of this form may not be used.