

INCOSE Events Portfolio Tutorial Preparation Guidelines

Purpose

This document is intended to help potential presenters prepare a tutorial proposal for an INCOSE Event. To access documents referenced below, please visit: <https://www.incose.org/publications/proceedings>.

Use the form in this document to prepare for electronic submission of the proposal. Before finalizing the proposal, review the “Tutorial Review Guide” which is also available at the above link.

IMPORTANT!

The information collected during the submission process is only intended for use in processing and reviewing submissions and creating the program and advertising materials for the INCOSE Event. INCOSE does not share information with third parties.

For tutorial proposals a single-blind review process will be followed. This means that the reviewer’s identity will be concealed from the submitter but the reviewer will see the identity of the submitter.

If your submission is accepted, it must be updated to address all feedback and suggestions from the reviewers. Final submissions will be checked against reviewer feedback to ensure adherence.

All attendees, including presenters, must register and pay for at least the one day they are attending and presenting at the INCOSE event.

Submission Process

To submit a tutorial proposal:

1. Review the Submission Worksheet below. This worksheet includes important instructions regarding the information required for your submission, but it **does not** have to be completed and is provided as a convenience to enable you to collect all necessary information before completing the submission in EasyChair. The worksheet itself will not be submitted, but you can fill out some or all of the information in the provided tables in order to copy and paste it into EasyChair during the submission process.

2. Access the online submission site and select the **tutorials** track and log into EasyChair. Links to the online submission sites are available at the specific INCOSE Event's website. If you already have an EasyChair account from another conference, you can use that account. If you do not have an EasyChair account, follow the instructions to create a new account.

Note: The standard submission is a technical paper. Before submitting a tutorial proposal, carefully review the instructions for this type of submission and make sure to access the correct online submission site. Proposals submitted in the wrong category might be lost in the review process.

3. If you are not automatically directed to the submission page upon logging into EasyChair, click **Add a Submission** on the menu at the top right of the page. Ensure you select the Tutorials track.
4. Complete the necessary fields in EasyChair for your initial submission. Review and confirm that all of your entries are correct, then click **Submit**.

Note: Review the Submission Worksheet below for important instructions regarding EasyChair fields.

5. After the submission is complete, a confirmation message is displayed with your submission number. A confirmation email will also be sent to the email address provided in your author information. You should receive the email within minutes; if you do not receive an email, contact INCOSE's Events Team (events@incose.net) for confirmation.

If necessary, use the options in the top-right corner of the confirmation page to modify your submission any time before the submission due date.

6. If your submission is accepted:
 - a. It must be updated to address all feedback and suggestions from the reviewers. Make sure all information in EasyChair is up-to-date for the final submission and update it where necessary.
 - b. You must provide a Tutorial Instructor Agreement signed by the person receiving the complimentary registration. The Tutorial Instructor Agreement form is available in the Downloads section of the INCOSE IS website. The Tutorial Instructor Agreement must be in PDF format. Upload the PDF file with your submission in EasyChair.

After updating your submission, you should receive a confirmation email within minutes. If you have any difficulties, contact INCOSE's Events Team (events@incose.net) for assistance.

Submission Worksheet

Note: This worksheet includes important instructions regarding the information required for your submission, but it **does not** have to be completed and is provided as a convenience to enable you to collect all necessary information before completing your submission in EasyChair. The worksheet itself will not be submitted, but you can fill out some or all of the information in the provided tables in order to copy and paste it into EasyChair during the submission process.

Instructor Information

Populate this information in the *Author Information* fields in EasyChair.

	Primary Instructor	Secondary Instructor #1	Secondary Instructor #2
First Name (as it should appear in the symposium program and advertising)			
Last Name (as it should appear in the symposium program and advertising)			
Email <u>Note:</u> This email address will be used as the primary means of communication with each instructor.			
Country/Region <u>Note:</u> This information will be used to assess geographical representation in the Technical Program.			
Affiliation (complete business, school, or organization name as it should appear in the symposium program and advertising)			

	Primary Instructor	Secondary Instructor #1	Secondary Instructor #2
Corresponding Authors/Presenters Indicate whether each instructor should be included on correspondence regarding the submission and symposium.			
Speaker Designate the primary instructor as the speaker in EasyChair.			
Degrees / Certifications Enter degree (BS, MS, PhD, EE, ME, CE, Physics, etc.) and the university or institution that granted the degree and/or certifications (e.g., CSEP, PMP)			
Biography Highlight key knowledge, prior events, and expertise that relate to Systems Engineering. Limit this information to 200 words or less per instructor.			
Experience and Background Describe each instructor's experience related to the tutorial subject that qualifies them to provide this tutorial. Limit this information to 100 words or less per instructor.			

Tutorial Information

Title Enter the title (20 words or less) as it should appear in the symposium program and advertising material. <u>Tip:</u> Select a succinct and attractive title. A poor title can discourage attendance.	
Abstract Enter a brief synopsis (250 words or less) of the tutorial as it should appear in the symposium program and advertising material.	
Keywords Enter at least 3 keywords or phrases describing your submission that could be used for searching in EasyChair.	
Topics & Domains Select no more than 2 topics and 2 domains. Only select topics and domains relevant to the tutorial, as this information will help symposium organizers optimize the placement of the session. For options, refer to the “Submission Review Categories” document available from the INCOSE IS website.	
In person or virtual presentation Will the presentation be in person at the IS or will the presenter attend and present the material virtually?	
Primary Sector Select Government, Industry, or Academia. If more than one sector is applicable, indicate the primary sector for the main author of the submission.	

Program Description This description will be used in the official program to advertise your session should it be selected. This should be compelling but will not be used during the review process.	
Other Application Domain If you chose Other as your Application Domain, please name the new Domain below.	
Duration This information will facilitate assigning tutorials to time slots. Select 4, 6, or 8 hours, or indicate if the material could be tailored to more than one duration.	
Outline 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.	
Primary Learning Objectives This information will be used by the evaluators.	

Logistics Describe how the tutorial session will be conducted, expectations, responsibilities of tutorial members and session attendees (exercises, Q&A, etc.), and media requirements (PowerPoint, PDF, etc.). Describe any copies, support, or special facilities needed for this tutorial; examples include lectern, VGA projector, laser pointer, XGA projector, wireless microphone, flip over / white board - non-electronic. <u>Note:</u> Each presenter must bring a master electronic copy of the presentation materials so that they can be electronically distributed to the tutorial attendees during the Symposium. Proprietary content should not be distributed.	
Topic Expertise of Target Audience Select <u>Novice</u> or <u>Expert</u> (not both). A Systems Engineer with fewer than about 5 years of experience in the topic to be addressed would be considered Novice. More experience would be considered Expert. <u>Note:</u> This information will help symposium organizers optimize the placement of the session and manage attendees' expectations.	
Prerequisites Describe any required knowledge for attendees.	
Presenter Biographies and Degrees* Use the table above to gather the information for all of the presenters.	
Handouts Describe what handouts will be provided. (Handouts are recommended.) Note: If your submission is accepted and it is desired for INCOSE to provide printed handouts for attendees, contact Conference Management (symposium@incose.org) for further instructions. Final electronic copies of handouts can also be provided to attendees.	

Class Size The minimum and maximum class size.	
Suggestions for future Topics or Domains Your suggestions will be considered for next year's submission process, especially if we receive many similar requests.	