

Procedure for organizing a tutorial in the PSCE 2009 (March 15-18 2009)

Step-by-Step Procedures Before the Conference	Deadline
<p>Tutorial organizer should first get the tutorial technically approved by the relevant PES Technical Committee (TC). It is recommended that the following should be submitted to the TC for their approval:</p> <ol style="list-style-type: none"> 1. An overview of the tutorial. 2. A summary of topics and a brief description of what is covered by each topic. 3. Organization of the tutorial – this should show time-slots allotted to each topic. An eight-hour tutorial should allow for at least 7.5 hours excluding breaks. 4. Instructors' names and biographies. 	
<p>If the tutorial is technically approved by TC, the tutorial organizer will then submit (via email) a request to hold the tutorial to LLLSC chair. This request should be accompanied by the material submitted to TC, a copy of the email/letter showing the approval from the TC chair, and a 150-word summary of the tutorial for inclusion in the printed program if the tutorial is approved by LLLSC.</p>	August 15
<p>LLLSC will review these contents. If the tutorial is approved, the organizer will be informed. Organizer should then start preparing detailed material and slides.</p>	4 weeks after the request is submitted
<p>LLLSC chair will send the summaries of the approved tutorials to PES for inclusion in the printed program.</p>	October 15
<p>LOC (Local Organizing Committee) chair will send out profit sharing agreement for execution to all tutorial organizers</p>	November 1
<p>The tutorial organizer shall submit to LLLSC chair</p> <ul style="list-style-type: none"> o Detailed course material to be distributed to attendees and the slides to be used by instructors. The slides should not contain any proprietary material or promotions of any kind – Email or surface mail. <p>The Tutorial organizer will submit to the LOC Chair</p> <ul style="list-style-type: none"> o Signed agreement for Surplus sharing. 	December 1
<p>LLLSC will go over the slides for any proprietary/commercial material and recommend changes, if necessary. Once the slides are accepted, LLLSC will</p> <ol style="list-style-type: none"> 1. Send all the material to PES. 2. Apply for CEU for all accepted tutorials. 	January 1
During the Conference Activities	
<p>PES will provide to the attendees</p> <ol style="list-style-type: none"> 1. CEU Tracking Form (one form per person. The same form may be used for tracking multiple tutorials attended by the attendee). 2. Hard copies of tutorial materials and slides. 3. Program/Tutorial evaluation forms. 	At the beginning of the Tutorial
<p>Tutorial organizer will</p> <ol style="list-style-type: none"> 1. Collect the Program Evaluation Forms from all attendees. 2. Turn in all the collected Program Evaluation Forms to an IEEE representative at the registration desk. 3. Sign and return CEU tracking form to the attendees. 	At the conclusion of the tutorial
<p>Attendees will turn in their CEU tracking forms, which are duly signed by organizers of ALL the tutorials he/she attended to an IEEE representative at the registration desk.</p>	Before the last session of the conference