Guidance for Tutorial Proposal Submission

Purpose of a tutorial session

A tutorial should improve and expand the audience's knowledge and practice through the presentation of the latest science and engineering techniques. It can also help career professionals get a robust introduction to an area into which they would like to expand their practice. OCEANS tutorials typically provide information that is not easily gleaned from manuals, textbooks, or academic papers. Participants are paying for the presenter's synthesis of basic science, engineering practice and their personal experience or research, and may qualify to receive continuing education credit through the IEEE.

Submission process
Tutorial proposals should be submitted via email in PDF format to the Tutorials Chair:
TutorialsChair@limerick23.oceansconference.org. Applications should provide detailed information which will allow the Technical Program and Tutorial committees to evaluate the quality and importance of the topic, the value of the presentation materials, and the teaching ability of presenter. Tutorials can be taught by one or more persons. The written application should include a 500 to 1,000 word abstract which includes the following:

Topic Overview
Subject matter to be presented.
Applicability of the material to current day practice in the respective field.

Target Audience
The intended audience.
Baseline level and content of the audience's knowledge and skills.
Core learning objectives.
Anticipated number of participants.
Content details.

Format
Specify required classroom facilities.
Specify any audio-visual equipment that will be required.
Identify any additional requirements.
Additional supporting materials.
A detailed outline of the presentation, with estimated time devoted to each item. This should be an attachment to the abstract. It will not be included in the abstract word count.

Curriculum Vitae for all presenters.
A short biographical sketch of each presenter suitable for publication in the conference program.
A brief bibliography for the proposed presentation.
If there are multiple presenters specify the allocation of topics and tasks.
Full contact information for all presenters. Include personal web pages if available.
Samples of previous presentation given on the selected subject matter (optional for the proposal package).