

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/symp2021/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.
- 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. Additional tutorial instructor will benefit from the presenter discount.

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 15, 2021	Return via email confirmation of willingness to present to Conference Management (symposium@incose.org).
March 31, 2021	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.

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 content electronically.

3. The Tutorial Instructor must prepare legible presentation materials, preferably in color.
4. The Tutorial Instructor must ensure that all necessary copyright permissions have been obtained prior to providing presentation materials to tutorial attendees.
5. The Tutorial Instructor must participate in the practice session scheduled before the Symposium. Critical event-specific instructions will be provided during the practice session.
6. The Tutorial Instructor must connect to the virtual meeting room on the day of the tutorial no later than 30 minutes prior to the tutorial start time in order to ensure that technical setup is 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