

Tutorial Proposal Form – for PCIC 2017

The Tutorial Subcommittee strives to offer a tutorial slate that will appeal to a wide cross section of PCIC attendees depending upon their experience, discipline and responsibilities. All tutorials are presented by experts and are intended to help experienced professionals update or refresh their knowledge base and to accelerate development of those new to the profession. The tutorial program is intended to provide all PCIC attendees with an opportunity to expand their PCIC experience, providing even more value as a result of their tutorial participation.

Any individual (s) interested in presenting a tutorial of topics relevant to PCIC attendees, is encouraged to fill out the form below. PCIC guidelines for non-commercialism available at the PCIC website are required to be followed for all presentations and handout materials. Due to limited time available for tutorials, tutorials shall be limited to four hours.

The Lead Instructor is responsible for submitting the completed form electronically to the Tutorial Subcommittee Chair

Schedule:

- Lead Instructors submit proposals to Tutorial SC Chair November 1, 2016
- Tutorial SC Chair notifies lead instructor of tutorial status January 31, 2017
- Lead Instructor submits CV of all Instructors March 1, 2017
- Lead Instructor submits finished tutorial for non-commercialism check August 15, 2017

1.) Title of Tutorial: (see Note 1 below)

2.) Abstract (see note 2 below)

Lead Instructor :
(see note 3, 4 below)

Name: _____ Title _____
Company: _____ Telephone: _____
Address: _____ City/State/Zip: _____
Email: _____

4.) Other Instructor(s) Name & Company: (see note 5 below)

Send To: Daleep Mohla – Chair, PCIC Tutorial Subcommittee
DCM Electrical Consulting Services, Inc.
Email: d.c.mohla@ieee.org
Notes:

1. The title should accurately reflect material to be addressed in the tutorial. It should be limited to a maximum 100 Characters with spacing.
2. The abstract limited to 1000 Characters with spaces should summarize material to be covered in the tutorial. Please note that tabs, fonts and bullets may be lost in formatting. Only the use of spaces and carriage returns will be retained.
3. **Lead instructor is responsible for all submissions and serves as the main contact for all tutorial** related correspondence. He or she is responsible to ensure that the presentation and handout material (printed or electronic) is free from any commercialism to comply with PCIC policies. This includes logos and screen savers used in the slides used during presentation.
After notification of acceptance, the lead instructor shall submit Biographies of all instructors. The biography of the instructors should be limited to 1000 characters with spaces. If there are more than two instructors, the total characters with spaces for all instructors should not exceed 2000. Please note that tabs, fonts and bullets may be lost in formatting. Only the use of spaces and carriage returns will be retained.
4. Presenters are responsible for providing paper copies of the handout to attendees. Electronic handout material can be given to the attendees in addition to the paper copies.
Power point slides should be printed a maximum of two slides per page for clarity.
5. The instructors for the tutorial should be limited to a maximum of four (including the lead instructor) with not more than two from any one company or organization.