



INCOSE International Symposium Tutorial Preparation Guidelines

Purpose

This document is intended to help potential presenters prepare a tutorial proposal for the Annual INCOSE International Symposium. To access documents referenced below, go to the Downloads section of the INCOSE IS website: <https://www.incose.org/symp2023/downloads>.

Use the form in this document to prepare for electronic submission of the proposal. Before finalizing the proposal, review the “Tutorial Evaluation Criteria” available from the INCOSE IS website.

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 International Symposium. 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.

Excluding one instructor, all attendees, including other instructors and participants, must register and pay for at least the one day they are attending the International Symposium. One complimentary INCOSE IS registration is granted to the instructor that signs the Tutorial Instructor Agreement.



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 for **tutorials** and log into EasyChair. Links to the online submission sites are available in the Downloads section of the INCOSE IS 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.
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 the IS organizing committee (is_techprogram@incose.org) 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. Each author must provide an IP release form. IP release forms will be due after acceptance. The acceptance email will contain the submission instructions.

After updating your submission, you should receive a confirmation email within minutes. If you have any difficulties, contact the Technical Program Chair (is_techprogram@incose.org) for assistance.

Note: If it is desired for INCOSE to provide printed handouts for symposium attendees, contact Conference Management (symposium@incose.net) for further instructions. Final electronic copies of handouts can also be provided to attendees.



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	Tertiary 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.			
Organization Complete business, school, or organization name as it should appear in the symposium program and advertising.			
(form continued below)			



	Primary Instructor	Secondary Instructor #1	Tertiary Instructor #2
<p>Web page Can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.</p>			
<p>Corresponding Author Indicate whether each instructor should be included on correspondence regarding the submission and symposium. Select at least 2 corresponding authors.</p>			
<p>Speaker Designate the primary instructor as the speaker in EasyChair.</p>			
(form continued below)			



Tutorial General Information

<p>Title of Tutorial</p> <p>Enter the title (20 words or less) as it should appear in the symposium program and advertising material.</p> <p><u>Tip:</u> Select a succinct and attractive title. A poor title can discourage attendance.</p>	
<p>Abstract</p> <p>Enter a brief synopsis (250 words or less) of the tutorial as it should appear in the symposium program and advertising material.</p>	
<p>Keywords</p> <p>Enter at least 3 keywords or phrases describing your submission that could be used for searching in EasyChair.</p>	
<p>Topics & Domains</p> <p>Select <u>no more than 2</u> 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.</p>	
<p>In person or virtual presentation</p> <p>Select if the presentation of this paper will be in person or virtually. Note that these two options will separate the submissions for the duration of the review process; therefore, changes to this option will only made by exception with an email to the Technical Program Chair. Note that an acceptance using one option does not mean an automatic acceptance in the other.</p>	
(form continued below)	



<p>Other Application Domain If you selected Other as your Application Domain then please name the new Domain below.</p>	
<p>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.</p>	
<p>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)</p>	
<p>Biography Highlight key knowledge, prior events, and expertise that relate to Systems Engineering. Limit this information to 200 words or less per instructor.</p>	
<p>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.</p>	
<p>Primary Learning Objectives This information will be used by the evaluators.</p>	
<p>Prerequisites Describe any required knowledge for attendees.</p>	
(form continued below)	



Topic Expertise of Target Audience

Select Novice or Expert (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.

Note: This information will help symposium organizers optimize the placement of the session and manage attendees' expectations.

(form continued below)



Tutorial Detailed Information

<p>Outline</p> <p>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.</p>	
<p>Duration</p> <p>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.</p>	
<p>Session Logistics</p> <p>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.).</p> <p>Describe any copies, support, or special facilities needed for this tutorial; examples include lectern, VGA projector, laser pointer, X VGA projector, wireless microphone, flip over / white board - non-electronic.</p> <p><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.</p>	
<p>(form continued below)</p>	



<p>Session Handouts</p> <p>Describe what handouts will be provided. (Handouts are recommended.)</p> <p>Note: If your submission is accepted and it is desired for INCOSE to provide printed handouts for attendees, contact Conference Management (symposium@incose.net) for further instructions. Final electronic copies of handouts can also be provided to attendees.</p>	
<p>Class Size</p> <p>Provide the minimum & maximum class size you prefer. This helps the committee choose the proper room size and determine if enough people register to make it worth your time.</p>	