1. **Tutorial Title:**
2. **Length** (Half- or Full-day)?
3. **Instructor(s):**
	* *Name, Title, Organization, Email, Phone*
	* *…*
4. **Instructor(s) Biography:** *(100-200 Words)*
5. **Point-of-Contact if other than Presenter:**
6. **Keywords:** *(short list of focus areas addressed in your presentation)*
7. **Has this abstract been approved by your organization? \***
8. **If accepted, will you allow your presentation to be included on the GSAW website?**
9. **Description of Intended Students and Prerequisites:** *(What should attendees know before they sign up?)*
10. **What materials will you provide to attendees? (e.g., slides):**
11. **What Can Attendees Expect to Learn?**
12. **If tutorial was given before:**
* **Where?**
* **When?**
* **How many attendees were there?**
1. **Detailed Description Including Course Outline:** (One to Three pages)

\* Employees of Aerospace are required to have cleared abstracts and tutorial materials through the Office of Technical Relations (OTR) process