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. **Description of intended audience and recommended prerequisites:** *(What should attendees know before they sign up?)*
9. **What materials will you provide to attendees? (e.g., slides):**
10. **What can attendees expect to learn?**
11. **If tutorial was given before:**
* **Where?**
* **When?**
* **How many attendees were there?**
1. **Detailed description including course outline:** (One to three pages)

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