**Reminder: If your proposal is accepted, presentation slides will be required. A live scheduled video tutorial will be recorded. Tutorials this year are allocated two and a half hours. If you desire additional time, please split your tutorial and provide multiple proposals.**

1. **Tutorial title:**
2. **Instructor(s):**
	* *Name, Title, Organization, Email, Phone*
	* *…*
3. **Instructor(s) biography:** *(100-200 Words)*
4. **Point-of-Contact if other than Presenter:**
5. **Keywords:** *(short list of focus areas addressed in your presentation)*
6. **Has this abstract been approved by your organization?**
7. **Description of intended audience and recommended prerequisites:** *(What should attendees know before they sign up?)*
8. **Will you provide additional materials to attendees? (e.g., slides, reference materials):**
9. **What can attendees expect to learn?**
10. **If tutorial was given before:**
* **Where?**
* **When?**
* **How many attendees were there?**
1. **Detailed description including course outline:** (One to three pages)