IAS TUTORIAL POLICY AND PROCEDURES

Publication of Tutorial Notes. All IAS numbered series tutorial notes must:

- Be sponsored by (a) Technical Committee(s) which assume(s) responsibility for certifying the expertise of the tutorial faculty and the need for a tutorial in the proposed subject area.

- Be approved by the Conference Education Committee which assumes responsibility for coordinating tutorial presentations to avoid unnecessary duplication of effort and to help assure the overall quality of IAS tutorials.

- Follow the IAS *Author's Guide and Guide to Procedures for Processing Technical Papers* for the published notes to provide uniformity in the IAS numbered series tutorial notes, except that model paper and two-column format are optional. Title page and cover formats will be provided by IEEE Conference Services staff.

Videotapes/DVDs. Tutorials will be considered for video capture as part of the HVT series only when presented for the second time and with the recommendation of both the sponsoring Technical Committee(s) and the Asynchronous Education Committee.

Tutorial Presentations. The following policies for presentations shall be required:

- No handwritten view graphs except in response to questions.

- All presentation materials (view graphs, slides) to have copies in the tutorial notes or in supplemental handouts at the presentation.

- Whiteboard presentations to be minimized (primarily in response to questions).

Time Schedule, Tutorial Fees, and Author/Presenter Compensation. The establishment of the time schedule, fees and author/presenter compensation shall be in accord with the following policies:

- **Author or Authors conference registration and transportation cost are the responsibility of the individual authors NOT the IAS conference.**

- The tutorial fee and time schedule shall be established by mutual consent of the Chair of the IAS Education Committee and the designated representative of the local conference committee at which the tutorial will be presented. **Author may suggest a time and date, BUT this decision is at the discretion of IAS.**

- The number of copies of the tutorial notes shall be determined by mutual consent of the tutorial organizer, the Chair of the IAS Education Committee. **Authors must submit the tutorial a minimum of 3 weeks prior to the conference to allow adequate time for the local committee to print the materials.**

- **The author/presenter compensation shall be as follows:** The tutorials will be offered on a revenue-sharing basis, the following policy applies: Any net profit above $500 from an individual tutorial will be divided equally between the conference and the tutorial presenter(s). The first $500 net profit will be given in entirety to the tutorial presenters. Net profit means whatever income for an individual tutorial remains after the best possible estimate for tutorial expenses, including audiovisual, food and beverage, and tutorial course material duplication, has been subtracted from the total registration income for the individual tutorial. Any tutorial that does not produce sufficient registration income (based on advance registrations) to offset the expense estimate for that tutorial will be cancelled at the discretion of the IAS. **Note: It has been the practice of the IAS to offer tutorials as a service to IAS Conference attendees even in the event that the income to the authors would be at or below the minimum as set forth above.**

- **Author's cancelation of the tutorials based on lack of registrants which does not generate income for the organizers is highly discouraged. Author's who cancel will be reviewed in future years with regard to further IAS publication activities.**

- The cost of printing and shipping tutorial notes printed by the IEEE shall be paid by the local conference committee. The authors/presenters shall receive a maximum of five (5) complimentary copies to be distributed as free copies to persons of their choice (students, colleagues who contributed to preparation of the notes, etc.). At the end of conference sales, the remaining copies of tutorial notes may be purchased by the IAS and forwarded to IEEE Publications for subsequent sale through IEEE channels. Any income generated by these sales shall be retained by the IAS.

- For tutorial notes prepared directly by the authors/presenters, the cost of printing and shipping shall be reimbursed by the local conference committee upon receiving original receipts or invoices with an approved IEEE expense report.

- The authors/presenters shall be reimbursed for other direct costs (copies, viewgraphs, etc.) mutually agreed upon by the tutorial organizer and IAS along with the designated representative of the local conference committee.

- The lead author of the tutorial shall have the responsibility of submitting an IEEE expense report to the Chair of the IAS Education Committee and the local conference committee treasurer who then shall have the responsibility of coordinating the payment of tutorial expenses and author/presenter compensation and of reporting on the tutorial program.