seSug 2020 Pre- and Post-Conference Tutorial Proposal Form

Pre- and Post-Conference Tutorials Guidelines:

SESUG Responsibilities

1. Handle registration, billing and collection of all tutorial fees.

2. Send notification about the acceptance of your tutorial proposal no later than *June 10, 2020*.

3. Provide a standard AV package of a computer projector and screen (Sunday classes only). No computers will be provided. Any other AV needs will be considered on a case-by-case basis.

4. Provide and collect seminar evaluation forms. Instructors will be given a copy of all completed evaluations.

5. Provide a meeting room set up classroom style for each tutorial.

6. Tutorials will be scheduled approximately from 8:00 am – 12:00 pm on Sunday morning; 1 – 5 pm on Saturday and Sunday afternoons; and 8:00 am – 12:00 pm on Wednesday morning. Exact times will be finalized prior to the conference.

Tutorial Instructor Responsibilities

1. Submit a tutorial proposal by *June 1, 2020*.

2. Register for the conference and present a paper (conference paper title and abstract must be submitted by *June 20, 2020* via the call for papers system) during the conference. Instructor's conference registration fee will be waived. A special registration code will be provided. Please make plans to stay for the entirety of the conference.

3. Pay your hotel, meal, transportation, and any miscellaneous costs associated with attending the conference.

4. Supply a bound copy of all course materials for each participant, pay all related costs and bring a few extra copies in case there are some on-site registrations. Provide an electronic copy of your course materials by *September 30, 2020* for review.

5. Provide a computer for presentation.

6. No AV package will be provided for Saturday or Wednesday tutorials; Instructors offering to teach classes at those times agree to provide AV (including but not limited to projector and screen) for those tutorials.

7. Teach the tutorial as long as <u>one or more</u> people pre-register for the tutorial.

8. Teach a tutorial at the level and pace indicated on the proposal that will provide 4 hours of instruction time, allowing reasonable time for questions and a break.

Tutorial Instructor Compensation
1. Instructors will be paid $75 per paid registrant for tutorial.

2. Instructor expenses will not be reimbursed.

3. Instructors will complete a W-9 form (on site or prior to conference) and will receive a 1099 MISC from SESUG.

Thanks for your participation in the SESUG 2020 Pre- and Post-Conference Tutorials!

Please complete this form and return it via email to **Venita DePuy** at **sesugops2015@gmail.com**.

Please type your name on the line below as your signature. Your signature is required and indicates that you agree to the Pre- and Post-Conference Tutorials Guidelines.

Instructor Name _____   **Date** _____