On behalf of the <event Name>: *<event theme>* Program Committee and the ITEA Board of Directors, we thank you for accepting our invitation to present a Pre-<event name> Tutorial. Please refer to the attached program schedule for the date and time of your Tutorial.

Despite the current conference and travel environment, we are thrilled to have organized a comprehensive and packed agenda that offers plenary presenters, special panels, technical track sessions, and exhibitors of interest to the test and evaluation community. The <event name> will showcase current research, new tools and techniques, leading edge procedures and processes, best-in-class practices, and perspectives of representatives from academia, industry, DoD, and other government agencies on timely, relevant, and emerging topics critical to the future of the test and evaluation.

Please refer to the following information for additional details regarding your Tutorial and participation at the <event name>:

**<event name> Registration**

In honor of your role as a Tutorial Instructor, your <event name> registration is waived, and you will be automatically registered.

**Biography** **and Photo**

If you have not already, please send a current short bio (maximum 350 words) and a “head shot” photo (minimum 150-pixel resolution, 300x450 pixel size) to [<event name>@itea.org](mailto:Symposium@itea.org) for publication in the Program Guide and for use in your introduction.

**Hotel Reservations**

If needed, please make your hotel reservations by <room block end date> with the host hotel, <hotel name, address, phone number, fax number>. ITEA has a room block available to all attendees and we are truly pleased to offer our attendees the prevailing FY18 government per diem rate of <locale per diem rate> (not inclusive of taxes).

**Presentation Guidelines**

**Content –** Tutorials usually last either 4 or 8 hours, and should include comprehensive presentations on well-established topics, and may include hands-on exercises on using various software and/or hardware tools.

**Presentations at ITEA events should:**

* Contribute technically sound knowledge in an area of test and evaluation;
* Present new knowledge or experience that has not been published previously; and,
* Not be commercial, marketing, or "infomercial" in nature. The presentation’s introductory slide is the only slide that may contain the presenter's company name and/or logo. Presentations that promote specific companies, organizations, products, or services are reserved for the Exhibit Hall or Vendor Track Sessions, and strictly prohibited in Pre-<event name> sessions (including tutorials, demonstrations, and other presentations), and the <event name> Plenary and Technical Track sessions.

**General Presentation Information**

* It is expected that the presenter will present the same work described in the abstract, with the same title and content.
* Design a presentation that is independent, objective, scientifically rigorous, balanced and free of bias.
* Only presentations created in PowerPoint will be accepted.
* English is the language used for all <event name> presentations
* Light colored text on a dark background is advised.
* Font size of AT LEAST 24 points for body text and 36 – 40 points for headings can be seen well by attendees
* When linking picture, graph or video files in PowerPoint, make sure to keep a backup copy of your files and confirm that they work from within your presentation. In addition, please note that adding picture files into your presentation may result in a large PowerPoint file size. Please resize picture files to before importing to prevent an unwieldy file size.
* If using video, make sure that the video file can be played using the Windows Media Player (WMV format recommended).

**Disclosure** - Any potential conflict of interest, regardless of its connection to the topics discussed or mentioned during this event, must be declared by the <event name> presenters and their co-authors and be conveyed to the audience as a second slide as part of any presentation.

**Balanced information** - If specific products or services are mentioned, there should be a balanced presentation of the prevailing body of scientific information on that product or service and of reasonable alternative options. If unapproved or off-label uses of a product are discussed, presenters must inform the audience of this fact. Presenters should not engage in peer selling. Peer selling occurs when a manufacturer or service provider engages an attendee to conduct an activity that focuses on or is designed to enhance the sale of its own products. Avoid using Product endorsements and Product logos or branding.

**Dress Code**

<SYMPOSIUM: Class A uniform or duty uniform (Military) / Business (Civilians).>

<OTHER EVENTS: Class B uniform or duty uniform (Military) / Business Casual (Civilians).>

**Points of Contact**

<event name> Chair - <name>, <organization>

Technical Program Chair - <name>, <organization>

Exhibits and Sponsorship Chair -<name>, <organization>

Registration - Mr. James Gaidry, CAE, ITEA Executive Director - e-mail: [jgaidry@itea.org](mailto:jgaidry@itea.org), Phone: (703) 631-6220, Cell: (239) 560-3463

Please let us know if there are any questions that you or your staff might have at this time.

Best regards,

James M. Gaidry, CAE, MBA

Executive Director

[jgaidry@itea.org](mailto:jgaidry@itea.org)

Phone: 703-631-6220

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