

INFORMATION FOR TUTORIAL CHAIR AT AN ITEA EVENT

General Information

Working closely with the Technical Chair of the program you will be responsible for the planning and execution of the tutorials at the event. Tutorials are usually held the Monday or Tuesday prior to the first full day of the program. Typically, we offer 4-hour tutorials and depending on how many rooms you have under contract will determine the number of tutorials we can offer. Tutorials reside under the Education Committee and the budget will have been determined by the Chair of the event.

Please note that if you and the technical chair are having difficulty in determining a topic or finding an instructor, the Events and Professional Development Chairs can be contacted for assistance. Tutorials are not to be marketing in nature.

Know the budget – and if reasonable/timely, be a part of the budgeting decision. Tutorials cost an additional \$205 for one, \$385 for two tutorials. A two-hour tutorial will be charged \$100. Full time student pays \$25.

Decide on the topics of interest that coincide with your theme or have a Call for Tutorials in the CFPs to obtain new and exciting tutorials.

If you plan on having an award for Best Tutorial – see budget. *If yes, you will need more volunteers to assess the tutorials and have new evaluation forms developed to assist in the decision.*

Call for Abstracts

In some cases, the technical chair of the program has put a call for abstracts for tutorials into the Call for Papers for the program. These submissions are sent to the technical chair and will be sent on to you for review and decision.

Abstracts include:

- Title of tutorial
- Full name and organization of the instructor
- A description of the tutorial *may be slightly edited*
- A sentence on who should attend/target audience
- Short Bio
- Inquire if instructor has preference in time slot

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Compensation

As a thank you for instructing the tutorial, ITEA will waive the fee for one instructor teaching a 4-hour tutorial and two instructors if they are teaching a two-part tutorial (8-hours). A discount of \$100 off the registration fee is available to second instructor – all others pay full price. ITEA will not pay travel, printed or shipping material expenses.

Two weeks prior to the tutorial – contact ITEA for a list of attendees in each tutorial – and request as often – up until a day or two prior to the event. You may send that information along to your instructors for planning purposes. If they would like a roster of their students in advance to prepare – that is fine as well, just ask. We would ask that *at least* up to 5 extra copies of materials are made for potential walk-in students.

Planning and Execution

- Once the tutorials have been determined, contact the ITEA Executive Director at ITEA to have the descriptions published on the website and to be entered into the database for individuals to register.
- Contact instructors with the **GUIDELINES FOR PRESENTING AT AN ITEA EVENT**
- You are welcome to cut and paste the information from that document into an email or send as an attachment. Please add a personal note with some pertinent information such as date and time of their tutorial, location, and your name and contact information.
- Gather and coordinate AV requirements with the planning committee of the event.
- Remind instructors to register for the event.
- Instructors are encouraged to use the ITEA power point slide as their initial cover page.
- If the numbers of students are low – you will work with the ITEA Executive Director in deciding to cancel the tutorial. Prior to making the decision, you will need to contact the instructor to inform him/her and ask if they would still like to instruct the tutorial.

On-Site

- Arrive early. Check room. Meet instructors.
- You will be provided an envelope with a roster and evaluation forms – they will need to be given to your instructors.
- Collect evaluation forms and provide to Registration Desk. Upon request, the results will be sent to you to send forward to your instructors with a thank you letter/note/email. When requested, certificates will either be provided to you in advance to hand out at the conclusion of your tutorial – in exchange for the evaluation form, or be mailed to the students upon completion of the tutorial.