

GUIDANCE FOR TUTORIAL INSTRUCTORS AT AN ITEA EVENT

On behalf of the Symposium Committee and the ITEA Board of Directors, we thank you for accepting our invitation to present a Pre-Event Tutorial. Please refer to the Program Schedule for the date and time of your Tutorial.

In honor of your participation as a Tutorial Instructor, your registration fee for the Event is waived. And, other individuals that will be assisting you in conducting your Tutorial will be eligible for a special \$395 Event registration fee.

Please refer to the following information for additional details regarding your Tutorial:

- Tutorial Instructors should contact the Tutorial Chair prior to the Event to introduce themselves, go over their bio and abstract, and any other logistical details—including, any special requirements (extra tables, flip charts, white boards, etc.) that will be required for your Tutorial.
- Tutorial Instructors should join us in the Speaker Ready Room at least one (1) hour prior to the start of your Tutorial.
- You will receive two (2) copies of the list of the students that have registered for your Tutorial, and Certificates of Completion that you will need to sign and distribute to your students upon their successful completion of your Tutorial.
- Please note on one of the student lists any “no shows,” as well as any students that attend your Tutorial but are not listed on your list. Return the list with the “no shows” and additions to the Tutorial Chair at the end of your Tutorial.
- You will be assigned a laptop computer (if needed), a remote control/laser pointer, and a projector for your Tutorial. A/V technicians will be in the Speaker Ready Room to collect, load, and test run the presentations for your Tutorial.
- You should ensure that the laptop computer, remote control/laser pointer, and projector are set up in your Tutorial Room at least 15 minutes prior to the start of your Tutorial.
- After the Tutorials, Tutorial Instructors will hand in the Tutorial Evaluation Forms to the Registration Desk or Speaker Ready Room.
- Tutorials are not typically posted as part of the event’s proceeding, as they are separate from the event and for the benefit of those students who paid extra for attending the Tutorial. Any students wishing to get a copy of your Tutorial should contact the Instructor directly.

Tutorial Presentation Suggested Guidelines

- 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 students.
- 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).