



SESUG 2021 Tutorial Proposal Form

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 May 31, 2021.
3. Provide a webinar platform that includes video, screensharing, and chat functions.
4. Provide and collect tutorial evaluation forms. Instructors will be given the results.
5. Provide a moderator to monitor the chat and coordinate technical support, as needed.
6. Tutorials will be scheduled approximately from:
 - a. 1 – 5 pm on Sunday afternoons;
 - b. 8 am – 12 pm on Wednesday - Friday mornings; and
 - c. 1 – 5 pm on Wednesday - Friday afternoons.
 - d. Exact times will be finalized prior to the conference.
7. Inform the instructor approximately 1 week prior to the tutorial (~October 10, 2021) if fewer than 10 participants have signed up for the tutorial.

Tutorial Instructor Responsibilities

1. Submit tutorial proposal(s) by May 15, 2021.
2. Register for the conference and present a paper (conference paper title and abstract must be submitted by June 21, 2021 via the call for papers system, <https://www.softconf.com/l/sesug2021/>) during the conference. Instructor's conference registration fee will be waived. A special registration code will be provided.
3. Pay any miscellaneous costs associated with attending the virtual conference (e.g., internet costs and personal equipment).
4. Supply a virtual copy of all course materials for each participant. Provide an electronic copy of your course materials by September 30, 2021 for review.
5. Teach the tutorial if ten or more people pre-register for the tutorial. If fewer than 10 participants have pre-registered 1 week prior to the conference, instructors will be given an option of whether to cancel.
6. 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](#) and will receive a 1099 MISC from SESUG.

Please complete this form and return it via e-mail to the Tutorial Coordinators at tutorials@sesug.org.

If you agree to SESUG Tutorial Guidelines, please print your name and apply your signature below.

Instructor Name: _____ Date: _____

Signature: _____