



# SESUG

OCTOBER 23-25<sup>TH</sup>, 2022  
MOBILE • ALABAMA

## SESUG 2022 Tutorial Proposal Form

*\*As of the opening for tutorial proposals, the SESUG 2022 conference will be in-person. In the event that the conference moves virtual you will be informed least 60 days ahead of the event.*

### 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 February 24, 2022.
3. *If in-person conference:* Provide a conference room with projector and screen for tutorials on Sunday. Tutorials on Saturday and Wednesday will need to provide their own A/V equipment. *If virtual conference:* Provide a webinar platform that includes video, screensharing, and chat functions.
4. *If virtual conference:* Provide a moderator to monitor the chat and coordinate technical support, as needed.
5. Tutorials will be scheduled approximately from:
  - a. 1 – 5 pm on Saturday;
  - b. 8 am – 12 pm and 1 – 5 pm on Sunday; and
  - c. 8 – 12 pm Wednesday.
  - d. Exact times will be finalized prior to the conference.
6. Provide attendance headcounts approximately one month and one week prior to conference.

### Tutorial Instructor Responsibilities

1. Submit tutorial proposal(s) by February 10, 2022. For planning purposes, please indicate lecture or hands-on format. Class format will not have an impact on the selection process.
2. Register for the conference and present a paper during the conference. Conference paper title and abstract must be submitted by June 20, 2022 via the call for papers system, <https://www.softconf.com/m/sesug2022/>. Instructor's conference registration fee will be waived.
3. Pay any additional conference add-ons (including but not limited to: additional tutorials, hotel/travel expenses, internet, equipment rental, etc.).
4. *If in-person conference:* Provide a copy (electronic or printed) of course materials to each attendee prior to the tutorial. *If virtual conference:* Provide an electronic copy of your course materials one week prior to the tutorial.
5. *If in-person conference:* Teach the tutorial if at least one attendee has registered. *If virtual conference:* Teach the tutorial if ten or more people pre-register for the tutorial. If fewer than ten participants have pre-registered two weeks 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](mailto:tutorials@sesug.org).

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

Instructor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_