**TUTORIAL PROPOSAL TEMPLATE**

**Format:** Maximum 5 pages. All pages are formatted to 8-1/2 by 11 inch or A4 paper with margins of one inch on every side. All texts use single space, and a font size of 11 or 12.

**Recommended Sections:**

**1. Tutorial Title**

Please insert the tutorial title.

**2. Instructor Team**

Please insert the names, institutions, and emails of the chair and co-chairs (if any) of the proposed tutorial.

**3. Abstract**

No more than 500 words. Accepted abstracts will be published through the conference website, program, and proceedings.

**4. Duration of Tutorial**

Tutorials are 180 minutes in length excluding break times.

**5. Day/Date of Tutorial**

Indicate if the preferred presentation day is Sunday, Oct. 20 or Thursday afternoon, Oct. 24.

**6. Tutorial Outline**

Outline shall define the topics and subtopics. Time allocation and instructor breakdown by topics is recommended.

**7. Lecture Style and Requirements**

Briefly describe the tutorial format, which may include traditional lecture, software/hardware

demonstration, interactive audience polls/quizzes, worksheets, discussion, etc. Note any equipment or space requirements beyond a laptop and projector. Also list the targeted audience and tutorial difficulty level, including any pre-requisite knowledge.

**8. Instructor Biography**

Please insert the bios of the session organizers (< 200 words for each organizer). Each biography shall include the qualifications most relevant to the proposal. Past tutorial/teaching experience and outcome can be highlighted. External website links can be included but may not be reviewed.