

## **Huntsville Simulation Conference Tutorial Policy**

The Huntsville Simulation Conference (HSC – [www.scs.org/hsc](http://www.scs.org/hsc)) is planning to hold Tutorial Sessions during the conference on Wednesday, October 22, 2008 and Thursday morning, October 23, 2008 at the Huntsville Marriott. Tutorials will be held in sequence with relevant presentation sessions when possible. To be considered for a Tutorial, a Tutorial Presenter must submit a proposal to the HSC general chair ([hsc@scs.org](mailto:hsc@scs.org)) for review by the Tutorial Committee. If the Tutorial is accepted, Tutorial Presenters must register for the HSC and pay an author registration fee by September 7, 2008. Tutorial sessions are limited to 90 minutes and may be offered in a sequence of up to two consecutive sessions. Multiple tutorials may be accepted for two successive sessions and will try to be grouped with similar sessions so as to maintain interest areas within a track (multiple sessions in one room).

### **Tutorial Proposal Requirements**

The HSC, in keeping with its tradition of excellence, is soliciting Tutorial presentations in bleeding edge technology areas of technical value in the key areas identified by the HSC Call For Participation ([www.scs.org/hsc](http://www.scs.org/hsc)).

The Tutorial Proposal must include the following in Word, WordPerfect, Adobe (PDF) or Rich Text format:

- Tutorial Title
- Tutorial Presenter List (Must include all presenters, including backup, plus the names of their companies)
- Duration of tutorial
- One Paragraph Tutorial Objective Statement (What will the attendee get from this)
- Presenter Biography for Each Presenter (Must relate to tutorial topic)
- One Page Tutorial Agenda Highlighting Sub-Topics to be Covered

Tutorial Proposals must be received no later than August 10, 2008. Email to [hsc@scs.org](mailto:hsc@scs.org), attach the Tutorial Proposal and CC all presenters. Acceptance notification will be sent by August 24, 2008. A copy of Tutorial materials must be submitted by October 12, 2008.

### **Acceptance Criteria**

The Tutorials Committee will use the following criteria to review the Tutorial Proposal:

- Is the Topic of Interest to HSC Attendees?
- Is the Topic a Bleeding Edge Technology?
- Is the Tutorial Technical in Nature? (Not a Sales Pitch)
- Will the Tutorial Add Value to the HSC?
- Are the Presenters Experts in the Topic?
- Does the Agenda Material Appear Appropriate for the HSC?
- Does the Agenda Schedule Appear Reasonable for the HSC?
- Is the Proposal Complete?