



## Request for Proposals

INCOSE UK is inviting individuals or organisations to offer full day tutorials to be delivered on either Wednesday 14<sup>th</sup> March or Wednesday 20<sup>th</sup> June 2012. The first tutorial day will be held at the Lydiard House Conference Centre which is not far from Junction 16 of the M4 at Swindon. The venue for the second tutorial day has yet to be confirmed, but will be somewhere between Swindon and London. An honorarium is payable to presenters (see the terms and conditions supplied with this calling notice) to encourage individuals to take part and to cover expenses.

Tutorial days provide an opportunity for INCOSE members to explore new topics and extend their knowledge of Systems Engineering practice. Our target audience ranges from those looking for an introduction to well established subjects to those with an interest in 'cutting edge' techniques and approaches. We therefore welcome proposals that will enable us to offer a balanced tutorial programme that will appeal to all sectors of the Systems Engineering community. We are open to new content as well as established favourites

A tutorial attendee will be seeking to gain some or all of the following :-

- A good grasp of the subject matter;
- An understanding of the benefits and potential applications of a method / technique;
- Sufficient knowledge of a method / technique to enable it to be applied in practise;
- Pointers to books, courses and other resources to enable further study of a subject.

We will publish information about the tutorial options on the INCOSE UK website as part of the registration arrangements. With this in mind we are working to the following timetable:-

Expression of interest / enquiries	- now
Full proposal	- by 23 <sup>rd</sup> November 2011
Feedback on proposal	- by 30 <sup>th</sup> November 2011
Confirmation of selection	- by 7 <sup>th</sup> December 2011
Registration open	- 10 <sup>th</sup> December 2011

We will make a selection from the full proposals received in response to this calling notice. The selection criteria will include the likely levels of interest in the subject matter and the reputation of the presenters. In order to offer a balanced selection on each day you should be prepared to present the tutorial on either day until we can confirm on which day it is to be scheduled (we will do this by 7<sup>th</sup> December 2011). We may offer suggestions as to how your proposal might be adjusted to enhance its appeal or to ensure that we have a coherent programme overall.



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Based on experience from the 2011 tutorial days, we plan to deliver four tutorials on each day and anticipate between six and twelve attendees registering for each tutorial. There is a maximum limit of around fifteen attendees based on the room sizes that we will contract for with the venues. We reserve the right to cancel any tutorial with fewer than six bookings two weeks prior to the event, however we will consult with the tutorial provider should this situation arise.

If you are interested in contributing to this important element of INCOSE UK's portfolio of events, then please send your proposal to the tutorial selector (contact details below). This should include the following information:

- Title of the Tutorial
- Name and contact details of the proposer and the presenters
- Aims and objectives of the Tutorial/Workshop
- Overview of content
- Course material to be provided
- Facilities required/provided (Note: the Tutorial Terms and Conditions set out the facilities that INCOSE UK will provide)
- Credentials of presenter(s)
- Intended audience/potential interest
- Maximum number of attendees (if fewer than fifteen)

Proposers should acquaint themselves with the Tutorial Terms & Conditions that are supplied with this call. A signed copy of the form on the reverse of the Terms & Conditions should accompany your full proposal to signify that you have read, understood and agreed the Terms & Conditions.

The information in your proposal will be incorporated into promotional material for the event and used to ensure that the required facilities are provided. We will contact the proposer if any clarification is required.

If you do not feel ready to submit a full proposal straight away, please contact me to discuss your ideas.

Peter Lister, INCOSE UK 2012 Tutorial Selectors

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