



The following arrangements will apply to the providers of tutorials for our tutorial day to be held on the 14<sup>th</sup> March at the Lydiard House Conference Centre in Swindon and 20<sup>th</sup> June 2012 (location to be confirmed).

**Remuneration:** INCOSE UK will charge delegates an appropriate rate for attending to provide a presentation room, catering, and pay the tutorial provider an honorarium at the rate below. This remuneration is designed to contribute to expenses and cover the cost of preparation and provision of course materials etc.

For each full day tutorial, the sum of £60.00 per head will be paid for the first ten paid tutorial registrants and £40.00 per head for each additional paid registrant. Rates are quoted ex VAT.

Remuneration will be calculated after the event based on actual attendance figures. Where the remuneration is claimed through a VAT registered company, we require a VAT invoice, otherwise we will simply remit the remuneration (ex VAT) by cheque to the lead presenter. Presenters may also opt to credit the remuneration against the costs of registration at ASEC12.

**AV and Course Materials:** It is recommended that tutorial providers bring their own computers, but projection equipment and flip charts will be provided by the venue. The tutorial provider is responsible for ensuring that sufficient copies of any course material are provided for the number of delegates booked, with some contingency for late bookers. INCOSE UK reserve the right to charge for any additional facilities requested by the presenter.

**Confirmation of Tutorial:** A minimum of six participants must be registered for a tutorial to go ahead. Tutorial providers will receive confirmation that their tutorial is running at least two weeks prior to the event. Participants on a withdrawn tutorial will be offered places on other tutorials that are not fully subscribed. INCOSE UK will endeavour to provide the most up to date information possible through the Events Organiser, Emma Jane Taylor at [emmajane@dot-the-eye.com](mailto:emmajane@dot-the-eye.com).

**Catering:** Refreshments and lunch for the tutorial day are provided free of charge for up to two tutorial presenters. Additional presenters will be charged £50.00 (plus VAT) for the refreshment/lunch package, which will be deducted from the remuneration payment. Overnight accommodation and other meals **are not** provided by INCOSE UK. Travel costs will be borne by the tutorial presenters.

**Registration:** Tutorial presenters must be identified to the Events Organiser to allow us to identify all participants, issue a comprehensive attendee list and determine the catering requirements.

Signing the form overleaf confirms your agreement to the terms above and your commitment to providing the tutorial as described in your Tutorial Proposal. Please use a separate form for each tutorial if you are submitting more than one proposal.

**Queries:** If you have any queries specifically about these terms and conditions, please contact Peter Lister, at [peterlister@btinternet.com](mailto:peterlister@btinternet.com) or 07784185295. Any queries about the venues, facilities or booking should be addressed to the Events Organiser, Emma Jane Taylor at [emmajane@dot-the-eye.com](mailto:emmajane@dot-the-eye.com).

## Agreement To Provide a Tutorial for INCOSE UK

I agree to present a whole day tutorial at the INCOSE UK Tutorial Day on 14<sup>th</sup> March or 20<sup>th</sup> June 2012 (date to be confirmed by 7<sup>th</sup> December 2011) in accordance with the Tutorial Terms & Conditions overleaf. The content will be as described in my Tutorial Proposal.

Title of Tutorial .....

Presenter Name ..... Company .....

Name(s) of other presenters .....

Contact Name (if different from above) .....

Contact Details:

Address .....

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Telephone..... Email .....

Please return this form to Peter Lister, INCOSE UK 2012 Tutorial Selectors

[petermlister@btinternet.com](mailto:petermlister@btinternet.com)