For some years we have included half day tutorials as one of the ASEC programme options on both afternoons. Previously we have commissioned these tutorials, but following last year’s successful open call, once again this year we are issuing an open call for proposals. The idea is to offer an opportunity for new presenters or new material to be ‘road-tested’ with the aim of identifying candidates for our Training Day.

The term ‘tutorial’ covers a range of options, including simple presentations, interactive learning or workshop formats. A typical ASEC tutorial attracts between five and twenty delegates who are looking for a break from back-to-back presentations and are interested in trying something new or perhaps finding a new angle on something familiar to them.

We are looking for around four tutorial/workshop options which will be selected from the proposals that we receive. Proposers are welcome to submit more than one proposal, but each proposal must be self-contained so that it can be assessed independently. There is a check list for proposal content on the next page, however it is most important that the tutorial style is clearly expressed so that delegates clearly understand whether they will be expected to plaster flip charts with Post-it notes, or simply sit and listen.

Successful presenters will be awarded a single one-day pass for ASEC 2016. If you wish to field more than one presenter then additional presenters will have to register for the event in the usual way.

Important deadlines:

- Submission of abstract - 1st May 2016
- Full proposal - 5th June 2016
- Confirmation of selection and feedback on proposal - 8th July 2016

If you are unsure of how to pitch an offering, we are happy to discuss your ideas with you before you go to the effort of working up a full proposal.

Further information:

- For any queries, please email Prof. Jon Holt, technical-director@incoseonline.org.uk
- All submissions should be emailed to: ASEC2016submissions@incoseonline.org.uk
- ASEC 2016 will be held at Scarman House, Warwick Conference Centre, Warwick University. The conference web site can be found at www.incoseonline.org.uk.

Please distribute this Call for Tutorials to any interested parties

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Information Required for a Full Tutorial/Workshop Proposal

Your full tutorial proposal must include the following information:

• Title of the Tutorial/Workshop
• Name and contact details of the proposer and the presenter
• Aims and objectives of the Tutorial/Workshop
• Overview of content
• Course material to be provided
• Facilities required (Note: presenters should source their own laptop, but rooms will be equipped with projectors and flip charts)
• Credentials of presenter(s)
• Intended audience/potential interest
• Maximum number of attendees catered for (if fewer than fifteen)

You should be prepared to present on afternoon of either the 15th or 16th of November 2016. Please let us know if you are only able to present on one of the days, but you should be aware that this may influence the selection process.

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 INCOSE UK to discuss your ideas.