

IEEE PES Web-Based Tutorial Series Proposal Application and Agreement

Please complete the following for consideration of your web-based tutorial and send to LaToya Gourdine, l.gourdine@ieee.org, and Kathy Heilman, kathy.Heilman@ieee.org of the Power & Energy Society Executive Office, who will coordinate the tutorial submission to the Power & Energy Society's Selection and Quality Control Committee of the Education New Product Development Committee and the PES Technical Council.

The proposed tutorial:

- Tutorials will consist of up to four, 80-minute sessions. The 80 minutes is broken up into 1 hour of instruction, followed by 20 minutes of Q&A.

The following information must be included:

- Title of tutorial.
- Abstract/description of approximately 150 words.
- Target audience.
- Prerequisites.
- Learning Objectives.
- Instructor names and biographies (approximately 125 words).
- Email addresses of organizer and all instructors.
- Keywords/Tags to describe your presentation that may be used for search terminology on the website
- For each session, please create 5 multiple choice questions with 4 choices each, and indicate the correct answer. These questions will be used as an assessment to award a CEU for each session.

Presenter agrees to:

- Use the PES template (<http://www.ieee-pes.org/pes-powerpoint-templates>). Presenter information and company logo may be on first and last slide only.
 - Presentation must be education focused, without promotion of products or services.
 - Presentation cannot contain any animations
- Permit IEEE PES to archive the recorded tutorial and make it available via the <http://resourcecenter.ieee-pes.org/>

Please return via email:

- Completed and signed application
- Photo suitable for each presenter for website/advertising.
- Completed and signed the IEEE PES Consent Form (see email attachment).



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Presenter(s) Details

Name	
Title	
Company	
Email Address	
Phone Number	
Are you a PES Member?	

Tutorial Details

Tutorial Title <i>(6-10 words)</i>	
Dates and Times of Tutorial <i>(4 sessions)</i>	
Abstract <i>(~150 words)</i>	
Session 1 Agenda <i>(about 3 Bullets)</i>	
Session 2 Agenda <i>(about 3 Bullets)</i>	
Session 3 Agenda <i>(about 3 Bullets)</i>	

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Session 4 Agenda (<i>about 3 Bullets</i>)	
Primary Contact Name, affiliation, email address	
Instructor Name, affiliation, email address. (<i>Add as many names as are needed.</i>)	
Instructor Bios (~125 words each bio).	
Keywords/tags to Describe the Presentation - separated by [;]	
If applicable, list PES conferences tutorial was previously presented (<i>please list by year and conference name</i>).	
Signature and Date	