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Pulp & Paper Industry Committee
Pulp & Paper Industry Conference

Tutorial Instructor's Guide

Preparation of Tutorials Presented at the Annual Technical Conference

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IEEE PULP & PAPER INDUSTRY CONFERENCE

TECHNICAL OPERATIONS COMMITTEE

TUTORIAL GUIDE PPIC Conference

IEEE/IAS PULP & PAPER INDUSTRY
TECHNICAL OPERATIONS COMMITTEE
CONFERENCE TUTORIAL PREPARATIONS

Thank you for your consideration in the preparation and presentation of technical training materials to be presented, in a tutorial format, as part of the IEEE Pulp & Paper Industry Committee's Annual Conference. As the Lead Instructor, you are the key person in the successful creation and presentation of this non-commercial educational tutorial.

You will be assigned a Tutorial Sponsor, from one of the conference subcommittees, whose responsibility it is to insure you meet the requirements and milestone schedule listed within this document. The Tutorial Sponsor will also coordinate the review of your work and to expedite you in maintaining the technical program milestone dates. These milestone dates, set by the Technical Program Chair, are set based on the actual dates of the annual conference and the Committee Interim Meeting. The milestone schedule for the conference is shown on the next page.

In addition, your Sponsor is also responsible to insure that you create a clear and concise PowerPoint® style presentation, free of commercialism, for the oral presentation of your tutorial material. The associated Subcommittee Chair is then responsible for the Tutorial Sponsors. An organization chart of the Executive Committee and the associated subcommittees is illustrated at the rear of this document.

Tutorials are typically proposed at a Conference Subcommittee meeting, at the Committee's Interim meeting, or by the Local Conference Chair or the Technical Program Chair. Proposals for Tutorial subjects must be offered with a complete title, list of the instructor(s) name(s) and an abstract describing the contents and goals of the tutorial.

Formal descriptive documentation shall be provided to the Technical Program Chair well in advance of developing the Technical Program Schedule for the annual committee conference. This information will be securitized and passed to the Local Conference Chair for inclusion on the conference web site. The lead instructor for the Tutorial shall be identified, a clear abstract of the tutorial content along with the Resume (C.V.) of each Instructor shall be provided to be used in advertising the tutorials. Portions of this information will be used for the printing of Professional Development Hours (PDH) Certificates provided to the participants at the conclusion of your tutorial

Generally, the schedule for tutorials is limited to the Thursday and Friday after the general technical program held at the annual conference, depending on the number of tutorials offered. The daily tutorial schedule will enable only two concurrent sessions during any given time slot.

If the number of registered attendees for any given tutorial has not reached at minimum of 8 attendees by the cut-off date for conference registration, the executive and local conference committee may propose cancellation of a tutorial. The schedule for the remaining tutorials may be rearranged to accommodate and the completion of any other remaining tutorials.

On behalf of the executive committee and members of the IEEE Pulp & Paper Industry Committee, we thank you for your efforts and support in creating the materials for the foundation of our tutorial program. The remainder of this document provides you a detailed outline of the requirements surrounding your successful tutorial creation and presentation.

MILESTONE DATES FOR TUTORIAL SUBJECT SUBMISSIONS FOR THE ANNUAL IEEE/IAS PULP & PAPER INDUSTRY CONFERENCE

Milestone Date	Milestone Action
June Prior Year	**Annual Subcommittee Meetings:** Proposals for Tutorial Titles and lead instructor identified. Tutorial Sponsor assigned.
December 1 Prior Year	**Technical Program Chair**: Tutorial Guide posted on conference web site
By October 31 Prior Year	**Interim Meeting:** Additional Tutorials proposed with Tutorial Title and Lead Instructor and Sponsor identified.
February 1	**Tutorial Instructor**: Formal statement of commitment to provide a Tutorial to Technical Program Chair and to Local Committee Chair. All Instructors identified. Instructor's Data Forms sent to the Technical Program Chair.
March 1	**Tutorial Instructor**: Last date for Tutorial Instructor to withdraw or cancel a tutorial.
Mid- April	**Technical Program Chair**: Acknowledgment and schedule provided for Tutorials.
Mid - May	**Tutorial Sponsors**: Final review of tutorial content for completeness and commercial content
2 Weeks prior to presentation date	**Tutorial Instructor**: Copies of tutorial handout materials sent to Local Committee Chairperson.
1 Week prior to presentation date	**Tutorial Instructor**: Contact Local Conference Chairperson to determine current registration levels to determine number of copies of handouts needed
Annual Conference	**Tutorial Instructor**: <u>Tutorial presentation at conference</u>

Note: **Note**: The exchange of very large files via email is often not always allowed by some corporate servers. Sponsors and subcommittee chairpersons are encouraged to use alternative file sharing services like DropBox™, YouSendit™, Google Drive™, Hightail™ etc.

Please note that some of these are public sites and documents uploaded may be visible to the public depending on your personal settings.

PREPARATION OF TUTORIALS

General Preparation Guidelines:

The IEEE PPIC seeks tutorial proposals, either in half-day or in full-day formats. The tutorial should provide a focused lecture of new and emerging topics within the scope of those engaged in the electrical and controls field within Pulp & Paper Product Industry. The tutorial proposal should concisely describe the content, the importance and the timeliness of the tutorial.

The proposal should contain the following sections:

1. Title of tutorial
2. Outline of the tutorial
3. Tutorial Instructor(s) and the specific parts they will cover in the tutorial
4. Provide a brief bio for each tutorial speaker (no more than 200 words per person)
5. Importance and timeliness of the tutorial
6. Lecture experience of the tutorial speaker(s).

Submitted tutorial proposals should not exceed two pages.

Tutorials presented at the IEEE Pulp & Paper Industry Conference (PPIC) are to be prepared with the intent of educating the audience on specific subject matter important to Pulp & Paper related industries.

THE SEQUENCE OF EVENTS FOR TUTORIAL CONSIDERATION AND COMPLETION

1. Committee Members suggest tutorial topics and potential lead instructors at either the annual conference (June) or at the conference's interim meeting (October). Five copies of the tutorial proposal should be provided at the annual conference or interim meeting.

2. At the interim meeting (October), the Subcommittees will make their final selection of tutorial topics for the coming year's conference. The Lead Instructor for the tutorial shall be identified and a Tutorial Sponsor will be assigned. It is the responsibility of the Lead Instructor to inform the committee if the tutorial has been previously presented. They will bring this information to the attention of the Tutorial Sponsor and/or the associated subcommittee chairperson. The associated subcommittee is then responsible for determining if the tutorial is suitable for presentation at this conference. The Technical Program Chair, in consultation with the Executive Committee and the Local Conference Chair will provide final confirmation whether a tutorial is suitable for presentation at the conference.

3. Within two weeks after the interim meeting, the Subcommittee Chairs shall furnish a complete list of all that subcommittee's tutorial proposals including the names of the Tutorial Sponsors, the Instructor(s) and their full contact information, to the Technical Program Chair.

4. Tutorial Instructors are directed to the Permanent Web Site where the most recent copy of this Guide is kept and updated (Tutorial Instructor's Guide).

5. The Tutorial Sponsor is responsible to ensure that all comments regarding the tutorial content, if any, are provided to the Tutorial Instructor in time to be considered in the final development of the tutorial. The sponsor will forward them to the Lead Instructor and notify the Subcommittee Chair of this action.

6. The Lead Instructor will prepare a final Tutorial Presentation and any supporting documentation based on received comments and notifies the Sponsor. Effort should be made to insure emphasis is not placed only on one specific company's product. Tutorial Instructors are instructed to use generic terms and avoid the use of vendor's brand names, or any other commercially recognized labels or markings within their presentation or in any distributed materials. It is understood that some material to be presented may only be available as Vendor Sponsored presentations and/or documents therefore good judgment and reason shall prevail.

7. The Tutorial Sponsor notifies the Subcommittee Chair that the tutorial is in final stages of preparation.

8. The Technical Program Chair is to receive monthly reports from the Subcommittee Chairperson the status of the tutorial, between the interim meeting and the due date for the final confirmation of participation.

9. The Tutorial Instructor prepares the final tutorial presentation material along with any documentation to be provided to tutorial attendees. The Tutorial Instructor notifies the Tutorial Sponsor of the completion of this material. Tutorial Sponsor is responsible to insure that the schedule is met and to review the tutorial material for commercial content.

10. The Technical Program Chair creates the Technical Program schedule and forwards it to the Local Conference Chair.

11. Tutorials will be presented as part of the annual conference.

12. The Technical Program Chair develops the Tutorial Program schedule and will forward it to the Local Conference Chair. The Technical Program Chair also sends confirmation notices to the Lead Instructor and the Tutorial Sponsor outlining the final schedule showing the allotted timeslot for the tutorial.

13. This procedure repeats each conference year.

14. The conference will provide an Honorarium to the tutorial presenters in the total amount of $500 for a one-half day tutorial and $1000 for a full day tutorial to help the presenter(s) cover travel costs. The PPIC Local Committee will issue one check to each tutorial presenter along with a W-8 or W-9 (**without a social security number**) as required by IEEE. Each tutorial presenter will receive a check in the amount of $500/(number of presenters) for a one-half day tutorial and $1000/(number of presenters) for a full day tutorial.

DETAILS SURROUNDING THE PREPARATION OF YOUR TUTORIAL

Conference Presentation:

The <u>oral</u> portion of the tutorial should be free of all commercialism and must only be technical in nature. The Instructor(s) should identify their company association only on the first slide of the visual presentation.

The use of company names or logos or vendor's brand names and logos or any other commercially recognized labels or markings should not blatantly appear in the presentation or hand out materials including photographs or graphics. The Tutorial Sponsor and subcommittee chairpersons are responsible to ensure these policies are enforced during the preparation of the presentation material and any hand-out materials. It is understood that some material to be presented may only be available as Vendor Sponsored presentations and/or documents therefore good judgment and reason shall prevail.

The visual portion of the presentation (PowerPoint®) must be provided to the Sponsor and the Technical Program Chair for review at least 72 hours before the date and time scheduled for presentation. The presentation material will not be shared for any other purpose unless permission is granted by the Lead Instructor.

Your oral presentation should be from notes rather than from reading a manuscript. The exact length of the tutorial must match that which was originally proposed. Questions and answers are a usual part of any tutorial and thus time must be controlled to allow the tutorial to be fully completed within the allotted time period.

<u>Obvious displays of company names or logos in any manner during the oral presentation, such as on clothing, are frowned upon.</u>

PUBLICATION POLICIES

Copies of any tutorial documentation, to be provided to the tutorial participants, shall be copied and provided by the Tutorial Leader. Alternatively, copies of this material may be provided by the Local Conference Committee only if previously reviewed, approved and budgeted for by the local conference committee.

Acknowledgment of acceptance for presentation and the delivery of the final presentation schedule, for each tutorial, will be provided by the Technical Program Chair.

HOW TO PREPARE YOUR MATERIAL FOR PRESENTATION

It is the policy of the IEEE Pulp & Paper Industry Committee that all visual presentations are carried out via PC-direct video presentations (PowerPoint® Office 2007 or higher). PC-direct video presentations such as Microsoft PowerPoint® generally consist of a series of "slides." Your slides present a visual assistance to the speaker in emphasizing given points to the audience. However, poorly prepared slides or an ineffective use of the visual materials detracts from the presentation of the subject matter. Your tutorial presentations could be given in a large convention style room, thus slide clarity and readability should be considered.

1.   The <u>first</u> PowerPoint® slide should contain the tutorial title and the Instructor(s) name and include their title and employer's company name.

2.   All subsequence slides should <u>not</u> contain any company names or logos or vendor's brand names and logos or any other commercially recognized labeling. All slides, other than the first slide, shall contain NO commercial content of any kind! It is understood that some material to be presented may only be available as Vendor Sponsored presentations and/or documents therefore good judgment and reason shall prevail.

3.   Each slide should be used to illustrate only one or two points. <u>Excessive data or curves should be avoided</u>.

4.   Minimize written data on slides. Your audience has difficulty reading and listening simultaneously.

5.   Graphics and drawings need to be large enough and clear enough to be easily visible in a large conference room setting.

6.   No commercial content is allowed.

7.   You will be using your own computer for the presentation of your tutorial material. You should carry a backup of all presentation materials on an alternative media.

FACILITIES AVAILABLE FOR TUTORIAL PRESENTATION

The Lead Instructor shall provide his or her own PC to provide connection to the conference provided projection system.

Tutorial presentations should be reviewed by the Tutorial Sponsor and the Technical Program Chairperson at least 72 hours prior to the start date of the tutorial.

The following facilities are available for the tutorial presentation:

1. Podium, podium light and pointer.

2. Screen with projection facilities for PC direct video projection equipment using PowerPoint®.

3. Presentation review can take place before the day of the tutorial, depending on availability of AV equipment and crews.

4. Classroom type seating will be provided

5. A public address system with podium mike and/or lapel mike may be provided if the tutorial registration is high and/or the presentation room is very large.

6. Tables at the rear of the room for additional supporting documentation, visual aids or other supporting materials.

Tutorial Instructors requiring special facilities should advise the Technical Program Chair and the Local Conference Chairperson at least 60 days prior to the Conference. Otherwise, the Conference Committee provides no other facilities than stated above. The Local Conference Committee reserves the right to reject any special facilities requests.

If you have any question about this guide or about the IEEE / IAS Pulp & Paper Industry Conference or the committee please contact:

PPIC Technical Program Chair

IEEE PULP & PAPER INDUSTRY EXECUTIVE COMMITTEE

(Sponsor of the IEEE PULP & PAPER INDUSTRY CONFERENCE)

[Executive Committee Contacts](#)

Committee Chair

Technical Program Chair/Vice Chair

Drives & Control Subcommittee (DCS)

Process Control, Engineering, Maintenance & Construction (PCEMC)

Power Distribution Subcommittee (PDS)

Safety & Training Subcommittee (S&T)

Committee Secretary/Treasurer