IEEE 802 LMSC

**OFFICIAL TUTORIAL REQUEST FORM**

**TUTORIAL SPONSOR (WG Chair):**

# DATE SUBMITTED:

# Requester Name:

# Requestor Email:

1. **TITLE OF TUTORIAL:**
2. **NAME OF PRESENTERS, THEIR AFFLIATIONS AND CONTACT INFO:**

|  |  |  |
| --- | --- | --- |
| **Presenter(s) Name:** | **Affiliation:** | **Email Address:** |
|  |  |  |
|  |  |  |

1. **ABSTRACT: (a brief paragraph describing content of the presentation)**
2. **ALLOCATED DAYS AND TIMES: (Please indicate your 1st and 2nd choices below. All tutorials are scheduled on a first come first basis).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Session** | **Day** | **Time** | **Preference Ranking** | **Notes** |
| Tutorial #1 | Monday | 6:15-7:35 PM |  |  |
| Tutorial #2 | Monday | 7:45-9:05PM |  |  |
| Tutorial #3 | Monday | 9:15-10:35 PM |  |  |
| Other\* |  |  |  | Must be approved by 802 EC |

1. **DEADLINE DATE:**

All official tutorial request forms must be submitted no later than **45 days** in advance of the Plenary Session.

1. **CONFIRMATION OF SUBMITION:**

All official requests must be sent to the IEEE 802 Chair, Paul Nikolich at p.nikolich@ieee.org, and the IEEE 802 Executive Secretary, Jon Rosdahl at jrosdahl@ieee.org. A confirmation of your request will be sent within **10 days** of your submission.

Please also copy the following persons The IEEE 802 Recording Secretary, John D’Ambrosia at jdambrosia@ieee.org, and the Meeting Planner, Dawn Slykhouse at dawns@facetoface-events.com and Lisa Ronmark at lisa@facetoface-events.com.

1. **APPROVAL OR REJECTION OF TUTORIAL REQUEST:**

IEEE 802 Executive Secretary, Jon Rosdahl (jrosdahl@ieee.org), will correspond to confirm if your request has been approved or rejected.

1. **SCHEDULE:**

Approved Tutorial Requests will be assigned a time slot based on the order in which they were received. The Final Tutorial Schedule will be posted at <http://802world.org/plenary> and <http://ieee802.org> no less than **15 days** in advance of the Plenary Session. The Final PDF shall be filed 7 days in advance with the IEEE 802 Recording Secretary, John D’Ambrosia at jdambrosia@ieee.org, who will then post to the IEEE 802 Web page 5 days before the tutorial.