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 LMSC |

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 SUBMISSION:**

All official requests must be sent to the IEEE 802 LMSC Chair, James Gilb at gilb\_ieee@tuta.com, and the IEEE 802 LMSC Executive Secretary, Jon Rosdahl at jrosdahl@ieee.org. Confirmation of your request will be sent within **10 days** of your submission.

Please also copy the following persons The IEEE 802 LMSC Recording Secretary, Beth Kochuparambil at**bethk@ieee.org**and the Meeting Planners, Dawn Slykhouse at dawns@facetoface-events.com and Lisa Ronmark at lisa@facetoface-events.com.

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

IEEE 802 LMSC 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 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 LMSC Recording Secretary, Beth Kochuparambil at bethk@ieee.org , who will then post to the IEEE 802 Web page no less than 5 days before the tutorial.