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 | March 2: Tuesday | 10:00-11:20 AM ET |  |  |
| Tutorial #2 | March 3: Wednesday | 10:00-11:20 AM ET |  |  |
| Other\* |  |  |  | Must be approved by 802 EC |

1. **DEADLINE DATE: January 22, 2020**

All official tutorial request forms must be submitted no later than **38 days** in advance of the Plenary Session. (usually 45, but allowance due to late form availability).

1. **CONFIRMATION OF SUBMITION:**

All official requests must be sent to Paul Nikolich at [p.nikolich@ieee.org](mailto:p.nikolich@ieee.org) and Jon Rosdahl [jrosdahl@ieee.org](mailto:jrosdahl@ieee.org). A confirmation of your request will be sent by Juanuary 28, 2021.

Please also copy the following persons John D’Ambrosia at [jdambrosia@ieee.org](mailto:jdambrosia@ieee.org), Dawn Slykhouse at [dawns@facetoface-events.com](mailto:dawns@facetoface-events.com) and Lisa Ronmark at [lisa@facetoface-events.com](mailto:lisa@facetoface-events.com).

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

IEEE 802 Executive Secretary Jon Rosdahl ([jrosdahl@ieee.org](mailto: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 John D’Ambrosia at [jdambrosia@ieee.org](mailto:jdambrosia@ieee.org), who will then post to the IEEE 802 Web page **5 days** before the tutorial.