

Guidelines for Submitting Tutorial Proposals

Criteria for Selection of a Tutorial

- technical depth and breadth of the proposal
- breadth of interest of the topic and timeliness of the proposal
- coordination among the speakers and their complementarity
- completeness of the proposal
- ability of the speakers to give a tutorial

Composition and duties of the team offering tutorials

- Organizer / Contact Person: The organizer writes the proposal for the tutorial, selects and confirms the participation of the speakers, and coordinates all tutorial-related activities with the tutorial chairs, including coordinating contents and presentations. Organizer is responsible for timely interaction with the tutorial chair(s). An organizer MUST be one of the speakers.
- Organizer of a tutorial prepares the abstract that is submitted for proposal evaluation, and the one that is included in the conference program. It is very important to clearly specify the target audience.

Other tasks of the team

- a team, in consultation with the organizer, is expected to decide the distribution pattern of the total coverage among the speakers,
- team, as a whole, is responsible for preparing the slides in time and to strictly meet deadlines,
- each individual presenter is responsible to prepare an adequate number of references for his part only,
- under NO condition, a slide can have marketing and sales orientation.
- speakers give presentations on the day of the tutorial. Once a tutorial is accepted, the organizer is responsible to submit draft handouts in standard printable formats to be reviewed by the tutorial chair(s) (for distribution to the attendees).
- Draft handouts will be carefully reviewed by the tutorial chairs for clarity, and feedbacks will be provided to the speakers within a week's time. Final handouts are due to the tutorial chairs strictly within two weeks from the date of receiving the feedbacks. Please note that the deadline for submission of the final handouts cannot be relaxed under any condition.
- Tutorial Calendar for accepted tutorial proposals will be notified to the respective organizers after acceptance.

Content of the Tutorial Proposal

The proposal MUST include ALL the information listed below. Incomplete proposals will be at a significant disadvantage during the final tutorial selection.

- Title of the tutorial.
- Topic to be discussed.
- Complete contact information of the organizer.

- Names, affiliations and contact information of the speakers.
- An abstract of the tutorial, explaining the motivation of the tutorial and illustrating the contribution of each speaker. It should not exceed 2 pages.
- Target audience of the proposed tutorial
- Expected impact of the tutorial, e.g. how, in view of the tutorial- proposer, would the audience be benefited from their tutorial.
- If the proposed tutorial is similar to any of the recent tutorials at the VLSI Design Conference, cite the tutorial and state the similarities and differences with the current proposal.

The tutorial chair(s), on reviewing, may make necessary changes in the tutorial.

Points to be kept in mind for proposing a tutorial

- Preferred structure of a tutorial is to have 3 – 4 speakers.
- Tutorial speakers should preferably represent a variety of backgrounds and affiliations.
- A full-day tutorial is of about 6 hours duration.
- Often, the first speaker is an academic or a scientist, who broadly introduces the problem and describes the past work in the area, explaining the context and significance of the contents. Other speakers are expected to describe the approaches to solve the problem(s) that are the contents of the tutorial. A speaker is expected to be a good communicator, effective in explaining technical issues and solutions to a non-specialist audience.