As part of our Spring Conference 2009 we are planning a day of tutorials. The Tutorials will be taking place on the Monday (30th March). We are expecting a daily attendance of 150 plus for the main part of the event, and the Tutorials are an important “draw” to start the event. The following arrangements will apply to the providers of tutorials.

Remuneration: INCOSE will charge delegates an appropriate rate for attending and will provide a presentation room, catering, and pay the tutorial provider an honorarium at the rate below. This remuneration is designed to contribute to expenses and cover the cost of preparation and provision of course materials etc.

For each full day tutorial, the sum of £60.00 per head will be paid for the first ten paid Tutorial Registrants and £40.00 per head for each additional paid Registrant.

Remuneration will be calculated after the event based on actual attendance figures. Where the remuneration is claimed through a VAT registered company, we can accept a VAT invoice, otherwise we will simply remit the remuneration by cheque to the lead presenter.

AV and Course Materials: It is recommended that Tutorial providers bring their own computers and projection equipment, but screens, overhead projectors and flip charts/pens will be supplied by INCOSE on request. LCD Projectors and computers can be provided if booked in advance and the cost will be deducted from the tutorial fee. The Tutorial provider is responsible for ensuring that sufficient copies of any course material are provided for the number of delegates booked, with some contingency for late bookers.

Confirmation of Tutorial: A minimum of 5 participants must be registered for a tutorial to go ahead, but clearly numbers cannot be determined until shortly before the Conference. Experience indicates that Conference bookings will still be coming in at the last minute. Tutorial providers will be advised that their tutorial is running by the Wednesday (25 March 2009) before the conference at the latest. Attendee numbers are unlikely to be fixed before the Friday (27 March 2009). Participants on a withdrawn tutorial will be offered places on other tutorials that are not fully subscribed, so it is possible that numbers will increase over these last three days. INCOSE will endeavour to provide the most up to date information possible through the Tutorial Chair (Hazel Woodcock).

Catering: Refreshments and lunch for the tutorial day are provided free of charge for up to two tutorial presenters. Additional presenters will be charged £40.00 (including VAT) for the refreshment/lunch package, which will be deducted from the remuneration payment. Overnight accommodation and other meals are not provided by INCOSE UK. Travel costs will be borne by the Tutorial presenters.

Registration: Tutorial presenters must register for the event, although they only need to pay for attendance at the Conference on the 31 March / 1 April. Registration allows us to identify all participants, issue a comprehensive attendee list and determine the catering requirements.

Signing the form overleaf confirms your agreement to the terms above and your commitment to providing the tutorial as described in your Tutorial Proposal. Please use a separate form for each tutorial if you are offering more than one.

Queries: If you have any queries specifically about these terms and conditions, please contact Peter Lister, Finance Director, at peterlister@f2s.com or 07784185295. Any other queries should be addressed to the Tutorial Chair (Hazel Woodcock).
Agreement To Provide a Tutorial

I agree to present a whole day tutorial at the INCOSE Spring Conference on 30\textsuperscript{th} March 2009 in accordance with the Tutorial Terms & Conditions overleaf. The content will be as described in my Tutorial Proposal.

Title of Tutorial ………………………………………………………………………………………………………

Presenter Name ………………………………… Company ………………………………………

Name(s) of other presenters …………………………………………………………………………………

Contact Name (if different from above) ………………………………………………………………………

Contact Details:

Address ……………………………………………………………………………………………

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Telephone…………………… Email …………………………………………………

Please return this form to Hazel Woodcock via email at hazel.woodcock@uk.ibm.com