**Tutorial Proposal Template**

Format: Maximum 5 pages. All pages are formatted with margins of one inch on every side. All texts use single space, Times New Roman, black ink, and a font size of 11 or 12.

Recommended Sections:

1. Tutorial Title

2. Instructor Team: name(s), affiliation(s), and contact information

3. Abstract (No more than 500 words. Accepted abstract will be published through the conference website, program, and proceedings.)

4. Tutorial Outline (Outline shall only define the topics and subtopics. No detailed descriptions please. Time allocation and instructor breakdown by topics is recommended.)

5. Lecture Style and Requirements (Briefly describe the tutorial format, which may include traditional lecture, software/hardware demonstration, interactive audience polls/quizzes, worksheets, discussion, etc. Note any equipment or space requirements beyond a laptop and projector. Also list the targeted audience and tutorial difficulty level, including any pre-requisite knowledge.) Please include if you prefer give the tutorial in-person or online.

6. Instructor Biography (No more than 200 words for each person. Each biography shall include the qualifications most relevant to the proposal. Past tutorial/teaching experience and outcome can be highlighted. External website link can be included but may not be reviewed.)