**Submissions Due: November 19, 2021**

All Tutorials will be unclassified and open to the general T&E community. Abstracts should be noncommercial in scope, pertinent to technical topic, no longer than 500 words and releasable to the public. Please advise us if your abstract can not be posted prior to the workshop. ***If required by your organization, please start your internal release process as soon as possible.***

|  |  |
| --- | --- |
|  | As part of our attendee’s registration fee, they will receive access to the event’s proceedings.  While proceedings are only for ITEA’s members and the event’s attendees, by being on the web,  ITEA cannot guarantee that the public will not view any of this material. ***Please check the box at the left if you do NOT authorize ITEA to publish your presentation as part of the proceedings.*** |

**Please Note:**  If you would like to also submit a paper for consideration for publication in *The ITEA Journal of Test and Evaluation,* you will need to prepare a full manuscript that adheres to *The Journal’s* guidelines. This form DOES NOT take the place of the COPYRIGHT Agreement and Release Form that are required when submitting a paper for consideration for publication in *The ITEA Journal of Test and Evaluation*. Please contact us at [Journal@itea.org](mailto:Journal@itea.org) if you have any questions, or if you are interested in submitting your paper to *The Journal*, for the guidelines please visit <https://www.itea.org/submissions/>

Presentations at ITEA events should:

* Contribute technically sound knowledge in a particular area of test and evaluation;
* Present new knowledge or experience that has not been published previously; and,
* Not be commercial, marketing, or “infomercial” in nature. The presentation’s introductory slide is the only slide that may contain the presenter's company name and / or logo. Presentations that promote specific companies, organizations, products, or services are reserved for the Exhibit Hall or Vendor Track Sessions, and strictly prohibited in Pre-Workshop sessions (including tutorials, demonstrations, and other presentations), and the Workshop Plenary and Technical Track sessions.
* **Tutorials** are typically scheduled for either a half-day or full day, should include comprehensive presentations on well-established topics, and may include hands-on exercises on using various software and / or hardware tools.

|  |  |
| --- | --- |
| Title of Tutorial: |  |
| Primary Instructor’s Name: |  |
| Organization: |  |
| Address:  (City, State and Zip) |  |
| Phone Number: |  |
| Email: |  |
| Additional Author Name(s): |  |
| Organization(s): |  |
| Address(es):  (City, State and Zip) |  |
| Phone Number(s): |  |
| Email(s): |  |

|  |  |
| --- | --- |
| Abstract (max 500 words): |  |