**IEEE-PPIC Tutorial Presenter Checklist**

**Tutorial Title:**

****

|  |  |  |
| --- | --- | --- |
|  | Details | **Status** |
|  | Course abstract has been submitted prior to the 3rd week of October. (Late submissions may not be considered) |  |
|  | Course abstract is approved by a subcommittee, a sponsor is assigned & course has been accepted for possible presentation |  |
|  | Acknowledgment of acceptance and date of presentation has been received from PPIC Technical Program Chair |  |
|  | You have agreed to and confirmed the date of presentation to the PPIC Technical Program Chair |  |
|  | Draft of the tutorial materials completed 4 weeks prior to the presentation date at the conference |  |
|  | Draft of the tutorial materials has been reviewed by the Sponsor for commercialism and formatting |  |
|  | Final version of the tutorial presentation completed |  |
|  | Final version of the tutorial hand out materials completed |  |
|  | Final version of tutorial presentation and materials reviewed by sponsor for commercialism |  |
|  | You have registered for at least the portion of the conference that you are attending |  |
|  | You have requested the total registrations for your tutorial |  |
|  | You have made arrangements to make copies of the tutorial materials necessary for each participant at the tutorial |  |
|  | Presentation at the conference |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |