



OCEANS'08 MTS/IEEE KOBE-TECHNO-OCEAN'08
Kobe International Exhibition Hall, Kobe, Japan, April 8-11, 2008
<http://www.oceans08mtsieee-kobe-technoocean08.org/>
(short-cut: <http://oto08.org/>)

Call for Tutorial

Important Dates

Tutorial Abstract Submission Deadline	October 15, 2007 December 7, 2007
Acceptance Notification	November 15, 2007 December 21, 2007
Cancellation Notice (upon the number of attendees)	January 20, 2008 January 31, 2008 February 16, 2008
Course Notes Required Due for Duplication	February 29, 2008 March 9, 2008
Tutorials Presentation	April 8, 2008

Abstract Submission

The Tutorial Instructor/Instructor Team should submit a 500-word abstract on tutorial utility, focus and intended audience, to the OTO'08 Tutorial Committee by email, the address of which follows. In addition, they should include a 200-word biography, an outline of the material to be presented, and any supporting material useful for evaluation of tutorial merit and content. The Instructor/Instructor Team should also specify Tutorial Time; full day or half day.

Email Address: tutorial@oto08.org

Examples are available to see in the web site of Professional Tutorials in OCEANS'07 Aberdeen (<http://www.oceans2007europe.org/>).

Honorarium

The Tutorial Instructor/Instructor Team will receive 25% of the gross revenue from their tutorial, or a ¥30,000 (about \$250) honorarium, whichever is greater. The OTO'08 Tutorial Committee will pay this honorarium to them on site. Postage necessary to send the course notes master copies will be reimbursed to you. Please save the receipts. Other normal expenses, such as copying of course notes, room charge, basic AV rental, and break time refreshments, will be paid for by the OTO'08 Tutorial Committee. Please notice that the Tutorial Instructor/Instructor Team has to pay for his/her/their travel fare and accommodation.

Cancellation

One Tutorial requires at least 5 attendees. If the number of early registrants does not reach five, the tutorial will be cancelled. The cancellation notice will be sent to the Instructor/Instructor Team prior to February 16, 2008.

Registration Fee of Attendees

The fees of attendees for early registration are ¥15,000 (about \$125) per half-day course and ¥30,000 (about \$250) per full day. Those after cut-off date are ¥20,000 (about \$167) per half day and ¥40,000 (about \$333) per full day. The registration fee for each tutorial includes all course materials and refreshments during breaks.

Tutorial Times

The Tutorials will be held on April 8, 2008. The present plan is to have 10 tutorials. They can be full or half day tutorials. Times will be 9:00 to 12:00 for morning sessions and 13:00 to 16:00 for afternoon sessions. A 15-minute break is scheduled in the middle of each tutorial session. Full day tutorials will start at 9:00 am and finish at 16:00 pm with an hour for lunch and two 15-minute breaks.

Location

The Tutorials will take place in either the International Conference Center Kobe or Kobe International Exhibition Hall. Exact room assignments will be made prior to March 31, 2008.

General Tutorial Format

The format of the Tutorial is to be instructive, not commercial. The Tutorials should proceed along a general problem-solving line of reasoning, beginning with problem definition and

proceeding through proposed solutions. Course notes shall be presented to each attendee so that copious notes will not be necessary. It is appropriate to include some discussion of commercial equipment in the final portion of the Tutorial as examples of solutions to the problem. Instructors are encouraged to distribute their business cards to interested attendees who may wish to pursue future contact.

Copying of Course Notes

Course Notes will be provided to each tutorial attendee. The OTO'08 Tutorial Committee will assume the cost and logistics of B&W photocopying. Special flyers or color inserts can be inserted in the course notes or handed out separately, as desired by the instructor. To be included they must be delivered in adequate quantities with the course note master copies. Course notes should generally be limited to a maximum of 100 pages, with cover sheet. Course notes can contain copies of instructor viewgraphs and other references as deemed appropriate by the instructor.

November 12, 2007
OTO'08 Tutorial Committee

