



ION GNSS SATELLITE DIVISION

TUTORIAL POLICY & INSTRUCTOR REQUIREMENTS

Approved by Satellite Division Executive Committee February 2011

Updated January 2012

BACKGROUND

It is the plan of the Satellite Division (hereafter referred to as the “Division”) to directly offer short courses (a half day course of instruction) as a regular part of the ION GNSS conference activity. The goals and objectives of the Division sponsored short courses are to:

1. Complement and enhance the ION GNSS technical program.
2. Provide an additional funding base to support ION programs and to help subsidize ION GNSS registration fees.
3. Streamline the ION GNSS attendees’ registration and conference experience.

Tutorials will be organized and managed by an ION GNSS Tutorials Chair with support from the ION National Office.

APPOINTMENT OF TUTORIAL CHAIR

The Division’s Chair shall appoint an ION GNSS Tutorial Chair. The Tutorial Chair shall be approved by the Satellite Division Executive Committee at the Satellite Division Executive Committee’s September meeting, for the following year’s ION GNSS meeting.

While not a requirement, it is acknowledged that it is beneficial to have the Tutorial Chair serve for more than one year. However, the Tutorial Chair must be reappointed each year.

RESPONSIBILITIES OF TUTORIAL CHAIR: SELECTION OF TUTORIAL TOPICS & INSTRUCTORS

It is the objective of the Division to tailor short courses to meet the goals and objectives of the ION GNSS Conference. To accomplish this, the Tutorial Chair shall:

1. ***Propose a Draft of Short Course Topics & Proposed Instructors:*** The Tutorial Chair shall review the GNSS Call for Abstracts brochure and confer with the General Chair, Program Chair and Satellite Division Chair on pre-conference tutorial topics based on the *Instructor Eligibility Criteria*, and possible instructors.
2. ***Obtain Satellite Division Chair’s Approval of Proposed Topics and Instructors:*** The Tutorial Chair’s proposed slate of courses and possible instructors shall be approved by the Satellite Division Chair prior to instructor invitations being issued.
3. ***Invite Instructors:*** The Tutorials Chair shall invite instructors who meet eligibility criteria to present short courses on assigned topics.

4. ***Submit Final Slate of Tutorial Topics & Instructors (with full contact information) to the National Office by February 15.*** The National Office shall request course descriptions, outlines, required pre-requisites and instructor biographies directly from instructors. All instructor materials shall be due to the National Office no later than March 1.
5. ***Review of Tutorial & Recommendations for the Future:*** Tutorial Chair will review tutorial evaluation forms and make recommendations for future years at the September Satellite Division Executive Committee meeting.

INSTRUCTOR ELIGIBILITY CRITERIA

To avoid perceived conflicts of interest, the following will NOT be considered eligible to teach tutorials at the ION GNSS meeting under any circumstances: the Satellite Division Chair, ION GNSS Tutorials Chair and the ION President.

The following may be invited to teach tutorials, but would be exempt from an honorarium for their service: any current Satellite Division officer including the Satellite Division's Vice Chair, Secretary, Treasurer or International Technical Advisor. Satellite Division officers who opt to teach on a non-compensated basis would be provided with a statement of services rendered for tax/IRS purposes.

Any person not specifically outlined above would be considered eligible to teach a short course during the ION tutorial program and receive the published instructor honorarium as outlined in this policy.

Determination as to the implementation of this policy, or any questions regarding perceived conflicts of interest, shall be adjudicated based on the ION's Conflict of Interest Policy. Management's decisions shall be considered final.

INSTRUCTOR HONORARIUM

An honorarium* for teaching an ION GNSS short course will be provided at an annually established rate. If there is more than one instructor for a short course the total payment will be divided equally by the number of instructors, unless other arrangements have been made.

*** 2012 RATE: The 2012 rate will be \$140 per paid attendee up to 20 attendees, and then \$70 per attendee for each attendee above 20.**

Instructors acknowledge that there may be some participants attending their course for whom instructor will not be paid an honorarium, but for whom they will be required to provide complimentary materials. Complimentary attendees would be limited to ION GNSS Student Award Winners, the ION GNSS Tutorials Chair, select members of the ION GNSS Program Committee, and/or Satellite Division officers that would be attending tutorials for the purpose of course and instructor evaluation.

INSTRUCTOR RESPONSIBILITIES

Instructors are Required to Provide the Following by March 1:

- A short descriptive paragraph on their invited course (300 words or less). The description should include a reference that explains the knowledge level that someone taking the course would need to possess (i.e.: beginner, intermediate, advanced or other).
- A brief course outline/syllabus.
- A short biography (not to exceed 100 words) including instructor's name and affiliation.
- An electronic photo.
- A completed IRS W-9 Form (instructors will receive an IRS Form 1099 in January the year following the event).

On-Site Instructors Will Be Required to Provide the Following:

- Instructional Materials Used by Instructor: Instructors are responsible for preparing and bringing their individual presentation materials required for course instruction. ION will provide logistics and a standard AV set-up.
- Course Materials for Course Registrants: Instructors are required to provide BOTH paper and electronic course material/notes to all tutorial participants registered for their course.
 1. Paper Notes: Instructors shall provide paper copies of notes on-site. It is the responsibility of the instructor to prepare/duplicate materials and have materials available on-site.
 2. Electronic Notes: Colored electronic version (watermarked PDF files) of course notes shall be provided to all course attendees through the ION's web site by password protected download files.

Copyright for all course materials remain the property of the instructor. The ION will not distribute or reproduce these materials without permission. Instructors will be provided with the number of pre-registered students 2-3 weeks in advance of the course and advised that they should prepare materials for the number of registered attendees plus an additional 30% to accommodate late/on-site registrants.

- Presentation of Curriculum as Advertised: Instructors shall present materials advertised in the conference program at the time scheduled by the conference.
- Attendance List: A full list of those registrants who were in attendance at the course will need to be returned to the ION by the instructor immediately following the course.
- Evaluations: The ION will provide instructors with tutorial evaluation forms which instructors will be asked to distribute and collect.

Travel & Registration:

- Instructors are responsible to make and fund all their own travel arrangements.
- If instructors plan to attend the ION GNSS technical meeting, they are required to register for the conference and pay registration fees as outlined in the conference brochure.

CANCELLATION OF SCHEDULED TUTORIALS

The National Office reserves the right to cancel a tutorial due to low registration. Likewise, instructors may opt to cancel their tutorial if the attendance is fewer than ten registered attendees. Instructors cancelling their tutorial are asked to notify the National Office no later than three weeks prior in order to allow notification to registrants.