Guidelines for Tutorials at ISPRS Events
Version 1.2, 4 December 2004

I. General

1. Tutorials are beneficial, especially at larger ISPRS events (Congress, Symposia), because they enable participants to better follow the scientific and technical content of the sessions and they provide background and additional information. A call for tutorial proposals should be made for the Congress by the Congress Director, while for other events the decision to call for tutorials will be left to the Conference Organizers.

2. The topics of tutorials should neither be too broad, narrow or exotic. As a guideline, topics should cover topics of a maximum one to two ISPRS WGs. Selection of topics should take into consideration regional/local interests. They can cover theories and methods but also be practically oriented. Tutorials on new fields and applications are particularly encouraged.

3. Tutorials should be organized on 1-2 days before the event, and for small events (e.g. Workshops) they can be embedded in the event programme, but they should precede sessions on similar topics.

4. Tutorials can be either half-day in length (3-3.5 hours) or a whole-day (6-7 hours).

5. The language should generally be English, but tutorials in other languages should be encouraged, to enable greater participation of local or regional participants, who wish to better understand the subject.

6. In general, one instructor is preferred for each tutorial, but no more than 2 should present a half-day tutorial, or 4 should present a full day tutorial. In cases where more than one instructor presents a tutorial, one should be the tutorial convenor and be responsible for all contacts with the Conference Organizers. Each instructor should generally participate in only one tutorial. The instructors should be recognized leaders in their field and have appropriate didactic skills. Usage of WG officers and active WG members is encouraged.

7. The tutorials are intended to be educational, and thus promotion of commercial software or hardware of specific companies should be avoided in presentation and workbook, except for demos and hands-on work. Instructors should instead address, where applicable, the full spectrum of state-of-the-art technology available in the commercial market. Companies may present tutorials and promote their own products but such tutorials should be clearly declared as being organised by companies in all respective advert material.

8. To enhance the didactic value of the tutorials, appropriate teaching methods should be employed, including examples and case studies, live demonstrations, videos etc.

9. Registration, admission, participation fees, deadlines and the minimum and maximum numbers of registrants in tutorials are to be handled exclusively by the Conference Organisers.

10. The fees should be kept as low as possible (maximum SFr. 80-120 for half-day and SFr. 150-200 for a full-day). Reduced fees (generally by 50%) should be available for students up to 32 years old. Conference organizers can admit participants (e.g. local students) free of charge, if there is sufficient space for all paying participants to be comfortably accommodated.

11. The Conference Organisers have the right to cancel any tutorial that does not meet the minimum number of pre-registrations by a certain deadline. Such date should not be less than 1 to 1.5 months before the proposed commencement date of the tutorial, to give the instructors enough time to prepare their workbooks and presentation and arrange their travel. As a rule of thumb, the minimum number of participants should be 10 to 15.

12. Cancellation of a tutorial by the instructors must occur no later than 30 days before the tutorial, except in cases of documented emergency or illness. Otherwise, instructors shall be liable for

1 With acknowledgments to the Workshop Guidelines by Russell Congalton, The American Society for Photogrammetry and Remote Sensing, ASPRS.
expenses arising from the tutorial cancellation. This liability should be specified by the Conference Organisers and made known to the instructors at the time of acceptance of the tutorial proposal.

13. In case of tutorial cancellation by the Conference Organisers, registered participants receive a full refund. In case of registration cancellation by a participant, the refund policy shall be decided by the Conference Organizers. This policy should range from a full refund (minus a small administrative fee) for early cancellation to partial (or no) refund for late cancellations.

II. Submission of Proposals
Potential tutorial convenors should provide the following information to the Conference Organisers:

1. The title of the tutorial.
2. For each instructor, name, address, phone, fax, email, and tax information if applicable. In the case of multiple instructors, the name of the tutorial convenor.
3. The length of the tutorial – half or whole day.
4. The language of the tutorial, if not English.
5. A paragraph describing the goals/objectives and content.
6. A list outline of the topics to be covered.
7. A short paragraph stating the intended audience, including whether the content is introductory, intermediate, or advanced level.
8. Audio-visual equipment requirements, including projection equipment.

In addition, they should provide the following information:
- Short biography (250 words) of each instructor.
- Whether or not this is an established or a newly developed tutorial. If offered in the past, place and date information are to be provided, as well as a copy of the most current tutorial workbook.

III. Acceptance of Tutorial Proposals
Upon approval of a tutorial proposal, the Conference Organisers shall inform the instructors accordingly and also on the financial liability in case of unjustified cancellation, as well as methods available for payment of the remuneration to instructors (cash, bank transfer, cheque, credit card).

The tutorial convenors shall submit any changes to their original proposal (see II, points 1 to 8) for inclusion, as appropriate, in the Conference Program. No major changes to the original tutorial proposal shall be permitted, without permission of the Conference Organisers. Major changes to the tutorial program shall entitle the Conference Organisers to cancel an approved tutorial. Tutorial convenors shall also provide data necessary for payment of the instructors, as requested by the Conference Organisers (e.g. bank account).

IV. Workbook
1. The workbook should be limited to 50-70 double-sided pages for a half-day tutorial and 100-150 double-sided pages for a full day. The Conference Organisers shall decide on the maximum number of pages.
2. Every workbook should normally be a hardcopy printout of the intended presentation with 2 slides printed per page. Additional material, e.g. parts of other presentations, book parts, papers etc. can be included as long as the maximum number of pages is not exceeded.
3. The cover page will be provided by the Conference Organisers with clear indication of place, date and title of the Conference in which the tutorial will be presented, as well as tutorial title and instructor names. A figure related to the tutorial topic can be provided by the instructors to be included in the cover.
4. All workbooks shall be generally printed in B&W, except if the Conference Organisers decide otherwise.
5. The tutorial convenor shall be responsible for providing a tutorial workbook in final form (electronically and in hardcopy for checking) to the Conference Organisers three weeks before the tutorial, or less, if so permitted by the Conference Organisers. The Conference Organisers shall prepare copies of the workbook for all registered participants in hardcopy and/or CD. Hardcopy is encouraged to facilitate keeping notes during the tutorial.
6. Failure to meet the deadline will result in requiring the instructors to assume physical and financial responsibility for providing a workbook for each registered participant.

V. Policy Regarding Copyright, Rights and Material Usage
1. All copyrights of the workbook by the instructors should be clearly stated in the workbook with a clear disclaimer freeing the Conference from liability for any copyright infringements.
2. Instructors must ensure that permission is obtained for the use of any copyrighted material included in the workbook.
3. The Conference Organisers have explicit permission to: sell the workbook during the Conference to participants, other than the tutorial participants; record the tutorial in video for further use or broadcasting online (such usage should be according to agreed ISPRS activities) and; after the Conference, place an electronic form of the workbook on the ISPRS WEB site for free download. The Conference Organisers shall provide the ISPRS WEBmaster with an electronic copy of the tutorial workbooks no later than two months after the Conference.
4. After the Conference, only the ISPRS Council (apart from the tutorial instructors) shall decide on usage of the tutorial material for other purposes and will administer any profit made from it.

VI. Instructor Compensation
1. All tutorial instructors shall receive complimentary full registration at the Conference (excluding social, technical etc. optional events).
2. Remuneration for tutorial instructors should be paid as a minimum as follows:
   Instructors should receive 50% of the fees paid by all tutorial participants, 50% of the income from extra tutorial workbooks sold during the conference, and 50% of any other tutorial-related income during the Conference (e.g. through online broadcasting of the Tutorial to company employees).
3. The Conference Organisers shall keep the remaining 50% and are responsible for covering all tutorial expenses (room, audiovisual equipment, workbook reproduction etc.). The remuneration paid to all instructors of one tutorial can under no circumstances (i.e. irrespective of the Tutorial income) be less than SFr. 400 and SFr. 750 for a half-day and full-day tutorial, respectively, except if the tutorial instructors agree to a lower remuneration. The remuneration for a tutorial should be split among all instructors of a tutorial according to their contribution. This decision shall be taken by the tutorial instructors and the tutorial convenor should inform the Conference Organisers accordingly. Payment will be made according to the previously agreed method, with no extra costs (e.g. for bank transfers and cheques) to the instructors. The payment should be initiated not later than two months after the Conference and should preferably be made in cash during the Conference.

E. Baltsavias, Zurich, 4 December 2004