

## 47th DAC Full-Day Tutorial Submission Guidelines

The DAC Program Committee is now soliciting proposals for panel and tutorial sessions for the DAC technical conference. This is an overview of the proposal process, with suggestions for the form and content of full-day tutorials as well as a recap of the guidelines. Panels and hands-on tutorials are covered in separate addenda, which are accessible on the DAC website at [www.dac.com](http://www.dac.com). For further information regarding DAC submissions, call the DAC office 303-530-4333 or visit the DAC website.

**All proposals must be submitted via the DAC website, which includes up-to-date submission deadlines. This year proposals for Full-day Tutorials must be submitted by 5:00pm US Mountain Time (GMT-7) on October 26, 2009.**

### DAC Tutorial Selection Process

The DAC Tutorial Chair, helped by the Program and Executive Committees, determines which and how many tutorials are included in the DAC program. The Chair selects tutorials based on:

- the technical depth and breadth of the proposal
- the breadth of interest in the area and the timeliness of the topic
- the complementary natures of the speakers' expertise
- the completeness of the proposal
- the ability of the speakers to give a tutorial
- how well the topic fits within the overall content of the conference

### Who Is Involved In a Tutorial?

**Tutorial Organizer:** The organizer writes the proposal for the tutorial, selects and confirms the participation of the speakers, and coordinates all tutorial activities with DAC, including the content and presentations. Follow-through is critical. The organizer, who is often also a speaker, must also frequently interact with the DAC Tutorial Chair. The organizer writes the abstract that is submitted for proposal evaluation, as well as the abstract that will be included in the conference program. It is very important to detail the audience for which the tutorial is appropriate. Aside from the roles of potential attendees (e.g. EDA tool developer, academic), the final abstract must state the required background.

Other tasks of the organizer include:

- Determine how the coverage of material will be divided among presenters.
- Make sure the presenters prepare their slides in time to meet the published deadlines.
- Review slides for content and quality. Slides are often not very useful afterwards when the live lecture is not there to fill in the details.
- Make sure the slides have an adequate number of references, and do not contain marketing or sales pitches.

**Speakers:** The speakers give their presentations on the day of the tutorial. Once a tutorial is accepted, speakers must submit handouts to be given to the attendees. Generally a copy of the slides and a list of recommended bibliography are sufficient.

### Content of the Tutorial Proposal

Your proposal must include ALL of the information listed below. Proposals that do not include the requested information will be at a significant disadvantage during the selection and review process.

Be sure to include:

1. The title of the tutorial
2. The topic to be discussed
3. Complete contact information of the organizer (name, affiliation, city/state, and email contact information)
4. The name, affiliation, city/state, and email contact information for each speaker
5. An abstract of the tutorial, explaining the motivation for the tutorial and illustrating the contribution of each speaker (about 1-2 pages total)
6. If your topic is similar to those of tutorials held at a recent DAC, cite the tutorial and state the similarities and differences with your proposal.

Samples of abstracts from previously accepted tutorials can be found in the DAC Archives section of the DAC website at [www.dac.com](http://www.dac.com).

**IMPORTANT:** Do not submit your tutorial proposal until you have confirmed participation by all the speakers. Do not wait to find out if your tutorial has been accepted before obtaining confirmation.

Once the tutorial submission has been reviewed, the Tutorial Chair may make any changes to the tutorial deemed necessary, including:

- modify the topic
- add, remove, or replace proposed speakers

If multiple tutorial proposals are submitted with similar topics, the Tutorial Chair may choose to accept one over the others or to merge the proposed tutorials.

### **Selecting a Topic and Speakers**

First, the tutorial should be clear, informative, interesting, and timely. Please keep those qualifications in mind as you develop your topic ideas and speaker list. The topic should be relevant to one or more segments of DAC attendees. These include: DA developers, designers and engineers who use DA, managers of DA developers and users, embedded systems developers, and members of the EDA industry.

A good tutorial explores a single, high-level problem and preferably includes speakers with a single or a few clearly identified overall views, but with different experiences and background. Controversies are not appropriate for tutorial, nor are commercial pitches. Even if the flow or technology that is being illustrated is typified well by a given company offerings, efforts must be made to present it in a scientific and non-commercial way.

### **Tutorial Structure**

The preferred structure for a tutorial is to have three or four speakers. Tutorial speakers should (where possible) represent a variety of backgrounds and affiliations. Full-day tutorials run from 9:00am to 5:00pm, and include six hours of lessons, a one-hour lunch break and two ½ hour coffee breaks. They are held on Monday and Friday during the week of DAC.

Often the first speaker is an academic or a scientist, who broadly introduces the problem and describes past work in the area, putting the contents of the tutorial into context. The other speakers describe approaches to solving the problem, if possible, by providing information about user experience when applying them to real designs.

When selecting a speaker, choose a good communicator who is effective explaining technical problems to a non-specialist audience.

Consider that attendees expect to learn from a tutorial. Remember, speakers represent approaches and experiences, not companies. It is the responsibility of the organizer to choose speakers with complementary, interesting viewpoints on the proposed topic. It is the task of the speakers to expose those viewpoints during the tutorial.

For additional information, email: [valerie@dac.com](mailto:valerie@dac.com) or call Valerie Hay at (303) 530-4333x121.