

## DAC Full-Day Tutorial Submission Guidelines

Each year, the DAC Program Committee solicits suggestions for panel and tutorial sessions for the DAC technical conference. This is an overview of the suggestion process, with suggestions for both 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 from their respective submission pages.

Although this addendum covers **full-day tutorials**, we strongly encourage panel and technical paper submissions as well. It is worth spending time reflecting whether a **panel, tutorial, hands-on tutorial or technical paper** will be the best way to convey your message to the DAC audience. As in the past, there are separate deadlines for panel and tutorial suggestions, technical paper submissions and hands-on tutorial suggestions. If you would like further information regarding DAC submissions, please call the DAC office (303) 530-4333 or visit the web site at [www.dac.com](http://www.dac.com).

**Please note that all suggestions must be submitted via the DAC web site <http://www.dac.com>, which includes up-to-date submission deadlines.**

### 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 coordination among the speakers and their complementarity,
  - 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 coordinating content and presentations. Follow-through is critical. The organizer must also be prepared for timely interaction with the DAC Tutorial Chair. The organizer is often also a speaker.

The organizer writes both the abstract that is submitted for proposal evaluation, and the one that is included in the conference program. It is very important to detail for what kind of audience the tutorial is appropriate. Aside from the roles these people have (e.g. EDA tool developer, academic), the final abstract must state the required background.

Other tasks of the organizer include:

- Determining how the coverage of material will be divided among presenters.
- Making sure the presenters prepare their slides in time to meet the deadlines.
- Reviewing their slides for content and quality. Slides are often not terribly 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 that they do not contain marketing or sales pitches.

**Speakers:** The speakers give their presentations on the tutorial day. 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 the information listed below. Proposals that do not include the requested information will be at a significant disadvantage during the selection and review process.

Please include:

1. The title of the tutorial
2. The topic to be discussed
3. Complete contact information of the organizer
4. The names, affiliations and contact information of the speakers
5. An abstract of the tutorial, explaining the motivation for the tutorial and illustrating the contribution by 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 and from previously accepted tutorials can be found at <http://www.dac.com/40th/40acceptedpapers.nsf/browse>. 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 he deems necessary, including:

- modifying the topic,
- adding, removing, or replacing 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 Your 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. Controversy is 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.

#### *The Tutorial*

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 begin at 9AM, end at 5PM, and include **6 hours of lessons**, a 1 hour lunch break and two ½ hour coffee breaks. They run 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 the approach or approaches to solving the problem that are the content of the tutorial, 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.

Note: For further information email: [lee@dac.com](mailto:lee@dac.com) or call Lee Wood at (303) 530-4333x112