

Tutorial Proposal Form – for PCIC 2026
Please see notes on page 2 before submitting
Submit Biography of each instructor with the proposal.

The Tutorial Subcommittee strives to offer a tutorial slate that will appeal to a wide cross section of PCIC attendees depending upon their experience, discipline, and responsibilities. All tutorials are presented by subject matter experts and are intended to help experienced professionals update or refresh their knowledge base and to accelerate development of those new to the profession. The tutorial program is intended to provide all PCIC attendees with an opportunity to expand their PCIC experience, providing even more value as a result of their tutorial participation.

Any individual (s) interested in presenting a tutorial of topics relevant to PCIC attendees, is encouraged to fill out the form below. PCIC guidelines for non-commercialism available at the PCIC website are required to be followed for all presentations and handout materials. Due to limited time available for tutorials, each tutorial shall be of nominal four hours duration including a fifteen-minute break.

The Lead Instructor is responsible for submitting the completed form electronically to the Tutorial Subcommittee officers before the submission deadline.

All tutorial instructors are required to register for the PCIC Conference

Schedule:

- Lead Instructors submit proposals to Tutorial SC Chair..... November 1, 2025
- Tutorial SC Chair notifies lead instructor of tutorial status January 31, 2026
- Lead instructor submits CV of all instructors March 1, 2026
- Lead Instructor submits finished tutorial for non-commercialism check August 15, 2026

1.) Title of Tutorial: (see Note 1 below)

2.) Abstract (see note 2 below)

3) Lead Instructor:
(see note 3, 4 below)

Name: _____ Title _____
Company: _____ Telephone: _____
Address: _____
City/State/Zip: _____
Email: _____

4.) Other Instructor(s) Name & Company: (see note 5 below)

5) Biographies; (See Note 3 below)
Lead Instructor.

Other Instructors

Send the complete proposal and biography of each instructor to:

Janet Flores – Chair, iflo2007@gmail.com

Donna Bartling – vice chair – donna.bartling@qualitrocorp.com

Notes:

1. The title should accurately reflect material to be covered in the tutorial. It should be limited to a maximum one hundred Characters with spacing.
2. The abstract limited to one thousand Characters with spaces should summarize material to be covered in the tutorial and should be in complete sentences (no bulleted list). Please note that tabs, fonts, and bullets may be lost in formatting. Only the use of spaces and carriage returns will be retained.
3. **The lead instructor is responsible for all submissions and serves as the main contact for all tutorial** related correspondence. He or she is responsible for ensuring that the presentation and handout material (printed or electronic) is free from any commercialism to comply with PCIC policies. This includes logos and screen savers used in the slides used during the presentation.
The lead instructor shall submit Biographies of all the instructors. The biography of the instructors should be limited to one thousand characters with spaces. If there are more than two instructors, the total characters with spaces for all instructors should not exceed two thousand. Please note that tabs, fonts, and bullets may be lost in formatting. Only the use of spaces and carriage returns will be retained.

Information: Paper handout copies are not required for tutorials. Provide an electronic copy to attendees two weeks before tutorial so they can print a paper copy if needed. Bring an electronic copy to the PCIC to provide to the attendees that sign up for the tutorial at the PCIC. If paper copies are provided the power point slides should be printed with a maximum of two slides per page for clarity.
4. The number of instructors for the tutorial should be a minimum of two and a maximum of four (including the lead instructor) with not more than two from any one company or organization.