

Tutorial Guidelines

Objective

The SMTA is committed to providing its members access to the best training and continuous learning opportunities in the industry. This document outlines the mechanism by which tutorial programs will be solicited, selected, deployed, and assessed. The intent of these guidelines is to:

- Provide the highest quality tutorials to the industry
- Provide context applicable to current state of the industry
- Provide a fair and transparent means of tutorial selection
- Establish a feedback loop for continuous improvement of the tutorial program

Scope

Tutorials are courses developed and delivered by SMTA members, or industry professionals, to other SMTA members or members of the broader industry. These training sessions are typically associated with a technical conference but the procedure and policy also apply to Academy programs. The procedure and policies apply to all SMTA tutorials offered for a fee at any level within the organization or any geography.

Definitions

Program – An SMTA sponsored event at the international, national, or regional level. This includes events jointly sponsored by SMTA.

Program Leadership – The people chartered with developing or organizing a conference or other event where the tutorial will be co-located.

Program Committee is a team assembled for a particular program and is comprised of:

- SMTA Director of Education or Executive Administrator
- SMTA Technical Committee members as required
- The conference chair

SMTA Academy – a program comprised of a series of tutorials coordinated by SMTA Headquarters.

Tutorial Committee – A team of SMTA members and leadership responsible for the overall criteria for tutorials associated with the SMTA. Tutorial Committee members must be SMTA members

- SMTA Vice President of Technical Programs or designee
- SMTA Director of Education
- SMTA Technical Committee members as required

Members of the Tutorial Committee will be by invitation only and membership reviewed and ratified by the SMTA Board of Directors on an annual basis.

Procedure

Procedures provided here are for the development and maintenance of the overall, global Tutorial Program as well as how to execute for specific conferences.

General Tutorial Guidelines

Criteria for tutorials will be developed by the Tutorial Committee.

The criteria will be reviewed for continuity and potential conflicts. The Vice President of Technical Programs and the SMTA Director of Education will review the criteria on an annual basis for appropriate changes and updates. The original criteria and subsequent changes must receive SMTA Board of Directors approval.

Criteria will be posted on the SMTA web site. A feedback link will be associated with the criteria to solicit and collect input. Feedback will be compiled by the Director of Education and reviewed by the Tutorial Committee annually.

Changes to the guidelines will be distributed to a sample of past tutorial leaders for a comment period before ratification. Final guidelines will be posted on the SMTA web site.

Specific Conference Programs

The SMTA Education Staff will work with program leadership to determine the number of tutorials a program should target.

The Program Chair may appoint a Tutorial Selection Chair or subcommittee from within the program committee.

The SMTA will issue a call for courses through its web site, to all members, and through industry media. The call for participation should be released at least 16 weeks before the program date.

The call for courses can, and should, list specific topics of interest but in general should consider all topics associated with the goals of the SMTA and the needs of its members. The list of topics should come from the Program Committee, chapter surveys or the SMTA Technical Committee.

The SMTA will develop an appropriate submission form to encompass the procedures and policies referenced in this document. The application form will be available on the SMTA web site. Submissions must be compiled by the SMTA Education Staff and reviewed by the Program Committee based on pre-determined criteria. Selection and notification should be made at least eight weeks before the program date.

The decision of the Program Committee shall be final. Denied submissions seeking a second review can be forwarded to the Tutorial Committee in writing within five (5) days of rejection for a refereed review. In the event there is disagreement, the following process order will be used:

1st appeal:

- Program Chair
- SMTA Executive Administrator or Director of Education

2nd appeal:

Final decision:

SMTA Vice President of Technical

All courses will be rated by attendees on a scale of 1 – 7. Evaluation forms are to be collected by SMTA staff or other appointed individuals, not instructors. Tutorial attendee evaluations will be forwarded to the Director of Education and are considered the property of the SMTA. Tutorial presenters will be given a summary of all evaluation results, but will not be provided with copies of actual evaluation forms.

Tutorial presenters will be required to complete a survey capturing their views on the facilities, support staff, and the number and quality of participants.

Policies

Tutorial assessment criteria will be reviewed by the Tutorial Committee on an annual basis.

An option will be to review the criteria at the SMTA International Conference.

Course submissions from SMTA members will be given priority when evaluating and selecting tutorials.

Program Committee members who are offering tutorials in the same program should not participate in the tutorial selection process for the program.

Evaluation summary results will be shared with tutorial providers and the Tutorial and Program Committees only.

Tutorial materials are assumed to be the sole property of the tutorial presenter who, in turn, is responsible for content and any associated royalty, copyright, or other restrictions or citations.

Once instructors sign their event contracts they are expected to follow through with their participation in the program. Instructors who withdraw from the program after signing the contract, for reasons other than illness or serious family matters, will be re-evaluated before consideration for future programs. As part of the instructors' event contract, the tutorial attendees will receive a copy of presentation materials.

It is the sole discretion of the Program Committee to select tutorial programs.

Tutorials with a previous average cumulative score of 5.0 or less (out of 7) will not be considered without objective evidence of revision and improvement to the written and/or the presented materials. The review and approval will be at the sole discretion of the Program Committee.

Instructors with a course score of greater than 6.3 on a previously offered course will be recognized as a “Star Instructor” which will be noted in future offerings on the SAME topics as well as considered in the selection process.

The Program Committee has the option to cancel courses which do not attract a minimum number of attendees. Cancellations will be taken into consideration with future submissions by the same instructor.

Appendix

Tutorial Criteria Rating Form	Max	Rating
<i>Is the subject matter of value to the SMTA audience?</i> Would the subject matter draw attendees to a particular conference? Is this topic in high demand? Is it relevant?	7	
<i>Has this program been presented before at an SMTA Event?</i> If so, where, when, and approximately how many attendees per session? (information provided by SMTA staff). Note: if this is a NEW offering this criteria will be eliminated.	5	
<i>Course description and objectives</i> Quality of tutorial proposal. Is the tutorial and its objectives clearly defined? Is the presentation overview appropriate for the intended audience? <ul style="list-style-type: none"> • Scope defined • Duration appropriate for class length Is the material up to date? Expertise and experience of the presenter for the proposed topic.	15	
<i>Previous ratings – all sources</i> (information provided by SMTA staff)	5	
<i>Is the instructor an SMTA member?</i> (information provided by SMTA staff)	3	