**TEMPLATE TUTORIAL**

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| **Title** *A clear and concise title for the tutorial.* |
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| **Presenter(s)** *Names, affiliations, short biographies, and contact details of the tutorial presenters including bio photos.* |
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| **Abstract** *A brief description (maximum 300 words) of the tutorial content and objectives.* |
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| **Target Audience** *Indicate the intended audience, including their level of expertise (e.g., beginner, intermediate, expert).* |
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| **Learning Objectives** *Outline the key takeaways and skills that participants will gain from the tutorial.* |
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| **Duration** *Indicate whether the tutorial is designed for a half-day (3 hours) or full-day (6 hours) session.* |
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| **Content Outline** *A detailed outline of the tutorial’s structure, including session topics and approximate timing.* |
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| **Audio-Visual Requirements** *Specify any technical or logistical needs for the presentation.* |
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| **Previous Deliveries** *If applicable, list any conferences or events where the tutorial has been presented before.* |
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| **Financial Support to the Conference** *Financial Support to the Conference: Specify whether the presenters or their organizations are able to provide financial support to the conference (e.g., covering their own travel and accommodation costs or contributing to conference sponsorship).* |
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