

Guidelines for Teachers of IETF EDU Team Tutorials

Version 1, 2013-10-12

The Education (EDU) Team (<http://www.ietf.org/edu/>) manages the internal educational activities of the IETF with the goal of improving the effectiveness of IETF operations. We strive to improve the effectiveness of IETF leaders and participants by offering training sessions and educational materials that clarify their roles and responsibilities and prepare them to be more effective in their roles.

According to RFC 3935, “the mission of the IETF is to produce high quality, relevant technical and engineering documents that influence the way people design, use, and manage the Internet in such a way as to make the Internet work better.” Therefore, EDU activities are aimed at educating participants either on technical topics that affect current or planned IETF efforts, or on procedural topics that affect any aspect of participation and document development.

Those who volunteer to teach on technical topics are asked to consider the following points and questions in preparing for their session:

- Members of the audience will be experts in some areas of IETF work, but not in others.
- They are probably attending a tutorial in an area where they are not expert.
- Their goal is to learn the essentials of your topic *as it affects their own area of interest*.
- How will each aspect that you discuss affect other areas of IETF work? (*Not* how will it affect your own area of interest!)
- Give an overview, show the trade-offs and the relations to other areas or protocols, rather than drilling down into one particular solution (unless, of course, that solution is the whole point of the tutorial).
- This is not general education in computer networking; it’s OK to be selective in the choice of topics. It’s more important to cover topics that affect IETF work thoroughly than to cover everything superficially.
- This is not a research presentation, except if confirmed research results are directly applicable in the IETF right now.
- As always in the IETF, many people (often including the teacher) are not of English mother tongue, so please use good diagrams and simple language, and speak carefully.
- On the other hand, the audience is far from ignorant. Be prepared for hard questions.
- Q/A may be the most important part of the session, so allow ample time for it.
- The presentation may be recorded on video or streamed for remote participants. Also, people at the back of the room may have difficulty seeing the screen. Therefore, please
 - Supply slides well in advance, so that they can be made available on-line (with an announced URL);
 - If demonstrating a feature, describe and explain what is on the screen;
 - Repeat questions that are not asked at a microphone.

Those who volunteer to teach on procedural topics (standards process, working group procedures, document production, tools, etc.) can apply several of these same guidelines, and should remember that most IETF participants see procedure mainly as an obstacle to their work. They are mainly interested in the question “What must I do next to make progress with my draft?”
