

## ACM/SIGCHI Author Kit for Demonstration Presenters

Congratulations on having your submission accepted! This kit has been put together to give you guidelines for what to do next. Please read through this now, so you will be familiar with the timetable and work required. You must follow the enclosed instructions and timetable in order to have your accepted submission included in the ACM/SIGCHI publications, and to have a good presentation at the conference.

### ***Contents of the Author Kit:***

- *How to Produce a Camera Ready Document* -- Directions for producing and sending in three (3) camera-ready copies of your two (2) page submission to be included in the Conference Extended Abstracts. Due by **13 December 1999**.
- *How to Prepare for Presenting at the Conference* -- Directions for preparing your talk and visual aids for presentation of your accepted submission at the CHI Conference.
- *Audio Visual and Computer Request Form* -- Must be filled out and returned to the Conference Office for any audio visual or computer use during your presentation. Due by **13 December 1999**.
- Please complete the enclosed *ACM Permission and Release Form and ACM Video Release Form*. Due by **13 December 1999**.
- *Speaker Orientation Information*

### ***By 13 December 1999***

A package including the following must be sent to the Conference Office:

- **Three (3) copies** of the camera-ready document to be included in the *ACM/SIGCHI Conference Extended Abstracts*
- Completed Audio Visual and Computer Support Request Form
- Completed ACM Permission and Release Form and Video Release Form.

***For your information:***

- The *Audio Visual and Computer Request Form* is your final request. This form must be sent in if you are using any audio visuals or computers (including your own) during your presentation.
- ACM will build an electronic version of your document based on your camera-ready document as part of the ACM Digital Libraries.
- We plan to have the presenters set up their demo in advance on a computer kept aside for them. **We will schedule the timing for this demo preparation with you by email**, when the time of the conference comes closer.
- There is sometimes confusion about the different kinds of demonstrations at the conference. Let us clarify this:

**Formal demonstrations** are demonstrations that are carried out on stage in front of an audience, much like a normal paper presentation. The main difference with a normal presentation is that focus of the presentation is on the use of whatever it is that is being presented, and that this usage is shown live on stage.

**Video demonstrations** are quite similar to formal demonstrations, but instead of showing a live demonstration, videoclips are used to demonstrate usage. Usually this is done because the demonstration on stage is not possible, for instance a methodology that is carried out over a period of time, or an intelligent building which can not be rebuilt easily near the conference center.

Your submission falls in either of these two categories. In addition, there are two other kinds of demonstrations going on at the conference.

**Participatory demonstrations** follow a formal or video demonstration. During a participatory demonstration you are given the chance to interact with attendees, and show selected parts of your demonstration in a more personal setting. We strongly encourage you to also participate in this demo session, in addition to the presentation.

**Walk-in demonstrations**, finally, are **not** a part of the official program of the conference. The walk-in demonstration area provides attendees from the conference to show their demonstrations, and as such it is a facility for showing **informal demonstrations**.

***If you have questions about:***

- Preparing your camera-ready document - ask the Chair for your submission category
- Preparing to present at the conference - ask the Chair for your submission category
- Your style files - retrieve from <http://www.acm.org/sigchi/chipubform/>

***ACM/SIGCHI Conference Office Address:***

**703 Giddings Avenue  
Suite U-3  
Annapolis, Maryland 21401 USA  
+1 410 263 5382**

***Checklist:***

Prepare your presentation and practice presenting.  
Register for the CHI conference.  
Make your housing and travel arrangements.  
Watch out for email from the Demos Chairs for coordination of the Demo Preparation Schedule.  
At the conference site, prepare your demo as coordinated with the Demos Chairs.  
At the conference use the Speaker Preparation and Speaker Rehearsal rooms as needed.  
Attend the Speaker Orientation on the day of your presentation to hear the latest on-site instructions and issues which may affect your presentation.

***Have a great presentation and enjoy the conference!***