

## ACM/SIGCHI Author Kit for Organizational Overview 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 section 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.**
- *ACM Permission and Release Form* -- An ACM Permission and Release Form is required for your Extended Abstracts Summary. You are retaining copyright of your summary. See "*How to Prepare a Camera Ready Document*" for information about your copyright notice. Please be advised that your summary will not be included in the Extended Abstracts if the required format is not followed. **Due by 13 December 1999.**
- Sample Copyright Release Form-- For copyrighted materials.

### *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*
- *Copyright Release Form* for copyrighted material (if applicable)

### *Before the Conference*

Prepare presentation of your submission with visual aids as needed. Your Session Chair will contact you to arrange to review your visual aids before the conference.

### *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.

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

Preparing your camera-ready document -- ask the Organizational Overview Co-Chair

Preparing to present at the conference -- ask the Organizational Overview Co-Chair

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  
Phone: +1 410 263 5382**

***Checklist:***

Prepare your presentation and supporting visual aids and practice presenting.

Let your Session Chair review your visual aids, and modify them accordingly.

Register for the CHI conference; make your housing and travel arrangements.

At the conference, use the Speaker Preparation and Speaker Rehearsal rooms as needed, and attend the Speaker Orientation on the day of your presentation (complimentary orientation for only one presenter per accepted submission), to hear the latest on-site instructions and issues which may affect your presentation.

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