

## How to Prepare Your Tutorial Notes

Carefully follow these instructions for preparing your tutorial notes for CHI 2000 as we will be unable to send your notes back for revision.

The most effective tutorial notes:

- promote active learning during the tutorial, because they have structured space for recording data from demonstrations, answers to exercises, results of group mini-projects, etc.
- serve as a reference after the conference, because they contain a lot more information than just copies of your slides and overhead transparencies.

Many thanks for following these important guidelines!

Liam Bannon and Alan Edwards  
CHI2000 Tutorial Co-Chairs

---

### Deadline

Your notes must be received by **20 December 1999**.

**Please note:** Due to the publication deadline for this international Conference, you can not change the title of your tutorial. The covers for the tutorial notes will be printed very early and we will use the title provided with your submission.

### How many copies to submit

Please submit two (2) copies of your tutorial notes. We need the second copy in case the first copy is accidentally damaged during printing. (You should also keep a copy for your own use.)

### What the notes should contain

Please include the following items in the order given. Required items are so noted.

- title page (required)
- agenda (required)
- table of contents (required)
- brief biographical sketch(es) of the instructor(s) (required)
- list of objectives for the course (required)
- introduction or abstract (required)
- copies of all slides and/or overhead transparencies (required)
- worksheets
- any other original materials
- readings
- bibliography

If you need to vary this list because of the content or presentation style of your tutorial, please consult the Co-Chair who is serving as your liaison (Liam Bannon and Alan Edwards).

## How the notes should be formatted

*Title page.* The title page should contain the title of the tutorial; the name, affiliation, and address of each instructor; and the words "CHI 2000 Tutorial" (note that there is no apostrophe in the CHI 2000 conference name). The information should be centered on the page.

*Table of Contents.* The table of contents should say "Table of Contents" at the top, and should give the page numbers of the major sections of the notes.

*Agenda.* The agenda should say "Agenda" at the top and should show the schedule of the day's activities. Please see the section called "Schedule for the Tutorial Day" in the cover letter of this author kit for the start, end and break times for your tutorial.

*Brief biographical sketch(es) of the instructor(s).* The biographical sketch page should say "Instructor Biography" or "Instructor Biographies" at the top, and should include a one-paragraph biographical sketch of each instructor.

*List of objectives.* The list of objectives should say "Objectives of the course" at the top, and should spell out, in a bulleted list, what participants can expect to learn during your tutorial.

*Copies of slides and/or overhead transparencies.* Please follow the guidelines in "How to Prepare for Presenting at the Conference," included with this author kit, when preparing your slides or overhead transparencies. Please photo-reduce them for inclusion in your tutorial notes, so that there is sufficient space on the page for participants to take notes. You can arrange the page so that the space for notes is either beside the slide or below it.

*Worksheets.* We encourage you to include workbook-type pages where participants can enter data from your demonstrations, respond to questions that test their understanding of the course material, record the outcomes of their group exercises, etc.

*Any other original materials.* Please format any other original material in a way that is easy to read.

*Readings.* If you are including reprints of copyrighted papers, book excerpts, etc, in the notes, it is your responsibility to secure permission from the holder of each copyright. You can use the sample copyright form, included, to do so.

*Bibliography.* The first page of your bibliography should say "Bibliography" or "References". If you are providing a list of resources other than literature, please label the page appropriately.

*Margins.* Please use at least one inch margins (top, bottom, left, and right). The footer should appear with the bottom margin.

*Page numbers.* Please use small Roman numerals to number the pages for the table of contents, biographical sketch(es), agenda, and list of objectives. Please use Arabic numbers to number the remaining pages. All pages except the title page should have page numbers. The table of contents should be page 1.

*Footers.* Each page of the notes should have a footer that says "CHI 2000" on the left-hand side, the page number in the middle, and the instructor(s) name(s) on the right-hand side. You can use the footer of this document as an example. Please refrain from putting your company or university name on each page.

### **A few policies:**

1. If you are including copyrighted material in your tutorial notes, it is **your responsibility** to obtain permission to use that material. You can use the sample **copyright release form**, included, for this purpose.
2. Your notes **must** include copies of all the slides and overhead transparencies that you plan to use and any supplementary materials.
3. Include only the slides and transparencies that you actually intend to use, not any extras. Attendees feel cheated if you don't talk about every slide in their notes.
4. Please ask some colleagues to review your notes for usability before you send the notes to us. We cannot send them back to you for revision.

### **Where to send the notes**

Please send your tutorial notes to the Tutorials Co-Chair;

**Alan Edwards**

Unisys B-308

Township Line and Union

Meeting Roads

Blue Bell, PA 19422

USA

Tel: +1 215 986-4626