

## CHI 2000 INFORMATION FOR TUTORIAL INSTRUCTORS

Dear CHI 2000 Tutorial Instructor,

Congratulations on having your tutorial accepted for CHI 2000!

This author kit has been put together to give you information about what you need to do, when you need to do it, and how to do it so that your tutorial is a great success. Please read this information now so that you have a complete understanding of what you will need to do over the next few months. You **must** follow the enclosed instructions and timetable so that your tutorial notes will be ready to be published.

If you have any questions please contact the conference office at +1 410-263-5382.

### *Contents of the Author Kit*

In addition to this information, your author kit includes:

- Checklist
- Forms
  - CHI 2000 Audio-Visual and Computer Request Form for Tutorial Instructors.
  - ACM Tutorial Notes Release Form (if more than one tutorial instructor, please make additional copies)
  - Sample Copyright Release Form
  - ACM Permission and Release Form
  - Tutorial Supplies Request Form
- Guidelines
  - How to Prepare Your Tutorial Notes
  - How to Prepare for Presenting at the Conference
  - How to Produce the Camera-Ready Document

### *Information about the forms you need to sign and return*

#### Audio Visual Computer Request Form

Even if there has been no change in the audio-visual and computer support that you requested in your tutorial submission, you must still complete and return the CHI 2000 Audio-Visual and Computer Request Form for Tutorial Instructors. If you don't return this form on time, you will not receive AV or computing equipment for your tutorial.

#### ACM Tutorial Notes Release Form

The ACM Tutorial Notes Release Form must be completed by *each* tutorial instructor; please make copies for additional instructors. This form must be submitted by postal mail, because ACM must have original signatures on file.

### Sample Copyright Release Form

If you are reprinting any copyrighted material in your tutorial notes it is your responsibility to obtain all copyright releases and to maintain accurate records of them. Please see enclosed "Sample Copyright Release Form."

### Tutorial Supplies

If your tutorial will be needing supplies please be sure to fill out the enclosed form and return it to the conference office. It is very important that you be specific and indicate the quantity of the supply that you will need on the form.

### ***Speaker Orientation***

A speaker orientation will be held for tutorial instructors on Sunday, 2 April and Monday, 3 April at 7:00 am in the Vermeer Lounge on the Ground Level of the Netherlands Congress Centre. At least one instructor from your tutorial must attend the speaker orientation on the day of your tutorial. Important (and last minute) information will be distributed by the Tutorial Co-Chairs and by the Technology Support Co-Chairs.

### ***Tutorial Room Setup***

Conference management will set up all tutorial rooms Classroom / School room style. This style means that the room will be set up with rows of narrow tables with seating for three persons at each table or the room will have permanent auditorium seating with fold-up desktops. If your tutorial requires a different set up, please contact the conference office, and check the appropriate choice on the Tutorials Supplies List Form.

### ***Schedule for the tutorial day***

7:00 am	Speaker Orientation
8:30 am	Tutorial begins
10:00 - 10:30 am	Coffee Break
12:00 pm	Morning session ends
12:00 - 1:30 pm	Lunch break
1:30 pm	Afternoon session begins
3:00 - 3:30 pm	Coffee break
5:00 pm	Tutorial ends

### ***Compensation policy for full-day tutorial***

Based on revised SIGCHI policy, an honorarium of \$2,000 will be awarded for presenting a full-day tutorial and \$1,000 for a half-day tutorial presentation. If your tutorial has two or more instructors, the honorarium will be shared among them. Instructors must pay for their own travel, subsistence and conference registration. Each tutorial instructor will receive a copy of the tutorial notes for the tutorial that they are presenting.

Additionally, CHI 2000 is offering extra tutorial notes to the instructors. For each tutorial the instructor or group of instructors may request a maximum of 4 tutorial notes.

### ***Book sales during the exhibits***

If you are the author of a book that your tutorial participants might like to purchase at the conference, please urge your publisher to become an exhibitor at CHI 2000. For more information your publisher may visit the CHI 2000 web site at [www.acm.org/chi2000](http://www.acm.org/chi2000) or they may send email to [chi2000-exhibits@acm.org](mailto:chi2000-exhibits@acm.org). If your publisher is already exhibiting at CHI 2000 please suggest that they have plenty of copies of your books on hand to sell at the conference.

### ***Contact your tutorials co-chair if you need more information***

If you have questions or need additional information, please contact the tutorials co-chairs via e-mail under [chi2000-tutorials@acm.org](mailto:chi2000-tutorials@acm.org).