

CHECKLIST

for CHI 2000 Tutorial Instructors

Below is a checklist for you to follow as you prepare your Tutorial deliverables for CHI 2000. All items must be sent via postal mail or courier by **13 December 1999**. Check off each item as you complete it.

Please mail the following items to:

CHI 2000 Conference Office
703 Giddings Ave., Suite U-3
Annapolis, MD 21401
USA

√	What to send	Number of copies
	CHI 2000 Audio-Visual and Computer Request Form for Tutorial Instructors	1
	Copyright Permission for use of other copyrighted material	1
	ACM permission & release form	1
	Tutorial supplies request form	1

Please mail the Tutorial Notes and Tutorial Notes Release Form by 20 December 1999 to:

Alan Edwards
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Township Line and Union
Meeting Roads
Blue Bell, PA 19422
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Tel.: +1 215 986-4626

√	What to send	Number of copies
	Tutorial notes	2
	ACM Tutorial Notes Release Form	1 for each instructor