

Tutorial Supplies

MUST BE ORDERED IN ADVANCE!

No possibility to purchase tutorial supplies during the conference.

Please choose from the following supply list for your necessary tutorial supplies.

If quantity is not specified the tutorial will receive one of the checked item.

- _____ A4 Blank White Paper
number of reams _____
- _____ A4 White Lined Paper (Loose leaf/3 ring binder holes)
- _____ A4 Lined Note Writing Pad
Yellow (minimum number necessary _____)
White (minimum number necessary _____)
- _____ A4 Transparencies (minimum number necessary _____)
- _____ Transparency markers
Assorted colors 4-pak (minimum number necessary _____)
- _____ Dry Erase Markers
Red (minimum number necessary _____)
Blue (minimum number necessary _____)
Green (minimum number necessary _____)
Black (minimum number necessary _____)
Assorted colors 4-pak (minimum number necessary _____)
- _____ Dry Erase Markers (FAT, CHISEL TIP)
Black (minimum number necessary _____)
Red (minimum number necessary _____)
Blue (minimum number necessary _____)
Green (minimum number necessary _____)
Assorted Colors 4-pak (minimum number necessary _____)
- _____ Dry Erase Markers (FINE POINT)
Black (minimum number necessary _____)
Red (minimum number necessary _____)
Blue (minimum number necessary _____)
Green (minimum number necessary _____)
- _____ Pencils (#2) (minimum number necessary _____)

- _____ Ball Point Pens
 - Blue (minimum number necessary _____)
 - Black (minimum number necessary _____)
 - Red (minimum number necessary _____)

- _____ Felt Tip Pens (FINE POINT)
 - Red (minimum number necessary _____)
 - Blue (minimum number necessary _____)
 - Green (minimum number necessary _____)
 - Black (minimum number necessary _____)

- _____ Highlighters (FAT, CHISEL TIP)
 - Yellow (minimum number necessary _____)
 - Green (minimum number necessary _____)
 - Blue (minimum number necessary _____)
 - Orange (minimum number necessary _____)
 - Pink (minimum number necessary _____)

- _____ Pencil Sharpener (manual) (minimum number necessary _____)

- _____ Masking Tape (minimum number necessary _____)

- _____ Transparent Tape Rolls (minimum number necessary _____)

- _____ Crayons
 - Box of 8 (minimum number necessary _____)
 - Box of 24 (minimum number necessary _____)
 - Box of 64 (minimum number necessary _____)

- _____ Washable Color Markers
 - 8 assorted per box (minimum number necessary _____)

- _____ Markers Permanent (FAT)
 - Black (minimum number necessary _____)
 - Blue (minimum number necessary _____)
 - Red (minimum number necessary _____)

- _____ Markers Permanent (FINE POINT)
 - Black (minimum number necessary _____)
 - Blue (minimum number necessary _____)
 - Red (minimum number necessary _____)
 - Green (minimum number necessary _____)

- _____ Glue Stick (minimum number necessary _____)

- _____ Post-It (yellow) (minimum number necessary _____)
 - 3 X 3 (minimum number necessary _____)
 - 3 X 5 (minimum number necessary _____)
- _____ 5 X 8 Index Cards , lined (minimum number necessary _____)
- _____ Scissors (minimum number necessary _____)
- _____ Adhesive/Stick On Name Tags (minimum number necessary _____)
- _____ Flip Chart Stand (minimum number necessary _____)
- _____ Flip Chart Paper Only (minimum number necessary _____)
- _____ Stapler (minimum number necessary _____)
- _____ A4 Clipboard (minimum number necessary _____)
- _____ Boards (4ft x 8ft) (minimum number necessary _____)
 These are used for displaying/hanging materials.

Only the items listed above are pre-approved, in reasonable quantities, by CHI 2000. If you wish to request specialty items, list them below and we will submit your request for authorization.

Other (Please be specific!)

<u>Quantity</u>	<u>Item Description</u>	<u>Size</u>	<u>Color</u>

Please check if you need a special **room setup** for your tutorial
 (The default set up is Classroom style - narrow tables with 3 chairs per table):

- _____ Conference room (one table with chairs set around)
- _____ Theatre style (rows of chairs)
- _____ Round tables (round tables with 6-8 persons per table)
- _____ Other (please include a sketch)

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