

ACM/SIGCHI Technology Support Speaker Request Form

Please complete the following information concerning your computing and audio-visual needs. Return the form with your Author Kit to:

CHI Conference Office
703 Giddings Avenue, Suite U-3
Annapolis, MD 21401
chi2000-office@acm.org

If you have any questions, please contact your Area Chair. Assigned equipment will be posted on the Web in early February. CHI 2000 will make every effort to provide what you request, but final equipment decisions will need to be assessed by the CHI committee.

Your Information (please print)

Paper title: _____

Speaker Name: _____

Company Name: _____

Street Address: _____

City, State, Zip, Country: _____

Phone Number: _____ Fax number: _____

Email Address: _____

Type of venue (please check one):

- Tutorial
- Paper
- Panel
- Video paper
- Live demonstration
- Video demonstration

Presentation Information (Office use only)

Paper number: _____

Session name: _____

Meeting Room: _____

Start Date: _____ Start Time: _____

Technology Support Requirements

Please indicate your standard & special technology needs below.

Computer Support

Standard

The standard setup is one computer (either PC or Macintosh) with CD-ROM and Zip drive.

- Macintosh (Power Mac, G3 300Mhz, 64Mb, 6.4 Gb) with Zip drive, CD-ROM, and ethernet
MacOS 8.6, Office 98, Netscape Navigator 4.6, Internet Explorer 4.5
- PC (Compaq PII 350Mhz, 64Mb, 4.3Gb, 8Mb video) with Zip drive, CD-ROM, and ethernet
Windows 98 or NT 4.0, Office 2000, Netscape Navigator 4.6, Internet Explorer 5.0

Software versions are indicated up to the current state; the actual configuration might be this or a later version.

Special

If the above is not sufficient, please specify additional computer needs. However, we may not be able to meet all special computer needs.

- Computer (specify): _____
- Operating system (specify): _____
- Peripherals (specify): _____
- Other (specify): _____

Audio Support

Standard

Standard audio includes a clip-on or podium microphone and a connection from the computer sound output to the room's audio system, including the ability to play CDs.

- Podium microphone (specify how many): _____
- Wired clip-on microphone (specify how many): _____

Special

If the above is not sufficient, please specify additional audio equipment needs. However, we may not be able to meet all special audio equipment needs.

- Audio cassette player
- Other (specify): _____

Visual Support

Standard

Standard visual support will consist of: 1 35mm slide projector, 1 overhead projector, VHS (NTSC and PAL) video decks, and 1 LCD projector (1024x768) that supports *non-simultaneous* projection of the other devices. Please indicate which equipment you will need; this will enable us to use the extra equipment to support special requests.

- Overhead projector
- 35mm slide projector
- VHS video (NTSC)
- VHS video (PAL)
- LCD projector (1024x768 resolution)

Special

If the above is not sufficient, please specify additional visual support needs. However, we may not be able to meet all special visual support needs.

- Resolution other than 1024x768 (specify): _____
- Simultaneous projection (describe): _____

- Additional overhead projectors, slide projectors, etc. (list): _____

Internet Access

Relying on the Internet for live presentations can be risky. Therefore, we encourage you to request Internet access only if it is absolutely necessary for your presentation and to be prepared to give your presentation without the Internet should the need arise.

- Live internet access (describe how you plan to use it): _____

Technology you will bring

Please list any computer hardware, software, cables, or other electrical equipment you plan to bring with you. Also list any contingencies (e.g., hardware, operating systems) that you are aware of.

Technology support summary

To help us ensure that we understand your needs, please describe briefly how you plan to use the equipment you have requested or any additional equipment you plan on providing yourself.
