

## CHI 2000 Author Kit Overview for Workshop Organizers

Congratulations on having your submission accepted! This kit has been put together to give you guidelines for what to do next. Please read through this page now, so you will be familiar with the timetable and work required. You must follow the enclosed instructions and timetable in order to have your accepted submission included in CHI 2000 publications, and to have a good presentation at the conference.

### *Contents of the Author Kit:*

- *How to Produce the Camera-Ready Document* - Please follow the directions for producing three(3) camera-ready copies of your Extended Abstracts Summary (**one** page) to be included in the *Extended Abstracts*. Let us remind you that although this document has **two pages**, your abstract is supposed to be **one page** only ! You may get template file(s) from <http://www.acm.org/sigchi/chipubform>. **Due by 13 December 1999.**
- Please note that an *ACM Permission & Release Form* is included for your *Extended Abstracts*. You are retaining copyright of your summary. This form must be returned or your summary will not be published.
- Sample Copyright Release Form for Copyrighted Material

### *Publicity:*

- Publicity for CHI 2000 Workshops will be professionally handled by the CHI 2000 publicity contractor, Rosemary Wick Stevens. Her email address is: [rws@publicizeit.com](mailto:rws@publicizeit.com).
- She will work with you to get your CFP into the hands of everyone you think should receive it.
- Rosemary will handle postings about Workshops to chi-announcements, so that the list is not spammed with many individual postings.
- Workshop CFPs will be included in both the print and on-line versions of the CHI 2000 Advance program.
- Workshop CFPs will appear in the January 2000 edition of "SIGCHI Bulletin."
- You should send **personal invitations** to key individuals whom you believe to possibly contribute to the success of the workshop. If you held a predecessor workshop, or presented a tutorial on similar topics, you may consider inviting some of the people who attended. The same applies to people you met at previous CHIs or other conferences, or from certain companies or organizations. When making use of a private workshop web site, you should also consider adding the workshop URL to your e-mail signature.

### **Web Site Policies:**

- Some Workshop organizers create web sites for their workshops. If you have a web site for your Workshop:  
  
**DO** provide information about the content of your Workshop.  
  
Do **NOT** provide logistical information about fees, submission deadlines, etc. Instead, refer people to the CHI 2000 web site: [www.acm.org/chi2000/](http://www.acm.org/chi2000/)
- If you want to request a link from the CHI 2000 web site to your Workshop's web site, please send your URL to the Workshops Co-Chairs at [chi2000-workshops@acm.org](mailto:chi2000-workshops@acm.org).
- Please note, that the General Co-Chairs will check the web site contents and might come back to you with modification requests before publicizing the URL. This is done to make sure that no inadequate or inappropriate information on the conference is included, which could - and did in the past - confuse workshop participants. At best, you strictly follow the rule above and refer to the CHI 2000 web site for this type of information.

### **Schedule for the Workshop Day:**

- The daily schedule is fixed. There is no flexibility about when coffee breaks will happen. (There's no better way to make your participants angry than to make them late for their coffee break!)

8:30 am	Workshop 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	Workshop ends

Coffee breaks will served outside the workshop rooms in a convenient, nearby and central area in order that workshops can share the food.

### **Workshop Room Setup**

The conference management will set up your workshop meeting room as 'Conference Style' / 'Board Room Style'. This set up style means the room will have one large table in the room with chairs set all around it.

***Timetable:***

The review process deadlines for all Workshops are fixed, so that participants will not miss the early registration cut-off.

**By 13 December 1999**

A package including the following must be sent to the CHI Conference Office :

- **Three(3) copies** of the camera-ready document to be included in the *Extended Abstracts*
- Signed Permission & Release Form
- Copyright Release Form for copyrighted material (if applicable)

**By 28 January 2000**

- Deadline for position papers to be received by workshop organizers

**By 4 February 2000**

- **Notify accepted Workshop Participants**
- **Notify Conference Office with complete list of Accepted Workshop Participants.**  
(This is the only way that Workshop Participants will be allowed to register. If this information is not sent to the Conference Office, the Workshop will be canceled.)

***All materials must be returned to the CHI Conference Office at:***

**CHI 2000 Conference Office  
703 Giddings Avenue, Suite U-3  
Annapolis, MD 21401 USA  
Telephone +1 410 263 5382  
Email: [chi2000-office@acm.org](mailto:chi2000-office@acm.org)**

***If you have any questions***

about your materials please e-mail: [chi2000-workshops@acm.org](mailto:chi2000-workshops@acm.org)

***Have a great workshop and enjoy the conference!***