

ACM/SIGCHI Author Kit for Design Expo Presenters

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 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 the ACM/SIGCHI publications, and to have a good presentation at the conference.

Changes will not be accepted after the deadline date.

The *Lead Author* is the primary point of contact for your submission and the first name to appear on your camera-ready document. All co-authors will follow. **The Conference Office will not be responsible for changing the order of authors once your camera-ready document has been received.**

Contents of the Author Kit:

- *How to Produce a Camera Ready Document* -- Directions for producing and sending in **three (3) camera-ready copies** of your two (2) page submission to be included in the Conference Extended Abstracts. **Due by 8 December 2000.**
- *How to Prepare for Presenting at the Conference* -- Directions for preparing your talk and visual aids for presentation of your accepted submission at the CHI Conference.
- *Technology Support Speaker Request Form* -- Must be filled out and returned to the Conference Office for any audiovisual or computer use during your presentation. **Due by 8 December 2000.**
- *ACM Permission and Release Form* – Must be filled out and returned to the Conference Office by **8 December 2000.**
- *ACM Video/Audio Permission Release Form* –Must be filled out and returned to the Conference Office by **8 December 2000.**

By 8 December 2000

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

- **Three (3) copies** of the camera-ready document to be included in the ACM/SIGCHI Conference Extended Abstracts
- Completed *Technology Support Speaker Request Form*
- Completed *ACM Permission and Release Form*
- Completed *ACM Video/Audio Permission Release Form*

For your information:

- The Technology Support Speaker Request Form is your final request. This form must be sent in if you are using any audiovisuals or computers (including your own) during your presentation.
- ACM will build an electronic version of your document based on your camera-ready document as part of the ACM Digital Libraries.
- We plan to have the presenters set up their demo in advance on a computer kept aside for them. We will schedule the timing for this demo preparation with you by email, when the time of the conference comes closer.
- There is sometimes confusion about the different kinds of demonstrations at the conference. Let us clarify this venue:

A moderator and discussant will present submissions to this category in a conference session. Submissions should show designs and/or implementations of solutions to design problems in computer-human interaction. Special focus should be given to design solutions that address the conference theme of "anytime. anywhere."

If you have questions about:

- Preparing your camera-ready document - ask the Chair for your submission category
- Preparing to present at the conference - ask the Chair for your submission category
- Your style files - retrieve from <http://www.acm.org/sigchi/chipubform/>

ACM/SIGCHI Conference Office Address:

**703 Giddings Avenue
Suite U-3
Annapolis, Maryland 21401 USA
+1 410 263 5382**

Checklist:

- Prepare your presentation and practice presenting.
- Register for the CHI conference.
- Make your housing and travel arrangements.
- Watch out for email from the Demos Chairs for coordination of the Demo Preparation Schedule.
- At the conference site, prepare your demo as coordinated with the Demos Chairs.
- At the conference use the Demos Preparation room and Speaker Preparation/Rehearsal room as needed.
- Attend the Speaker Orientation on the day of your presentation to hear the latest on-site instructions and issues that may affect your presentation.

Have a great presentation and enjoy the conference!