

ACM/SIGCHI Author Kit for Panel 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 CHI 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.**

Please make sure that on the day of your presentation that “**all panelist**” attends the Speakers' Breakfast and orientation. The breakfast is complimentary for all members of the panel. At this meeting you will be addressed by a member of the Technical Program Committee. Technology Support (AV and Computing) will also instruct you on equipment available in your room and answer any last-minute questions. Please plan to attend.

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.
- *ACM Permission and Release Form* -- An ACM Permission and Release Form is required for your Extended Abstracts Summary. You are retaining copyright of your summary. **Due by 8 December 2000.**
- *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.**

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 CHI 2001 Extended Abstracts
- Completed *ACM Permission and Release Form*
- Completed *Technology Support Speaker Request Form*

Before the Conference

Prepare presentation of your submission with visual aids as needed. Your Co-Chairs will contact you to arrange to review your visual aids before the conference.

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.

If you have questions about:

Preparing your camera-ready document -- ask the Panels Co-Chair chi2001-panels@acm.org

Preparing to present at the conference -- ask the Panels Co-Chair chi2001-panels@acm.org

Your style files - retrieve from <http://www.acm.org/sigchi/chipubform/>

CHI 2001 Conference Office Address:

703 Giddings Avenue,

Suite U-3,

Annapolis, Maryland 21401 USA

Phone: +1 410 263 5382

Checklist:

- Prepare your presentation and supporting visual aids and practice presenting.
- Let the Panels Co-Chairs review your visual aids, and modify them accordingly.
- Register for the CHI conference; make your housing and travel arrangements.
- At the conference, use the Speaker Preparation and Speaker Rehearsal rooms as needed, and attend the Speakers' Breakfast Orientation on the day of your presentation (complimentary orientation for only one presenter per accepted submission), to hear the latest on-site instruction issues that may affect your presentation.

Have a great presentation and enjoy the conference!