

ACM/SIGCHI Author Kit for Paper Presenters

Dear Paper Presenter,

Congratulations on being accepted to present your paper submission at CHI 2001!

This letter will acquaint you with the submission process and expedite preparation and publication of the proceedings for the conference.

1. Papers should be produced using the templates and submitted electronically via email to: <mailto:typedept@fast.net> by **8 December 2000**. Please submit a text version and a PDF version. **Changes will not be accepted after the deadline date.**
2. Use the name of the conference (CHI 2001) in the subject line when submitting your material. The template can be found below.
3. Be sure your text and PDF files are formatted for American Letter (8-1/2x11). If you are using WORD, please send me the .doc file (you do not have to send me a .ps file).
4. Do not alter the template other than for line or page breaks.
5. Submissions that do not conform to the ACM standards and formats will be returned to the author for corrections and/or alterations.
6. Please be sure to leave the text box on the templates in place for the copyright blurb to be inserted or completed.
7. Your actual text file is needed to produce the METADATA for ACM's digital library.

Copyright Release Form

ACM requires your original signature on a hardcopy of the copyright release form. The form itself can be downloaded from http://www.acm.org/pubs/copyright_form.html. The title, authors and publication must be filled in at the top and signed at the bottom. Be sure that your title matches your submission, or a new form will be requested. The form with the lead author's original signature must be mailed or sent via an express carrier by **8 December, 2000** to:

Sheridan Printing
Attn: Lisa Tolles-Efinger
1425 Third Ave.
Alpha, NJ 08865

Questions About Your Camera Ready PDF Submission

If you still have questions or problems please contact Lisa Tolles-Efinger at Sheridan Printing, by phone: 908-213-8988 or via email at: typedept@fast.net with the conference name (CHI 2001) in the subject line.

ACM/SIGCHI Author Kit for Paper Presenters

Additional Information

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. **Sheridan Printing Company 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 the “**lead author**” or designated co-author attends the Speakers' Breakfast and orientation. The breakfast is complimentary for **one** (1)-designated presenter from each accepted submission. 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:

- *Producing a Camera Ready Document*-- Directions for producing and sending in your (**8 page**) PDF version of your submission to be included in the Conference Proceedings. **Due by 8 December 2000.** ACM will build an electronic version of your document based on your camera-ready document as part of the ACM Digital Libraries.
- *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.** 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 Video/Audio Permission Release Form (VIDEO FIGURES ONLY)*- Must be filled out and returned to the Conference Office by **8 December 2000.**

Due by 8 December 2000.

The following package of information must be sent to the CHI Conference Office **by 8 December 2000:**

- Completed *Technology Support Speaker Request Form*
- *ACM Video/Audio Permission Release Forms*
- *Video Figure Tapes (ONLY)* - If your paper contains a video figure, include the original video in a higher-quality format if possible, such as Beta-SP, U-Matic, or S-VHS. Please label the tape with the author, title, format and length information.

CHI Conference Office
Attention: Vicki Currie
703 Giddings Avenue, Suite U-3
Annapolis, Maryland 21401 USA
+1 410 263 5382

ACM/SIGCHI Author Kit for Paper Presenters

If you have questions about:

Preparing your camera-ready document -- ask Lisa at Sheridan Printing typedept@fast.net
Preparing to present at the conference -- ask the Co-Chairs chi2001-papers@acm.org for your submission category
Your style files - retrieve from <http://www.acm.org/sigchi/chipubform/>

Accepted Paper Presenter Checklists:

- Prepare your presentation and practice presenting.
- 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 Speaker Orientation on the day of your presentation (complimentary orientation for only one presenter per accepted submission), to hear the latest on-site instructions and issues which may affect your presentation.
- Lead Author attended the Speaker Breakfast on the day of your presentation.

Thank you again for participating in this conference.

Sincerely,
Lisa Tolles-Efinger
Sheridan Printing Company, Inc.