

## ACM/SIGCHI Technology Support Speaker Request Form

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

CHI Conference Office  
703 Giddings Avenue, Suite U3  
Annapolis, MD 21410  
E-mail: [chi2001-office@acm.org](mailto:chi2001-office@acm.org)

If you have any questions, please contact your Area Chair. Assigned equipment will be posted on the web late February. CHI 2001 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: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of venue (please check one):

- Tutorial
- Paper
- Panel
- Video Figure
- Live demonstration

#### Presentation Information (Office use only)

Paper number: \_\_\_\_\_

Session number: \_\_\_\_\_

Meeting Room: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_

## 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 support 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 request.

- 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.

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**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.

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**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, 4.3 Gb, 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 CD's.

- 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):\_\_\_\_\_