

Tutorial Supplies

Please choose from the following supply list for your necessary tutorial supplies.
If quantity is not specified the tutorial will receive one of the checked item.

- _____ 8 1/2 Blank White Paper
number of reams _____
- _____ 8 1/2 White Lined Paper (Loose leaf/3 ring binder holes)
- _____ 8 1/2 Lined Note Writing Pad
Yellow (minimum number necessary _____)
White (minimum number necessary _____)
- _____ A4 Transparencies (minimum number necessary _____)
- _____ Transparency markers
Assorted colors 4-pak (minimum number necessary _____)
- _____ Dry Erase Markers
Assorted colors 4-pak (minimum number necessary _____)
- _____ Dry Erase Markers (FAT, CHISEL TIP)
Assorted Colors 4-pak (minimum number necessary _____)
- _____ Pencils (#2) (minimum number necessary _____)
- _____ Ball Point Pens
Blue (minimum number necessary _____)
Black (minimum number necessary _____)
Red (minimum number necessary _____)
- _____ Highlighters (FAT, CHISEL TIP)
Yellow (minimum number necessary _____)
Green (minimum number necessary _____)
Pink (minimum number necessary _____)
- _____ Pencil Sharpener (manual) (minimum number necessary _____)
- _____ Masking Tape (minimum number necessary _____)
- _____ Transparent Tape Rolls (minimum number necessary _____)

- _____ Crayons
Box of 8 (minimum number necessary _____)
Box of 24 (minimum number necessary _____)
Box of 64 (minimum number necessary _____)
- _____ Washable Color Markers

- 8 assorted per box (minimum number necessary_____)
- _____ Markers Permanent (FAT)
 Black (minimum number necessary_____)
 Blue (minimum number necessary_____)
 Red (minimum number necessary_____)
- _____ Markers Permanent (FINE POINT)
 Black (minimum number necessary_____)
 Blue (minimum number necessary_____)
 Red (minimum number necessary_____)
 Green (minimum number necessary_____)
- _____ Glue Stick (minimum number necessary_____)
- _____ Post-It (yellow) (minimum number necessary_____)
 3 X 3 (minimum number necessary _____)
 3 X 5 (minimum number necessary _____)
- _____ 5 X 8 Index Cards , lined (minimum number necessary_____)
- _____ Scissors (minimum number necessary_____)
- _____ Flip Chart Stand (minimum number necessary _____)
- _____ Flip Chart Paper Only (minimum number necessary _____)
- _____ Stapler (minimum number necessary _____)
- _____ Boards (4ft x 8ft) (minimum number necessary _____)
 These are used for displaying/hanging materials.
 Note: The Convention Center & Hotel do not allow materials to be attached to the walls.

Only the items listed above are pre-approved, in reasonable quantities, by CHI 2001. If you wish to request specialty items, list them below and we will submit your request for authorization.

Other (**BE SPECIFIC!!!!!!**)

<u>Quantity</u>	<u>Item Description</u>	<u>Size</u>	<u>Color</u>
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Please check if you need a special room setup for your tutorial:
(The default set up is Classroom style - narrow tables with 3 chairs per table)

- Conference room (one table with chairs set around)
- Theatre style (rows of chairs)
- Round tables (round tables with 6-8 persons per table)
- Other (please include a sketch)"

If you have questions, please contact the conference office at +1 410-263-5382.