

ACM/SIGCHI Author Kit Overview for Workshop Organizers

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 page 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 2001 publications, and to have a good presentation at the conference. This is your *final* camera-ready document that will be published in the Conference Extended Abstract. **Changes will not be accepted after December 8 2000.**

Contents of the Author Kit:

- *How to Produce the Camera-Ready Document* - Please follow the directions for producing three (3) camera-ready copies of your Extended Abstracts Summary (two page) to be included in the *Extended Abstracts*. You may get template file(s) from <http://www.acm.org/sigchi/chipubform>. **Due 8 December 2000.**
- *ACM Permission & Release Form* is included for your *Extended Abstracts*. You are retaining copyright of your summary. This form must be returned **by 8 December 2000** or your summary will not be published.
- *Technology Support Summary* – A list of audiovisual equipment provided for you during your session.
- *Sample Copyright Release Form* -- for Copyrighted Material. **Due 8 December 2000.**

Publicity:

- Publicity for CHI 2001 Workshops will be professionally handled.
- The CHI 2001 publicity contractor, Jean Tullier will work with you to get your CFP into the hands of everyone you think should receive it.
- Jean will handle postings about Workshops to CHI-announcements, so that the list is not spammed with many individual postings.
- Workshop CFPs will be included in both the print and on-line versions of the CHI 2001 Advance Program.
- Please do NOT send out your own publicity messages. Please DO work with Jean to send your CFP everywhere you think it should go. Her email address is jtullier@tullier.com.
- You should send personal invitations to key individuals whom you believe to possibly contribute to the success of the workshop. If you held a predecessor workshop, or presented a tutorial on similar topics, you may consider inviting some of the people who attend. The

same applies to people you met at previous CHIs or other conference, or for certain companies or organizations. When making use of a private workshop website, you should also consider adding the workshop URL to your e-mail signature.

Web Site Policies:

- Some Workshop organizers create web sites for their workshops. If you have a web site for your Workshop:

DO provide information about the content of your Workshop.

Do **NOT** provide logistical information about fees, submission deadlines, etc. Instead, refer people to the CHI 2001 web site:

www.acm.org/sigchi/chi2001/

- If you want to request a link from the CHI 2001 web site to your Workshop's web site, please send your URL to the Workshops Co-Chairs at chi2001-workshops@acm.org.

Schedule for the Workshop Day:

- The daily schedule is fixed. There is no flexibility about when coffee breaks will happen. (There's no better way to make your participants angry than to make them late for their coffee break!)

9:00 am	Workshop Begins
10:30 - 11:00 am	Coffee Break
12:30 pm	Morning session ends
12:30 - 2:00 pm	Lunch break
2:00 pm	Afternoon session begins
3:30 - 4:00 pm	Coffee break
5:30 pm	Workshop ends

Coffee breaks will served outside the workshop rooms in a convenient, nearby and central area in order that workshops can share the food.

Workshop Room Setup

Conference Management will set up your workshop meeting room as “Conference Style/Board Room Style”. This set up style means the room will have one large table in the room with chairs set all around the table.

Timetable:

The review process deadlines for all Workshops are fixed, so those participants will not miss the early registration cut-off.

By 8 December 2000

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

- **Three (3) copies** of the two-page camera-ready document to be included in the *Extended Abstracts*
- Completed *ACM Permission & Release Form*
- Copyright Release Form for copyrighted material (if applicable)

All materials must be returned to the CHI Conference Office at:

CHI 2001 Conference Office
703 Giddings Avenue, Suite U-3
Annapolis, MD 21401 USA
Telephone +1 410 263 5382
Email: chi2001-office@acm.org

By 26 January 2001

- Deadline for position papers to be received by workshop organizers

By 2 February 2001

- **Notify accepted Workshop Participants**
- **Notify the Workshop Chairs** with complete list of Accepted Workshop Participants. Workshop participants cannot register for the workshop until this information has been received and processed by the conference office. Failure to provide this information will prevent accepted workshop participants from registering and may result in your workshop being canceled.

If you have any questions about your materials please e-mail:

chi2001-workshops@acm.org

Have a great workshop and enjoy the conference!