How to Prepare for Presenting at the Conference

This section describes how to prepare for presenting at ACM/SIGCHI, including suggestions on general guidelines for being well understood, specific guidelines for producing visual aids, and what audio visual and computing support you will use.

DEADLINE

Please note that the **Audio Visual and Computer Request Form** included in your author kit must be filled out and retumed to the conference office by **13 December 1999**.

OBJECTIVES

When you are preparing to present at the ACM/SIGCHI Conference, please keep the following objectives in mind:

- Be sure that your presentation is easy to understand for the entire audience, including non- native English speaking attendees.
- Communicate the main points of your accepted submission.
- Make the presentation interesting and valuable to the audience.

GENERAL GUIDELINES:

The basic rule for visual aids is: **Keep It Simple**.

Visual aids work best when used to highlight your main points.

Try to use the suggested formats (attached). Use large fonts (suggest 20/24 point minimum) so that people in the back of the room can read your visuals, too.

The best readability comes from high contrast of intensity rather than by clashes of color. Dark background with light lettering generally works best for 35 mm slides. Limit the number of colors to 3 or fewer per slide. Do not use combinations of red/green or brown/gray. Avoid red letters all together.

Clearly number your slides. This will make recovery much easier if they are dropped. Label your slide carousels with the order in which you want them mounted. Write your name on each slide to help us reunite you with them if they are misplaced.

You will have 1 or 2 screens available for your use; try to use each one for only one type of visual aid. A common mistake made by presenters is trying to use too many different visual aids. Use as few types of visual aids as you can.

SPECIFIC GUIDELINES FOR DIFFERENT FORMATS:

When choosing what format in which to produce your visual aids, please keep the following in mind:

- 35mm slides are the easiest to use and have a highly professional look.
- If slides do not seem a viable option, then you can produce your visuals using a Presentation Software package (like MS Powerpoint) and bring both a licensed copy of the application and the file containing your slides (we will not be supplying presentation software on the conference-supplied computers).

- You may bring your own computer and run data projection directly from it.
- Overhead transparencies are acceptable. You may have produced these in color by a copy shop.

REVIEW OF VISUAL AIDS:

Expect to have your Session or Area Chairs contact you and ask to see what visual aids you will be using in your presentation. Below is a sample feedback form that will be filled out and returned to you in time to make any adjustments. Our goal is to help you give the best presentation you can.

This response sheet will be used by your Session Chair after he/she has reviewed your visuals (if applicable).

ACM/SIGCHI Visuals Improvement Checklist

Author: _____ Session Title: _____

The following improvements are required before your proposed visuals can be accepted for the CHI Conference. Numbers on the enclosed visual(s) refer to the numbered items below.

___ (1) We recommend high-quality laser printer copy, typeset letters or transfer (rub-on) lettering. Do not submit handwritten material.

___ (2) Capital letters must be at least 6.5 mm or 1/4” high (equivalent to 24-point type); lowercase letters must be at least 5 mm or 3/16" (20-point type), not including ascenders and descenders. 24 to 28-point type works best.

___ (3) For slides, use white or yellow characters on medium blue or black background. Avoid red lettering on white or blue backgrounds.

___ (4) Use a maximum of 7 words per line and 6 lines per slide or overhead. Limit copy to lists with numbers or bullets.

___ (5) Broken or blurred type or line drawing. Resubmit clean paper copies. When carrying visuals to the meeting, package them carefully to avoid damage.

___ (6) If possible, have line drawings done by a professional artist.

___ (7) Blurry photograph. Recite if possible, or have a professional artist draw a rendering of the image.

___ (8) Other:

_____

_____

_____

AUDIO VISUAL & COMPUTING SUPPORT AVAILABLE

The Speaker Preparation/Rehearsal Room

Throughout the conference this room is available for your use to aid you in any final preparations for your presentation. When in the speaker preparation room, please be aware of other speakers who may have urgent needs for equipment in this room.

You will find in this room most of the equipment that is available in session rooms, including an overhead projector, 35mm slide viewer, video player and computer support. There will be light tables if you need to do some last-minute organization of slides (although we strongly suggest you have your slides ordered and ready before you arrive at the conference). You may borrow the 80-slide carousels to use for your presentation and return them afterwards. Blank overhead transparencies will also be available.

There will be a computer in the Prep. room which you may use for last-minute materials preparation. Please bring a licensed copy of the application software you need (no applications software will be pre-loaded). There will also be a Super VHS videotape player for queuing tapes.

This room will also be set up for practicing your presentation and will be equipped with the same standard equipment as in the session rooms. The speaker preparation room will have a sign-up sheet for reserving time slots in the rehearsal room. We suggest you reserve the room for your desired time well in advance, as this room tends to be in high demand.

Attending the Speakers' Orientation

On the morning of your presentation you should attend the speakers' orientation. 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 see the Speakers' Orientation form for complete information). Please plan to attend.

This is an invitation for **one** (1) of the presenters of each submission in the following areas:

> Papers, Panels, Demonstrations, Organizational Overviews, Short Talks & Interactive Posters and Tutorials.

What you will find in the session rooms

Check your final program to confirm when and where you will be presenting. You should arrive at least 20 minutes before your session starts. You can use this time to arrange your materials, meet the student volunteer who will assist you, try all of the audio-visual and computer equipment and learn the stage layout.

Throughout your session, a CHI student volunteer will be present to assist you with equipment operation and to help solve any problems that might arise. They can help you with the microphone and set up, test and operate the equipment in the room or liaison with the professional staff on duty. Remember to arrive early enough to complete activities before the session begins.

In all but the smallest session rooms, there will be a stage. For safety reasons, please use the stairs to ascend and descend from the stage.

All your requested audio-visual and computer equipment will be in the room. It is possible that other equipment will also be in the room, for use by other speakers sharing that room throughout the day. Please do not try to operate any equipment in the room that you did not specifically request as other equipment may already may have been specially set up.

There will normally be two projection screens in the room, at one side of the stage.

Specific AV Equipment Available By Request

We will provide the following AV equipment for your use:

35mm Slide Projector: We require you to use plastic mounts for your slides. We also require you to mount your slides in 80-slide carousels. We have found that 132-slide carousels jam frequently. You may obtain 80-slide carousels from the speaker preparation room.

Overhead Projector: These are standard overhead projectors. If you are trying to decide between overheads and 35mm slides, we encourage you to use slides.

Videotape Player: The conference standard for videotape is 1/2" NTSC VHS. If necessary, however, we can accommodate SECAM or PAL formats. Videotape players will be connected to displays appropriate for the size of the room: smaller rooms may be equipped with some number of 63 cm (25 inch) color monitors on tall stands; video projectors will be used in the larger rooms. We will not compromise the display quality in any room.

Lavaliere Microphone: We will be equipping all rooms with one (1) lavaliere (lapel) microphone at the podium. This is a small, light microphone that can be attached to the front of your clothing with a clip. It provides freedom to walk around on the stage if you desire. If you cannot wear a lavaliere microphone, we will try our best to accommodate your special needs if you inform us on the audio-visual request form. Multiple speakers will need to share the lavaliere.

Specific Computers Available By Request

The international nature of this conference introduces many logistical challenges regarding to the use of computer equipment. We strongly suggest that whenever possible you should videotape any demonstrations of computer systems that you wish to show as this will give you better control over the content and reliability of your presentation. We have, however, taken great efforts to provide some standard computer systems that you can request. We will accordingly provide the two following standard configurations:

Macintosh

Power Mac,
G3 300Mhz,
64Mb,
6.4 Gb,
Zip drive,
CD-ROM,
Ethernet
MacOS 8.6,
Office 98,
Netscape Navigator 4.6,
Internet Explorer 4.5

PC

Compaq PII 350Mhz,
64Mb,
4.3Gb,
8Mb video,
Zip drive,
CD-ROM,
Ethernet,
Windows 98 or NT 4.0,
Office 2000,
Netscape Navigator 4.6,
Internet Explorer 5.0

We will arrange for the monitor to be displayed for audience viewing, in a similar way to that used for video output using equipment appropriate to the size of the room.

We will supply operating system and virus-detection software only; you must provide any other software you require.

If you are planning to bring your own computer hardware and wish to display the screen to the audience, please specify your hardware and its needs on the audio-visual and computing equipment request form. We can then arrange for display or projection equipment. Please bring the proper display interface card (and inform us of its type and configuration) or arrange with us so that we can supply an interface card and install it in your machine. Also, **DO NOT FORGET TO BRING YOUR OWN CABLES!**

Filling out Request Form

Remember to fill out and send in your Audio-Visual and computing equipment request form by 13 December 1999 . If we do not receive your request by then,YOU WILL NOT HAVE ANY A/V OR COMPUTING SUPPORT.

Please be sure to give us a complete list of things that you are bringing, especially electrical equipment. We must arrange well ahead of time for enough power to be available to support the equipment you are bringing.

If you have any special AV or computing requirements, if your needs change after you submit the form, or if you have any questions or comments, please contact us immediately. We will do our best to help.

TO SUMMARIZE THE STEPS ON "HOW TO PREPARE FOR YOUR PRESENTATION"

1. Make a rough plan of your presentation.
2. Choose your visual aids and note the AV and computer equipment you require.
3. Fill out and send in the AV-Computer Request Form by **13 December 1999**.
4. Create your visual aids well ahead of time.
5. Use the speaker preparation room for final preparations.
6. Use the speaker rehearsal room for practicing.
7. Attend the speaker's breakfast on the day of your presentation.
8. Arrive at least 20 minutes before your session starts.

SUGGESTED 35MM SLIDE FORMAT

All specs apply to 5"w x 3 5/16"h artwork

Trademarks Copyright and trademark items on the first occurrence in a slide presentation, should appear using a symbol (©, ®, ™,SM). The footnotes for trademark information (item and company name) are listed on one slide. List trademarks alphabetically. This slide must be shown at the end of the presentation.

Colors, Title Slides and Braker Slides

Title - white Subtitles - white or yellow Background -- dark color (black, blue, brown,...)

Text Slides and Diagram Slides

Title - yellow Subtitles - white Background -- dark color (black, blue, brown, ...) Do not use red.

Type

All type is upper and lower case, flush left, ragged right.
Maximum of 7 bulleted, single lines of text per slide.

Title Slides and Braker Slides
24 pt. to 36 pt. (depends on amount of text)
Helvetica Bold or Helvetica Extra Bold

Text slides
Title
16/17 pt. (point size/leading)
Helvetica Bold

The baseline of the title is 9/16" from the top edge. The leading is 26 pts. to the baseline of the subtitle. If a subtitle is not used, the leading is 46 pts. to the baseline of the text.

Subtitles
14/15 pt. (point size/leading)
Helvetica Bold

The leading is 20 pts. to the baseline of the text.

Text
14/20 pt. (point size/leading)
Helvetica Regular

If the bulleted information is more than one line use 14/15 pt. (point size/leading) with 20 pts, leading to the baseline of the next line of text. Use a solid round bullet to highlight text. The bullet hangs in the left margin with one character space between the bullet and the first letter of the text. Use a hyphen to further subdivide text. Align the hyphen flush left with the text, leaving one character space between the hyphen and the subtext.

Charts

Type sizes within charts will vary depending on the size of the chart. All text within the chart is upper and lower case, flush left, ragged right.
Note: To use slide artwork (produced at these specs) for overhead transparencies -- enlarge to 171.4%. This size enlarges the 14 pt. type to 24 pt. type.

SUGGESTED OVERHEAD TRANSPARENCY FORMAT

All specs apply to 9 1/2"w x 6 1/2"h artwork

Trademarks: Copyright and trademark items on the first occurrence only, using a symbol (©,®,™, SM) and a footnote. The footnotes for trademark information (item and company name) are listed on one overhead. List trademarks alphabetically. This overhead must be shown at the end of the presentation.

Type

All type is upper and lower case, flush left, ragged right. No type is to be positioned below 6 picas from the bottom.

Title of presentation
42 pt. to 60 pt. (depends on amount of text)
Helvetica Bold or Helvetica Extra Bold

Overheads with text

Title
36/36 pt. (point size/leading)
Helvetica Bold
The baseline of the title is 3/4" from the top.

Subtitles
24/36 pt. (point size/leading)
Helvetica Bold
The baseline of the subtitle is 1 3/4" from the top with a one line title and 2" from the top with a two line title.

Text
24/36 pt. (point size leading)
Helvetica Regular
The baseline of the text begins 2 1/4" from the top with a one line title and 2 1/2" from the top with a two line title.

If the bulleted information is more than one line, use 24/24 pt. (point size/leading) with 36 pts. leading to the baseline of the next line of text.

Use a 8.3 pt. (cap height of 10 pt. text) solid round bullet to highlight text. The bullet hangs in the left margin with one character space between the bullet and the first letter of the text.

Use a hyphen to further subdivide text. Align the hyphen flush left with the text, leaving one character space between the hyphen and the subtext.

Charts

Type sizes within charts will vary depending on the size of the chart. All text within the chart is upper and lower case, flush left, ragged right.