ACM/SIGCHI Author Kit for Paper Presenters

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 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 publications, and to have a good presentation at the conference.

Contents of the Author Kit:

- *How to Produce a Camera Ready Document*-- Directions for producing and sending in three (3) camera-ready copies of your (8 page) submission to be included in the *Conference Proceedings.* **Due by 13 December 1999.**
- *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.
- *Audio Visual and Computer Request Form* -- Must be filled out and returned to the Conference Office for any audio visual or computer use during your presentation. **Due by 13 December 1999.**
- *ACM Copyright Form* -- The *ACM Copyright Form* must be filled out and returned to the Conference Office in order for your accepted submission to be included in the CHI publications. **Due by 13 December 1999.**
- Speaker Orientation Information

Due by 13 December 1999.

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

- **Three copies** of the camera-ready document to be included in the CHI *Conference Proceedings*
- Completed Audio Visual and Computer Support Request Form
- Signed ACM Copyright Form
- If your paper contains a *video figure*, include the orginal 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, video format and length information.

For your information:

- The *Audio Visual and Computer Request Form* is your final request. This form **must** be sent in if you are using any audio visuals or computers (including your own) during your presentation.
- ACM will build an electronic version of your document based on your camera-ready document as part of the ACM Digital Libraries.

If you have questions about:

Preparing your camera-ready document -- ask the Chair for your submission category

Preparing to present at the conference -- ask the Chair for your submission category

Your style files - retrieve from http://www.acm.org/sigchi/chipubform/

CHI Conference Office Address:

703 Giddings Avenue
Suite U-3
Annapolis, Maryland 21401 USA
+1 410 263 5382

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.