

**ACM/SIGCHI Tutorial Technology Support,
Room Set-up & Supplies Request Form**

Please complete the following information concerning your computing and audio-visual needs, room set-up and supplies. Return the completed form by **5 January 2002** to:

CHI Conference Office
703 Giddings Avenue, Suite U3
Annapolis, MD 21410
E-mail: chi2002-office@acm.org

If you have any questions, please contact your Area Chair. Assigned equipment will be posted on the web by mid March. CHI 2002 will make every effort to provide what you request, but final equipment decisions will need to be assessed by the CHI management team.

Your Information (please print)

Submission Title: _____
Speaker Name: _____
Company Name: _____
Street Address: _____
City, State, Zip, Country: _____
Phone: _____ Fax: _____
Email Address: _____

<p>Presentation Information (Office use only)</p> <p>Session number: _____</p> <p>Meeting Room: _____</p> <p>Start Date: _____ Start Time: _____</p>

Visual Support

Standard

Standard visual support that the conference **can** provide includes a 35mm slide projector, an overhead projector, VHS (NTSC and PAL) video decks, and an LCD projector (1024x768) that support non-simultaneous projection of the other devices. Please specifically indicate which equipment you will need since the conference **will not** automatically provide the listed equipment. Your cooperation will enable us to use any extra funds to support special requests.

- | | |
|---|---|
| <input type="checkbox"/> Overhead projector | <input type="checkbox"/> LCD projector (1024x768) resolution) |
| <input type="checkbox"/> 35mm slide projector | |
| <input type="checkbox"/> VHS video (NTSC) | <input type="checkbox"/> Flip Chart with Markers |
| <input type="checkbox"/> VHS video (PAL) | |

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.

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.

Technology Support Requirements

Please indicate your standard & special technology needs below.

Computer Support

Standard

The CHI Conference **does not** automatically provide presenters with any computer equipment. However, upon request, the standard setup of one computer (either PC or Macintosh) with CD-ROM and Zip drive **can** be provided.

- 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, a recent release of the Microsoft operating system, 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): _____
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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): _____

Room Set-up Request

Conference Management will set up all tutorial rooms Classroom/Schoolroom style. This style means that the room will be set up with rows of narrow tables with seating for three persons at each table or the room will have permanent auditorium seating with fold-up desktops. If your tutorial requires a different set up, please contact the Conference Office, and check the appropriate choice on the Tutorials Supplies List Form.

_____ Conference room (one table with chairs set around the tables)

_____ Theatre style (rows of chairs, no tables)

_____ Round tables (round tables with 6-8 persons per table)

_____ Other (please include a sketch)

Tutorial Supplies

CHI 2002 does not automatically provide supplies to tutorials. If you need specific supplies, please choose from the following supply list.

If a quantity is not specified the tutorial will receive one of each of the checked item.

_____ 8 1/2 x 11" White Lined Paper (minimum number of pages necessary _____)

_____ Transparencies (minimum number necessary _____)

_____ Transparency markers
(minimum number necessary _____)

_____ Dry Erase Markers
Assorted colors 4-pak (minimum number necessary _____)

_____ Pencils (#2) (minimum number necessary _____)

_____ Ball Point Pens
(minimum number necessary _____)

_____ 5 X 8 Index Cards , lined (minimum number necessary _____)

_____ Tack Boards (4ft x 8ft) (minimum number necessary _____)
These are used for displaying/hanging materials.

Note: The Convention Center does not allow materials to be attached to the walls.

Only the items listed above are pre-approved, in reasonable quantities, by CHI 2002. 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>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

