

CHI 2002 INFORMATION FOR TUTORIAL INSTRUCTORS

Dear CHI 2002 Tutorial Instructor,

Congratulations on having your tutorial accepted for CHI 2002!

This author kit has been put together to give you information about what you need to do, when you need to do it, and how to do it so that your tutorial is a great success. Please read through this information now so that you have a complete understanding of what you will need to do over the next few months. You must follow the enclosed instructions and timetable so that your tutorial materials and set-up will be ready for CHI 2002.

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

Contents of the Author Kit

In addition to this information, your author kit includes:

Checklist

- Forms
 - CHI 2002 Technology Support, Room Set-up, & Supplies Request Form for Tutorial Instructors (**Due 5 January 2002**).
 - ACM Tutorial Notes Release Form (if more than one tutorial instructor, please make additional copies) (**Due 15 January 2002**).
 - AV Permission and Release Form (**Due 15 January 2002**)
- Guidelines
 - How to Prepare Your Tutorial Notes
 - How to Prepare for Presenting at the Conference

Information about the forms you need to sign and return

Technology Support & Room Set-up Request Form

Even if there has been no change in the audio-visual and computer support that you requested in your tutorial submission, you must still complete and return the CHI 2002 Audio-Visual and Computer Request Form for Tutorial Instructors. If you don't return this form on time, you will not receive AV or computing equipment for your tutorial.

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 Tutorial Technology Support, Room Set-up & Supplies Request Form by **5 January 2002**.

ACM Tutorial Notes Release Form

Each tutorial instructor must complete the ACM Tutorial Notes Release Form; please make copies for additional instructors. This form must be submitted by postal mail, because ACM must have original signatures on file.

Sample Copyright Release Form

If you are reprinting any copyrighted material in your tutorial notes it is your responsibility to obtain all copyright releases and to maintain accurate records of them. Please see enclosed "Sample Copyright Release Form."

Tutorial Supplies Speaker Request Form

If your tutorial will need supplies please be sure to fill out the enclosed form and return it to the conference office. It is very important that you be specific and indicate the quantity of the supplies that you will need on the form.

Speaker Orientation

A speaker orientation will be held for Tutorial Instructors on Sunday, 21 April and Monday, 22 April at 7:30 am in room 103 - D of the Minneapolis Convention Center. At least one instructor from your tutorial must attend the speaker orientation on the day of your tutorial. Important (and last minute) information will be distributed by the Tutorial Co-Chairs and by the Technology Support Liaison.

Schedule for the tutorial day

7:30 am	Speaker Orientation
9:00 am	Tutorial 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	Tutorial ends

Compensation policy for full-day tutorial

Based on SIGCHI policy, an honorarium of \$3,000 will be awarded for presenting a full-day tutorial and \$1,500 for a half-day tutorial presentation. If your tutorial has two or more instructors, the honorarium will be shared among them. Instructors must pay for their own travel, subsistence and conference registration. Each tutorial instructor will receive a copy of the tutorial notes for the tutorial that they are presenting.

Additionally, CHI 2002 is offering extra tutorial notes to the instructors. For each tutorial the instructor or group of instructors may request a maximum of 8 tutorial notes for each full-day session taught and 4 tutorial notes for each half-day session taught.

Book sales during the exhibits

If you are the author of a book that your tutorial participants might like to purchase at the conference, please urge your publisher to become an exhibitor at CHI 2002. For more information your publisher may visit the CHI 2002 web site at www.acm.org/chi2002 or they may send email to

chi2002-exhibits@acm.org. If your publisher is already exhibiting at CHI 2002 please suggest that they have plenty of copies of your books on hand to sell at the conference.

Shipping Information

The costs related to shipping materials and equipment by speakers or by any individuals to CHI 2002 is the responsibility of the speaker or the individuals.

For small parcels, we recommend that you ship to yourself in c/o your assigned hotel. Please schedule delivery for no more than 1-2 days in advance of your arrival.

Large parcels must be sent to GES Exposition Services. Shipments can be sent as much as 30 days in advance of your arrival. The cut off date, not to incur additional charges, is Friday, April 12. After that time, there is a 25% late shipment handling fee. Shipments must be PREPAID.

The cost for shipping is as follows:

Ship To Warehouse

The cost for shipping to the warehouse is \$40 per 50 lbs., per shipment. If you ship two packages to arrive on the same day and the combined weight is 50 lbs. or less, the charge will be \$40 for the first piece and \$9.75 for the additional piece.

Please label your advance shipments to the warehouse as follows:

Your Name
Session Name
CHI 2002
C/O GES Exposition Services
Roadway Express
2950 Lone Oak Circle
Eagan, MN 55121

Ship Directly to Convention Center

The Convention Center will refuse all shipments sent directly to the Center with the exception of freight that arrives on the specified days. The ONLY days that this will be possible will be Sunday, April 21, 2002 and Monday, April 22, 2002. The cost to ship on these days only will be \$40 per 50 lbs. per shipment, plus an additional 25% over charge for receiving goods over the weekend.

Please label your shipment to the Convention Center as follows:

Your Name
Session Name
CHI 2002
C/O GES Expositions Services
1301 Second Avenue South
Minneapolis, MN 55403

GES will bring your PREPAID shipment to their storage area at the Minneapolis Convention Center. Freight can be picked up beginning on Saturday, April 20, 2002 at 2:00 PM.

Other Important Information:

To check on the arrival of warehouse freight, please contact Drew Hayes at +1 (763) 488-5339.

Contact your liaison if you need more information

If you have questions or need additional information, please contact your tutorial co-chair via e-mail chi2002-tutorials@acm.org.

Michael Atwood, CHI 2002 Tutorials Co-Chair

College of Information Science and Technology

Drexel University

3141 Chestnut Street

Philadelphia, PA 19104

USA

Telephone: (215) 895-6273