CHI 2001 INFORMATION FOR TUTORIAL INSTRUCTORS

Dear CHI 2001 Tutorial Instructor,

Congratulations on having your tutorial accepted for CHI 2001!

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 notes will be ready to be published.

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 2001 Technology Support Speaker Request Form for Tutorial Instructors.
  - ACM Tutorial Notes Release Form (if more that one tutorial instructor, please make additional copies)
  - Sample Copyright Release Form
  - Tutorial Supplies Request Form
- 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 Speaker 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 2001 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.

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

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 supply that you will need on the form.

Speaker Orientation

A speaker orientation will be held for Tutorial Instructors on Sunday, 1 April and Monday, 2 April at 7:30 am in rooms 602 & 603 on Level 6 of the Washington State Convention & Trade 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.

Tutorial Room Setup

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.

Schedule for the tutorial day

7:30 am	Speaker Orientation
9:00 am	Tutorial Begins
10:30 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 $2,000 will be awarded for presenting a full-day tutorial and $1,000 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 2001 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 2001. For more information your publisher may visit the CHI 2001 web site at www.acm.org/sigchi/chi2001 or they may send email to chi2001-exhibits@acm.org. If your publisher is already exhibiting at CHI 2001 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 2001 is the responsibility of the speaker or the individuals.

We recommend that you ship to yourself in c/o your assigned hotel. *For small parcels being sent to the hotel please schedule for 1-2 days in advance of your arrival. Large parcels being sent to GES Exposition Services can be sent as much as 30 days in advance of your arrival. Shipments must be PREPAID.*

GES Exposition Services
4060 Lind Avenue, SW
Renton, WA 98055

The cost for shipping is as follows:

Ship To Warehouse
$54 per 100 lbs. per shipment 200 lbs. minimum or $108 minimum

Ship to Showsite
$49 per 100 lbs. per shipment, 200 lbs. minimum or $98 minimum with an additional 25% over charge for receiving good over the weekend.

Your freight needs to be addressed as follows:

Your Name
Session Name
Hold for: ACM/CHI 2001 Tutorials
(Decorators Address)

GES will bring your PREPAID shipment to their storage area at the Washington State Convention Center. Freight can be picked up beginning on Saturday, 31 March 2001 at 2:00 PM.

Other Important Information:

To check on the arrival of warehouse freight, please call **+1 (425) 251-6565 .**

Contact your liaison if you need more information

If you have questions or need additional information, please contact your liaison (indicated by circle below) via e-mail *chi2001-tutorials@acm.org*.