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: __________________________________________________________

**Presentation Information (Office use only)**

Session number: __________________________________________________________
Meeting Room: __________________________________________________________
Start Date: ________________ Start Time: ________________
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.

- Overhead projector
- 35mm slide projector
- VHS video (NTSC)
- VHS video (PAL)
- LCD projector (1024x768) resolution
- Flip Chart with Markers

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):
-
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!!!!!!)

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