CHI 2005

Tutorial Submission Form

SIGCHI

Instructions to Submitters

Your submission cannot be assigned to reviewers unless this form is complete and accurate. Please follow instructions carefully. For more information on tutorial submissions, please visit **http://www.chi2005.org/cfp/tutorials.html**, or contact Tutorials Chairs **chi2005-tutorials@acm.org**.

Proposed Tutorial Title: _____

Topic: _____

Level: ☐ Novice ☐ Master Class Suggested # students: _____

Lead Instructor

Name: _____
Affiliation: _____
Address: _____
Email: _____
Telephone: _____

Additional Instructors (name only)

_____
_____
_____
_____
_____

Please describe your qualifications for delivering this tutorial. _____

Tutorial History

Has this tutorial previously been delivered? ☐ Yes* ☐ No

If yes, how many times have you delivered this tutorial? _____
Please indicate the year and event if within the last five years:

mm/yyyy	Event
mm/yyyy	Event
mm/yyyy	Event
mm/yyyy	Event
mm/yyyy	Event

*If your tutorial has been delivered at a SIGCHI conference, please submit an additional document in your ZIP package that provides attendee feedback. Include changes or improvements to this tutorial you have made based on attendee feedback.

Learning Objectives and Outcomes

What three main issues or questions does this tutorial address?

_____

_____

_____

What three learning outcomes are planned for attendees?

_____

_____

_____

Delivery Style

Please indicate the percentage of class time planned for the following activities:

____ **%** Lecture

____ **%** Demonstration

____ **%** Discussion

____ **%** Individual Activities

____ **%** Group Activities

Timeline

Indicate what you will be doing in the following time slots. All CHI 2005 tutorials are one day long.

8 AM 10:30	
11:00 to 1:00	
2:00 to 3:30	
4:00 to 5 PM	

Attendee Description

Please check all descriptors that apply to your prospective audience:

____ Researchers

____ Academics

____ Practitioners

____ Students

Prerequisites for Attendees

List major HCI concepts or experiential background your tutorial requires. This information will be used to select appropriate reviewers for your submission, to help determine whether your submission is appropriate for a SIGCHI audience, and to help market your tutorial if it is accepted.

Tutorial Submission Form

Materials and Audio/Visual Requirements

Please see the CHI 2005 tutorials web page for details. Standard materials and equipment will be delivered to tutorial rooms. We regret we cannot accommodate additional requests at the conference's expense. We apologize for any inconvenience.

Tutorial Description

Describe your tutorial in 500 characters or less. This description will be used for advance publicity for your tutorial and will appear in the CHI 2005 Conference Program.

Attachments

Please submit the following attachments with this form:

Sample Tutorial Notes: a minimum of 5 content pages of your proposed material
Previous Delivery Package: attendee feedback and improvement notes
Content Description: 2-page detailed description of the material to be covered in the tutorial

Submit Your Proposal Package

Package the items in the checklist below into a ZIP file following the naming convention: tut05_[surname].ZIP, replacing [surname] with the first 7 letters of the lead instructor's last name. Please follow this naming convention for each of the files contained inside your ZIP archive. Upload your ZIP'd package to **http://www.chi2005.org/cfp/tutorials_submit.html** no later than **1700 PDT, 9 August 2004**. You will receive an auto-generated email that your submission was attempted. THIS IS NOT A CONFIRMATION THAT IT HAS BEEN RECEIVED.

If your attachment bounces or you do not receive a system email, or you have questions about your submission, please contact the Tutorial Chairs immediately. Note that late or incomplete submissions will not be considered for review.

Submission Checklist

____ Form
____ Sample Tutorial Notes
____ Previous Delivery Package (if delivered in the past)
____ Content Description

CHI 2005 Tutorial Chairs
Carolyn Gale, Stanford University, USA
Elizabeth Dykstra-Erickson, Kinoma, Inc. USA