

CHECKLIST

for CHI 2002 Tutorial Instructors

Below is a checklist for you to follow as you prepare your Tutorial deliverables for CHI 2002. All items must be received via postal mail or courier by the specified dates. Check off each item as you complete it.

Your Technology Support, Room Set-up & Supplies Request form must be received by 5 January 2002. Please mail the following items by to:

CHI 2002 Conference Office
703 Giddings Ave., Suite U-3
Annapolis, MD 21401
USA
Telephone: (410) 263-5382

√	What to send	Number of copies
	CHI 2002 Technology Support, Room Set-up & Supplies Request Form for Tutorial Instructors	1

Your Tutorial Notes and Tutorial Notes Release Form must be received by 15 January 2002. Please mail this information to:

Michael Atwood
College of Information Science and Technology
Drexel University
3141 Chestnut Street
Philadelphia, PA 19104
USA
Telephone: (215) 895-6273

√	What to send	Number of copies
	Tutorial notes	2
	ACM Tutorial Notes Release Form	1 each instructor