**CHI 2018 Demonstrations Supplement**

Use this supplement to demonstrate the practical requirements of showcasing your demonstration submission at CHI and provide an informal overview of what CHI attendees can expect from your submission. It is intended to give as rich a picture of your project and presentation requirements as possible. **This document is required; your submission will not be reviewed unless this document is completed with your submission.**

To explain how your project works, you should provide a short usage scenario, a storyboard sketch, screenshots, illustrations, and/or photos.

The supplement should also describe the practical requirements of your submission such as preferred setting, space, power, networking, lighting, acoustical, and other special equipment.

Finally, your supplement should include a description of the “elevator pitch”: describe how are you going to process participants and limit your presentation to a maximum of 5 minutes per user, to avoid large lineups.

It is important to remember that the reviewers of Demonstrations submissions can only make decisions based on the knowledge contained in this document, your extended abstract, still image and your video. You should use this supplement to provide as clear and concise an overview of the experience you are hoping to create and the practical requirements of making that happen.

**CONTACT INFO – REQUIRED.**

*Please note that this is in case the CHI technical team needs to contact you, it will not jeopardize the blind review process.*

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Organization** |  |
| **Street Address** |  |
|  |  |
| **City** |  |
| **State/Province** |  |
| **Country** |  |
| **Postal Code** |  |
| **Telephone** |  |
| **Email** |  |
| **URL of your submission (a video is helpful)** |  |

**DESCRIPTION**

**Title:**

**Project Description:**

**PRESENTATION HISTORY**

Here you can list previous public presentations of this work and work related to it, such as conference papers, exhibitions, demonstrations, etc. (if any).

Please explain briefly how the proposed exhibit expands on these presentations.

Alternatively, briefly motivate why you believe the demo is worthwhile for the CHI attendees even if it has been presented in the same form somewhere else.

Is this extended abstract associated with a submitted Note or Paper? If so, please provide the submission ID here.

**ENVISIONED INTERACTION**

Here, you could describe how visitors will interact with your work. This section is important to give the reviewers a “feel” for how well your demo will work when you present it at the conference. This is the most important part of the supplement for the reviewers, because it is the only way for you to communicate what the demo experience will actually be like.

*Example questions:*

How will you create an efficient flow of people through the demo to avoid queues?

What do you do if too many people crowd your demo at the same time?

Does your exhibit work best with a single person at a time? A group?

What are your main story points (elevator pitch)? Consider using no more than 5 minutes of your time per individual or group to increase flow.

Please illustrate the envisioned interaction in any way you can – photos, sketches, etc.

**TECHNICAL REQUIREMENTS**

In this section, we would like to learn about the requirements of your submission. We include several categories and questions below. These questions are examples of the types of information you might like to give us. It is not necessary to answer questions that do not apply to you. Please feel free to add additional requirement information as needed.

While we cannot make guarantees about what we will be able to provide, we want to work with every accepted author to bring their envisioned interaction to all conference attendees. However, please note that it is your responsibility to provide all necessary technical equipment for the demo, including projectors. The CHI conference is a volunteer-run non-profit event and has only very limited resources to support exhibits.

(Note: CHI does not typically support shipping for installations except in very limited circumstances. In general, presenters are required to bring or ship their own materials, and cover the costs. If your project requires you to ship a large amount of material, talk to us if your submission is accepted: we may be able to accommodate shipping expenses for a small number of selected projects.)

**EQUIPMENT**

*Example questions:*

What are the physical elements of your submission (displays/ tangibles/ furniture/ machines)?

Please be clear which of these items you will provide and which will need to be provided by the Demonstration chairs.

**FLOOR PLAN**

We have a standard booth size of 3 m x 3 m. Draw a plan of your exhibit in this space.

**ACOUSTICAL**

*Example questions:*

Are there special acoustical needs? Does the exhibit need a quiet space?

**LIGHTING**

If you require reduced lighting, please let us know your requirements and why are you requesting reducing lighting.

**COMPUTATIONAL EQUIPMENT**

Note: We strongly recommend you bring your own hardware and test your complete demo with the exact same hardware before leaving for CHI. Bring replacement parts such as batteries and anything else that might break, and bring Kensington locks to secure your equipment.

You can request a 24” LCD Display, 50” LCD Display, speakers, and WiFi access. Please describe your requirement below.

If you are requesting WiFi, can you describe your demonstration’s typical bandwidth?

**RADIO FREQUENCIES**

*Example questions:*

Does your demonstration use, produce, or require any radio frequencies? Wireless cameras, microphones?

Attendees will have their own Bluetooth devices, and previously we had troubles using Bluetooth due to the many thousands of other Bluetooth devices they bring with them. So please try to avoid Bluetooth connections if possible.

**POWER**

For Demonstrations, CHI will provide a power socket for each standard booth. Please describe how many outlets you will need (and please do not overestimate the number of outlets).

**SAFETY**

*Example questions:*

Are there any safety hazards for participants interacting with your demo?

How are you making sure that no one can get hurt by your system?