

CLIHC '05

Congresso Latino-americano de Interação Humano-Computador
Congreso Latinoamericano de Interacción Humano-Computadora
Latin American Conference on Human-Computer Interaction

Cuernavaca, Mexico, October 23-26, 2005

Workshops and Tutorials

Call for Proposals

Co-Chairs

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USA

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SPAIN

Important Dates

Workshops & tutorials:

Letter of Intent: February 13th, 2005
Submission Deadline: April 3, 2005
Acceptance Notification: May 3, 2005

Send submissions to: coty@cmu.edu

Workshops

Workshops may focus on research or applied HCI topics. Submissions addressing basic or applied research in HCI areas are encouraged. Other type of perspectives will be also welcomed if they have a strong HCI component, for example HCI in education, professional practices in HCI, etc.

A workshop may be 6 hours long, with a lunch break and two coffee breaks. Most workshops have 12 to 15 participants. Focused interaction among participants is important, so participants must have informed positions based on prior experience. *No fee will be charged to workshop participant, but they would be required to register for the conference.*

How to Submit

A workshop submission requires four documents: a proposal, an extended abstract, a call for participation, and cover sheet and technical requirements. These documents should be submitted in one file. The preferred format is PDF. The filename should be formatted using the primary organizer's name like "CLWS_lastname_firstname.pdf". Send all submissions to the workshop co-chairs with the subject line "CLIHC 2005 Workshop Submission". All submissions are due by April 3, 2005. Please submit a letter of intent by February 13, 2005.

Proposal

Prepare a three-page long proposal for the Workshops review committee. The proposal must describe the topic, a detailed plan for conducting the workshop (before, during, and after), and the organizers' backgrounds.

Extended Abstract

Prepare a description of the workshop using a maximum of two pages, suitable for publication in the CLIHC 2005 Conference Proceedings. It should contain a summary of the workshop's goals and issues. The final version to be included in the Conference Proceedings must be presented in the Conference

Submission Format, except that no abstract is required. The final version will be requested to the primary authors in May 2005.

Call for Participation

Prepare a 250-word Call for Participation suitable for publication on the CLIHC 2005 web site. It should describe the format and goals of the workshop, the participant selection criteria, requirements for position papers (e.g. page length, topics to address, etc), and where these papers should be submitted. Developing an external web page with additional information about the workshop for potential participants is encouraged. Calendar for workshop submission and notification of acceptance must be included in the Workshop proposal.

Cover Sheet and Technical Requirements

Each submission should be accompanied by a cover sheet giving contact information for the primary workshop organizer. This person will serve as the main point of contact with the Workshop Co-Chairs. Submissions should also include a list of any technology or other support requirements for the workshop (e.g. a screen for projecting, flipcharts, etc), keeping in mind that CLIHC 2005 will only provide projectors in order to keep workshop attendance costs low.

Review Criteria

Review criteria include the workshop's potential for generating stimulating discussions and useful results; the expected community interest level in the topic; the organizers' ability to demonstrate in the proposal a well-organized process and plan for the workshop; the overall balance of topics in the Workshops program; and the fit with the conference theme.

Upon Acceptance

Organizers will be notified of acceptance or rejection no later than May 3. Organizers of accepted workshops will receive detailed instructions on how to submit final publication-ready materials, which are due May 16, 2005. Workshop organizers select participants on the basis of position papers submitted to them. Format of submission will be determined for workshop's organizers. Submissions should contain no information or materials that are proprietary at publication time.

Before The Conference

The organizers work with the Workshops Co-Chairs to solicit diverse participation. You will:

- publicize your workshop
- select, invite, and confirm participants
- send the list of confirmed participants to the Workshops Co-Chairs
- distribute position papers and other pre-workshop materials to participants in advance of the workshop
- develop a final agenda of workshop activities

At the Conference

At the workshop, the organizer is responsible for facilitating discussion, maintaining productive interaction, and encouraging participation. The emphasis should be on group discussion, rather than on presentation of individual position papers. Diversity of perspectives should be encouraged. CLIHC 2005 provides meeting rooms and coffee breaks. Organizers may be expected to produce a poster summarizing the results of the workshop for display during the conference.

Presenters are encouraged to bring their own laptops for their presentation.

After the Conference

It is important for workshop results to be communicated to a larger audience. In addition to the poster that may be produced by the organizers during the conference, each workshop may be asked to produce report of the scientific/strategic output of the workshop for publication in the conference web site. We

encourage additional avenues of communication, such as preparing an edited book or special issues of journals following the conference, or maintaining a web site to network with others whom might be interested.

Tutorials

Tutorials are one of the best ways of conveying introductory and advanced instruction on specific topics to an interested audience. Tutorials are a significant attraction to attendance at CLIHC 2005 and provide exposure in depth and breadth to HCI topics.

All CLIHC 2005 tutorials are one day long, with two breaks and a lunch period. Please plan your proposal accordingly. See the instructions below for the required structure, format, and content of your proposal; instructions for submitting; the criteria that will be used to review your proposal; and the elements that you will need to submit if your proposal is accepted for presentation at the conference. Also included are the review criteria on which your proposal will be evaluated by a team of knowledgeable reviewers. It is important that you specify the audience for your tutorial, as reviewers will be drawn from the expertise you indicate is relevant.

Tutorial proposals will be evaluated on the basis of their relevance, suitability, timeliness, importance, audience appeal, attendance limits, presentation methods, and past experiences and qualifications of instructors.

CLIHC 2005 can only accept tutorial notes in digital format. For accepted tutorial proposals, you will receive confirmation of your tutorial time and location upon receipt of your tutorial notes. All tutorials are subject to cancellation according to the policies noted below.

Timeline

Please note that deadlines are critical to a successful Tutorials program. We want to offer your high quality tutorial; please help us in this goal by being observant of the timeline and responsive to requests for information and materials from your tutorials co-chairs. Should you have any questions on what you must provide, please do not hesitate to contact us.

Item	Date	Deliver To
Letter of intent	February 13, 2005	Tutorials Co-Chairs
Proposal submission		
Tutorial Reviews distributed to authors	May 3, 2005	Authors
Tutorial Attendee limits	May 16, 2005	
Advance Program description	April 18, 2005	Tutorials Co-Chairs
Tutorial Notes	June 16, 2005	Tutorials Co-Chairs
Tutorial Supplies List	June 25, 2005	Tutorials Co-Chairs
A/V Requests	June 25, 2005	Tutorials Co-Chairs

Topics

CLIHC 2005 seeks tutorial proposals on the following topics:

- Human-Computer Interaction History and recent developments
- Cognitive Science
- Statistical Analysis and Tools Selecting measures, collecting data, and reporting/interpreting results
Advanced tools and applications
- Experimental Design Introduction: fitting experiments to research objectives, Case studies and collaborative critique
- Conveying Research Results Formal and informal methods; simplification and precision for multiple audiences Case studies and collaborative critique

- Research Methods Introduction to field, laboratory, and ethnographic methods for quantitative/qualitative research Special topics
- Evaluation Techniques Introduction and general overview
- Design Techniques and Processes. Interface and product design techniques and processes. In-depth treatment of customized and/or innovative design techniques and processes
- Handheld, Mobile, and Embedded Systems. Survey of guidelines and standards, platforms, technologies, and use Specialized topics in design, evaluation, and social phenomena
- Social Computing Introduction to concepts and current initiatives. Case studies and focused topics
- Collaborative Technologies History and recent developments Use models, legal, and social issues

Other topics related with CLIHC 05 main themes can be suggested and they will be welcomed. Submissions on emerging new topics are encouraged, as are submission for "master" class audiences. However, please be advised that your tutorial must be self-supporting: e.g., if you require special technology your tutorial will require a higher level of enrollment. If your tutorial addresses a specialized or niche topic you should be prepared to market your tutorial to the appropriate audience to ensure that it meets the minimum attendance requirements.

Cancellation

The baseline attendance for tutorials at CLIHC 2005 is 10 registrations. CLIHC2005 reserves the right to cancel tutorials with fewer than 10 registered attendees.

Submission Format and Requirements

Please prepare a document with the following sections (listed below for reference). If you have questions, please don't hesitate to contact us.

Cover Sheet

Indicating: Name of the tutorial, name and affiliation of the organizer(s) and a little note explaining the tutorial objectives and the advantages of attending to it. It's necessary to identify the lead proposer. He or she will be the primary contact with the co-chairs.

Biographic information

Brief biographic and academic information of the organizer(s).

Learning Objectives

One paragraph describing the three main issues or questions you will address, three learning outcomes you plan, and the active learning strategies you will use in this tutorial. Lecture-only tutorials are not encouraged.

History

If the proposed tutorial has been given previously, the proposal should include where the tutorial has been given and how it will be modified for CLIHC 2005. If the tutorial has been given at a previous CLIHC conference, please furnish feedback from your attendees, and describe how changes to the tutorial will address remarks made by previous attendees. Additional materials may be submitted, but will not necessarily be included in the review process.

Content

Describe in detail the material that will be covered in the course. You do not need to fully develop your course materials for the proposal. However, reviewers need to have a clear idea of what you will convey and how you will conduct the tutorial in order to give your proposal a fair and balanced review.

Background

Describe the assumed background of attendees. Justify the tutorial for a CLIHC audience. In describing the target attendee background, include any prerequisites such as knowledge of HCI content, processes, and procedures. State any skills that are needed to understand tutorial content or to complete the exercises. Please specify whether the tutorial is intended to introduce participants to an area, or to further

develop the expertise of knowledgeable participants. Note that appropriately characterizing your attendees (researchers? academics? practitioners?) helps us match your tutorial proposal to prospective reviewers, and ultimately assists us in marketing your work.

Session Activities and Timeline

Explain how the tutorial will be conducted, and give a schedule of events with time allocations. It is useful to include how many participants you feel are appropriate for your tutorial; this information will make it easier for reviewers to gauge the practicality of the exercises you have planned.

Sample Notes

Describe and provide samples of materials to be included in the tutorial notes. In the case of multiple instructors, indicate role and percentage involvement of each instructor.

Materials Requirements

This list includes any materials or conditions needed to run the tutorial. It should include any required supplies, restrictions or conditions on offering the tutorial such as an attendance limit, non-standard technology support requests and other information that the review committee should know in considering the proposal.

Upon Acceptance

Instructors will be notified of acceptance or rejection by May 3, 2005. Offering of the tutorial at the conference will be contingent upon the instructor meeting conference deadlines and requirements.

Tutorials are accepted upon the assumption that the instructors will provide a set of high-quality notes by August 29, 2005 so that they can be reproduced for dissemination to attendees. The notes should serve as reference materials for attendees and should support the presentation of the material during the tutorial. If your digital notes are not received by the deadline, your tutorial will be cancelled. The submission process is automated, and we regret that we cannot make exceptions. Please plan accordingly.

After the initial acceptance deadline, instructors will receive detailed format requirements for preparation of a publication-ready version of their tutorial notes. Instructors must prepare course material (tutorial and notes) specifically for the CLIHC 2005 tutorial session. Presentation materials used by the instructor for other courses or projects must be reworked within the guidelines described in format requirements.

Tutorial notes should include:

- an introduction to the topic
- copies of all overhead transparencies and slides
- an annotated bibliography
- copies of relevant background material or scholarly papers (for which the instructors have obtained any necessary reprint permission)
- tutorial exercises, as appropriate

Instructors must sign a release form giving CLIHC 2005 one-time-only permission to utilize the notes for tutorial participants and to sell notes at the conference.

At the Conference

Instructors must bring their own laptops for their tutorials. CLIHC 2005 will only provide projectors and some specific requirements if these are available. Please ensure that you communicate your needs clearly; we will not be able to accommodate late or on-site requests for additional technical support.

Tutorial Submission Checklist

Please review the following checklist to help ensure completeness of your tutorial proposal submission.

- Prepare the tutorial submission proposal for review in PDF or Word.
- Be sure that the filename is formatted using the lead proposer's name like "CLTT_lastname_firstname.pdf".

- Submit the materials electronically to the tutorial co-chairs by April 3, 2005 with the subject line “CLIHC 2005 Tutorial Submission”.