SIGGRAPH Small Conferences Handbook
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Contact: ACM SIGGRAPH Small Conferences Chair

1. Introduction

ACM SIGGRAPH welcomes the opportunity to sponsor, co-sponsor or provide "in-cooperation" status to small conferences and workshops that may be of interest to our members. This handbook is designed to provide information to small conference organizers wishing to gain the appropriate ACM SIGGRAPH status.

Event Status

1. *In cooperation:* ACM SIGGRAPH is not a financial sponsor or co-sponsor of these events, but the event is recognized as a serious professional conference or workshop with proceedings published by a reputable publisher.

2. *Sponsored*: ACM SIGGRAPH is financially responsible for the event.

3. *Co-sponsored with one or more other organizations.* ACM SIGGRAPH shares the financial responsibilities with the other co-sponsoring organizations.

Basic Requirements

A request for one of the above statuses is administered by ACM and needs approval from the SIGGRAPH Small Conferences Committee (SCC).   The basic requirements for in-cooperation or sponsorship status are as follows:

1. Conferences must be not-for profit academic conferences. Usually submitted papers will be refereed, and the program chair and committee will make decisions over publication.

2. Publications must be computer graphics or HCI related or in an area interesting to a reasonable number of ACM SIGGRAPH members.

3. Proceedings should be made available via the ACM digital library or in the case of events in conjunction with a sister society such as Eurographics, referenced from the ACM DL.

4. After the event has taken place, organizers of sponsored or co-sponsored events have to provide a financial summary to ACM and ACM SIGGRAPH.

5. ACM SIGGRAPH and ACM members receive a discounted registration fee.

A complete list of requirements can be found in the ACM Conference Manual:
http://www.acm.org/sigs/volunteer_resources/conference_manual

3. Benefits

- Once an event has obtained approval from ACM SIGGRAPH, the conference may promote that it is in-cooperation or sponsored/co-sponsored by ACM SIGGRAPH in all its publicity. The ACM SIGGRAPH logo may be used on the conference website
- ACM SIGGRAPH will promote the event on the SIGGRAPH.org calendar
- ACM SIGGRAPH will promote the small conference to all ACM SIGGRAPH members in Interactions, the monthly e-newsletter to members

4. Approval Process

Conference organizers are urged to read the ACM conference manual for complete details on obtaining sponsorship/co-sponsorship or in cooperation status with ACM SIGGRAPH:http://www.acm.org/sigs/volunteer_resources/conference_manual/manual_read_me

In Cooperation

Cooperation will be undertaken only if all of the following are established or estimated to be true:

1. The technical meeting meets ACM standards of technical excellence and has reasonable relevance to the activities of ACM SIGGRAPH.
2. Benefits will accrue to the technical meeting because of the cooperation of ACM SIGGRAPH
3. Benefits will accrue to ACM SIGGRAPH because of its cooperation.
4. ACM members are encouraged to participate on the organizing committee.
5. **The organizing committee agrees that within three months after the conference, a short post-meeting report summarizing the results is to be forwarded to the Small Conference Committee of ACM SIGGRAPH.**
6. The organizing committee agrees to state that this meeting is "in-cooperation with ACM SIGGRAPH" in all references to the conference including conference promotions, proceedings, press releases, etc.
7. ACM SIGGRAPH and ACM members are entitled to the same registration fee as available to member of sponsoring organizations.
8. ACM SIGGRAPH and ACM members may purchase proceedings at the same rate as sponsoring organizations.
9. **A table is provided in the registration area for a display of ACM SIGGRAPH membership and publication literature if needed.**
10. Proof of liability insurance is provided by all sponsoring organizations.

To request in-cooperation status, fill out ACM's In Cooperation Technical Meeting Request Form, located at:
http://www.acm.org/sigs/volunteer_resources/conference_manual/incoop.

An In-Cooperation TMRF consists of:

1. General information concerning the scope of the conference,
2. Sponsorship information of nonprofit incorporated organization(s),
3. A hold harmless clause,
4. Conference committee information (including the Conference Chair and Program Chair must be an ACM or a SIG member) and
5. The ACM Resolution on Sponsorship of International Conferences relating to scientific freedom.

Other organizations seeking to use the ACM or ACM SIG name(s) must provide proof of nonprofit status as well as proof of insurance

ACM and the ACM SIGGRAPH Small Conferences Committee will review the TMRF. ACM will notify the organizers of the event upon approval.

Sponsorship/Co-Sponsorship

The purpose of the ACM Conference Approval Process is to insure that quality material is presented and the planning process is carried out in an organized fashion.

To request approval for a sponsorship/co-sponsorship:

1. Submit the Preliminary Approval Form (PAF) **at least 18 months before the conference start.** Once the PAF is approved,
2. Submit the Technical Meeting Request Forms (TMRF) **at least 12 months before the conference start.**

The overall purpose of the ACM Technical Meeting Request Form (TMRF) is to collect the information that is necessary to evaluate the conference being proposed for approval. The TMRF should be looked at as a basic planning document to help you identify decisions, which must be made in the planning process.

The TMRF requests information on conference title, sponsors, dates, location, facility, as well as a complete budget. See the appendix below for a sample budget.

For complete guidelines on filling out the TMRF, refer to the ACM Manual at
http://www.acm.org/sigs/volunteer_resources/conference_manual

The budget has to be submitted to ACM and it is forwarded to the SIGGRAPH Small Conference Committee. Both ACM and the SC check the budget and any change requests will be communicated through ACM. A revised version can then be submitted. ACM will inform organizers of the approval of the event.

ACM SIGGRAPH also requires that the organizing committee agree that within three months after the conference, a short post-meeting report summarizing the

5. Profitable Conferences

Should the event make a profit, ACM SIGGRAPH will fund grant proposals from conference organizers for up to 50% of the profit from the previous year's conference for something that would enhance the conference, ie, something that would increase attendance of women or students. The Small Conferences Committee will evaluate the proposals.

6. Conference Series Organization

An event series should maintain continuity through a steering committee.   SIGGRAPH conference series can apply to the SCC for web space to house the steering committee web pages. The steering committee should select the location, the organizers, and the date of the next event, bearing in mind possible constraints such as collision of the date with other events or existing agreements about co-location, which have to be taken into account.
The selection should be performed at the latest at the event preceding the intended one, i.e. usually about one year in advance. The work involves producing a call for papers, a budget plan, and the filled and signed ACM forms.

7. Co-Located Conferences

Conferences that would like to co-locate with SIGGRAPH or SIGGRAPH Asia should following the following process:

Apply by submitting the following forms:

1. PAF (Preliminary Approval Form) - at least 18 months out from conference
2. TMRF (Technical Meetings Request Form) - at least 12 months out
3. SRF (Space Request Form) - at least 8 months out

And Communicate: Inform the Small Conferences Chair that your conference wishes to co-locate with SIGGRAPH/SIGGRAPH Asia. The SCC chair will serve as the liaison between the small conference and the SIGGRAPH conference organization.

There are numerous options available to the co-located conferences, including space in the convention center, use of the SIGGRAPH conference registration system, AV packages. The various options available are included with the Co-located Space Request Form.

The SIGGRAPH conference web site will also publicize general information regarding the co-located conferences.

For more information on co-locating with the upcoming SIGGRAPH conference, see the Co-Locating a Conference with SIGGRAPH page of SIGGRAPH.org.

8. Open Access for Small Conferences

ACM SIGGRAPH participates in the Open Access process.

There are two parts to Open Access. Part 2 is optional.

Part 1

ACM SIGGRAPH will allow open access for the most recent instance of the conference through ACM Author-izer links on the ACM SIGGRAPH website. These links will remain available until the next conference. ACM SIGGRAPH will be provided these links by ACM for inclusion on the publications section of the organization website.

Part 2

Access to conference publications will be accessible by anyone beginning two weeks prior to the conference and running for four weeks. Conference publications can include the conference proceedings and any other published content. The requirements for making this access available is that notification of availability of Open Access must be publicized in the call for participation, and that the content be ready and in the Digital Library at least two weeks before the conference.

More Information:

http://www.siggraph.org/attend/small-conferences
http://www.siggraph.org/attend/organizing-conference
http://www.siggraph.org/attend/co-locating-symposium-or-conference-siggraph

Forms:

http://www.acm.org/sigs/volunteer_resources/conference_manual/prelimin
http://www.acm.org/sigs/volunteer_resources/conference_manual/1-2-1guide
http://www.siggraph.org/sites/default/files/SIGGRAPH_co-location_space_request_form.pdf

Contact:

ACM SIGGRAPH Small Conferences Chair

Appendix: **Example Budget**

Current Conference – 2015	
	Budgeted
Start Date	08/27/2015
End Date	08/28/2015

Paid Attendance	0
Total Attendance	58
Total Attendance Member	
Total Attendance Non Member	
Total Attendance Student	
INCOME	
Registration	$14,695
Corporate Donations	$2,845
	$17,540
EXPENSE	
Registration	$417
On-Site Logistics	$8,047
Conference Food and Beverage	$4,557
Program/Publication	$870
Financial	$556
Total	$14,447.00
Expense total (ET)	$14,447.00
Contingency	$2,383.00
ACM/SIG Overhead Fee(0.1*ET)	$1,447.70
ET+contingency +overhead	$18,274.70
Surplus/Loss	($734.70)
Current Conference – 2015	

Budget Notes: The SIGGRAPH overhead allocation rate is 10%. This is calculated as 10% of all expenses excluding the contingency fee. The contingency fee is typically 15%, but can vary depending on the number of co-sponsors.

Overhead Allocation = $14,447 x 10% = $1,444.70
Contingency - ($14,447 + $1,444.70) x 15% = $2,383

For co-sponsored conferences, the overall allocation rate is determined by the following formula: Sum of all [(Each Sponsor allocation rate) * (Each Sponsor percentage financial stake)]