



# Office of SIG Services



Association for  
Computing Machinery

*Advancing Computing as a Science & Profession*

# Focus

- General SIG Activities
- Conference Activities



# General Activities



- Point of Contact for SIG Leadership
- Repository
  - Bylaws
  - Viability Information
  - Reach Information
  - Agreements and MOUs with other organizations
  - Financial Information
- Newsletter Production/Distribution
- Interaction with other departments on behalf of SIGs



# General Activities Continued

- All Non-Conference Program Activity Including:
  - Program Contracts
  - Awards
  - Distribution Lists (Listserve)
  - Travel Grant and Scholarship Processing
  - Volunteer Travel and Expense Admin.



# Conference Activities

- Cooperating Events (125+)
- Sponsored Events (100+)
- Co-sponsored Events (50)



# Cooperating Events



- Benefits
- Responsibilities



# Cooperating Events



- SIG Benefits
  - Affiliation with Program
  - Fee Discounts for Members
  - Additional Publications available to members if published by ACM



# Cooperating Events



- Conference Leaders Responsibilities
  - Prepare TMRF
  - Provide necessary signatures and insurance documentation
  - Provide final report
    - summary of attendance
    - budget
    - technical activities





# Cooperating Events



- ACM HQ Responsibilities
  - Provide Point of Contact
  - Keep track of individual SIG preferences for approval process
  - TMRF Receipt, Review and Follow-up
  - Approval Process Trafficking and Follow-up



# Cooperating Events

- SIG Leaders Responsibilities
  - Review info received from ACM HQ
  - Approve/Disapprove/Questions



# Sponsored and Co-Sponsored Events



- Benefits
- Responsibilities



# Sponsored Co-Sponsored Events



- SIG Benefits
  - Accomplish Mission
  - Set Technical Program Direction
  - Community Service
  - Opportunity to Develop/Maintain the Premier Event in Specialty



# Sponsored and Co-sponsored Events



- SIG Leaders Responsibilities
  - Select a Conference Chair and inform ACM HQ
  - OK preliminary approval form (PAF)
  - Provide guidance to conference leaders and ACM HQ based on experience
  - Approve/Disapprove Conference
  - Approve contracts to be executed prior to official conference approval



# Sponsored and Co-sponsored Events



- ACM HQ Responsibilities
  - Point of Contact for Conference Leaders
  - Make Preliminary approval form available on website
  - Traffic documents through approval process
  - Process MOUs for co-sponsored events with outside organizations
  - Corporate Support processing
  - Scholarship and travel reimbursement processing
  - Preferred vendors



# ACM HQ Responsibilities Cont'd

- Assist in preparation of Budget
- Set-up in-house or banking or secure documentation for out of house bank account
- Issue RFPs, negotiate and execute site contracts
- Issue RFPs, negotiate and execute non-site conference related contracts
- Provide historical information
- Provide access to financial information



# Sponsored and Co-sponsored Events



- Conference Leaders Responsibilities
  - Prepare requested documentation
    - Preliminary Approval Form
    - TMRF
  - Provide ACM with preferred location in order for site selection to begin
  - Utilize approved TMRF as the blue-print for a successful event
  - Review on-line Conference Handbook
  - Ask Questions





## Other Activities

- Administer and participate in all SGB Meetings, SGB Orientation and SIG task force activities
- Locate and negotiate venues for all ACM committee activities
- Administer non-SIG conferences
- Oversee Federated Computing Research Conference and European counterpart
- Compile ACM Conference Impact Report and distribute to industry partners
- Provide advice and guidance to SGB leadership for all new SIG and conference proposals
- Continually review and modify department processes, practices and resources for improved efficiency



# SIG Services Staff

Donna Cappo	Director
Ashley Cozzi	Assistant Director
Diana Brantuas	Program Coordinator – Conference Budgets
Irene Frawley	Program Coordinator - SIG Services
Julie Goetz	Part-Time Administrative Asst. - Newsletters
Adrienne Griscti	Program Manager – SIG Publications
Farrah Khan	Program Coordinator – SIG and Conf. Activities
Ann Lane	Administrative Assistant
April Mosqus	Program Coordinator – Conference Operations
Maritza Nichols	Program Coordinator - Conference Financials
Stephanie Sabal	Program Coordinator - Site Selection
Fran Spinola	Program Coordinator – SIG Activities

Contact Information- <http://www.acm.org/sigs>