

Snap Shot of the PAF

Association for Computing Machinery
Advancing Computing as a Science & Profession

Submitting ACM Preliminary Approval Form [PAF]

Event Submissions Page -

Note two important points:

- The Event ID below has been automatically selected for your current event. This is the reference number you will use when completing the 3-Section TMRF.
- The event's sponsorship percentage(s) is/are based on a previous event, it cannot be altered. If the event's sponsorship percentage(s) are expected to change for the current event, you may not use this form. Please contact Maritza Nichols [nichols@hq.acm.org] and you'll be directed on how to proceed.

Event ID

XXXXXXXXXX

The name of the most recent event in the series appears below. Please follow this naming structure to enter the event's title.

Previous Event Acronym/Title

Event Acronym/Title

Event Type

Frequency

Start Date

End Date

Total days of event

URL

http://

Exhibits

Yes No

CFP Deadline

Event Proceedings

Will proceedings be published? * YES NO

Produced by ACM? * YES NO

Copyright held by ACM? YES NO



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Event Proceedings

Will proceedings be published? * YES NO

Produced by ACM? * YES NO

Copyright held by ACM? YES NO



Responsible SIG sub-unit/percentage

SIG _____ %

Facility

For those events that are in the process of seeking a site, TBA is an acceptable response for name of facility and city.

Name of Facility

City

State/Province

Country

Event Banking Arrangement

Will you require an ACM in-house account? YES NO

(If not, please explain the conference banking arrangements) *

Continue



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Submitting ACM Preliminary Approval Form [PAF]

Event Committee

[back to first screen](#)

Note two important points:

- As previously noted, the Chair and the Treasurer must be members of ACM or an SIG. If you are not a member you may join [here](#).
- For events Co-Sponsored with IEEE, committee members may enter a valid IEEE membership number in lieu of an ACM membership number.

There are currently no Committee Members list for this event.
Please enter a valid ACM member number below to create each position.

New Conference Committee Member

Enter your ACM client number here:

Position

[Submit/Edit Committee Member](#)

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Submitting ACM Preliminary Approval Form [PAF]

Date Submitted: _____

Thank you for submitting the Preliminary Approval Form [PAF] for _____
(name of event)

Remember to reference the event ID : _____ , in order to submit the 3-Section Technical Meeting Request Forms [TMRF]

Please allow up to two weeks to receive an official endorsement from ACM allowing you to distribute the Call for Papers.

Following endorsement the event will automatically appear in the ACM Calendar of events and the on-line calendar which will help to avoid overlap with other ACM activities. An endorsed PAF will also allow you to move ahead with the site selection process. You are encouraged to submit the Technical Meeting Request Form [TMRF] immediately following endorsement of the PAF.

The Office of SIG Services looks forward to working with you to make your event a success. The following SIG Services team will assist you during the conference:

- Preliminary Approval Form and the 3-Section Technical Meeting Request Forms - Maritza Nichols, nichols@hq.acm.org
- Hotel Site Selection - Ashley Cozzi, acozzi@hq.acm.org
- Proceedings - Adrienne Griscti, griscti@hq.acm.org
- Operations Coordinator (your main contact after the TMRF is officially approved) - _____
Name/Email Address of your Operations Coordinator

We look forward to working with you on a successful ACM event.

Sincerely,

Maritza Nichols

ACM Office of SIG Services

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**Association for
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Technical Meeting Request Form (TMRF)



Link: http://www.acm.org/sigs/volunteer_resources/conference_manual/sponstmrpage

- **The TMRF contains three sections:**
 - TMRF Section I – Event Information
 - TMRF Section II - Budget Spreadsheet Excel

Organizers may choose between two spreadsheets.

The Standard Budget

In order to use this budget spreadsheet, your event must meet the following criteria:

Events that are Sponsored by ACM/SIGs or Co-Sponsored with another Non-Profit Organization

Events that have opted for an ACM Internal Bank Account or an Outside Bank Account

The Simplified Budget Spreadsheet

In order to use this budget spreadsheet, your event must meet the following criteria:

Events that are 100% sponsored by ACM/SIGs

Events that do not have Tutorials or Workshops

Events that have opted for an ACM Internal Bank Account

Events that have opted to use Reg-Online

- TMRF Section III – Statement of Understanding and the Budget Rationale (Revenue / Expense Assumptions)



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Submitting ACM Technical Meeting Request Form [TMRF]

Please read before proceeding:

- The TMRF is a tool to help you identify potential revenue and expenses associated with the event you are planning.
- It is critical to complete the entire document and await approval prior to spending funds and executing contracts.
- Approval by ACM volunteer leaders may take up to 4 – 6 weeks.
- The TMRF should be considered a living document and should be referred to regularly by all committee members throughout the planning process.
- All rights to the event series, including the name, are the property of and belong to ACM.
- The ACM SIG Services Staff is available to assist you throughout the planning process.

Please refer to the Guidelines to assist you in preparing the 3-Section TMRF:
http://www.acm.org/sigs/volunteer_resources/conference_manual/1-2-1guide

Section I

Event Title

Please use the following format to enter the event's title:

Format - <event acronym> <event year YY>: <Title of the event>

Example - ANSC '08: Annual Simulation Conference

Event Type

Frequency

Start Date

End Date

Total days of event

URL

Exhibits

Yes No



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Snap Shot of the TMRF



Responsible SIG sub-unit/percentage

STOP: At least one SIG must have a percentage **greater than 0%** in order to fill out this Sponsored TMRF. If not, please go to: http://www.acm.org/sigs/volunteer_resources/conference_manual/incoop

SIG	Percentage
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %

Other Sponsors

Sponsor	Percentage
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %

Facility

Name of Facility	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
Country	<input type="text"/>



Snap Shot of the TMRF

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Submitting ACM Technical Meeting Request Form [TMRF]

Event Submissions Page -

Section I (cont'd)

Use this link to return to complete:

http://devwin8.acm.org/public/cms/tmrf/cms_tmrf.cfm

Tutorials

Will there be tutorials? *

YES NO

How many full-day?

How many half-day?

Proceedings

Will proceedings be published? *

YES NO

What will the number of pages be?

What is the maximum number of papers?

What is the maximum number of pages per paper?

Produced by ACM?

YES NO

Sold by ACM?

YES NO

Sold by other organizations?

YES NO

Copyright held by ACM?

YES NO

If No, who will hold copyright?



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Newsletter

Will this be a SIG newsletter? *

YES NO

If yes, which SIG(s)?

(If you are choosing more than one SIG, please press and hold the "Control Button" until you have selected all appropriate SIGs)

GRAPH Pioneer
SIGACCESS
SIGACT
SIGAda

CD-ROM

Will there be a Proceedings CD-ROM? *

YES NO

Sold by ACM?

YES NO

Sold by other organizations?

YES NO

Technical Sessions

Will technical sessions be recorded? *

YES NO

Will technical sessions be videotaped? *

YES NO

Other products

Will there be other conference products? *

YES NO

If yes, please list

Continue

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Submitting ACM Technical Meeting Request Form [TMRF]

Section I (cont'd)

Use this link to return to complete:

http://devwin8.acm.org/public/cms/tmrf/cms_tmrf.cfm

Event Committee

[back to previous screen](#)

Note two important points:

- The Chair and Treasurer must be members of ACM or a SIG. If you are not a member you may join [here](#).
- For events Co-Sponsored with IEEE, committee members may enter a valid IEEE membership number in lieu of an ACM membership number.

No Committe Members

New Conference Committee Member

Enter your ACM client number here:

Position

[Submit/Edit Committee Member](#)

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Submitting ACM Technical Meeting Request Form [TMRF]

Event Submissions Page -

Section II

Only complete **one** budget spreadsheet. Please choose from the two spreadsheets below.

Standard Budget Spreadsheet

In order to use this budget spreadsheet, your event must meet the following criteria:

- Events that are Sponsored by ACM/SIGS or Co-Sponsored with another Non-Profit Organization
- Events that have opted for an ACM Internal Bank Account or an Outside Bank Account

-- OR --

Simplified Budget Spreadsheet

In order to use this budget spreadsheet, your event must meet the following criteria:

- Events that are 100% sponsored by ACM/SIGS
- Events that do not have Tutorials or Workshops
- Events that have opted for an ACM Internal Bank Account
- Events that have opted to use RegOnline

Once completed you may upload the budget spreadsheet to:
<http://devwin8.acm.org/public/cms/tmrf/loadBudget.cfm?>
where you will be asked to complete Section III - Budget Rationale



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Submitting ACM Technical Meeting Request Form [TMRF]

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Section III - Budget Rationale

Briefly describe the revenue and expense assumptions upon which your meeting budget is based. Comparisons to the same conference held previously will be extremely helpful to the reviewers.

Revenue Assumptions

Expense Assumptions



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Snap Shot of TMRF



ACM Technical Meeting Request Form (TMRF)

Section III - Statement of Understanding

The enclosed Technical Meeting Request Form has been prepared to the best of my ability. It is complete and accurate and I agree to provide ACM with required reports. I understand that all rights to the conference described in this request, including without limitation, the name of the conference, and whether arising now or with respect to the same conference held in the future, are the property of and belong to the sponsoring organization(s). I have disclosed to ACM in writing all persons or entities that, to my knowledge, have or may have had, any rights in or to the conference described in this request.

If this conference is approved for ACM sponsorship or co-sponsorship, I agree to remit surplus funds promptly and to comply with ACM policies regarding expenditures, financial reporting and distribution of funds. I understand that whenever it becomes known that income or expense will vary more than 15% (or the amount of contingency) in any major category of the budget, an amendment must be sent to the Program Coordinator at ACM HQ for approval distribution. I will use the budget as part of the final financial conference report by filling in actuals for all revenue and expenses. This and other material comprising the final reports shall be submitted to ACM no later than 120 days following the completion of the conference.

I agree to submit a final report and 10 copies of the proceedings to ACM HQ within 120 days following the conference.

I am informed of the ACM policy on free circulation of scientists as it applies to the ACM Resolution on Sponsorship of International Conference of 25 May 1975 and of the spirit and intent of the relevant Resolution on the Free Circulation of Scientists of the International Council of Scientific Unions. I know of no aspect of the proposed meeting which is contrary to this intent.

I acknowledge that I am authorized to sign this Statement of Understanding, and I know of no conflicts with the statements made herein.

ACM will indemnify you for any damages you may incur provided that you have adhered to the foregoing policies and procedures.

Conference Chair Signature

Member Number

Date

Conference Treasurer Signature

Member Number

Date

This completes Section III



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Preliminary Form



- Complete this form ASAP (Ideally 18 months prior)
- Completion Permits
 - Dates and location of the conference to be publicized
 - Conference to be included in ACM's web calendar
 - The site/hotel process to begin



TMRF General Information - Section I

- Dates, Location, Venue,
- Scope of the Technical Program
- Key Volunteers
 - Conference Chair
 - Treasurer
 - Program Chair



TMRF Budget Spreadsheet - Section II

- Template available on-line
- Guides the organizers through a line item account of income and expenses
- Staff Liaison for Conference Budget Activity is available to assist



TMRF Budget Rationale- Section III

- Outline of:
 - Revenue and Expense assumptions
 - Unique circumstances the conference might be facing



VAT (Value Added Tax)

- Most European countries require the conference to collect VAT on conference revenue and pay VAT on expenses
- It is important to understand the VAT laws and requirements in the country you are choosing to hold your conference
- ACM's VAT Advisor- fee to the conference
- Conference Budgeting - it is important to include these fees within your budget
- VAT Recovery- In many situations, a portion of the VAT paid on expenses can be recovered



In-Cooperation

ACM/SIGs lend the name of the organization to conferences which are fully sponsored by other nonprofit incorporated organizations. Such cooperation is to be primarily for publicity and to encourage Association members to participate by contributing papers and attending technical sessions. Cooperation specifically excludes financial participation, responsibility, or liability on the part of ACM.

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

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



In-Cooperation TMRF

http://www.acm.org/sigs/volunteer_resources/conference_manual/incoop

In-Cooperation TMRF consists of:

- general information concerning the scope of the conference
- sponsorship information of nonprofit incorporated organization(s)
- a hold harmless clause
- conference committee information (including the Conference Chair and Program Chair must be an ACM or a SIG member)
- the ACM Resolution on Sponsorship of International Conferences relating to scientific freedom

Organizers should check with the specific incorporated SIG at (<http://www.acm.org/sigs>) to confirm if there are any initial requirements that must be presented prior to submitting an In-Cooperation TMRF to ACM.

ACM conferences using another "In-Cooperation" organization's name must comply with the requirements for the lending society in so far as permissions are concerned.



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In-Cooperation TMRF

http://www.acm.org/sigs/volunteer_resources/conference_manual/incoop

Procedure for submitting the In-Cooperation TMRF:

Submit all paperwork online here:

http://www.acm.org/sigs/volunteer_resources/conference_manual/incoop

Approval Process

SIG Services will review all submitted paperwork and secure approval for the conference dates from the sponsoring Volunteer subunits, taking into consideration overlapping dates. ACM official approval may take up to four weeks after receipt of all application documents.

ACM sponsored conferences seeking cooperating status from other ACM sub-units do not need to submit an "In-cooperation TMRF". A request for cooperating status can be made when submitting the "Sponsored/Co-sponsored TMRF."



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In-Cooperation TMRF

http://www.acm.org/sigs/volunteer_resources/conference_manual/incoop



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Advancing Computing as a Science & Profession

Submitting ACM In-Cooperation TMRF

Note:

- The Event ID below has been automatically selected for your current event. This is the reference number you will use when completing the the In-Cooperation TMRF.
- Please email incoop@acm.org if you have any questions about this form.

Event ID

Please use the following format to enter the event's title: **Format - event acronym 'event year YY:Title of the event**
Example - ANSC '08: Annual Simulation Conference

Event Title	<input type="text"/>		
Event Type	<input type="text"/>		
Frequency	<input type="text"/>		
Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
URL	<input type="text"/>		

Facility - For those events that are in the process of seeking a site, TBA is an acceptable response for name of facility and city.

Name of Facility	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
Country	<input type="text"/>

Cooperating SIG
sub-unit

<input type="text"/>
<input type="text"/>

Non-Profit Organization taking
Legal & Financial responsibility

<input type="text"/>
<input type="text"/>
<input type="text"/>

Percentage
(number only)

<input type="text"/>	%
<input type="text"/>	%
<input type="text"/>	%

Cooperating Organizations

<input type="text"/>
<input type="text"/>
<input type="text"/>



In-Cooperation TMRF

http://www.acm.org/sigs/volunteer_resources/conference_manual/incoop

In-Coop Budget

*This section must be completely filled out in order to proceed
Currency must be noted in US Dollars

Anticipated Number of Attendees *
Number of Sessions *
Number of Papers *
Total Anticipated Event Revenue *
Total Anticipated Event Expense *

At the end of the conference:

A brief report must be submitted in writing within 120 days after the meeting to incoop@acm.org.

The report will be forwarded to the leaders of the sponsoring ACM sub-unit for review.

The report will be utilized to consider cooperating support for future conferences. It should summarize the following:

- Number of attendees in each of the registration categories.
- General assessment of the technical quality of the papers.
- General assessment of the quality of the presentations and associated events
- Any problem areas encountered by the meeting.
- A financial report of the conference. (in the same format as the budget above)

Event Proceedings

Will proceedings be made available to the ACM DL? * YES NO

Name of Publisher
Mailing Address
Email Address
Phone

Outline

Please provide a brief outline of the topics to be covered

Please note that in order for you to completely submit this form to ACM you must upload the Statement of Understanding and Proof of Insurance. Detailed information and instructions follow.

Next Page



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