Office of SIG Services
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