SIG Services
SIG Services

- General Activities
- Conference Activities
General Activities

• Point of Contact
• Repository
  – Bylaws
  – Viability Information
  – Reach Information
  – Agreements and MOUs with other organizations
  – Financial Information
• Newsletter Production/Distribution
• Interact with other departments on behalf of SIG
General Activities Continued

- Non-Conference Program Activity
  - Program Contracts
  - Awards
  - Grants and Scholarships
  - Listserve
  - Scholarship processing
  - Travel and Expense Reimbursement
Conference Activities

- Cooperating Events
- Sponsored Events
- Co-sponsored Events
Cooperating Events

• Benefits
• Responsibilities
Cooperating Events

• SIG Benefits
  – Affiliation with Program
  – Fee Discounts for Members
  – Additional Publications available to members
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
  – Provide guidance to conference leaders and ACM HQ based on experience
  – Approve/Disapprove Conference
  – Approve and sign contracts needing 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 other 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 so that site selection can begin
  – Utilize approved TMRF as the blue-print for a successful event
  – Review on-line Conference Handbook
  – Ask Questions
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

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