

Conference Operations and Logistics

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Conference Handbook



- Upon approval of the PAF, the committee will receive a link to the Conference Handbook. This document will guide you throughout your planning process. It includes the following:
 - How to establish your event (PAF, TMRF and budget)
 - Site Selection and venue/hotel contracting
 - Conference Operations (including working with contracts and vendors)
 - Conference Finances (banking, making payments, receiving corporate support)
 - How to request visa support letters
 - Conference Proceedings process
 - Conference Promotion, Printing, Awards Production
 - Links to useful forms, timeline, guides and FAQs



Hotel and Convention Center Management

- Your Program Coordinator will introduce the committee to the convention service manager (CSM) at the hotel
- They will assist with setting up a master account/direct bill so ACM can pay the hotel/venue post conference.
- They will negotiate any amendments to contracts (changes to sleeping room block, meeting rooms, etc.) on behalf of the committee
- They will also coordinate deposits and final payments (including catering and av) with the hotel



Onsite Registration Management

- Onsite Registration Management:
 - ACM recommends having a volunteer assist with onsite registration. All that is needed is a laptop, printer, and badge supplies. Badge supplies can be purchased from most office supply stores, including Staples.
 - Your program coordinator can assist you with contracting with an onsite registration management service should your conference wish to use one. This service is normally for conferences with 300+ attendees. We have a couple of preferred vendors.



Contract Review and Processing

- Your program coordinator will assist you with the review and signature for any contracts other than site and hotel. These include social events, entertainment, av, transportation, etc.
- Before presenting a contract to your program coordinator for signature it should already be approved by the Chair and/or Treasurer and fit within the conference budget
- Please allow for adequate contract processing time, which can take 2-3 weeks. Some events might need to be first approved by our insurance company.
- Contracts for events for certain activities including: amusement park rides, water related activities (aside and some sports are often outside of ACM's mission as a technical and scientific society and our insurance company may not be able to take on the liability associated with them.
- ACM can provide proof of insurance to vendors if necessary. Requests for insurance certificates should be directed to your program coordinator.
- Deposits cannot be made until the contract is fully executed. For conferences in the US ACM will pay deposits by check. For conferences outside the US, ACM can pay by wire transfer. Please allow up to two weeks from the date of contract signature for the venue to receive deposit.
- Vendors should be made aware that ACM does not have a corporate credit card and does not make deposit or vendor payments with a credit card



Visa Support Letters

- The association does not issue formal invitation letters for visas. We can however issue a visa support letter.
- For visa support letters, please send all requests to **supportletters@acm.org** with the following information. It is a good idea to post the information on the conference website.
- Those requesting a letter should allow up to one week to receive it, as requests are handled in the order they are received. The information below should be included with the request
 - Name (as it appears on your passport) and mailing address
 - The name of the conference you wish to attend
 - Include your registration confirmation number
 - If you are the author of any papers accepted for the conference, please provide the title. If you are a speaker, please provide the title/topic of your speech.
 - Include a fax number or email address of where we can send the letter



Video Capture & Streaming



- If the conference wishes to record or webcast/stream video of paper presentations and conference talks, ACM has a suggested vendor they work with. Please contact your Program Coordinator for information.
- ACM has recording requirements in place that must be followed in order for the capture to appear in the Digital Library.
- All presenters must first consent to being recorded, and the appropriate release forms must be signed and returned to your program coordinator. Signed releases must be on file for anyone presenting on camera before the video can be uploaded to the ACM Digital Library. The same applies to webcasting/streaming.



Independent Contractor Agreements



- When the services of an independent contractor are needed (web design, administrative support, etc) it is very important to let your Program Coordinator know so that an Independent Contractor Agreement can be put into place. ACM has standard practices that must be adhered to when hiring an independent contractor.
- The company/individual whom you would like to hire must have an incorporated business where they provide those services.
- ACM will require the following information in order to draft an independent contractor agreement:
 - Scope of services that the independent contractor will provide.
 - Desired outcome from services provided
 - Payment terms for compensation
- Please allow 2-3 weeks for a contract to be drafted and fully executed



ACM policy for services performed by volunteers

- ACM conferences are run by volunteer leaders. It is against ACM policy to compensate a volunteer for the work they perform on a conference. Volunteers cannot be “paid” under any circumstances. This includes invoiced payment requests for services, honorariums, and requests for registration reimbursement.
- However, ACM can reimburse travel for committee members. Please include committee travel as an expense in your conference budget. Also make sure to obtain all original paid receipts. These will need to be submitted to ACM when requesting reimbursement.
- If the conference would like to cover committee conference registration fees, the registration chair will need to provide committee members with a code to use in Regonline. Registration cannot be reimbursed after the conference.
- Rewarding committee members for their hard work with a modest gift is acceptable. Gifts in the form of cash (gift certificates) are not allowed. Plaques and certificates are also a great way to honor fellow volunteers.



ACM vs. Local Bank Account



ACM In-House Bank Account

- The in-house bank account is managed and held by ACM.
- The account is set up when the first income is received or the first invoice or deposit is made on the conference's behalf.
- While Volunteers do not have access to the account, they can request access to an on-line report called conference in process (CIP). This report is updated weekly.
- Benefits of using the in-house account
 - We can issue funds in most currencies by check or wire-transfer
 - Account automatically keeps a log of all expenses
 - Makes closing of conference uncomplicated and trouble-free

Local/University Bank account

- Outside Bank Account Agreement must be completed
- Additional work for volunteer leadership
- All revenue must be returned to ACM at end of conference with necessary documentation
 - a) Copy of the local accounts bank statement
 - b) Completing Final Financial Report
 - c) Name, address and amount contributed for all contributors
 - d) Name, address, tax identification, and amount paid for all recipients of grants, awards, and honorariums



Conference Finances

ACM In-House Bank Account



- **Expenses**
 - **Invoices:** ACM must be listed as the payee
 - **Reimbursements Request/Travel Grants/ Honorariums:** ACM form with receipts. SS# is required for Honorariums. Emailed receipts and invoices are now accepted.
 - **Approvals:** Program Coordinators will email and request approval before making payment

- **Income**
 - **Corporate Support/Exhibitors:** Payments can be made by check, wire transfer or credit card. Online Corporate Support system.
 - **Registration:** Our ACM Preferred Vendor had a Merchant account set up that is directly connected to the conference in-house account
 - **Miscellaneous Income:** (extra pages, on-site sales, etc.): All checks should be sent to Program Coordinator.

