

ACM/SIG Services Orientation

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Promotions

RegOnline

StudentTravelGrants

CorporateSponsorship

Awards

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Promotions



- Preferred Vendor that can assist with all printing needs (fliers, call for papers, advanced/final programs, etc.) : [Sheridan](#)
- www.acm.org/styleguide
- Access to mailing lists
- When quotes are desired, it is helpful to have this information:
 - Dimensions of printed material
 - Number of pages
 - Quantity
 - Shipping address – or general area
 - Number of colors



RegOnline



- Preferred vendor for conference registration management.
- Set up and management of registration site is handled by the volunteer registration chair or conference management vendor if they had one.
- Ease of use: help buttons throughout and “Tutorials” embedded in the application.
- Web based training once a week with online signup.
- Maintenance and support: e-mail and 800 phone access to tech support.
- Handles multiple registration types, member, non-member, student and will process them by dates for early, late and on-site.
- Collects any other types of payments we requested, for example, exhibitor booth sales or sponsorships by setting up a different category of registrant, if we choose. There are capacity controls for sessions and it will also allow a waitlist feature.
- Currencies: USD, Euro and CAD



Student Travel Grants

- Streamlined system in place
 - Set up at ACM by either the SIG or Conference Liaison (It's important to be sure of the funding source)
 - Provides one point of contact for recipients
 - Tracks status of each reimbursement
 - Provides email notifications along the way
 - Refers to FAQs and ACM email for help
- Managing recipients' expectations:
 - Reimbursement only after travel has transpired
 - Original documentation required
 - Email confirmation is provided upon reimbursement
- The new system has been very well received



Corporate Sponsorship



- Ask your SIG or conference staff liaison to set up program – primarily used by conferences.
- Two emails sent to support chair(s) one is a notification with link, and another with password
- Notification includes instructions for adding/recording sponsor details and handling issues i.e. needing a P.O. or ACM's W9
- Sponsors are saved in alphabetical order on a Landing Page. Sponsors can be added subsequently.
- Landing Page records dates invoices are issued and funds received. Keeps a status record for all requests.



Awards

- Our preferred vendor can assist with ordering plaques (SIG awards, best paper, appreciation awards for conference leaders, etc.): [HM Marketing](#)
- Certificates of appreciation, best paper certificates are created by SIG Leaders. Conference Administration provides certificate paper and jackets.
- Upcoming enhancements include linking the award ordering process with Author Pages to aggregate award winners on ACM's website.
- Publicity: SIG website (will be linked to by ACM Membernet)



Awards

Types of awards

ACM awards

Fellows

Distinguished/Senior Member

Types of SIG /Conference Awards

Paper, Recognition (Merit), Service

Any of these may be sponsored by a SIG or by a conference

Any of these may be named.

More info at <http://awards.acm.org/>

New awards



Write proposal; review with SIG EC; consult SIG liaison for feedback early in process.

SIG liaison will update you on proposal status.

All proposals are reviewed by SGB-EC, all SIG Chairs, and endorsed by the ACM Awards Committee. In addition, named awards are reviewed by ACM Council. More documentation is required to supplement proposal.

Consult with your SIG liaison for further details.

Bylaws



Generally, should be simple and basic; review periodically and update.

Revisions to bylaws require official approval. Streamlined procedure for minor changes and full revision for major changes.

For minor changes, membership must be informed and given a chance to register objections.

Review by ACM HQ

Review by SGB-EC, SGB

Vote by SIG members

Approval by ACM Council



LISTSERV



- Types of lists; SIG members, SIG EC, conference SC, or any specialized groups can all be created
- Many SIGs have a Members LISTSERV. Staff can help you set parameters for keeping them current.
- Info found under SIG Information Directors' Resources (SIG Services, Volunteer Resources) on website
- Forms for requesting a new mailing list, list owners' manual and documentation all on line
- We currently have hundreds of lists and will soon be doing a cleanup and asking them which to retain

