

SIG Proceedings Preparation

- **There are two methods used to produce SIG proceedings:**
 - **Vendor preparation**
 - **Conference Leader preparation**

SIG Proceedings Preparation-Vendor

- Creates preparation instructions with sample files customized to each conference
- Sends acceptance notification keynotes/authors
- Sends reminders to authors weekly as appropriate
- Works with authors for DL compliance
- Pursues and collects rights management forms
- Collects front matter needed for cover, title page and banner
- Paginates submissions for TOC and indexes
- Posts page proofs for Chairs/ACM approval
- Publication metadata compilation initiated, print production and E-proceedings duplication
- Arranges and ships by-products
- Supply ACM with metadata to author load to DL



SIG Proceedings Preparation- Conference Leaders

- Leaders provide ACM with a .csv file containing paper and author information so that the automated rights management system can be initiated and forms collected.
- Leaders paginate the proceedings, compile the table of contents/author index, format the front matter, design a cover/CD-ROM label
- Once the rights management forms are submitted/approved leaders are sent a confirmation message that includes instructions on ftping the front and paper files for inclusion in the Digital Library. Proceedings can be printed and CD-ROMS/USB sticks can be produced locally





SIG Newsletters

The Role of the SIG Newsletter Editor

To oversee newsletter content and publication. Specific duties include:

- **developing resources for editorial and production support**
- **soliciting material for the newsletter**
- **providing electronic and hardcopy to ACM on schedule**
- **being aware of copyright and permission issues**
- **seeking readership feedback on current policies and future direction of the newsletter**



SIG Newsletters



Role of ACM Newsletter Administrator

- receives electronic and hardcopy from editor for printing
- checks for completeness and reviews non-technical material
- orders labels, determines print run, secures in-house ads, works with editor on fixing any problems, prepares paperwork for printer, and sends to printer
- tracks newsletter production, maintains newsletter database and processes all invoices.



SIG Newsletters



Role of Printer

- typesets the front cover and updates other covers, as needed. Sends to ACM administrator for approval.
- runs the electronic copy through a preflight program to make sure fonts are embedded and copy is suitable for printing.
- prints, binds, labels, and mails newsletter.

