



# SIG Services



Association for  
Computing Machinery

*Advancing Computing as a Science & Profession*

# 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
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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>