



Association for  
Computing Machinery

# Association for Computing Machinery Conference Organizer's Handbook

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*as of August 7, 2017*

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Dear Conference Leader,

Thank you for volunteering to take a conference leadership position. The dedication and commitment of volunteers is critical to the success of ACM conferences and the organization is grateful to those that are willing to give their time and energy.

This handbook has been designed to answer the most frequently asked questions regarding the approval process and administration of ACM sponsored and co-sponsored conferences. I hope that you find it useful and would welcome your feedback. I look forward to hearing from you.

Regards,

Donna

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# Section 1-Establishing an ACM Sponsored or Co-Sponsored Event

Your Primary Contact for the PAF, TMRF and budget is:

**Diana Brantuas**  
**Program Coordinator: Budget Operations**  
**Phone: 212-626-0617**  
**Email: [brantuas@acm.org](mailto:brantuas@acm.org)**

ACM sponsored and co-sponsored events are highly regarded for their outstanding level of technical content and a reputation for delivering this content in an organized and cost-effective manner. The conference approval process allows ACM volunteer leadership to maintain this high level of quality.

## USE OF THE ACM NAME WITH CONFERENCES

For all sponsored and co-sponsored conferences, ACM must be part of the meeting title. Here are some examples of good use of the ACM name in conferences:

- *2016 ACM SIGMOD/PODS Conference*
- *22<sup>nd</sup> ACM KDD Conference on Knowledge, Discovery and Data Mining*
- *ACM SIGCOMM 2016*

## Step 1: Submitting the Preliminary Approval Form (PAF)

The first step to secure approval for an ACM event is to complete and submit the PAF. This form should be completed by the General Chair or Treasurer and requires their active membership number.

A PAF is filled out for conferences that are part of an established series. First time conferences are not eligible to use the PAF, and must submit the entire TMRF.

### *Why is it a requirement for the Conference Chair and Treasurer to be members?*

The Chair and Treasurer positions are responsible for conference funds. ACM carries bonding insurance for “members” holding these positions.

### *How can a non-member Chair or Treasurer obtain an ACM membership?*

ACM membership can be requested by emailing [acmhelp@acm.org](mailto:acmhelp@acm.org)

### *I entered my member number in the PAF, but it does not appear to be working. What should I do?*

[Please contact acmhelp@acm.org to have your membership number checked.](mailto:acmhelp@acm.org)

### *What information needs to be provided on the PAF?*

The PAF is a simple form that requires basic information about the conference: dates, location, proceedings plans, the Call for Papers deadline and the conference URL if available. The form is short and can be completed quickly. It provides ACM volunteer leaders the preliminary information necessary to evaluate the event.

### *Where is the PAF filled out?*

[http://cms.acm.org/tmrf/cms\\_paf.cfm](http://cms.acm.org/tmrf/cms_paf.cfm)

### *What happens after the PAF is submitted?*

The organizer will receive a confirmation email upon successful submission. The PAF will be forwarded to the appropriate volunteer leadership for their review and endorsement.

### ***Our conference will be held outside the US. What do we need to do about VAT (Value Added Tax)?***

Each country has its own set of VAT laws and requirements. These laws may change frequently. Factors such as conference size, technical content and associated organizations may play a role in VAT requirements. Most countries require the conference to pay VAT on both conference income and expenses. ACM utilizes a VAT Advisor who researches these requirements as needed. Upon submission of the PAF, our finance dept will conduct a VAT analysis on the event to let you know what the requirements are.

### ***How far in advance should the committee submit the PAF?***

ACM recommends submitting this form 18-24 months prior to the proposed conference date.

### ***Why so far in advance?***

An endorsed PAF will allow the SIG Services Staff to help conference leaders get started on site selection and hotel contracting. Once approved, it also allows the committee to distribute the Call for Papers and will automatically list the event in the ACM online conference calendar and the calendar section of the Communications of the ACM (CACM) magazine. Having this information also helps to avoid overlapping with similarly sponsored ACM conferences.

### ***How long does the PAF take to get approved?***

It can take up to two weeks depending on the completeness of the information submitted and the availability of the volunteer leadership responsible for review and approval. Updates can be requested through: [paf\\_tmrf@acm.org](mailto:paf_tmrf@acm.org).

### ***Once the PAF is endorsed, is it okay to submit non-hotel contracts to ACM for review and payment?***

The TMRF and budget must be submitted and approved before spending funds or executing non-hotel contracts.

### ***How can we co-sponsor the conference with another society or university and what is the approval process?***

When more than one society is involved in the sponsorship of an ACM event, a Memo of Understanding (MOU) regarding financial and legal responsibilities and asset ownership must be put in place. The following should be considered:

1. The organization must be incorporated and non-profit/tax exempt
2. The organization should be made aware that when they enter into a cosponsor agreement with ACM they will share the legal and financial liabilities of the event, including a share in any profit, as well as be responsible for any financial loss.

Once the committee has established that the organization fits ACM criteria and is aware of the risks involved with co-sponsoring an event, the conference's Program Coordinator can put an MOU into place.

## **Step 2: Submitting the Technical Meeting Request Form (TMRF) and Budget**

After the PAF is endorsed, the conference organizers will be sent a link to complete the TMRF. This form allows the responsible SIG Leadership to evaluate both the technical merit and financial aspects of the event.

### ***How is the TMRF different from the PAF?***

The TMRF is a guide for the organizers to use throughout the planning process. It includes general information, the conference budget and planning assumptions. This document should be considered when choosing vendors and making purchases. Once the TMRF is approved, the committee is able to publish registration fees, distribute the advance program, execute non-hotel contracts and make payments and deposits.

### *How long does it take for the TMRF to be approved?*

It can take up to six weeks depending on the completeness of the information submitted and the availability of the volunteer leadership responsible for review and approval.

### *What information is provided by the organizers in the TMRF?*

#### **The TMRF contains three sections:**

##### **Section I – Event Information**

##### **Section II - Budget Spreadsheet**

##### **Section III – Statement of Understanding and the Budget Rationale (Revenue / Expense Assumptions).**

This outlines ACM's expectations of the committee both legally and financially.

There are guidelines available online to assist with preparing the 3-Section TMRF:

[http://www.acm.org/sigs/volunteer\\_resources/conference\\_manual/1-2-1guide](http://www.acm.org/sigs/volunteer_resources/conference_manual/1-2-1guide)

#### **Budget Spreadsheet**

***Organizers may choose between two spreadsheets depending on the type of their event:***

##### **The Standard Budget**

#### **This budget is used for events that meet the following criteria:**

- Sponsored ACM/SIGs and/or Co-Sponsored by ACM
- Events with tutorials or workshops

**OR**

##### **The Simplified Budget Spreadsheet**

#### **This budget is used for events that meet the following criteria:**

- Events that are 100% sponsored by ACM/SIG
- Events that do not have Tutorials or Workshops

**OR**

##### **The Workshop Budget Spreadsheet**

#### **This budget is used for events that meet the following criteria:**

- Events that are sponsored by ACM/SIGs and are co-locating with an ACM sponsored conference that chooses not to incorporate the workshop budget into the conference budget. As a result a separate TMRF and budget spreadsheet need to be submitted.

### *Which currency should the budget be submitted in?*

You may submit a budget in any currency.

### ***How do we secure approval for a workshop being held with the conference?***

If the workshop was submitted and accepted as part of the conference technical program, the workshop budget should be included in the conference budget and no additional approval is required. **If the workshop is a co-located event and not included in the conference budget, a separate workshop TMRF must be submitted.**

### ***What does the ACM allocation / overhead fee in the budget cover?***

Allocation is not a fee for service. It is the cost of doing business as part of a large organization. Each SIG is assessed a fee based on their total annual expenses including conferences. The SIGs pass the fee onto their sponsored and co-sponsored events through the allocation/overhead fee line item in the budget in order to cover their annual assessment.

### ***Why are we asked to budget for contingency?***

There is always an uncertainty as to what the actual expenses of a conference will be. The contingency is meant to cover “unknown” expenses that could occur. ACM asks organizers to budget a contingency based on total expenses. The rule of thumb is 15%.

### ***Who is responsible for the loss if the conference goes over budget?***

If the conference closes with a negative balance, the amount due will be taken from the fund balance of the sponsoring SIG(s).

### ***If a change is made to the budget after the TMRF has been approved, does it need to be submitted for reapproval?***

Only if the budget changes the bottom line by more than 15%, or the registration fees change.

### ***Can I look at a past TMRF to help me to prepare one?***

The budget coordinator can provide you with prior TMRF's to use as a guide.

### ***How will we know when the event has been approved?***

The Chair will receive email notification as well as a formal hard copy approval letter via surface mail.



## Section 2-Site Selection, Venue and Hotel Contracting

**Your Primary Contact for Site Selection is:**

**John Otero**

Program Coordinator: Site Selection

Ph: 212-626-0612

Email: [otero@hq.acm.org](mailto:otero@hq.acm.org)

Once the PAF is submitted the conference leaders can get started on site selection. The Site Selection Coordinator will work with the conference organizers to determine the meeting requirements based on the history of the event as well as any new requirements. The committee should indicate their preferred conference dates as well as select up to three cities for ACM to issue the Request for Proposal or RFP to. This document will allow potential hotels to bid on the conference

### ***How long does it take for ACM to receive proposals from hotels on behalf of the conference?***

ACM gives the hotels two weeks to respond. The committee will be presented with a link to view details of each proposal as they are submitted to ACM. At the deadline date, ACM will review the proposals and provide a recommendation to the conference committee. The committee will be asked to make a final site decision based on the proposals and the recommendation provided by ACM. After notification of the committee's decision, ACM will begin contracting with the selected venue on behalf of the conference. The entire process from issuing the RFP to finalizing the hotel contract takes approximately 4 weeks.

### ***Is it possible to look at the property in-person before making a final decision?***

ACM can make arrangements for a committee member(s) to have a site visit and will work directly with the sales manager at the hotel to make the necessary arrangements.

### ***Who should go on the site visit?***

Generally the Chair and/or the local arrangements Chair.

### ***At what point are committee members introduced to the hotel staff?***

If the hotel is selected without a site visit, the committee will be introduced to the Convention Services Manager (CSM) following the execution of the hotel contract. Your Conference Operations Liaison will make these introductions. You will work with the CSM for onsite logistics, including catering and audio visual needs.

### ***We have a general idea of where we would like to hold the conference and know of some hotels in the area. Do we just contact them ourselves to discuss our meeting?***

Due to ACM's strong industry relationships and knowledge of contracting, the organization has negotiation leverage that individuals on their own do not. As a result, ACM is in the best position to negotiate on behalf of the conference. ACM has built relationships with our assigned national sales contacts at convention bureaus and hotel chains. The Hilton, Marriott, Starwood and Hyatt are just a few of the many hotels we work closely with. ACM's national sales contacts educate their local salespeople to recognize ACM's total business and long-term relationship potential rather than looking at a conference as a one-time single event. This long-term relationship allows ACM to secure the best possible rates and concessions. However, please feel free to suggest hotels and venues of interest.

### ***What if our conference is being hosted at a University?***

A contract is expected to be signed by ACM for any university space or student housing.

## Section 3-Conference Registration

### USING REGONLINE, THE ACM PREFERRED VENDOR

Once the hotel contract is executed, the committee can request a RegOnline account for conference registration. RegOnline is the organization's preferred vendor, allowing ACM to negotiate special rates and a direct billing process. When the committee is ready to set up their account simply email: [regsupport@acm.org](mailto:regsupport@acm.org).

Regsupport will provide additional documentation to explain how to use RegOnline in detail. For your reference, our Regonline Support FAQs can be found at this link: <http://www.acm.org/sigs/handbook-appendix-1>

#### *Which currencies can RegOnline process registration in?*

The committee has the option of processing registration in USD, Euros and Canadian Dollars.

#### *How does ACM receive the registration funds?*

RegOnline transfers the conference funds to ACM's US, Euro, or CND account as appropriate, and the funds are credited to the conference in-house bank account.

#### *How is the registration page managed once it is set up by ACM?*

Once the account has been set up, it is up to the committee to design their registration page. This is usually handled by the Registration Chair, but can be delegated to other committee members. Regonline offers tutorials, weekly web based training, customer support email as well as phone support.

#### *Some of our attendees might need to pay for extra proceedings pages. Is this something RegOnline can handle?*

The site can handle payments for other conference related services, such as extra pages of proceedings, banquet tickets and even merchandise.

#### *How are name badges provided to our attendees?*

RegOnline offers an option to print name badges for free. Most conferences opt for this money saving option and purchase badge supplies (lanyards and badge holders) at an office supply store.

#### *Is it okay for the committee to directly contact RegOnline to set up their account?*

Only conferences set up directly by ACM are eligible for the special rates and direct billing.

#### *Does ACM have a set refund policy for attendees who may cancel their registration?*

It is entirely up to the committee to set their own policy regarding registration refunds.

#### *We're getting close to the hotel cutoff date and our registration numbers are a bit low. Is there anything ACM can do to help us increase our registration?*

You can contact your Conference Operations Liaison for assistance with advertising. They can request relevant SIG's to send out a Call for Participation via an email blast to their listservs. They can also run the CFP in ACM MemberNet.

***Our hotel block appears to not be picking up well. How do we encourage our attendees to stay at the conference hotel?***

Staying in rooms at the conference hotels helps ACM and the SIG offset the costs of meeting space. Low sleeping room usage at the contracted hotel increases ACM's exposure to financial penalties or attrition. We hope that the low, negotiated room rate is an added incentive to stay at the conference hotel. More importantly, the hotel is the center of conference activity, allowing quick access to the programs and functions as well as the ability to network easily with other attendees.

If the registration numbers are decent but the hotel pick up is low, ACM suggests sending an email blast through Regonline to remind individuals to book their hotel room.

You can also include the link below on the conference website:  
[http://www.acm.org/sigs/volunteer\\_resources/conference\\_manual/whyhotel](http://www.acm.org/sigs/volunteer_resources/conference_manual/whyhotel).

If the registration numbers are not mapping with the block ACM suggests sending an email blast through Regonline to remind individuals to book their hotel room.

***An attendee informed me that his company requires a letter as proof of conference attendance. Is this something we can provide them with?***

With verification from the Chair, your Conference Operations Liaison can draft a letter for the individual on ACM letterhead.

**ONSITE REGISTRATION MANAGEMENT**

The committee will need volunteers to assist with onsite registration. This entails checking in attendees and providing them with their registration materials (program, name badge, etc). The volunteer(s) handling the registration desk need to be provided with a laptop, printer, and badge supplies.

***Can the committee hire a vendor to handle onsite registration?***

Yes, particularly if the conference has 300 + attendees. If a conference committee would like to consider using a registration management service, the Conference Operations Liaison can request quotes from ACM preferred vendors and assist with contracting.

## Section 4-Conference Operations

Your conference is managed by your Conference Operations Liaison. ACM has 5 Liaisons' on staff:

**Ashley Cozzi**

Assistant Director, Office of SIG Services

Ph: 212-626-0614

Email: [acozzi@hq.acm.org](mailto:acozzi@hq.acm.org)

**Irene Frawley**

Program Manager, SIG & Conference Operations

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Each liaison manages conferences sponsored by certain SIG's. Depending on which SIG is the lead sponsor of your event determines who your Conference Operations Liaison is. This person will remain your main point of contact for the entire event.

### *What does the Conference Operations Liaison do for the conference?*

Your Conference Operations Liaison will assist you with hotel and convention center management after the site has been selected and the contract has been executed. They will also assist with additional vendor contracts, conference finances and general inquiries or direct you to the appropriate staff person who can assist you.

#### **HOTEL AND CONVENTION CENTER MANAGEMENT**

- Your Conference Operations Liaison 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 a/v) with the hotel

## REVIEW AND SIGNATURE OF CONTRACTS

- Your Conference Operations Liaison will assist the organizers with the review and signature of any contracts other than site and hotel. These include social events, entertainment, a/v, and transportation.
- All contracts must be reviewed and signed by an ACM representative. Before presenting a contract to your Conference Operations Liaison for signature, it should have the endorsement of the Chair and/or Treasurer and be included in the conference budget
- Please allow for adequate contract processing time, which can take 2-3 weeks. Some events may require approval by ACM's insurance company.
  - *When planning conference social events, please consider that contracts for events for certain activities including: amusement park rides, water related activities and sports activities are not included in ACM's insurance coverage. Liability coverage for these events will require additional insurance. If additional insurance can be secured, the cost will be charged directly to the conference.*
- ACM can provide insurance certificates to vendors if necessary. Requests for insurance certificates should be directed to your Conference Operations Liaison.
- Deposits cannot be made until contracts are fully executed. For conferences in the US, ACM will pay deposits by check. For conferences outside the US, ACM can pay by wire transfer or check. Please allow up to two weeks from the date of contract signature for the venue to receive deposit.
- Once you make your meeting room arrangements with the hotel, (including av, catering, etc) the hotel will request you to sign "Banquet Event Orders" or BEO's for short. These do not have to be sent to your Conference Operations Liaison for signature. It is fine for the committee to sign off on these orders. Please carefully check them for accuracy and that they are within the conference budget. However, if you prefer to have them signed by ACM, we can do so.

### Can ACM pay by credit card?

ACM prefers to issue funds via check but can make a credit card payment if necessary.

## ACM PREFERRED VENDORS

ACM has established relationships with various vendors that provide the following services to ACM conferences.

- *Conference Management*
- *Onsite Registration Management*
- *Video Archival and Webcasting*
- *Paper Submission Management*
- *Promotional Items*
- *Captioning/accessibility services*
- *E-pub conversion*

Information on preferred vendors can be found in the Handbook Appendix at

<http://www.acm.org/sigs/handbook-appendix-1>

Your Conference Operations Liaison can assist you with obtaining quotes.

For services not listed above we suggest checking with your Conference Operations Liaison, as they still might be able to make a recommendation.

## **HIRING INDEPENDENT CONTRACTORS**

- When the services of an independent contractor are needed (web design, administrative support, etc) it is very important to let your Conference Operations Liaison 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 the services as part of their business.
- 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

## **CONTRACTING FOR VIDEO CAPTURE AND STREAMING**

- If the conference wishes to record or webcast/stream video of paper presentations and conference talks, ACM has a relationship with a preferred vendor. Please contact your Conference Operations Liaison for information.
- ACM has recording requirements in place that must be followed in order for the capture to appear in the Digital Library. These can be found in the Appendix section of this document.

Please review our Interim Video Policy that is intended for videos of of paper presentations made at ACM conferences. The policy specifies the access and ownership rights of these videos. It can be found here: <http://www.acm.org/publications/policies/interim-video-policy>

## **SHIPPING**

All conference related shipments should go directly to the committee members or the conference facility, not ACM.

## **CONFERENCE CALLS**

Your Conference Operations Liaison can assist with arranging a call-in number for hosting a conference call if necessary.

## **CONFERENCE ATTENDEE LISTS**

When attendees register for a conference they are given the option to opt-in or opt-out of ACM communications. This includes providing personal information, including their email address, to the conference organizers. ACM takes the privacy of their members and customers seriously. If you receive a request for attendee information from an outside organization or are unsure on what type of information can be used by the committee and provided to others, it is best to contact your Conference Operations Liaison for further guidance. The ACM Privacy Policy can be found at this link: <http://www.acm.org/sigs/handbook-appendix-1>

## **POST-CONFERENCE SURVEYS**

Surveying your attendees about their conference experience can be beneficial to the future of the event. It allows for successive planners as well as SIG leaders to assess the milestones as well as address any problems concerning the event. ACM offers two ways to survey your attendees. One option is to create and send a survey through your Regonline account . Information on how to do this is provided in the Regonline FAQs. ACM also has a subscription to Survey Monkey. This is a good option if you did not use Regonline for registration. Please contact your Conference Operations Liaison to request use of the Survey Monkey account.

## Section 5-Conference Finances

### USING THE ACM IN-HOUSE BANK ACCOUNT

ACM provides use of an ACM in house bank account for each conference. The benefits of using this account include:

1. Ease of Set up: Once revenue is received or an invoice is issued to the conference, the account is automatically set up. No action is required by conference leaders
2. The ACM in-house account is currently able to accept income and pay expenses in USD, EURO and CND. Other currencies might be available in the future.
3. Payments: ACM pays all invoices, and can issue payment in most currencies via check or wire transfer
4. Tracking: The income and expenses are logged on an online report called the CIP (Conference in Progress). Please request your Conference Operations Liaison to grant you CIP access. Conference accounts reconcile once a week.
5. Closing: After the conference is over, ACM will prepare the final financial report and “close” the conference bank account following your review and approval.

### USING A UNIVERSITY BANK ACCOUNT

Many conferences outside of the US still choose to utilize the ACM in house account but sometimes prefer to set up an account at a University, or with a bank. If the committee plans on doing this they should notify their Conference Operations Liaison as soon as possible so they can be provided with an Outside Bank Account Agreement document which requires committee signature.

The drawbacks of using an outside bank account include:

1. Increases Committee Responsibilities: Committee is responsible for making all payments, tracking income and expenses, and providing ACM with accurate bank statements monthly. They also must collect all documentation for any grants, reimbursements or awards that are given out and send this to their Conference Operations Liaison. VAT requirements must also be monitored on all financial transactions.
2. Closing: Committee is responsible for providing closing documents to ACM including a copy of the local banking closing statement confirming the account has been closed. The committee is also responsible for returning all surplus to ACM.

#### ***Can a conference use a bank account outside of ACM that is not at a University?***

Bank accounts managed by a Conference Management company that has been contracted to provide services to the conference can be used as well. Personal bank accounts cannot be used.

### RECEIVING CORPORATE SUPPORT INCOME

Many technical organizations view ACM conferences as an opportunity to reach out to a highly qualified technical audience. These organizations may choose to financially support/sponsor ACM events.

#### ***How does a conference request an invoice in order to receive corporate support funds?***

When you have a sponsor who has agreed to make a contribution to the event, please notify your Conference Operations Liaison so they can set up a Conference Support Homepage for the event. The person on the committee handling sponsorship will receive a link and password to the page, as well as instructions on how to use it to invoice their sponsors. **\*\*Please note it can take 24-48 business hours from the time the invoice is requested for our finance department to send it out.**



### *How do the organizers find out when the funds are received?*

Our online system allows the organizers to track their corporate support. The organizers will receive emails to notify them when the invoice has been issued to the company and another email when ACM receives the funds.

### *How long does it take corporate sponsors to pay the invoice?*

It varies from sponsor to sponsor. Some sponsors send payment right away, while others take several months. If the support funds have not been received by ACM within 30 days of sending the invoice, it is a good idea for you to follow up with the point of contact to find out when payment can be expected. ACM can resend an invoice during this time if necessary. If an invoice needs to be resent, a request can be made through the conference support homepage.

### *What type of benefits are provided to corporate supporters?*

It is up to the committee to provide their supporters with a list of benefits and/or list these benefits on the conference website. Standard benefits include acknowledgement on the conference website and in the program, supply giveaways or swag at the conference, complimentary registrations, or opportunities to sponsor specific conference events such as a reception/dinner at the conference.

### *What type of payments does ACM accept from these organizations?*

ACM accepts payments via check, wire transfer, or credit card. Payment instructions are provided on the invoice ACM sends.

If a donor would like to pay by credit card, they should contact the ACM Accounts Receivable Dept at 212-626-0596.

## **RECEIVING EXHIBITOR OR ADVERTISING INCOME**

Many technical organizations view ACM conferences as an opportunity to showcase and demonstrate their new products and services to a highly qualified technical audience. These organizations may choose to exhibit at ACM events.

### *How does an organizer request an invoice for exhibitors or advertisers?*

Please notify your Conference Operations Liaison so they can send you or someone from your committee a link to request these invoices. We will generate a link and password to the page, as well as instructions on how to use it to invoice your exhibitors and/or advertisers. **\*\*Please note it can take 24-48 business hours from the time the invoice is requested for our finance department to send it out.**

**\*Please make note that you must use these separate links for corporate support and exhibits/ads.**

### *How do the organizers find out when the funds are received?*

Our online system allows the organizers to track their exhibitor payments. The organizers will receive emails to notify them when the invoice has been issued to the company and another email when ACM receives the funds.

### *What type of payments does ACM accept from these organizations?*

ACM accepts payments via check, wire transfer, or credit card. Payment instructions are provided on the invoice ACM sends.

If a donor would like to pay by credit card, they should contact the ACM Accounts Receivable Dept at 212-626-0596.

## **PAYING CONFERENCE EXPENSES WITH THE ACM IN-HOUSE BANK ACCOUNT**

A great benefit of using the in-house bank account is the ease of paying bills. All invoices can be sent directly to your Conference Operations Liaison who will process payment based on Chair/Treasurer approval.

### ***If the committee needs to pay a vendor who should the invoice be issued to?***

Invoices should be addressed to:

Association for Computing Machinery  
2 Penn Plaza, Suite 701  
New York, NY 10121  
Attention: Conference Operations Liaison (with reference to the name of the conference)

- ACM is unable to pay invoices that are invoiced to the organizers personally or to their employers or employer addresses.
- Once an invoice is received your Conference Operations Liaison will request payment approval from the Conference Chair or Treasurer.

### ***We need to make payments but our Regonline account indicates there are not enough funds yet to cover these. Do we have to wait until we have enough registration income to cover these?***

Conference payments are made based on the approved budget, not on the actual funds the conference has accrued.

## **REIMBURSING VOLUNTEER LEADERS**

Organizers may pay out of pocket for small expenses (a committee dinner or office supplies), and request reimbursement from ACM.

### ***How do committee members receive reimbursement for out of pocket expenses?***

- ACM has a volunteer reimbursement form that leaders need to complete and submit along with their receipts to their Conference Operations Liaison. ACM accepts scanned copies of receipts, or originals via mail or courier if the person prefers.
- Receipts are required for all expenses over \$25.
- ACM cannot accept order confirmations as proof of payment
- Personal meal reimbursement is limited to \$50 a day for conferences that take place in the US and \$60 per day for conferences outside the US.
- Once a reimbursement request is received, your Conference Operations Liaison will request payment approval from the Conference Chair or Treasurer.
- For those residing in the US, a check will be issued.
- For those residing outside of the US, a wire transfer, USD check or a check in the local currency (if available) can be offered as forms of payment.
- It can take up to three weeks for payment to be received.
- Receipts must show that payment was made rather than indicate a balance due.

### ***Does ACM reimburse car travel for performing conference related duties?***

Yes. The organizer may have mileage reimbursed. The driver needs to make note of the starting place, destination and mileage in both directions and submit this log for reimbursement. ACM reimburses according to the current IRS business mileage rates available on the [irs.gov](http://irs.gov) website. IRS mileage rates change frequently, so it is recommended to check the web-site prior to requesting reimbursement

### ***Does ACM reimburse the purchase of frequent flyer miles when they are purchased for airfare to the conference?***

Frequent flyer miles are not an approved travel reimbursement expense. Flights should be purchased as cash expenses.

### ***Can conference leaders participate in awards programs at hotels that provide points?***

It is against ACM policy for volunteer leaders to collect points or awards for any hotel expenditures that are paid for by ACM.

## **REIMBURSING SPEAKER EXPENSES**

- Receipts must show payment was made rather than indicate a balance due.
- Receipts are required for all expenses over \$25.
- ACM cannot accept order confirmations as proof of payment
- Personal meal reimbursement is limited to \$50 a day for conferences that take place in the US and \$60 per day for conferences outside the US.
- For speaker travel reimbursements, ACM has a reimbursement form that speakers must complete and submit along with their receipts to the Conference Operations Liaison. ACM accepts scanned copies of receipts or originals via mail or courier if preferred
- Once a reimbursement request is received, your Conference Operations Liaison will request payment approval from the Conference Chair or Treasurer.
- For those residing in the US a check will be issued.
- For those residing outside of the US a USD check or a check in the local currency (if available) can be offered as forms of payment. ACM can also wire the funds for amounts over \$500 USD or the local currency equivalent.
- It can take up to three weeks for payment to be received.
- Receipts need to show that payment was made and not indicate a balance due.

## **PAYING SPEAKER HONORARIUMS**

- For speaker honorariums, ACM has a form that speakers must complete and submit to ACM.
- If the committee pays multiple speakers, it is best to provide your Liaison with a spreadsheet in advance, with the approved amounts. This saves time in processing.
- If the honorarium recipient resides within the US, the speaker must provide ACM with their social security number. For those outside the US, a national tax ID number is required.

- If the speaker wishes the honorarium to be paid to their company, a completed W9 is required.
- For those residing in the US, a check will be issued.
- For those residing outside of the US, a USD check or a check in the local currency (if available) can be offered as forms of payment. ACM can also wire the funds for amounts over \$500 USD or the local currency equivalent.
- It can take up to three weeks for payment to be received.

***Does the speaker need to submit their travel receipts to get their honorarium?***

An honorarium is considered an award, not a reimbursement, therefore receipts are not necessary

***Is it okay for a conference organizer to make a presentation and receive an honorarium?***

ACM has guidelines in place regarding honorarium payments. To avoid the appearance of a conflict of interest, conference organizers should not expect to receive honoraria for their participation.

**PAYING STUDENT TRAVEL GRANTS**

ACM has an online system in place to process travel grants. Contact your Conference Operations Liaison when the committee is ready to distribute student travel grants. The conference will then be provided with a student travel grant homepage, an online form where the leader will enter a list of recipients, including their email addresses and amount awarded to them. These recipients will receive an email notification that includes a link to a personal online expense form for them to complete. The form includes the instructions where to submit the form and receipts. It is advised that the committee tell the students in advance to save all their travel receipts.

- For those residing in the US a check will be issued. For those residing outside of the US a USD check or a check in the local currency (if available) can be offered as forms of payment. . ACM can also wire the funds for amounts over \$500 USD or the local currency equivalent.
- If the conference is receiving travel grant funds directly from a SIG, a separate online form must be used. Please let your Conference Operations Liaison know where the funds will be paid from (Conference or SIG) so the appropriate link(s) can be issued.

***Can the students request reimbursement from ACM prior to the conference?***

ACM policy requires travel be completed before reimbursement can be requested. This guarantees that only students who attend the conference will be reimbursed.

***How long does it take for ACM to send payment?***

Students should allow up to 30 days from the time of mailing in their receipts to receive a check. They will receive an email notification when ACM has processed their receipts.

***Does ACM pay out grants from sponsorship received from the National Science Foundation?***

The National Science Foundation has strict guidelines regarding the distribution of their grant money. Please inform your Conference Operations Liaison if the conference is expecting funds from NSF and they will provide further guidance regarding procedure.

***If a conference has a surplus, can it be used to pay additional student travel grants?***

All travel grant expenses should follow the expectations included in the original approved budget.

***If a conference would like to refund the registration of some of the student volunteers after the conference is over, can this be processed through Regonline?***

Free or discounted registration to students should be provided via a code prior to registering for the conference

***Our conference had a good surplus. Can we credit some of it to next year's event?***

Conference surplus does not carry over from year to year. When the conference finances close, all funds are returned to the sponsoring SIGs.

## **POST-CONFERENCE FINANCIALS**

**Your primary contact for closing the finances on your conference is:**

**Hilaire Lee**  
Program Coordinator: Conference Financials  
Office of SIG Services  
Phone: 212-626-0607  
[hilaire.lee@hq.acm.org](mailto:hilaire.lee@hq.acm.org)

## **PROCEDURE FOR CLOSING CONFERENCE FINANCES**

Finalizing the conference finances is an important part of being a Conference Chair. ACM's closing procedure requires conference accounts to close within 120 days following the event. Your conference operations liaison will send you information with regard to closing the conference books beginning 4 weeks prior to the event. All payment requests must be submitted to your Conference Operations Liaison within 30 days post-conference including the following:

- Committee Travel Reimbursement Requests
- Outstanding and final invoices
- Speaker Travel Reimbursement
- Student Travel Reimbursements. *\*The committee should enter the recipient information into ACM's CMS database at least four weeks pre-conference so the students receive the instructions and can submit promptly after attending the event.*
  - The committee should also follow up with their sponsors on any outstanding corporate support payments.

You may request access to view the conference bank account online at ACM. Please contact your Conference Operations Liaison to be granted access.

For conferences that use ACM in-house banking the final report will be completed by ACM HQ.

***What type of information is included in the final report? Our conference is outside the US and will have an account at a University. What is the closing procedure?***

ACM has a Final Financial Report (Excel Spreadsheet) that the committee should complete. The form can be found here and your Operations Liaison will provide it to you as well. The completed form, closing statement for account, as well as the surplus in the account needs to be submitted to ACM HQ within 120 days after the conference ends.

### *What happens if the committee needs more than 120 days to make or receive payments?*

This should not be an issue as four months is adequate time to finalize the financials. Any payments that need to be made after the conference closes will be billed to the sponsoring SIGs.

### *What type of information is included in the final report?*

The report includes the final financial activity as well as the conference registration list.

### *Who completes the reports if a conference uses both an outside bank account and an ACM in-house account?*

If the conference held an outside bank account as well as an in house account, the committee is only required to complete the report for the outside bank account. ACM will reconcile the report with the in house bank account for one final report.

## **TAKING ADVANTAGE OF THE ACM TAX EXEMPTION STATUS**

ACM is exempt from some sales taxes in several states. The type of taxes we are exempt from varies from state to state.

ACM's tax status with each state can be found here:

[http://www.acm.org/sigs/volunteer\\_resources/conference\\_manual/3-4-2tax](http://www.acm.org/sigs/volunteer_resources/conference_manual/3-4-2tax)

### *How does a committee member request that tax be removed from an invoice?*

ACM holds a tax exempt certificate for each state we are tax exempt in. Most vendors require a copy of this certificate in order for the tax to be removed. Please contact your Conference Operations Liaison for a copy of the tax exempt certificate required.

## **POLICY FOR SERVICES PERFORMED BY VOLUNTEER LEADERS**

- ACM conferences are run by volunteer leaders. The ACM Conflict of Interest policy prevents the organization from compensating a volunteer for their leadership and participation in a conference. This includes requests for payment of honorariums. The conflict of interest policy can be viewed <http://www.acm.org/sigs/handbook-appendix-1>.
- ACM can reimburse budgeted travel for committee members. If the committee plans to reimburse, please include committee travel as an expense in your conference budget. Also be sure to obtain copies of all 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 should arrange for a complimentary registration code through the chosen registration system. ACM policy prevents registration fee reimbursement post conference
- Rewarding committee members for their hard work with a plaque, certificate or modest gift is acceptable. Gifts in the form of cash (gift certificates) are not permitted.

## EQUIPMENT PURCHASES

*What if the conference needs to purchase a printer for registration or other equipment? Can ACM do this and ship it to the conference?*

ACM does not make equipment purchases on behalf of conferences. Any purchased made by the committee must follow ACM guidelines for purchasing of equipment. The guidelines can be found here:

[http://www.acm.org/sigs/volunteer\\_resources/conference\\_manual/3-7ep](http://www.acm.org/sigs/volunteer_resources/conference_manual/3-7ep)

Equipment purchases should be included in the conference budget. The committee member responsible for the equipment should coordinate with the Conference Operations Liaison for detailed instructions on how to handle the purchase as well as where to ship the equipment post-conference. Please complete a "Record of Equipment Purchase" form and forward it to your Conference Operations Liaison with the receipt attached.

Equipment should not be donated or disposed of following the conference without approval from ACM.

## Section 6-VISA SUPPORT LETTERS

### REQUESTING VISA SUPPORT LETTERS

- ACM is able to provide visa support letters to attendees as well as authors with accepted papers, posters, or members of the conference committee.
- For visa support letters, refer all requests to [supportletters@acm.org](mailto:supportletters@acm.org). ACM suggests posting this address on the conference web-site. Those requesting a letter should allow up to **10 business days to receive it**. All requests are handled in the order they are received. The information below should be included with the request.
  - Name (as it appears on attendee's passport) and mailing address
  - The name of the conference attendees is registering for
  - Attendee's registration confirmation number
  - Authors may indicate their paper title. Speakers can provide the title of their talk.
  - Include a fax number or email address of where letter can be sent
- If an attendee requests a letter from the organizers (some embassies might require one), please contact your Conference Operations Liaison for a support letter template.
- ACM does not provide letters for transport of vendor or presenter equipment. ACM suggests shipping the materials insured to the conference facility.



## Section 7-Proceedings

Your point of contact for proceedings is:

**Adrienne Griscti**  
Program Manager: Proceedings  
Direct Line: 212-626-0615  
Email: Griscti@acm.org

### SUBMISSION REVIEW SYSTEMS

ACM has secured hosted, supported licenses for the CyberChair, Easy Chair and HOTCRP submission systems. ACM Conference leaders may choose one of these systems at no expense to the conference or sponsoring SIG. The contract ACM has entered into for each of these systems offers features beyond the free versions currently available by contacting the vendor directly.

Conference and Program Chairs are notified of this benefit upon submission of the PAF (Preliminary Approval Form) and the TMRF (Technical Meeting Request Form).

Conference organizers are not obligated to use these systems. If there is a submission system that the committee prefers, you are welcome to use it. :

### REVIEWERS

ACM has two relevant policies that address the guidelines that should be followed for the paper review process.

1. This is ACM's Policy about Rights and Responsibilities in ACM Publishing: <http://www.acm.org/publications/policies/RightsResponsibilities#reviewers>
2. This is ACM's Code of Ethics: <http://www.acm.org/about/code-of-ethics>

### ACM RIGHTS MANAGEMENT

ACM has an automated electronic rights management system that is used for the collection of the copyright permission forms. Please see here <http://www.acm.org/publications/gi-proceedings> for information on formatting the file needed to initiate the system.

### PRODUCTION SYSTEMS

ACM provides access to a production vendor for compilation of the proceedings however, conference leaders may choose to do this on their own or through another vendor.

**Procedure using ACM's vendor:**

- Create preparation instructions with sample & template files customized to each conference
- Secure approval from Chairs on above

- Send acceptance notification and instructions to keynotes and authors of invited and accepted papers
- Send reminders to authors on a weekly basis as appropriate
- Continuously work with authors for DL compliance of submissions
- Pursue and collect electronic copyright forms
- Collect front matter needed for cover, title page and banner from Chairs
- Secure proceedings by-product quantities and shipping information
- Paginate and index submissions for TOC and Indexes
- Post page proofs and/or E-proceedings master for Chairs/ACM review and approval
- Secure approvals
- Publication metadata compilation initiated, print production and/or E-proceedings duplication
- Ship by-products (service and timing depends on conference location) to arrive before first day of conference
- Supply ACM with finalized metadata and all related files to auto-load into the ACM DL

**Procedure using an independent vendor:**

- Conference leaders provide ACM with a .csv file containing accepted author information and
- Conference leaders paginate the proceedings, compile the table of contents/author index, format the front matter/produce the cover, CD-ROM or DVD label or screen USB drives
- After the author rights forms are approved by ACM the proceedings are printed locally or produced electronically by the Conference Leaders/ files are sent to ACM for inclusion in the Digital Library
- Information on publishing the proceedings can be found here:  
<http://www.acm.org/publications/gi-proceedings>

**CONFERENCE PROCEEDINGS FORMAT CONVERSION**

ACM has a service provider for converting pdf documents of conference proceedings into epub or HTML formats. The rate is sixty cents per page.

**PLAGARISM SOFTWARE**

Overview of ACM's Policy & Procedures on Plagiarism can be found [here](#)

ACM now provides access to the [Crossref iThenticate® Similarity](#) checker for use during the submission process for all ACM sponsored and co-sponsored events. The software works by comparing the submitted work against all scholarly content uploaded and indexed by publishers participating in the Crossref Similarity Check Service or by comparing multiple works uploaded by the user of the software. For additional information, please reference the [iThenticate FAQs](#). Although use of this software is not required

at this time, ACM strongly encourages conferences to take advantage of this system or other plagiarism systems available on the market.

For ACM Sponsored Conferences interested in using iThenticate:

- Each Conference should designate one or two Program Committee Chair(s) or Steering Committee Chair(s) to be responsible for using the iThenticate software. Once designee(s) have been selected, please send an email with the Conference Name, Conference Year, Designee(s) Name, and Designee(s) Email to the [ACM Director of Publications](#). Note that email addresses must be personal emails and not corporate or conference-related addresses that will be blocked from the system.
- Designee(s) names and email addresses will be registered in the iThenticate system. Individuals will receive an automated email with an individual link to login and change their password.
- Once designee(s) have logged into the system and changed their password information, they will be able to start uploading submissions and using the software. Please be sure to send the [iThenticate FAQs](#) as well as their [Training Videos](#) to all designee(s).
- It will be up to individual SIGs or Steering Committees to enforce conferences compliance with requirements to utilize the software.

## ACM POLICY FOR WITHDRAWING WORK FROM THE DIGITAL LIBRARY

*One of the accepted authors is unable to attend the conference and present his paper. Is the committee obligated to include it in the ACM Digital Library?*

The Program Chair may exclude papers from the DL provided that:

1. The Call For Papers specifically states that attendance is required for publication
2. The Program Chair notifies ACM within two weeks from the end of the conference.
3. The Program Chair does not feel there are extenuating circumstances why the author could not attend the conference. Extenuating circumstances may include accidents or illness.

For more details, please see the ACM Policy on Withdrawing Work from the DL here:

[http://www.acm.org/publications/policies/withdrawal\\_work](http://www.acm.org/publications/policies/withdrawal_work)

## ACM AUTHORIZER SERVICE

ACM Authorizer is a unique service that enables ACM authors to generate and post links to their ACM DL published article. This link allows for those interested in the article to download it for no charge. All papers published in the ACM Digital Library are eligible for this service. We suggest you mention the ACM Authorizer in your Call for Papers. For detailed information including a PowerPoint presentation as well as how authors can set up their ACM Author homepage can be found at:

<http://www.acm.org/publications/acm-author-izer-service#section11>

## OPEN ACCESS

ACM has a given SIG leaders the option to make conference proceedings freely available via the ACM DL platform for up to two weeks before the event and up to two weeks after. Not only will this option facilitate easy access to the proceedings by conference attendees, it will also enable the community at large to experience the excitement

of learning about the latest developments being presented in the period surrounding the event itself. If a SIG chooses this option, the conference chair of each conference will be able to choose whether and how to exercise the option. Some conferences already open their proceedings during the conference as a way to provide internet-based access to the proceedings. Conferences that wish to open the proceedings in advance of the conference start date must clearly notify authors of this fact in the call for papers.

**AUTHORS TAKE NOTE:** The official publication date is the date the proceedings are made available in the ACM Digital Library. This date may be up to *two weeks prior* to the first day of your conference. The official publication date affects the deadline for any patent filings related to published work. (For those rare conferences whose proceedings are published in the ACM Digital Library *after* the conference is over, the official publication date remains the first day of the conference.)”

## ACM AUTHOR RIGHTS

<http://www.acm.org/publications/policies/RightsResponsibilities>

## ACM DIGITAL LIBRARY APP

ACM has launched a mobile app for access to the ACM Digital Library (DL) on Android and iOS devices. Use the free ACM DL App to search, browse, read and download content from the ACM DL.

The app supports conference program schedules from ACM conferences. For many conferences, this means attendees and other users can browse the schedule, read the presentation descriptions, and tap through directly to the published paper. The App integrates with other mobile device capabilities, so users can post presentation times to the calendar, record directions to the conference location, and even share papers with others. The DL App can be viewed as a way to distribute proceedings.

Click on the links below to get the app:



## AUTHORING TOOLS

ACM has partnered with [Overleaf](#), a free cloud-based, collaborative authoring tool, to provide an ACM LaTeX authoring template.

- Overleaf is a collaborative platform: Authors can easily invite colleagues to collaborate on their document.
- Authors can write using 'Rich Text mode' or regular 'Source Mode.' This is useful for cross-disciplinary collaboration in the cases where some authors prefer to write in LaTeX while others might prefer a word processing format.
- The platform automatically compiles the document while an author writes, so the author can see what the finished file will look like in real time.
- The template allows authors to submit manuscripts easily to ACM from within the Overleaf platform.

The template is available at <https://www.overleaf.com/gallery/tagged/acm-official#.WOUOk2e1taQ>.

## Section 8-CONFERENCE PROMOTION PRINTING, AWARDS PRODUCTION

Your point of contact for Conference Promotions, Advertising, and Awards is:

**Maritza Nichols**

Program Coordinator: Dept of SIG Services  
nichols@acm.org

### PROMOTING THE CALL FOR PAPERS

When the committee establishes the deadline for the Call for Papers, please forward it to Ann Lane so it can be listed in the ACM online calendar.

#### *What information should the call for papers include?*

- Name, dates, location, organizers of conference
- Sponsoring Societies/SIGs name and logos
- Scope and Purpose of the meeting
- Type of papers which will be accepted
- The length of the paper for review
- Important dates (i.e. due dates, acceptance date, camera-ready copy due date). It is recommended that the date include the time zone.
- Link to online submission system

*Please note that the Call for Papers and other solicitations for submissions for ACM conferences should reference the ACM Author Representation Policy here:*

*[http://www.acm.org/publications/policies/author\\_representations](http://www.acm.org/publications/policies/author_representations)*

### COMPLIMENTARY AD SPACE IN COMMUNICATIONS OF THE ACM

ACM offers sponsored conferences free ads in CACM (provided there is space available). Please contact your Conference Operations Liaison for more details.

### PRINTING SERVICES

ACM can assist you with your printing needs including: fliers, advanced and final programs.

- 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

#### *What information should the Advanced Program include?*

The main purpose of this piece is to promote attendance at the conference. Information should include:

- Name, dates, and location of conference
- Sponsoring Societies/SIGs names and logos
- Program detail

- Keynote speakers
- Conference highlights
- Hotel forms
- Travel, hotel, and registration information
- Social activities
- Corporate Supporters
- Committee
- City information
- Name and contact information of persons who questions can be directed to

### ***What should the copy of the final program include?***

This piece is distributed on-site and must provide information to the conference attendee. Information should include:

- Name, dates, and location of conference
- Sponsoring Societies/SIGs names and logos
- Schedule of conference activities
- Welcome
- Session times and rooms
- Keynote speakers
- Date, Location and Contact Information for next year's event

### **ACM LOGO GUIDELINES**

When using the ACM logo online or in any printed material, it is important to follow the comprehensive guidelines that have been created for the ACM logo and its associated branding elements. ACM has a set of logo artwork that can be found at this link: [www.acm.org/styleguide](http://www.acm.org/styleguide)

### **USE OF STOCK PHOTOGRAPHY IN PROMOTIONAL MATERIALS**

To use photos on the conference website or other promotional materials, a license must be purchased or granted from the photographer, or the company representing them. Please do not post unauthorized photos in your conference promotions. Photos are the intellectual property of the photographer. Using photos to promote ACM conferences is considered to be commercial use. Whether or not a monetary profit is realized, the collection of fees for registration is technically commerce. In the past, ACM has paid licensing fee claims to photographers for unauthorized use of their photos on conference websites. Photographers are becoming more assertive regarding the unauthorized use of their photos, and are using third-party companies to track down the use of their work online and make claims on their behalf. For promotional materials, please purchase the appropriate stock photography licenses, or consider royalty-free images through a site like [creativecommons.org](http://creativecommons.org). You can also request photos from the Convention and Visitors Bureau in the conference city. They should be able to provide you with royalty-free images of the area upon request.

### **PHOTOGRAPHY AT CONFERENCES**

There are no hard and fast rules about photography at conferences, however, the host should provide signage for use by the conference committee advising attendees that the conference activity may be photographed or captured on video for promotional purposes. Here is some possible wording for such signage:

*“During official program sessions and events the words, images, sounds, object, and technologies presented at the Conference are protected by copyright or patents. Please respect the owners’ intellectual property and speakers’ rights of privacy by not recording or photographing these sessions without proper clearance. “*

Attendees are invited to record or photograph informal gatherings and networking events to publish them on social media platforms and personal blogs.

## AWARD PRODUCTION

ACM has a preferred vendor for award production including best paper plaques, appreciation awards for conference leaders, etc. The plaques have a wood base and a screen printed metal plate.

- 
- For certificates of appreciation and best paper awards: templates, paper and certificate jackets are provided by ACM headquarters.
- The committee also has the option of producing certificates directly. To download certificate templates, please follow these steps:
  - (1) Click on [http://www.acm.org/sigs/volunteer\\_resources/volunteer-resources-toc](http://www.acm.org/sigs/volunteer_resources/volunteer-resources-toc)
  - (2) Click on the link with the words "SIG Certificate Templates".
  - (3) Login with these credentials: login: sgb, password: agenda

## Section 9

### CONFERENCE WEB SERVICES

#### REQUESTING A CONFERENCE WEB PAGE, CONFERENCE BLOG/WIKI, OR ACCESS TO LISTSERVS FOR CONFERENCE ADVERTISING

Please request any of the above here:

<http://campus.acm.org/public/infodir/menu.cfm>

#### WEB HOSTING ACCOUNT

ACM can provide a hosting account. You will be provided with cpanel access as well as ssh access to our hosting environment. You will be able to manage your environment as well as install many open source software through our Softaculous subscription. Available installs are here: <http://www.softaculous.com/softaculous/> These scripts are configured for our environment and are one click installs.

#### CONFERENCE EMAIL ADDRESSES/EMAIL FORWARDING

If the committee requires conference-related email addresses such as [gc-conference@acm.org](mailto:gc-conference@acm.org), please email the request to:

[ishelpdesk@hq.acm.org](mailto:ishelpdesk@hq.acm.org)

Include in the request the preferred address as well as the person's name and forwarding email address for each request.

#### CONFERENCE WEB DOMAINS

Staying with one domain name for your conference is a good practice to follow. It helps with SEO in all the search engines. Here is an example of good domain management:

conferences.yoursig.org  
conferences.yoursig.org/yoursig/2015  
conferences.yoursig.org/yoursig/2016  
etc.

ACM can make managing your conference domain easy by doing it for you. We can register the domain on your behalf and maintain it for the life of the event. We help prevent domain "squatting" by making sure it does not expire. If you currently have a domain ACM can manage that for you as well. All you have to do is transfer it to us.



## Section 10-CONFERENCE ACCESSIBILITY

In compliance with the American with Disabilities Act (ADA) ACM strives to make as accessible as possible and provide reasonable accommodations so individuals with disabilities can fully participate.

ACM recommends including the following in the conference registration form in order for organizers to prepare for reasonable accommodations. The committee should follow up with the attendee requesting the accommodation to clarify their needs.

### SAMPLE QUESTION

Do you require any of the following in order to participate in the conference?

- Interpreter
- Note taker
- Assistive listening device
- Captioning
- Large print
- Braille
- Description (for slides, overheads or videos)
- Wheelchair accessibility
- Orientation to facility
- Special dietary needs. Please describe \_\_\_\_\_
- ADA accessible hotel room
- Other not listed \_\_\_\_\_

Please indicate if any of the following apply:

1. A service animal will be accompanying me
2. An assistant will be accompanying me
3. I require an electronic program / electronic proceedings

*\*A reasonable accommodation must be offered. For example, a braille menu would not be necessary if someone is willing to read the menu to the attendee.*

### ***How can proceedings be made accessible?***

The committee should work with the proceedings publisher to make the proceedings available in an accessible format. If they are html, the W3C WCAG 2.0 guidelines apply. For PDF documents, the Adobe Acrobat accessibility check should be applied.

For more information about how to create an accessible conference SIGACCESS (Special Interest Group on Accessible Computing) has a dedicated page on their website on how to plan an accessible conference.

<http://www.sigaccess.org/welcome-to-sigaccess/resources/accessible-conference-guide/>

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## Section 11- Guides

### Timeline for Action

When planning an event, it is very important to note when action needs to take place on certain tasks in order to complete milestones in a timely manner. ACM has created a “Timeline for Action” as a reference guide for conference leaders. Using this timeline as a guide throughout the planning process will help organizers have a smooth planning experience, and avoid a last minute rush for contracts, payments, orders and registration.

18-24 Months	-Appoint committee members -Submit PAF
14 Months	-Begin hotel site selection -Create Website
12 Months	-Submit TMRF -Approve hotel contract for ACM execution -Schedule Tutorials and Exhibits
10 Months Prior	-Prepare Call for Papers for print and/or electronic delivery
9 Months Prior	-Solicit for Corporate Support/request link to ACM's electronic corporate support system -Obtain Access to CIP from ACM Conference Operations Liaison
6 Months Prior	-Accept papers -Submit schedule of functions to hotel
5 Months Prior	-Send acceptance and copyright forms to authors -Prepare AP for print and/or electronic delivery
4 Months Prior	-Setup conference registration -Obtain camera ready papers from authors
3 Months Prior	-Notify hotel of AV needs and F&B menu -Determine social activities -Open registration -Publish AP ad in magazines (CACM, etc.)
2 Months Prior	-Prepare print ready proceedings -Prepare plaques/certificates
1 Month Prior	-Final Program printed and/or electronic delivery
1 Week Prior	-Print badges -Delivery of final program and proceedings to venue
1 Month Post-Conference	-Submit all final bills/reimbursements to your Conference Operations Liaison for payment -Process student travel grants through ACM's online system
120 Days Post-Conference	-Final Financial Report is completed and sent to SIG leaders

## Section 12-Link to Important Forms and Information

The following link contains downloads to the forms and important information listed below:

[http://www.acm.org/sigs/volunteer\\_resources/handbook-appendix-1](http://www.acm.org/sigs/volunteer_resources/handbook-appendix-1)

### FINANCIAL

- Incoming Wire Transfer Form (for ACM to receive funds on behalf of the conference)
- Honorarium & Award Request Form
- Expense Reimbursement Form and Expense Report Instructions
- Final Financial Report for Outside Bank Accounts

### GUIDES TO CONFERENCE OPERATIONS STAFF

- List of Conferences and Associated Conference Operations Liaison
- Quick Guide to Conference Operations and Staff

### POLICY

- ACM Conflict of Interest Policy
- ACM Anti-Harassment Policy
- ACM Privacy Policy

### PREFERRED VENDORS

- List of ACM preferred vendors and contact information

### PRINTING

- ACM Style Guide for Logos
- Templates for Award Production

### PROCEEDINGS

- Print-On-Demand Specifications (POD Specs) for Outside Proceedings Vendor
- Publishing Services

### REGISTRATION

- Regonline FAQs

### VIDEO ARCHIVAL/WEBCASTING

- Digital Library Recording Requirements
- Permission & Release Form for Audio/Video Presentations

### OTHER HELPFUL TOOLS

- Conference Bandwidth Estimator: [http://www.psav.com/bandwidth\\_estimator/](http://www.psav.com/bandwidth_estimator/)  
A helpful tool to help you determine how much bandwidth your conference needs