



1 Introduction

The Specialized Conferences program has gradually evolved and has now become a significant part of the conference program that ACM SIGCHI offers the HCI community.

1.1 Purpose

The purpose of this policy is to lay the foundations for improving the SIGCHI Specialised Conference Program for the benefit of the SIGCHI community as a whole. The particular areas are:

- The technical scope of topics covered
- The quality of the technical content
- Visibility of the Specialised Conference Program within the SIGCHI and wider HCI communities.
- Enhancing relationships with cooperating societies
- The quality of conference management

This policy is an *'evolving document'* that will be developed as needs arise.

1.2 Readership

The intended users of this policy document are:

- the ACM SIGCHI Extended Executive Committee (EEC),
- the ACM SIGCHI Conference Management Committee (CMC),
- the ACM SIGCHI Vice Chairperson for Publications (VC for Pubs)
- the ACM staff who co-operate with ACM SIGCHI volunteers to manage ACM SIGCHI (co-)sponsored and ACM SIGCHI in-cooperation conferences.
- the officers who manage ACM SIGCHI (co-)sponsored and ACM SIGCHI in-cooperation conferences.

1.3 Ownership

ACM SIGCHI CMC is the body responsible for the development of this document.

1.4 Revisions

ACM SIGCHI CMC will review this policy on an annual basis and update as required. Updates will be submitted to the EC for formal approval.

2 ACM SIGCHI conferences

The purpose of ACM SIGCHI conferences (sponsored, co-sponsored & in-cooperation) is to promote the domain of Human Computer Interaction and ACM SIGCHI as a leading international professional society in HCI. ACM SIGCHI sponsored and co-sponsored conferences aim at the highest standards in terms of technical content, innovative programs, and opportunities for professional development, execution and value for money. Conferences may include workshops,

symposia, tutorials, or other gatherings open to ACM SIGCHI members and others, that may be held once, or on a repeated basis.

2.1 Sponsored, co-sponsored and in-cooperation conferences

- Sponsored - ACM SIGCHI bears sole responsibility for promoting, organising, providing the initial investment, and any financial risk and financial benefit associated with the conference.
- Co-Sponsored - ACM SIGCHI shares financial responsibility (including risks and benefits) with one or more other professional societies. ACM SIGCHI may or may not be the principal promoter and/or organizer of the conference. There are two categories of co-sponsored conferences. Co-sponsorship only with other ACM SIGs, or co-sponsorship involving an organization external to ACM. In the case of the latter co-sponsorship requires a joint sponsorship agreement. The agreement sets out the allocation of financial responsibilities, contract negotiation and execution responsibilities, and the key risks and benefits.
- In-cooperation - ACM SIGCHI cooperates in the promotion of a conference but carries no financial risks or benefits, and does not take responsibility for the organization of the conference.

A conference may involve both co-sponsorship and in-cooperation agreements.

Agreements to co-sponsor and/or set up in-cooperation agreements with other societies shall be subject to the following:

- the major topic of the conference is consistent with ACM SIGCHI goals.
- the conference should enhance interaction between the participating professional communities
- the target audience must be compatible with the ACM SIGCHI community
- technical quality of the conference meets ACM SIGCHI standards of excellence.

All ACM SIGCHI (co)-sponsored and in-cooperation conferences offer ACM SIGCHI members the lowest available registration fees and conference attendees a copy of the conference proceedings¹ if available.

2.2 Annual CHI conference

The annual CHI conference is the core conference of ACM SIGCHI. It aims to cover themes of general interest to the ACM SIGCHI community at large as well as providing opportunities to focus on areas of particular interest for particular communities where feasible. CHI also provides a platform for introducing and evaluating the level of community interest in new themes. The policy for CHI is separate from this policy and set out in the 'CHI Conference Framework' paper (currently under revision).

2.3 Specialized Conferences

ACM SIGCHI Specialised Conferences are all conferences other than CHI that involve ACM SIGCHI as sponsor or co-sponsor, or are in-cooperation with another party. The Specialised Conferences program aims to cultivate fields of technical research, application, and professional practice that complement and extend the

¹ For the purpose of this policy conference proceedings includes all products made available to attendees by a conference.

annual CHI conference. The possibility that CHI could cater for particular areas of interest that may also be the subject of a specialised conference is not excluded.

3 Specialized Conferences Policy

3.1 Technical scope

ACM SIGCHI shall primarily rely on the enthusiasm and interests of the HCI community to propose conferences and shall not dictate which themes should be the subject of one conference or another. ACM SIGCHI shall actively encourage conferences that address unmet needs consistent with the declared aims of ACM SIGCHI. The aim of ACM SIGCHI is to support the evolution of particular communities as the general HCI community evolves and diversifies. Currently some of the technical topics covered by specialized conferences include computer supported co-operative work (CSCW), user interface technology (UIST) and interaction design (DIS, DUX, DARE). Some conferences focus on particular geographic areas such as NordCHI and EASY (SIGCHI South India). Other conferences focus on specific domains such as HCI Mobile and Universal Usability.

3.2 Technical quality

Specialized Conferences differ greatly in their character. Some serve primarily academic communities, others serve primarily practitioner communities, and some serve very mixed communities. Therefore this policy paper does not define the way in which all Specialised Conferences should manage the technical quality of their respective technical programmes.

It is generally expected that the core of the technical programme of Specialised Conferences will comprise contributions that are subject to prior review and published in proceedings for the benefit of the community at large. In this context contributions may be published in any archivable media including text, video and audio. Requirements in relation to managing the technical quality are outlined below.

Conferences can also be considered where the technical programme is based on oral delivery without prior review, and for which no proceedings are published. If proceedings were published it is not expected that they would be included in the Digital Library. The organising committee for conferences in this category is responsible for managing the technical quality.

3.2.1 *Sponsored and co-sponsored conferences*

ACM SIGCHI has a reputation for technical excellence that should be maintained by the sponsored and co-sponsored conferences. The organizing committee of each conference is responsible for ensuring that high standards of technical excellence are achieved in accordance with the following guidelines. The VC for Pubs is responsible for monitoring the processes that assure the technical quality of conference proceedings, and the eligibility of proceedings, or parts thereof, for publication in the Digital Library.

For each conference:

- All responses to a call for conference submissions shall be rigorously reviewed with respect to their suitability for presentation by a panel of reviewers.

- The panel invited to review submissions should be recognized by the communities they represent as highly qualified in the appropriate areas of interest.
- The conference organizing committee is responsible for the recruitment of their panel of reviewers.
- The method of 1) assigning submissions to specific reviewers, and 2) making accept and reject decisions for submissions, should ensure that conflicts of interest between the conference officers, reviewers and authors is avoided.
- The submission categories and the corresponding review process shall be at the discretion of the conference organising committee and shall be specified in the conference call.
- The method of review should be consistent with the standards set by ACM SIGCHI sponsored conferences. In the case of a co-sponsored conference, particularly where a conference will address mixed communities and significant differences in accepted practices are anticipated, the method of review should be agreed and specified in the joint sponsorship agreement.

Conference proceedings for ACM SIGCHI sponsored conferences shall be included in the Digital Library. To meet this requirement the copyright for each individual contribution must be assigned to ACM.

In the case of co-sponsored conferences inclusion of the conference proceedings in the Digital Library shall be encouraged provided that:

- the technical content of the proceedings was peer reviewed as outlined above.
- the copyright for each individual contribution has been assigned to ACM. In the case where ACM SIGCHI cooperates with an organization external to ACM copyright may be assigned by mutual agreement to the other organization. But it is preferred that copyright is transferred to the ACM for all co-sponsored conferences.

3.2.2 *In-cooperation conferences*

The technical quality of the conference programme is the responsibility of the conference organising committee.

The conference proceedings of an in-cooperation conference can be included in the Digital Library subject to prior agreement with VC for Pubs with respect to 1) the submission, review and selection process for contributions included in the proceedings, and 2) the assignment of copyright as outlined for co-sponsored conferences..

3.3 Visibility

Appropriate ACM SIGCHI channels should be used to promote Specialised Conferences and provide access to reports on conferences for the benefit of the wider ACM SIGCHI and HCI communities. In all cases the ACM SIGCHI logo² must be used where reference is made to ACM SIGCHI in conference collaterals.

² The logo can be obtained from infodir_sigchi@acm.org

3.3.1 Interactions – the membership magazine for ACM SIGCHI

Specialised Conferences should feature in the Interactions conferences calendar, and a clear distinction made between sponsored, co-sponsored and in-cooperation conferences.

3.3.2 Conference Web sites

Each sponsored or co-sponsored conference should have a web site. In co-operation conferences will be encouraged to have their own web sites.

The ACM SIGCHI Conference Web pages should be used to highlight ACM SIGCHI conferences. A clear distinction should be made between sponsored, co-sponsored and in-cooperation conferences.

The format of conference URLs should be consistent. For each conference or conference series the leading URL on the ACM SIGCHI Conference Web pages should be a direct link to the current conference. In the case of a conference that is one of a series, the current conference is always the next conference. This implies that the web site for the next conference should be ready for publication no later than the end of the previous conference. The URL for previous conferences should be listed so long as their respective web sites are available. Links to the URLs of co-sponsoring or co-operating societies from within a conference web site should be included as appropriate.

The format for a conference URL is 'http://sigchi.org/(conference name)(year)'. For example, <http://sigchi.org/uist> and <http://sigchi.org/chi2004> are both valid URLs according to this format. A conference URL without an explicit year redirects to the current conference in the series.

3.4 Relationships with cooperating societies

Agreements to co-sponsor and/or work in-cooperation with other professional societies shall be compliant with the terms of any cooperating society agreement drawn up under the 'ACM SIGCHI policy on cooperating societies – May 1999'.

Agreements to co-sponsor a conference will be subject to the following requirements:

- An agreement to co-sponsor a conference will be drawn up for the specific conference in question.
- The cooperating societies shall submit an agreed ACM SIGCHI Technical Meeting Request Form (TMRF) for approval, or equivalent document if the lead sponsor is another society, in accordance with ACM procedures³.
- The cooperating society(ies) will share in the financial risks and benefits as defined in the agreement.
- All conference attendees who are members of the societies agreeing to co-sponsor the conference shall enjoy the same financial benefits. The benefits shall be defined in the co-sponsorship agreement.
- Final approval of the conference TMRF on behalf of the ACM SIGCHI EC will be made by the Adjunct Chair for Specialised Conferences.

³ Details of ACM procedures can be found at http://www.acm.org/sig_volunteer_info/conference_manual/

Agreements to work in-cooperation for a conference(s) will be subject to the following requirements:

- An in-cooperation agreement for the conference(s) will be drawn up for the specific conference(s) in question.
- All conference attendees who are members of the societies working in-cooperation shall enjoy the same financial benefits.
- The lead society(s) shall submit a request for in-cooperation status using the appropriate ACM SIGCHI Technical Meeting Request Form (TMRF) for approval in accordance with ACM procedures⁴.
- The Adjunct Chair will make final approval of the conference TMRF on behalf of the ACM SIGCHI EC for Specialised Conferences.

3.5 Conference Management for sponsored and co-sponsored conferences

The following requirements must be met.

3.5.1 Responsibilities of the organising committee

The following responsibilities must be explicitly assigned to members of the organising committee for the conference.

- overall quality of the conference and primary liaison with ACM SIGCHI and ACM
- the quality and content of the technical programme
- financial management.

3.5.2 Composition of the organising committee

Sponsored conferences

The officers taking on the responsibilities mentioned in section 3.5.1 should be members of SIGCHI.

3.5.3 Co sponsored conferences

At least one of the officers must be an ACM SIGCHI member. If ACM SIGCHI co-sponsors to a level of 55% or more then the ACM SIGCHI member should have assigned responsibility for one of the following areas; the overall quality of the conference, the technical programme, or financial management.

3.5.4 Conference report

The organising committee must report on the performance of the conference to the ACM SIGCHI CMC. The report shall cover the effectiveness of the organizing committee, the plan and implementation, publicity, location and on-site management, attendance, the financials, and the quality of the technical programme. The report must be submitted within 120 days following the conference, or within 60 days if a financial loss is anticipated. Primary beneficiaries include the organisers of future conferences.

3.5.5 Conference languages

The working language(s) and the language(s) for all publications are at the discretion of the organising committee. In cases where the conference proceedings is not in

⁴ Details of ACM procedures can be found at http://www.acm.org/sig_volunteer_info/conference_manual/

ACM SIGCHI – Specialised Conferences policy
Ian McClelland & Michael Tauber
July 2003 - Version 1.0

English, the proceedings published in the Digital Library must include an English title and abstract provided by the authors of the contribution.