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**DEADLINES!**[Early Abstracts and Proposals](#)

31 October 2002

If you have questions, or if you are looking for feedback on your Courses idea, contact the Courses Chair by 31 October 2002.

Final submissions must be received by: 8 January 2003, 5 pm Pacific time.

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The SIGGRAPH 2003 Courses Committee invites you to participate in the 30th International Conference on Computer Graphics & Interactive Techniques by proposing a course or a tutorial.

The committee seeks a wide range of exemplary offerings of all levels, and especially those with creative and visionary applications. We encourage technically oriented organizers to demonstrate the creative applications of their subject, so the creative-arts community can learn about new tools and techniques that are not yet widely available. Likewise, we encourage arts-oriented organizers to demonstrate the technical aspects of their subjects, for the benefit of the technical community.

All areas pertinent to the digital sciences and arts are of interest. Examples of subject areas include virtual worlds, augmented reality, multi-sensory applications, art and perception, interface design, Web graphics, robotics, physical computing, digital cinema and projection, wireless applications, real-time gaming and interactivity, streaming media, online and offline animation, 3D modeling, mathematics, scientific visualization, digital production, API, parallel processing, and hardware.

If you'd like to build technical and creative bridges across our community, we hope you'll submit an outstanding course proposal for SIGGRAPH 2003.

[RICK BARRY](#)

SIGGRAPH 2003 Courses Chair
Pratt Institute

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[Early Abstracts and Proposals]

Several SIGGRAPH 2003 programs are reviewing early abstracts or early proposals before their formal, final submission deadlines:

[Computer Animation Festival](#)

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[Emerging Technologies](#)

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Early Abstracts and Proposals are part of a collaborative effort to identify submission opportunities. If you would like to receive some feedback on your idea before you write a detailed proposal, or if you need advice on which SIGGRAPH 2003 program is appropriate for your idea, please send an early abstract or early proposal to one of the participating SIGGRAPH 2003 program chairs.

Early Abstracts

An early abstract is a brief summary of a proposal idea in one or two paragraphs. It is not as detailed as a full proposal, but it must be specific enough to convey the key concepts of your idea.

Early Proposals

An early proposal should be more structured. It should include as many details as possible, arranged in the format required by the program you believe is most appropriate.

Benefits of Early Abstracts and Proposals

- **Bridging:** Several SIGGRAPH 2003 program chairs will meet in late 2002 to review and discuss the early abstracts and proposals they have received. Ideas submitted to one program might be of interest to others. When those opportunities are identified, they will be brought to the attention of the proposer.
- **Feedback:** Early abstracts and proposals may generate suggestions from the program chairs on how your final proposal can be improved.
- **Better proposals:** Developing an early abstract or early proposal may help you identify the key concepts of your work and improve your proposal to SIGGRAPH 2003.

Early Abstracts and Proposals are Not Required

But they are encouraged, especially if you want to receive preliminary comments on your proposal idea(s). An early abstract or early proposal can help you focus your

proposal and improve it before the final deadline, but only your final proposal will be considered by the SIGGRAPH 2003 juries and selection committees. If you already have a clear, well-developed understanding of how to present your work, there may be no need to submit an early abstract or early proposal, except for the "bridging" benefit (see above). If you do submit an early abstract or early proposal and receive feedback, be sure to incorporate that feedback in your final proposal. **But remember: including early feedback in your final proposal does not guarantee that your proposal will be accepted.**

Deadline

The deadline for both early abstracts and early proposals is 31 October 2002. Feedback will be provided no later than 30 November.

Please note that there will be no Creative Applications Lab (CAL) for 2003.

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[Submission Guidelines]

Courses are intended for audiences ranging from beginners to experts in computer graphics and interactive techniques.

How to Strengthen Your Proposal

- Organize your proposal according to the [submission requirements](#).
- Consult [Anatomy of a Course Proposal](#). It provides helpful details and discussion about what the Courses Committee and jury looks for in a proposal.
- See [Early Abstracts and Proposals](#). Remember: An early abstract or proposal is no guarantee of a proposal's acceptance. If you send an early abstract or proposal to the program chair, you must still complete the online submission process by the submission deadline (see Requirements, below).

Requirements

- Course proposals must be submitted electronically via the SIGGRAPH 2003 online submission system. No other method of submission will be accepted. The only exception is that early abstracts and proposals must be sent directly to the program chair via email, by 31 October. See [Submission Procedure Checklist](#).
- An online [SIGGRAPH 2003 Courses Submission Form](#) must be completed before the submission deadline.

If your submission is accepted, you will be asked to complete and sign a SIGGRAPH 2003 Acceptance Agreement. The agreement must be completed, signed, and faxed or sent via postal or courier service before SIGGRAPH 2003. If we do not receive your completed, signed acceptance agreement, your work cannot be presented at SIGGRAPH 2003.

The acceptance agreement is a legal document. It explains the uses SIGGRAPH makes of presented material and requires you to acknowledge that you have permission to use this material. This may involve seeking clearance from your employer or from others who have loaned you material, such as videotapes and slides. The agreement helps prevent situations whereby SIGGRAPH 2003 presentations include material without permission that might lead to complaints or even legal action. In addition, this agreement asks if ACM SIGGRAPH may use your materials for conference and organization promotional material in exchange for full author/artist credit information.

[Full text of the SIGGRAPH 2003 Acceptance Agreement](#)

All speakers in your course must sign and submit their SIGGRAPH 2003 Acceptance Agreements. If we do not receive all of the acceptance agreements before SIGGRAPH 2003, your course cannot be presented.

Course Proposal Format

Your course proposal should include:

- Course title
- Course organizer
- Proposed length (full-day, half-day, tutorial)
- Proposed presentation venue (regular session room or a hands-on facility; there will be no Creative Applications Lab for SIGGRAPH 2003.)
- A two- or three-sentence description of the course suitable for pre-conference publicity. Publication deadlines preclude revision of this statement.
- Names of speakers.
- An expanded statement. This statement should be a more detailed description of the course (100 words or less). It will be used in SIGGRAPH 2003 promotional materials and on the Web site.
- A list of prerequisites. This should explicitly convey to prospective attendees the type of background material that they need to know in order to follow the course presentation (50 words or less). Prerequisites might include specific mathematics, experience with graphics, and/or particular application areas, etc. They will be used in SIGGRAPH 2003 promotional materials and on the Web site.
- A list of topics. This should explicitly convey what the course will cover beyond the prerequisites (50 words or less). Make a clear distinction between prerequisites and topics. Important: The expanded statement, list of prerequisites, and the list of topics help attendees determine the complexity and depth of the course materials. To ensure that these items serve their purpose, prepare this information carefully. It will be used in SIGGRAPH 2003 promotional materials and on the Web site.
- A course syllabus. List the topics to be discussed, identify who will be teaching each portion of the course, and provide an estimated timeline for the course. Proposals that demonstrate a coherent approach in the syllabus and conform to the modularity request will be considered more favorably during the review and jury process.
- Suggestions for shorter presentations. Proposers of full-day and half-day courses should include suggestions for shorter presentations based on the modules of the original proposal.
- Course history. Specify whether this course is similar to courses presented at previous SIGGRAPH conferences or is a completely new course. If the course is similar to courses from previous years, when was it last offered and by

whom? If the course is completely new, briefly describe why it is of interest.

- A description of the course notes. A short description or example of the type and style of course notes that the organizer plans to provide.
- Special notes requirements. Explain requests, if any, to include auxiliary materials, such as textbooks, videos, slides, or software with the SIGGRAPH 2003 published course notes. Important: SIGGRAPH 2003 does not pay for the cost of including auxiliary materials with course notes.
- Special presentation requirements. Explain requirements for hands-on demonstrations, special equipment, or unusual presentation techniques. Course organizers are required to provide any equipment beyond the [standard SIGGRAPH 2003 configuration](#).
- Course presenter information. Name, title, affiliation, and a short biography (100 words or less).
- Organizer contact information. Occasionally there is a need to contact the course organizer shortly before, during, or immediately after the jury meeting, so SIGGRAPH 2003 needs to have accurate contact information (including phone numbers) through April 2003.

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[Frequently Asked Questions]

I notice that there is no longer an Early Feedback option for a SIGGRAPH 2003 course proposal. Is there any way for me to submit a proposal idea for early feedback?

For SIGGRAPH 2003, you may submit an [Early Abstract or Proposal](#).

I have never done this before and am having a bit of trouble coordinating the different presenters who need to sign the forms, since we are all at different organizations. I am looking for guidance here, since I would hate to have the proposal rejected over lack of a signed document. Should I drop the speakers from outside organizations and go with speakers who are all from the same organization, or is that frowned upon?

A diversity of presenters is generally encouraged. However, if it is appropriate and necessary for all presenters to come from the same organization, then proceed with your proposal, making sure your reasons for inviting those presenters are clear.

What's the difference between a course and a tutorial? I don't see this on the Web site, and I want to make sure I get it right.

Tutorials are short courses. There are three types of courses: full day (seven hours, typically four presenters), half day (3.5 hours, typically two presenters), and tutorial (1.75 hours, typically one presenter).

I just realized that I missed the deadline for submitting a proposal. I wonder if it is not too late, however, to submit one anyway.

Course proposals submitted after the deadline cannot be considered.

I have filled out the online form for a course. I would like to add a presenter, but cannot figure out how to get back into the system to change the form.

The contents of your online submission may be modified at any time until it is completed and submitted. Until that time, you may edit your form by returning to the online submission system and entering your username and password. When the system displays your form, simply hit the review/edit button to edit your form.

If I give a tutorial, will you provide financial aid?

Some support is provided. See [Courses Expense Policy](#) for complete details on reimbursable costs. SIGGRAPH 2003 does not provide financial assistance beyond the Courses Expense Policy.

Can I have some confirmation that ALL the physically mailed (via postal or courier service) or faxed materials that you require have been received?

You will receive a confirmation email when we receive the mailed, delivered, or faxed materials.

I was wondering if we could get an extension for a few days while we get the rest of the proposal together?

All materials must be submitted by the deadline.

I was disappointed when I logged onto your site and saw the notice that the deadline for course proposals was 8 January 2003. Is there still an opportunity for us to participate?

Unfortunately, we are not able to extend this deadline, due to an extremely tight review and production schedule.

I am a student majoring in computer animation. I am eager to attend SIGGRAPH 2003. When I checked the Courses, I noticed that the session is already closed. I didn't know it closed so early. Is there any way I could be able to sign up for SIGGRAPH 2003 and the Courses? If I could, where do I sign up?

What you saw, and what was closed, is the Call for Participation for Courses for SIGGRAPH 2003. There will be plenty of time to register for the conference and Courses. Full Conference registration is required to attend Courses. Seating in course sessions is available on a first-come, first-served basis. You may want to also check the [Student Volunteers section](#) for information on becoming a student volunteer.

I would like to speak on the following topics: hair rendering, particle systems, simple/fast inverse kinematics, facial animation, producing an independent short film. If you think I'd be a useful addition to one of your current courses, please let me know.

The course organizer submits a list of proposed speakers for the course, and occasionally there are substitutions to this list. You may wish to review the list of accepted courses (available on this Web site in March 2003) to determine if there is one to which you might contribute, and then contact the organizer. On the other hand, you may wish to submit your own proposal if the deadline for submission has not yet passed.

A recent item in Computer Graphics World stated that SIGGRAPH 2003 was looking for people to teach a course during the conference.

We are always interested in receiving course proposals. But they must be received by the submission deadline. After that, you may wish to consider submitting to another program, or to [SIGGRAPH 2004](#).

I'm interested in taking 3ds max and Viz classes at this year's SIGGRAPH conference. I'm in the A/E/C field, doing building walkthroughs and such. Are there classes with these subjects?

The complete list of SIGGRAPH 2003 Courses will be available on this Web site in March 2003.

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[Submission Procedure Checklist]

Use the checklist below to ensure that your submission is complete and meets all applicable program requirements.

1. Complete the online [SIGGRAPH 2003 Courses Submission Form](#). There you will find instructions on how to complete the online form. At the end of the online process, your entry will be assigned an online ID number.
2. Course proposals must be submitted electronically via the SIGGRAPH 2003 online submission system. No other method of submission will be accepted. Fax submissions are not accepted. Submission procedures are specified in the [online submission process](#).
3. If your course proposal is accepted, All other speakers in your course must sign and send in the online SIGGRAPH 2003 Acceptance Agreement. If we do not receive all of the appropriate acceptance agreements before SIGGRAPH 2003, your course cannot be presented.
4. Your course proposal should include:
 - Course title
 - Course organizer
 - Proposed length (full-day, half-day, tutorial)
 - Proposed presentation venue (regular session room, a hands-on facility, and/or The Studio)
 - A two- or three-sentence description of the course suitable for pre-conference publicity. Publication deadlines preclude revision of this statement.
 - Names of speakers.
 - An expanded statement. This should be a more detailed description of the course (100 words or less). It will be used in SIGGRAPH 2003 promotional materials and on the Web site.
 - A list of prerequisites. This should explicitly convey to prospective attendees the type of background material that they need to know in order to follow the course presentation (50 words or less). Prerequisites might include specific mathematics, experience with graphics, and/or particular application areas,

etc. They will be used in SIGGRAPH 2003 promotional materials and on the Web site.

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- A course syllabus. List the topics to be discussed, identify who will be teaching each portion of the course, and provide an estimated timeline for the course. Proposals that demonstrate a coherent approach in the syllabus and conform to the modularity request will be considered more favorably during the review and jury process.
- Suggestions for shorter presentations. Proposers of full-day and half-day courses should include suggestions for shorter presentations based on the modules of the original proposal.
- Course history. Specify whether this course is similar to courses presented at previous SIGGRAPH conferences or is a completely new course. If the course is similar to courses from previous years, when was it last offered and by whom? If the course is completely new, briefly describe why it is of interest.
- A description of the course notes. A short description or example of the type and style of course notes that the organizer plans to provide.
- Special notes requirements. Explain requests, if any, to include auxiliary materials, such as textbooks, videos, slides, or software with the SIGGRAPH 2003 published course notes. Important: SIGGRAPH 2003 does not pay for the cost of including auxiliary materials with course notes.
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- Course presenter information. Name, title, affiliation, and a short biography (100 words or less).
- Organizer contact information. Occasionally there is a need to contact the course organizer shortly before, during, or immediately after the jury meeting, so SIGGRAPH 2003 needs to have accurate contact information (including phone numbers) for January and February of 2003.

Customs

Submitters located outside of the United States should note that customs delays of up to two weeks could occur. Customs labels should bear the words: "Educational material with no commercial value." SIGGRAPH 2003 will not pay any customs fees, duties, or tariffs incurred by your submission.

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Each proposal will be reviewed by at least five individuals between late January and mid-February 2003. The reviewers will consider these factors:

- Content
- Modularity
- Audience interest level
- Relevance
- Speaker expertise
- Courses program objectives

After the review process is completed, the submissions will be juried by the Courses Committee in mid-February 2003. Proposers should hear the results of the jury process by late February 2003.

Upon acceptance, the course organizer must prepare a set of electronic course notes and a timeline listing the topics and speakers in chronological order. This material must be suitable for publication.

[Presenter Recognition](#)

A summary of what you will receive if your work is accepted by SIGGRAPH 2003. See [Courses Expense Policy](#) for complete details on reimbursable costs.

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The SIGGRAPH 2003 online submission system will be available in early November.

Use of the online submission form is **REQUIRED** for all programs. In addition, this system allows you to submit your proposals, supporting documentation, and files electronically (FTP), which is required for some programs. See the specific program for details.

New for SIGGRAPH 2003

If your submission is accepted, you will be asked to complete and sign a SIGGRAPH 2003 Acceptance Agreement. The agreement must be completed, signed, and faxed or sent via postal or courier service before SIGGRAPH 2003. If we do not receive your completed, signed acceptance agreement, your work cannot be presented at SIGGRAPH 2003.

The acceptance agreement is a legal document. It explains the uses SIGGRAPH makes of presented material and requires you to acknowledge that you have permission to use this material. This may involve seeking clearance from your employer or from others who have loaned you material, such as videotapes and slides. The agreement helps prevent situations whereby SIGGRAPH 2003 presentations include material without permission that might lead to complaints or even legal action. In addition, this agreement asks if ACM SIGGRAPH may use your materials for conference and organization promotional material in exchange for full author/artist credit information.

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[How to Submit Your Work]

- Study the Submission Requirements
Make sure that you can provide all the information required for the specific program(s) you have selected.
- Prepare Your Work for Submission
Complete your paper, proposal, artwork, or animation and make sure that it is in final format as required by the program(s) you have selected.
- Observe the Submission Deadlines
Submissions received after the deadlines are not accepted.
- Complete the [Submission Form for Your Program](#)
Use of an appropriate online SIGGRAPH 2003 submission form is REQUIRED for all programs. There you will find instructions on how to complete the online forms. At the end of the online process, your entry will be assigned an online identification number (online ID number), and your completed form will be displayed in your Web browser. Before you select Submit on this page, make sure that your submission form is complete and correct.
- Send Your Work
Many SIGGRAPH 2003 programs strongly encourage electronic submission of your paper, proposal, supporting documentation, and files. Some programs REQUIRE electronic submission of your work, and some require printed copies of your proposal and other documents. The SIGGRAPH 2003 online submission system includes instructions on how to submit your documents and supplemental materials.
- Please note that there will be no Creative Applications Lab (CAL) for 2003.

New for SIGGRAPH 2003

If your submission is accepted, you will be asked to complete and sign a SIGGRAPH 2003 Acceptance Agreement. The agreement must be completed, signed, and faxed or sent via postal or courier service before SIGGRAPH 2003. If we do not receive your completed, signed acceptance agreement, your work cannot be presented at SIGGRAPH 2003.

The acceptance agreement is a legal document. It explains the uses SIGGRAPH makes of presented material and requires you to acknowledge that you have

permission to use this material. This may involve seeking clearance from your employer or from others who have loaned you material, such as videotapes and slides. The agreement helps prevent situations whereby SIGGRAPH 2003 presentations include material without permission that might lead to complaints or even legal action. In addition, this agreement asks if ACM SIGGRAPH may use your materials for conference and organization promotional material in exchange for full author/artist credit information.

[Full text of the SIGGRAPH 2003 Acceptance Agreement](#)

International Resources Committee English Review Service

The SIGGRAPH 2003 International Resources Committee offers this service to non-native English speakers: volunteers who are fluent in English will read and review submissions for proper English structure before they are prepared for final submission to SIGGRAPH 2003 programs. This service is limited to stylistic and grammatical review and will not consider submission content. For information on how to submit your proposal for stylistic review, see [English Review Service](#).

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presenters



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[Full text of the SIGGRAPH 2003 Acceptance Agreement](#)

Complete information on how to present your work will be available here beginning in early 2003.

Presenter Recognition Guidelines

- Presenter recognition is offered to contributors and volunteers as a token of appreciation for work done or contributed to the conference.
- Benefits of contributing both time and content to the conference should be largely professional and/or intrinsic.
- Recognition should provide the necessary access and resources to volunteers to perform their jobs at the conference.
- At a minimum, the major contributor to a work should receive a formal record of that contribution.
- Presenters and volunteers should receive appropriate recognition in major conference documentation.
- If two or more works are accepted by the conference, presenters will receive the highest-value recognition for which they are eligible.
- Registration is provided for actual participants **REQUIRED** to successfully present the work, up to the maximum number listed.

For more information about recognition for specific programs, contact the appropriate program chair.

PRESENTERS	Maximum Registration	Exhibition/Startup Park Electronic Theater Ticket Animation Theater Courses Educators Program Emerging Technologies Art Gallery Papers Sketches & Applications Web Graphics	Conference Proceedings, CD-ROM, DVD-ROM Conference Abstracts & Applications, CD-ROM Electronic Art & Animation Catalog, CD-ROM Course Notes, CD-ROM	Opening Reception Technical Reception
ART GALLERY	1	• • • • • • • • • •		• •
COMPUTER ANIMATION FESTIVAL	1	• • • • • • • • • •		• •
COURSES				
FULL DAY	4	• • • • • • • • • •	• • • •	• •
HALF DAY	2	• • • • • • • • • •	• • • •	• •
TUTORIAL	1	• • • • • • • • • •	• • • •	• •
EDUCATORS PROGRAM	1	• • • • • • • • • •	• • • •	• •
EMERGING TECHNOLOGIES	4	• • • • • • • • • •	• • • •	• •
PAPERS	1	• • • • • • • • • •	• • • •	• •
SKETCHES & APPLICATIONS	1	• • • • • • • • • •	• • • •	• •
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SIGGRAPH Conference Volunteer Form

Consider offering your talents, your creativity, and your skills to help push the boundaries of the computer graphics industry, showcase new technologies, and awake new opportunities. Be at the center of activity and help lead the way into the next generation of computer graphics by volunteering for the conference committee.

As a conference committee volunteer, you will:

- Participate in decisions and strategic development for the conference
- Work with other dedicated, talented, inspirational leaders in the industry
- Be instrumental in setting the vision for a particular program
- Cultivate your management skills by identifying and leading a subcommittee of volunteers who actually make a program happen

When you complete the following application form and select *Volunteer*, your responses will be forwarded to the conference organizers, including all current Conference Chairs.

If you are interested in volunteering to Chair the Conference Advisory Group (CAG) or the annual SIGGRAPH conference, please review and complete the [CAG Chair](#) or [Conference Chair](#) Application Procedures.

Students Please Note: If you are interested in the conference Student Volunteer program, please do not use this form. See [SIGGRAPH 2003 Student Volunteers Call for Participation](#)

Personal Information

Name

Affiliation

Address (work/home)

Work Phone

Home Phone

Fax

Email

URL

Your Involvement in SIGGRAPH

(please complete this section as specifically as possible)

Which conference year do you wish to volunteer for?

SIGGRAPH 2003 - San Diego (subcommittee and onsite positions open)

SIGGRAPH 2004 - California (all positions open)

In what capacity would you like to participate?

Program Chair

Subcommittee

Onsite Worker

Other, please specify

Discuss the area(s) of the conference on which you would like to work and your vision for that program. (See [Position Descriptions](#) for further information.)

Why do you want to participate?

Do you hold or have you applied for any other volunteer position within SIGGRAPH? If so, please list.

What support/constraints can you expect from your employer/family?

How much time (average & peak) can you spend on SIGGRAPH over the next 24 months?

Background, Expertise, and Experience

Please list any relevant SIGGRAPH, other conference, organization and/or volunteer experience (duties and responsibilities).

How long have you been attending SIGGRAPH annual conferences?

Please list any relevant professional experience (including management, business and policy development, research, technical, computer graphics, etc.).

List any other interests, skills, experiences, or resources that you feel would be appropriate to include?

References (names and contact information for professionals who are familiar with your record)

A copy of this application form will be emailed to conference organizers, and you will be contacted with additional information. Thank you for your interest in volunteering for SIGGRAPH. Please direct any questions to capstone@siggraph.org.

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