



SIGGRAPH 2003
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SIGGRAPH 2003 encourages submissions from throughout the world.

The International Resources Committee is a group of volunteers from around the world who work throughout the year to encourage international interest in the annual SIGGRAPH conference. Before, during, and after the conference, the committee promotes computer graphics and interactive techniques worldwide, helps international contributors prepare and submit their work, provides attendees with letters of invitation for visa applications, and helps them plan their time at the conference.

Four Major Goals

1. Promote SIGGRAPH 2003 worldwide. We are looking for volunteers who will promote the conference outside the United States by:

- Distributing SIGGRAPH 2003 literature at computer graphics research centers, schools, or events.
- Collaborating with or starting a professional or student ACM SIGGRAPH chapter, among other possibilities.

2. Attend to the needs of international attendees at SIGGRAPH 2003. Before the conference, International Resources volunteers participate in the International Resources discussion list, offering their experience and knowledge to SIGGRAPH 2003 attendees from around the world. During the conference, we answer questions, offer suggestions, provide informal translation services, and make connections for international attendees.

3. Improve the English versions of SIGGRAPH 2003 submissions. We can help you improve the English version of your SIGGRAPH 2003 proposal, paper, or sketch. Please see: [English Review Service](#). If your first language is English, and you are willing to read contributions and offer suggestions for enhancing readability, please contact the [International Resources Chair](#).

4. Establish a SIGGRAPH presence in every country in the world.

To volunteer for the International Resources Committee, please fill out [this online form](#).

If you are a student, you are invited to become a SIGGRAPH 2003 Student Volunteer. Every year, students from around the world volunteer to work at the annual conference. For complete information, see the [Student Volunteers Call for Participation](#).

[Marilenis Olivera](#)

SIGGRAPH 2003 International Resources Chair
LeapFrog Enterprises, Inc.

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[Frequently Asked Questions]

Where can I find out if I need a visa to attend SIGGRAPH 2003?

The U.S. Department of State Web site is the best place to look: [Visa Services](#)

I need an invitation letter to apply for a visa. How can I request one?

You should send your request via the [SIGGRAPH 2003 email contact form](#). Be sure to provide the following information:

Name
Company
Address
City
Postal code
Country
Birthdate
Passport Number
Fax Number (optional)

What support can the international attendee or contributor receive for translation service?

Several members of the International Resources Committee will arrive early in San Diego and provide translation services for setup purposes. During the conference week, Student Volunteers fluent in many languages are available to translate for questions and problems that may arise for attendees. The students are not available as interpreters for Courses, Papers, Panels, and other presentations.

I would like to meet the International Resources Committee member from my country. How can I arrange a meeting with this person?

Each member's agenda will be available at the International Center. Please ask the International Center managers to book a meeting for you.

How can I find out if other attendees from my country are at SIGGRAPH 2003?

Prior to the conference, your local ACM SIGGRAPH Chapter may be able to help you. See the [Chapters Directory](#). During the conference, the International Center is a good meeting place. You might want to leave a message on the Message Board.

Is there an area in the International Center to hold interviews with the press?

Yes. To reserve the area for an interview, please contact the International Center managers in advance.

I have a laptop with a wireless network card. Will I be able to connect myself to the Internet at the San Diego Convention Center?

802.11b-compliant wireless will be available in specific locations of the convention

center, including a few public areas. Information will be available at the conference on how to connect to the wireless network and coverage areas.

I'm a Student Volunteer working 35 hours so I receive complimentary accommodation. I will arrive a day early at the conference. Can I get extra accommodation?

No. If you are concerned about expenses, remember that Travel Grants are available. See [Student Volunteer Travel Grants](#).

I'm flying internationally; how early should I leave for the San Diego airport when I depart?

Most airlines require that you check in two hours in advance for international flights. You should contact your airline for more specific information.

This is my first trip to the SIGGRAPH conference. How do I figure out what to attend?

[Pathfinders](#) is what you are looking for. Pathfinders volunteers help new attendees arrange appropriate, productive, and fun experiences at the conference.

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[English Review Service]

For the third year, International Resources offers expertise that could greatly improve the material that you submit to the annual SIGGRAPH conference: the English Review Service. A team of native English-speaking volunteers will read your proposed contribution before you officially submit it and provide suggestions to improve the legibility of the text in English.

If you think your submission might benefit from this service, read the following guidelines very carefully:

- The English Review Service is provided by volunteers; please be tolerant.
- The service is still restricted to a few programs. Submissions should be received before the following dates:

Courses

Wednesday, 25 December 2002

Educators Program

Wednesday, 8 January 2003

Emerging Technologies

Wednesday, 25 December 2002

Papers

Wednesday, 8 January 2003

Sketches & Applications

Wednesday, 26 February 2003

Web Graphics

Wednesday, 26 February 2003

- Submissions received after the indicated dates have less chance of being reviewed. Submissions received after the program submission deadlines will not be reviewed at all.
- Submissions will be treated on a first-come, first-served basis for each program. Therefore, it is possible that your contribution will not be reviewed.
- The English Review Service does not alter the submission process. You will need to submit your contribution before the deadline for your program, even if you have not received any feedback from the English Review Service team.
- This is an editorial service only. We do not modify the content of your contribution.
- The English Review Service does not directly affect your contribution's

acceptance or rejection. A reviewed contribution may still be rejected by the program jury.

To submit your contribution to the English Review Service, send it as a plain text file, a Microsoft Word 2000 file, or a LaTeX document to the [English Review Service](#). If you have any questions, or need special assistance, please send a message to the [International Resources Chair](#).

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[Deadlines]

Early Abstracts and Proposals	31 October 2002
Academic Exhibits	1 November 2002
Early discount rate	31 May 2003
Final reservations	
Art Gallery	8 January 2003
Computer Animation Festival	12 March 2003
Courses	8 January 2003
Educators Program	22 January 2003
Emerging Technologies	8 January 2003
Papers	22 January 2003
Sketches & Applications	12 March 2003
Student Volunteers	26 February 2003
Web Graphics	12 March 2003

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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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online submission



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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.

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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	• • • • • • • • • •	• • • •	• •
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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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