



## **Media Registration Reference Guide**

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## **Welcome to SIGGRAPH Asia 2008 Media Registration**

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To ensure you have a pleasant experience during your media registration process, the SIGGRAPH Asia 2008 Media Office has developed this helpful, step-by-step guide. Simply follow these easy steps to submit your media registration materials, and we'll do the rest!

**STEP ONE: Begin a New Submission**

**STEP TWO: Choose Your Media Format**

**STEP THREE: Upload the Required Documents**

**STEP FOUR: Come to SIGGRAPH Asia 2008!**

If at anytime during your registration experience you have any questions, please feel free to contact Agnes Heng at [agnes\\_heng@siggraph.org](mailto:agnes_heng@siggraph.org).

## **Eligible Media and Required Documentation**

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Before you get started with your registration, please carefully review the categories below. You must represent a media format that fits into one of these categories in order to be considered for SIGGRAPH Asia 2008 media credentials. Those requesting media registration must be currently employed by a publication or news organization. Account representatives, sales executives, book authors, and engineers do not meet the criteria for media registration.

Each organization is limited to five media representatives, except university publications, which are limited to one. If there are multiple registrants for an organization, each media registrant must establish a separate login account and submit a separate registration.

**Please Note: Even if you have qualified for a SIGGRAPH media badge in the past, you must re-qualify for SIGGRAPH Asia 2008.**

### **For Business Trade Publications**

Includes reporters and editors from magazines, newspapers, trade publications, and wire services. Must provide:

- Business card
- Current publication masthead that includes your name/editor's name
- Original letter of assignment signed by publication executive stating that you have been retained by the publication to cover SIGGRAPH Asia 2008\*

\*Required of all editors and reporters to verify they have been retained to cover SIGGRAPH Asia 2008 by the publication. If you are the Editor-in-Chief, you do not have to provide an Original Letter of Assignment.

### **For Television and Radio**

Includes broadcast reporters, producers, and camera operators from news organizations. Must provide:

- Business card
- Original letter of assignment signed by station/show executive stating that you have been retained by the publication to cover SIGGRAPH Asia 2008

### **For Analysts**

Industry analysts must provide:

- Business card from a recognized analyst firm
- One (1) or more bylined articles dated within the past six months

### **For Freelance Writers**

Freelance writers include those who have been retained to cover SIGGRAPH Asia 2008 by an eligible news organization as determined by the SIGGRAPH Asia 2008 Marketing & Media Team. Those who freelance occasionally and are employed by non-news organizations are not eligible for media registration. Freelance writers must provide:

- One (1) or more bylined articles published within the last six months
- Original letter of assignment signed by publication executive stating that they have been retained by the publication to cover SIGGRAPH Asia 2008

### **For Online Publications**

Includes reporters from online publications that must contain editorial content and must cover the computer graphics industry. Personal web pages and blogs will not be accepted. Must provide:

- Business card
- Two (2) or more bylined articles printed from their web site
- Original letter of assignment stating that you have been retained by the web site to cover SIGGRAPH Asia 2008

### **For University Publications**

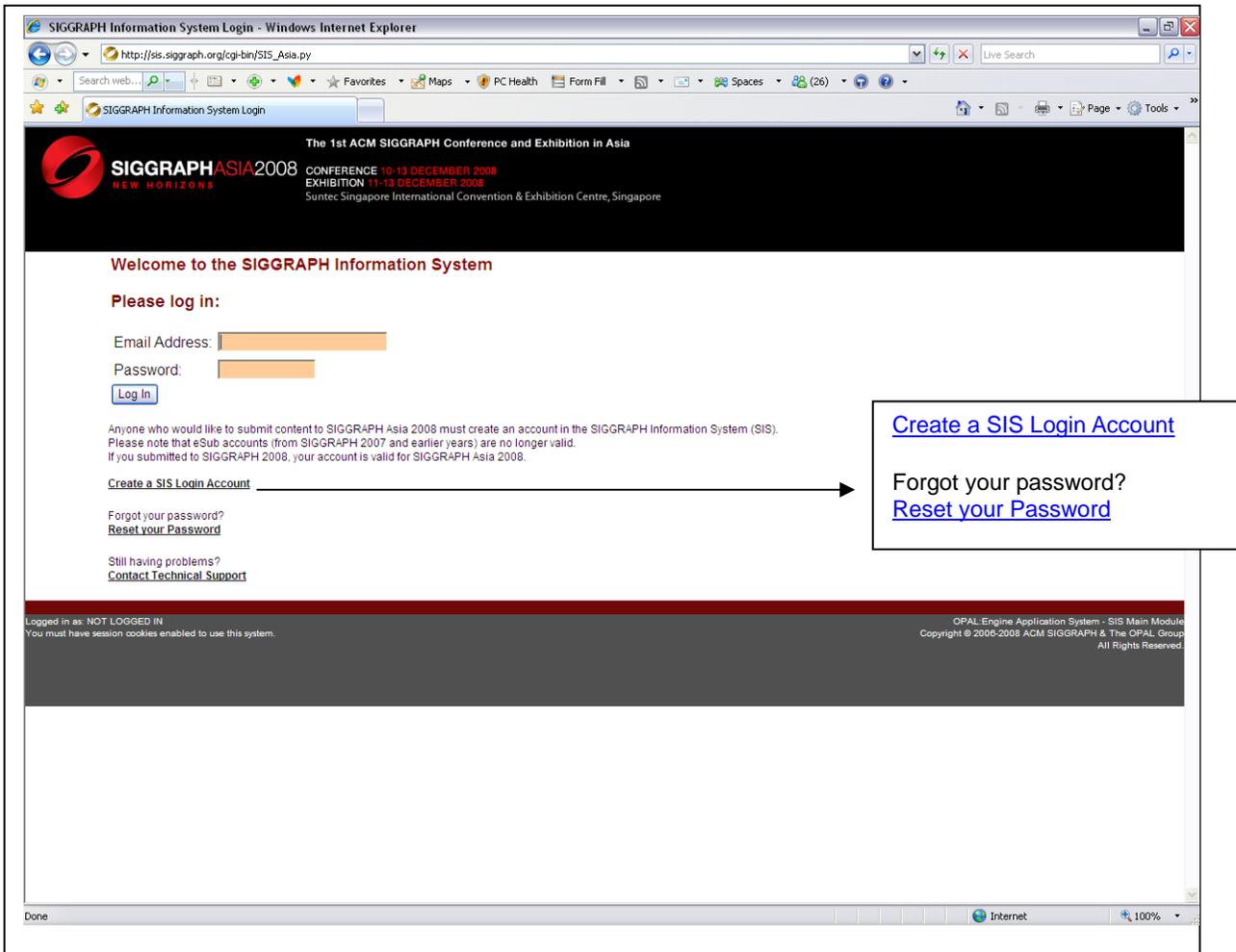
Includes any reporter representing a University publication. University publications are limited to one media representative. Reporters must provide:

- Two (2) or more bylined articles published in the university publication within the last six months
- Original letter of assignment from the university stating that you have been retained by the publication to cover SIGGRAPH Asia 2008

## Creating an SIS Login Account

In order to register for a SIGGRAPH 2008 Media Badge, you must first create an SIS Login Account. This page provides step-by-step instructions on how to create your profile.

1. Visit [http://sis.siggraph.org/cgi-bin/SIS\\_Asia.py](http://sis.siggraph.org/cgi-bin/SIS_Asia.py) and click on **Create a SIS Login Account**. Complete the form with the requested information.



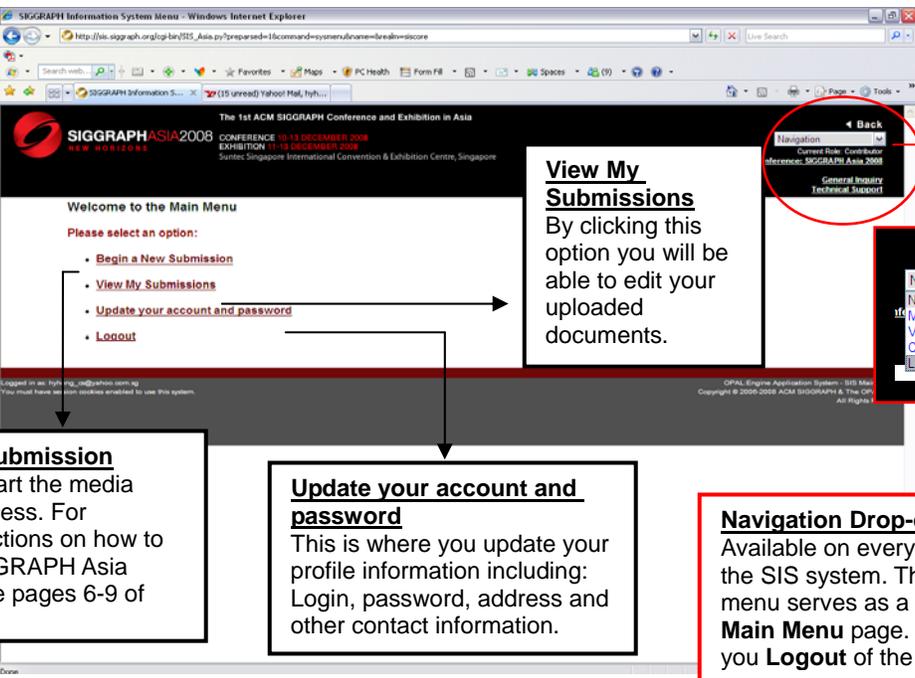
2. Once your profile has been created, you will receive an e-mail confirming your login and password. This e-mail will arrive from **sis\_support@siggraph.org**. To ensure delivery of this message, please add this e-mail address to your safe senders list.
3. Return to the SIS system and login to your new SIS account. You will be prompted to change your password. **Please note: Usernames and passwords ARE case sensitive.**
4. Once you have updated your password, you are now ready to begin the media registration process.

## Navigating the System

Now that you are ready to begin the process, we want to make sure you are familiar with the SIS system and its capabilities. Please use the illustrations below to help guide you through the SIS System.

### SIS Main Menu

The following features are available on the **SIS Main Menu** page:



The screenshot shows the SIS Main Menu page for SIGGRAPH Asia 2008. The page title is "The 1st ACM SIGGRAPH Conference and Exhibition in Asia". The main content area has a "Welcome to the Main Menu" section with a "Please select an option:" heading and four links: "Begin a New Submission", "View My Submissions", "Update your account and password", and "Logout". A "View My Submissions" callout box explains that clicking this option allows editing uploaded documents. A "Navigation" drop-down menu is shown in the top right corner, with a callout box listing its options: "Navigation", "Main menu", "View My Submissions", "Change Password", and "Logout".

**Begin a New Submission**  
Allows you to start the media registration process. For complete instructions on how to register for SIGGRAPH Asia 2008 Media, see pages 6-9 of this document.

**Update your account and password**  
This is where you update your profile information including: Login, password, address and other contact information.

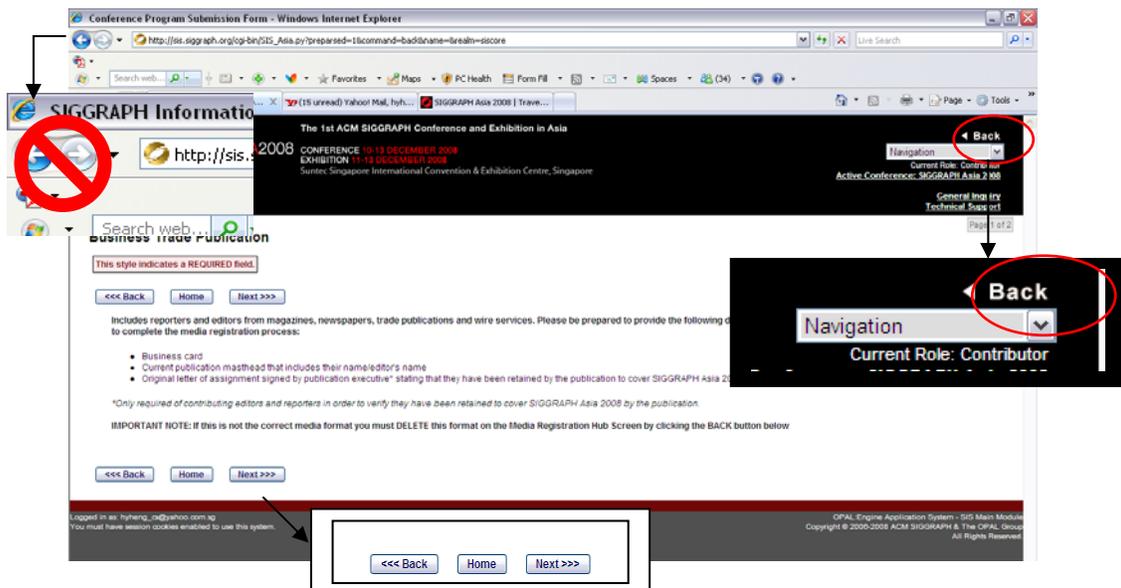
**Navigation Drop-down**  
Available on every page throughout the SIS system. This drop-down menu serves as a short-cut to the **Main Menu** page. This is also where you **Logout** of the SIS system.

### The "BACK" Button

While navigating through the SIS system there is one important thing we would like you to remember:

**\*\*\*DO NOT USE YOUR BROWSER'S BACK BUTTON\*\*\***

To navigate BACK at any time while using the SIS system, please use the **BACK** function in the upper right hand corner or along the bottom of the SIS screen as shown below:



The screenshot shows the "Conference Program Submission Form" page. A red "X" is placed over the browser's back button in the top left corner. A callout box in the top right corner points to the "Back" button in the navigation menu. Another callout box in the bottom right corner points to the "Back" button in the navigation menu. A callout box in the bottom center points to the "Back" button in the footer navigation area.

## Media Registration Instructions

You are now ready to begin the SIGGRAPH Asia 2008 Media Registration process. Please follow these convenient step-by-step instructions to complete your Media Registration.

### STEP ONE: Begin a New Submission

1. From the SIS Main Menu screen, click **Begin a New Submission**
2. From the list of submission categories, choose Media Registration by clicking the **Create** button.
3. When prompted, please provide your professional title (Editor-in-Chief, Freelance Writer, Reporter, Camera Man, etc.). **\*\*\*You must provide a professional title – failure to provide this title will result in an INCOMPLETE submission status.\*\*\***
4. Select the SIGGRAPH Asia 2008 program areas you are interested in covering. When completed, **click NEXT**.

### STEP TWO: Your Media Format

#### Choose Your Media Format

The Media Registration Hub Screen serves as your SIGGRAPH Asia information portal containing all of your submission materials.

1. From this screen you will choose your **Media Format** from the drop-down menu as shown below. You will automatically be redirected to the next screen.

**IMPORTANT NOTE:** If you are unsure of your Media Format, please reference the descriptions found on page 3 of this document.

2. You will automatically be redirected to a new screen that explains the documents you need to upload. If you have all of your documents ready to upload, please **click NEXT**.

**\*\*\*ONCE YOU CHOOSE YOUR MEDIA FORMAT YOU WILL NOT BE ABLE TO CHANGE YOUR SELECTION. IF YOU CHOOSE THE WRONG CATEGORY, PLEASE REFERENCE PAGE 8 OF THIS DOCUMENT FOR FURTHER INSTRUCTIONS\*\*\***

Choose Presentation Formats - Windows Internet Explorer

http://sis.siggraph.org/cgi-bin/SIS\_Asia.py?prepared=1&command=report&name=forms\_manager&realm=siscore

Navigation

Current Role: Contributor

Active Conference: SIGGRAPH Asia 2008

General Inquiry  
Technical Support

**Manage Presentation Formats:**

**Welcome to the Media Registration Hub Screen**

From this screen you can:

**Begin the Media Registration Process**

Please select your Media Format from the drop-down menu below. If you are uncertain what type of Media Format you represent, please [click here](#) for a complete explanation.

OR

**Edit Your Existing Media Registration**

The status of your SIGGRAPH Asia Media Registration is shown below. If your status is:

**COMPLETE:** No further action is required  
**INCOMPLETE:** Please click 'EDIT' and make the necessary changes

Upon receipt of your online submission and supporting documentation, your information will be reviewed. Upon registration, a written confirmation will be sent to you via email. If you have any questions regarding registration, please contact us at [agnes\\_heng@siggraph.org](mailto:agnes_heng@siggraph.org)

Media Format	Status	Action
Select Your Media Format		-- Select Only One:
		-- Select Only One:
		Business Trade Publications
		Television and Radio Analyst
		Freelance Writers
		University Publications
		Online Publications

2008 media contact us at

Logged in as: hyheng\_01@yahoo.com.sg  
You must have session cookies enabled to use this system.

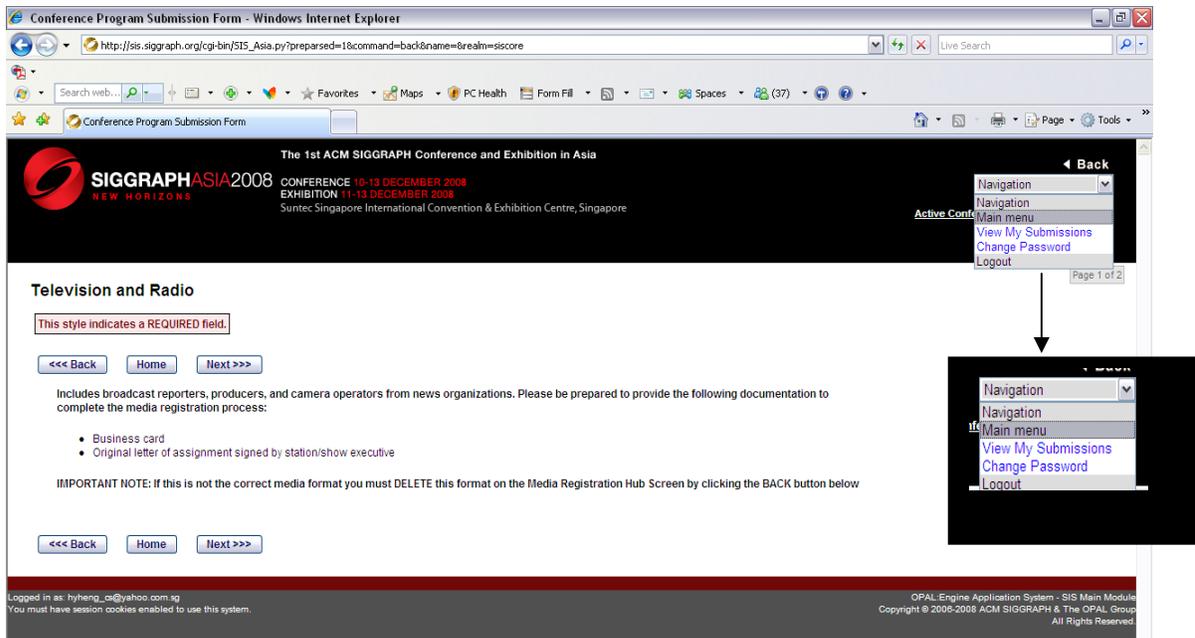
OPAL Engine Application System - SIS Main Module  
Copyright © 2006-2008 ACM SIGGRAPH & The OPAL Group  
All Rights Reserved

## Media Registration Instructions (continued)

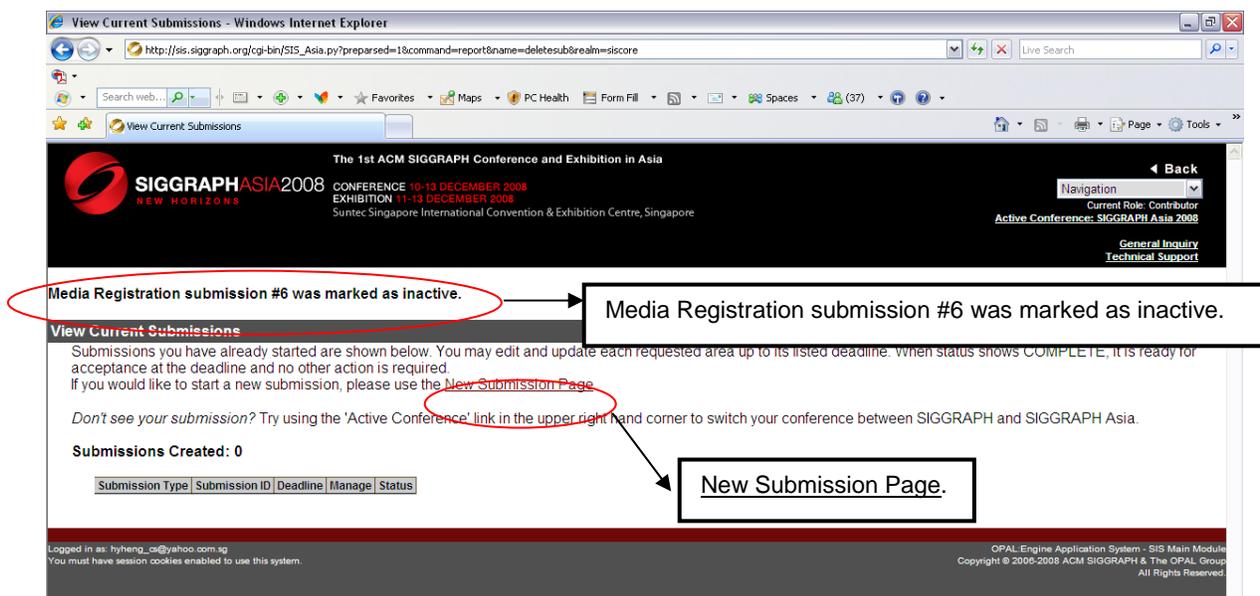
### Change Your Media Format

If you have chosen the wrong Media Format, please follow the instructions below to make changes.

1. Using the Navigation Shortcut in the upper right hand corner of the screen, click **Main Menu**.



2. From the Main Menu screen, click **View My Submissions**.
3. The submission you began with the incorrect Media Format will be shown. Click **DELETE**. A pop-up window will appear, asking if you are sure you would like to delete this submission. Click **OK**.
4. You see a message on your screen stating "**Media Registration Submission #XX was marked as inactive.**" This serves as confirmation that the incorrect submission has now been deleted.
5. Click **New Submission Page** to begin a new registration.



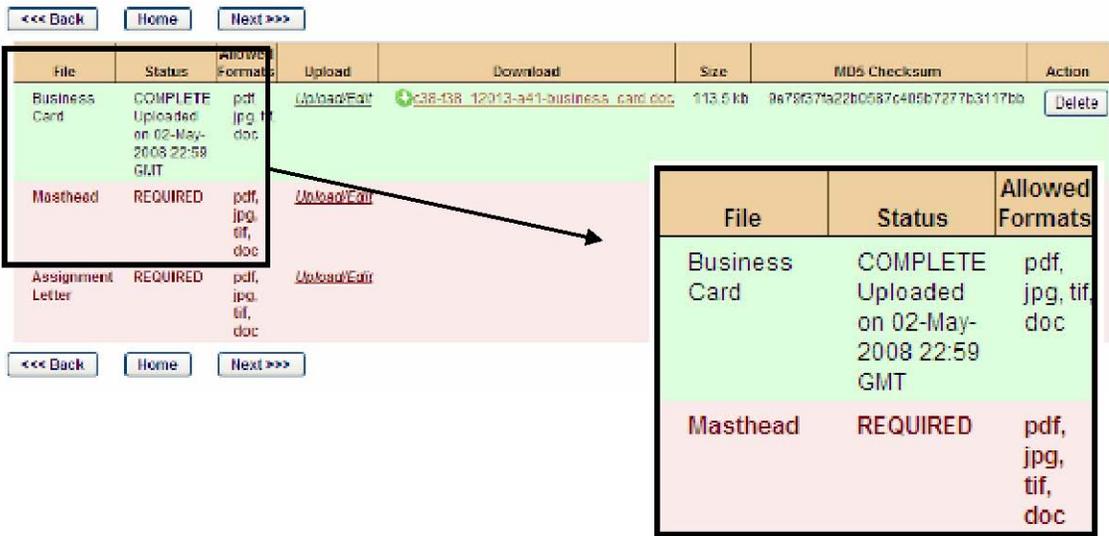
**STEP THREE: Upload the Required Documents**

Once you have selected your correct Media Format, you are now ready to upload your documentation.

**IMPORTANT NOTE:** If you are unable to electronically upload the documentation to the SIS system, you must fax, mail, or email the documentation to the address below.

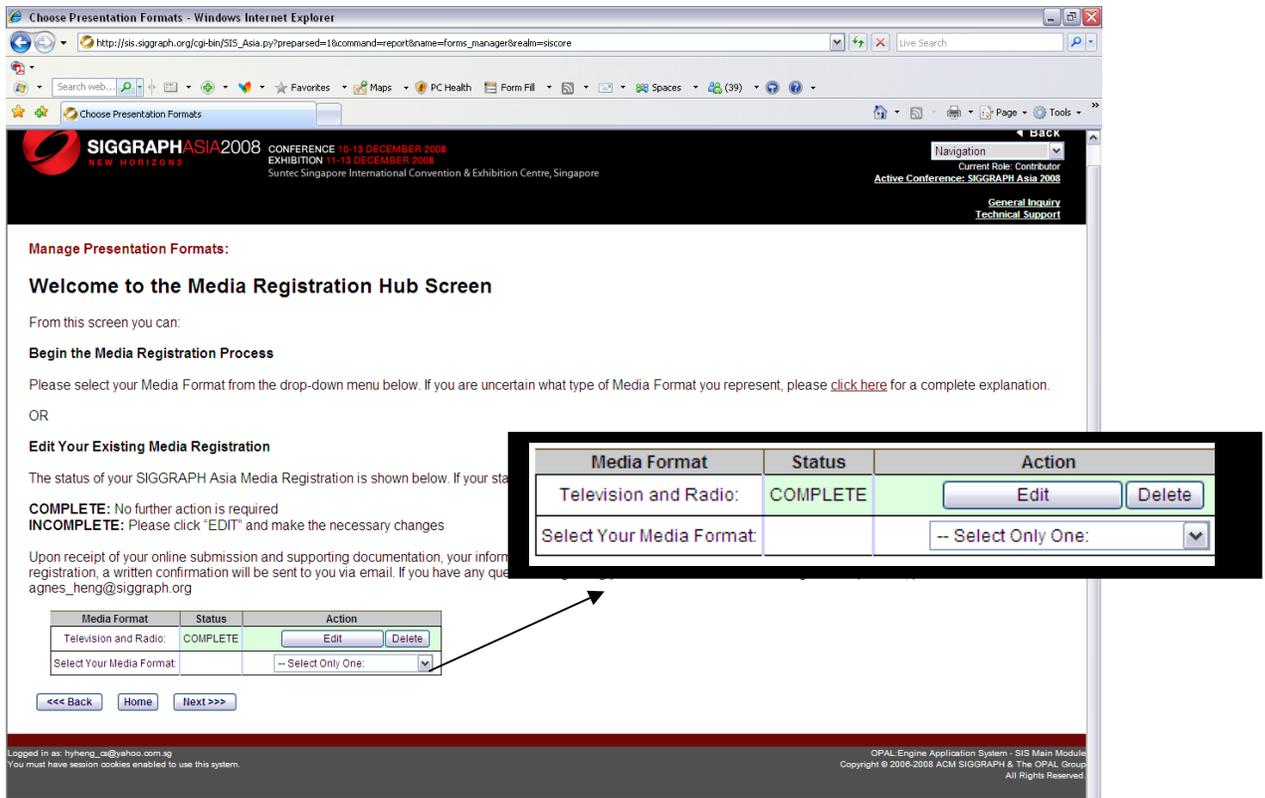
Agnes Heng  
 152 Beach Road #25-05 Gateway East  
 Singapore 189271  
 Phone: +65. 6500. 6732  
 Fax: +65. 6296. 2771  
[agnes\\_heng@siggraph.org](mailto:agnes_heng@siggraph.org)

1. Documents can only be uploaded one at a time. To begin, click **BROWSE** and select the necessary file from your computer.
2. Once your document is selected click **UPLOAD**. If your file has been successfully uploaded the area will turn green, and the status of that document will show "Complete" as illustrated below.
3. If you need to edit this document, please **click Upload/Edit** under the "Upload" field. You will be able to upload a different document necessary. You may also delete a file at any time during this process by clicking on **DELETE**.
4. Repeat the steps above for the remaining documents. When all of your documents are shaded green and show a status of "Complete," click **NEXT**.



**STEP FOUR: Your Registration Status**

You should now have uploaded all of the required documents and are returned to the **Media Registration Hub Screen**. If you have uploaded all of the necessary materials, your SIGGRAPH Asia 2008 Media Registration status should show as **COMPLETE** (see image below).



If your status is **COMPLETE**, no further action is required. You may use the **Navigation Drop-down Menu** in the upper right corner of the screen to logout of the SIS System. You may login and make changes to your profile at anytime.

Upon receipt of your online submission and supporting documentation, your information will be reviewed for approval. If you are approved for SIGGRAPH Asia 2008 Media Registration, a written confirmation will be sent to you via email. If you have any questions regarding your submission or the media registration process, please contact us at agnes\_heng@siggraph.org.

If you need to make any edits to your uploaded documents, please **click EDIT** and you will be able to do so.

**IF YOUR STATUS IS "INCOMPLETE"**

If your media registration shows a status of **INCOMPLETE**, this means there are documents missing from your registration profile. Please click **EDIT** and follow the instructions listed on **pages 7-9** of this document.

Again, if you are unable to upload the required documentation, you must mail or fax your documents to the following address:

Agnes Heng  
152 Beach Road #25-05 Gateway East  
Singapore 189271  
Phone: +65. 6500. 6732  
Fax: +65. 6296. 2771  
[agnes\\_heng@siggraph.org](mailto:agnes_heng@siggraph.org)

The status of your registration will continue to show as **INCOMPLETE** until all the proper is received by SIGGRAPH Asia 2008 Media Headquarters.

## Media Approval Process

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Upon receipt of your online registration form and supporting documentation, your information will be reviewed. If you are approved for SIGGRAPH Asia 2008 Media Registration, a written confirmation will be sent to you via email. Your confirmation WILL NOT include your media badge, and badges cannot be mailed to registrants in advance. You must provide photo identification to pick up your media badge in person at the media registration counter located at the ground level of Suntec International Convention and Exhibition Centre on 10 December at 8am.

A separate credential for use of cameras or video equipment must be obtained by completing the Audio-Visual Agreement when you pick-up your media badge.

### Media Badge: What It Entitles You To

Media badge holders are entitled admission to:

- Art Gallery
- Animation Theatre
- Courses
- Educators Programme
- Electronic Theatre
- Emerging Technologies
- Exhibition
- Exhibitor Tech Talks
- Featured Speakers
- International Resources
- Technical Papers
- Sketches & Posters
- Reception Ticket

Please note: Full Conference attendees have first option on technical programme seating.

### Media Badge: What It Does Not Entitle You To

- *ACM Transactions on Graphics* (Conference Proceedings Special Issue)
- Digital Experiences: The SIGGRAPH ASIA 2008 Art Gallery, Emerging Technologies, and Computer Animation Festival Catalogue
- Full Conference DVD-ROM
- SIGGRAPH Video Review