



ACM**SIGGRAPH**

**POLICY GUIDELINES**  
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## **Foreword**

This guideline book is intended to be a working document of decisions as they affect the daily operations of ACM SIGGRAPH. Policies are generated by action items, task force recommendations and resolutions from members; they are adopted by a majority vote of the Executive Committee.

## **Values**

ACM SIGGRAPH is built on a fundamental set of values and strives to support and follow these values in all its activities. These values are:

### **Excellence**

ACM SIGGRAPH values excellence in the information and experience provided by its products and activities.

### **Integrity**

ACM SIGGRAPH values personal and organizational integrity in the selection of our content and in our interpersonal and organizational relationships.

### **Volunteerism**

ACM SIGGRAPH values volunteers and volunteerism in an environment that actively supports its volunteers.

### **Passion**

ACM SIGGRAPH values the passion its community feels for SIGGRAPH and for the field of computer graphics and interactive techniques.

### **Cross-Disciplinary Interaction**

ACM SIGGRAPH values the interaction among the many disciplines that make up its community.

## **SECTION I: MEMBERSHIP**

*1.1 Full Members.* A person becomes a full member of ACM SIGGRAPH only after enrolling and paying the required dues. The dues for ACM SIGGRAPH are determined by the EC with the approval of the SIG Governing Board Executive Committee.

*1.2 Pioneer Members.* A *Pioneer membership* is a *Full Membership* that is earned after twenty (20) years of contributions to some aspect of computer graphics and/or interactive techniques. All members of the computer community are welcome, engineers, academics, artists, sales and marketing representatives, etc. Members must pay the required dues.

*1.3 Associate Members.* An associate member is a person who is not a full member but meets the requirements for Associate membership as determined by the EC.

Members of a professional or student ACM SIGGRAPH chapter shall qualify as Associate Members.

*1.4 Student Members.* A student member is actively furthering his/her education at an institution of higher learning. SIGGRAPH and SIGGRAPH Asia student volunteers receive a complimentary one-year membership.

*1.5 Voting Members.* All full members of ACM SIGGRAPH may vote in any ballot conducted by ACM SIGGRAPH. Associate members cannot vote.

*1.6 Member Benefits.* The member benefits are set by the EC with the approval of the SGB.

## **SECTION II: EXECUTIVE COMMITTEE**

*2.1 EC.* The EC comprises Officers, Directors at Large, and Ex-Officio Members. The duty of the EC is to guide and oversee all of the activities of ACM SIGGRAPH. There are Ex-Officio members on the EC for purposes of communication and deliberation. The Directors at Large will serve as liaisons to the Standing Committees.

*2.2 Officers.* The Officers of ACM SIGGRAPH are the President, the Vice President, and the Treasurer.

*2.3 Number of Directors at Large.* The number of Directors at Large shall be set by the EC with a supermajority vote and shall be no fewer than four and no more than ten.

*2.4 Ex-officio Members.* The EC may designate ex-officio offices. Currently, the following are ex-officio non-voting members of the Board:

The Chair of the Conference Advisory Group (CAG)

The Conference Chief Staff Executive

The Chair of the SIGGRAPH Asia Conference Advisory Group (SACAG)

The SIGGRAPH Asia Conference Chief Staff Executive

The ACM Program Director for ACM SIGGRAPH

The Past President, for the first year of the new President's term.

The Project Manager for ACM SIGGRAPH

*2.5 Election of Officers and Directors.* Officers and Directors are elected to three-year terms beginning September 1 of the year of their election.

*2.6 Terms.* No person may serve in the same position for more than two consecutive full terms.

*2.7 Officers and Directors Must Be Members.* All Officers and Directors and candidates for Director must be voting members of the ACM and ACM SIGGRAPH.

*2.8 Only One Position.* No person may hold more than one position simultaneously.

*2.9 Conflict of Interest.* Potential conflicts of interest can be handled within the ACM SIGGRAPH volunteer infrastructure. A person on a given committee who has a potential conflict of interest should report it to the committee chair, and the committee chair will determine whether a conflict exists. The volunteer to whom a committee chair reports will resolve a potential conflict of interest by a committee chair. The ACM SIGGRAPH President will resolve a potential conflict of interest by an Executive Committee member. The ACM SIGGRAPH Vice President will resolve a potential conflict of interest by the ACM SIGGRAPH President. A person determined to have a conflict of interest will not participate in the discussion or decision on the relevant issue.

2.10 SIGGRAPH conference complimentary passes are intended for the following purposes:

- (1) Allow family members to attend the conference
- (2) Allow an Employer (Supervisor or other Management) to understand the the magnitude of the conference for which they are approving employee volunteer time
- (3) Allow individuals who would not normally attend the conference by registering/paying. This would include individuals who may have influence over approving others to attend/register in the future.

Guest passes will be allocated as listed below:

**Current Year Conference Committee:** Full Conference - 4, Select Conference- 6

**CAG:** Full Conference - 1, Select Conference - 4

**N+1 Conference Committee:** Full Conference - 1, Select Conference - 4

**EC members:** Full Conference - 1, Select Conference - 4

**EC Standing Committee Chairs (Including Award Chairs):** Full Conference- 1, Select Conference - 4

If any Conference Committee member or CAG member has a need to exceed the number of passes noted above, exceptions to this policy can be made with approval of the Current Year Conference Chair. If any EC member or EC Committee Chair has a need to exceed the number of passes noted above, exceptions to this policy should be addressed to the ACM SIGGRAPH President who will discuss the request with the Current Year Conference Chair.

Contractors do not receive guest comp registrations.

### **SECTION III: OFFICERS**

*3.1 President.* The duties of the President are:

- Leading and managing ACM SIGGRAPH;
- Calling and presiding at EC meetings; and
- Conducting ACM SIGGRAPH's activities in accordance with the policies of the

ACM;

*3.2 Vice President.* The duties of the Vice President are:

- Assisting the President in leading and managing ACM SIGGRAPH; and
- Presiding at meetings when the President is absent.

*3.3 Treasurer.* The duties of the Treasurer are:

- Managing ACM SIGGRAPH's finances according to the Financial Accountability Policy of the ACM. This includes preparing the annual budget, monitoring the Group's disbursements for adherence to the annual budget, and preparing financial reports as required; and
- Reporting ACM SIGGRAPH's finances to members at least once a year in ACM SIGGRAPH's regular publications.

*3.4 Past President.* For one year after the completion of his/her term as President, the Past President will be an ex-officio member of the ACM SIGGRAPH Executive Committee. The duties of the Past President are:

- Chair the External Relations Committee through the term of the next President

## **SECTION IV: NOMINATIONS & ELECTIONS**

*4.1 Nominations Committee.* The EC will select the Chair of the Nominations Committee at the fall meeting. It is expected that the chair will often be a former member of the EC or the CAG so that the chair has an understanding of the committee structure, conference, and organization. The newly selected chair will join the nominations committee as a non-voting member immediately to create continuity. The term of the Chair of the Nominations Committee will run for one year starting March 1. This term matches the workflow of the job because the slate for the summer election is due by the end of February. The position will be renewable for a second year. The immediate Past-Chair will serve as a voting member of the committee for one year to assist in the transition.

By March 15 of each year, the Chair of the Nominations Committee will put forward an odd number of persons, numbering three or more, to serve on the Nominations Committee. These must be voting members of ACM and voting members of ACM SIGGRAPH and must not be members of the ACM SIGGRAPH Executive Committee. The Executive Committee must approve the candidates for the nominations committee before being accepted. The terms of the members will end the following March 1 and they can serve additional terms on the committee.

*4.2 Nominations Process.*

- The Nominations Committee will consist of an even number of members (including the chair), greater than 3.
- The candidates for the Nominations Committee will be put forward by the Past President, but must be approved by the EC before being accepted.
- The Past President will send a call for nominations out via e-mail to all of our constituencies (chapters, education committee, pioneers, etc...).

- The Past President will put the call for nominations on the ACM SIGGRAPH web site so that all of our members can see it.
- The Nominations Committee will require reference checks on any volunteer position the potential candidate has had within ACM SIGGRAPH for the previous 5 years
- When a new President is elected, the outgoing Past President will continue to serve as a member of the Nominations Committee for one year to ensure a smooth transition

**4.3 *Slate.*** The EC must select a slate of candidates and announce the slate to all ACM SIGGRAPH voting members at least two months before the election. For each Officer, the slate must contain at least two candidates. For Directors-at-Large, the slate must contain at least one more nominee than there are openings to be filled.

**4.4 *Petition candidates.*** A petition from 1% of the voting members of ACM SIGGRAPH will place other consenting and eligible candidates on the ballot. Notice of intent to submit a petition and completed petitions must be received by the President at least one month before the election.

**4.5 *Election.*** ACM Headquarters will conduct the election among eligible voters by June 1, following the election procedures of the ACM, unless the SIG Governing Board has approved different procedures. Of all the ballots returned in an election, the candidates receiving the largest number of effective votes win. The SIG Governing Board will resolve ties.

As a matter of common professional courtesy, when new volunteers are being selected, others who might be affected by this selection should be informed. A volunteer being considered for a position within ACM SIGGRAPH should consider his/her current and potential commitments, as well as the support for ACM SIGGRAPH work from his/her employer. In case the volunteer already holds or is being considered for another ACM SIGGRAPH volunteer position, the person who manages the other position should be notified so that the three of them can discuss what is involved in each job. This also gives the manager of the other position the opportunity to raise concerns, and both the volunteer and the person considering this volunteer can better determine whether he/she is able to handle either one or both of the responsibilities.

**4.6 *Vacancies and Incapacitation.***

- ***President.*** Should the President leave office before his or her term expires, the Vice President will become the President. Should the President become incapacitated or be unable to fulfill his or her duties, the Vice President will temporarily assume the duties of the President.
- ***Other Positions.*** Should any position other than President become vacant, the EC shall appoint someone to fill the vacancy for the remainder of the position's current term.
- ***Resignation.*** A Director may resign at any time by giving written notice to the President or, if the President is resigning, to the Vice President. The resignation shall be effective as of the time the resigning Director specifies unless otherwise

agreed.

- *Removal.* A Director may be removed for just cause by a supermajority vote of the EC with the approval of the SIG Governing Board Executive Committee.

*4.7 Outgoing EC Members.* Outgoing EC members should continue working to aid the transition with the new officers, including helping the new officers at the SIGGRAPH Conference. This help will extend through the Conference week and may extend for a short while after the Conference. Therefore, the outgoing officers will remain on the EC alias until August 31. The Past President remains on the EC alias for the duration of his/her term. In addition, the outgoing EC members will be treated the same as the incoming officers during the SIGGRAPH Conference. This includes the following:

- Travel, food, and lodging expenses for the Conference
- Full Conference Registration
- All materials and merchandise received by the rest of the EC
- Committee Badge for general access purposes
- Complimentary Guest and Select Conference registrations same as the EC

## **SECTION V: COMMITTEES**

*5.1 Standing Committees.* Standing Committees are established and their chairs appointed and removed by a majority vote of the EC. Standing committees exist until dissolved by a majority vote of the EC. Standing Committee Chairs and Conference Committee Chairs must be ACM SIGGRAPH members.

The following shall be standing committees of the Board:

1. Chapters (Professional and Students)
2. Communications & Membership Services (includes outreach, international, SIGGRAPH village, digital media assets)
3. Digital Arts Community
4. Education Committee
5. External Relations Committee
6. Information Services
7. Nominations Committee
8. Publications
9. Specialized Conferences and Symposia
10. Student Services

Other large committees with specific responsibilities and different leadership rules:

- [Awards](#)
- [Conference Advisory Group](#) (CAG)
- Digital Media Assets (subcommittee of Communications)
- International Resources (subcommittee of Communications)
- [Papers Advisory Group](#)
- [SIGGRAPH Asia Conference Advisory Group](#) (SACAG)



5.2 Standing Committee Chair Nominations: When a committee chair position is open, the position opening will be posted on the website. The Nominations Committee will review applicants, consult with the existing committee, and make a recommendation to the EC. In addition to its recommendation, the Nominations Committee will provide the EC with the names and application materials of all the people who applied for the position. The Past President will chair both the External Relations Committee and Nominations Committee until the completion of the current President's term.

The timeline for this process will be as follows:

April 1-30--Call for Nominations Open

May 1-15-- Review by Nominations Committee

May 15—Recommendation to EC

June 1—New Chairs Announced

5.3 Standing Chair Terms: Committee chair terms will be for three years, beginning on September 1. Chairs are eligible to run for succeeding terms. There are no term limits for the committee chair positions. If a standing Committee Chair is unable to complete the three-year term, a replacement will be appointed by a majority vote of the EC to fill out the remaining term.

5.4 Incoming Standing Committee Chairs Expenses to SIGGRAPH: Face-to-face transition meetings should be held at SIGGRAPH. The incoming Chair's expenses should be included in the budget for the transition year.

5.5 Conference Registrations: The Chairs of Standing Committees, including each of the Award Chairs, will receive a guest full conference registration (with no materials) and 4 complimentary Select Conference registrations to both the SIGGRAPH and SIGGRAPH Asia conferences. This allotment of comp registrations is intended as a means to repay the family or company/university for allowing the volunteer the extra time to perform their SIGGRAPH duties, or to encourage friends or colleagues to attend who wouldn't otherwise be at SIGGRAPH or SIGGRAPH Asia.

5.6 Transition: It is up to the two committee chairs (former and new) to determine the transition period and how long the former chair should be included on the email alias. It is the responsibility of the *outgoing* committee chair to create and submit their committee's annual report.

5.7 Standing Committee Charges:

#### *Chapters*

Promote, plan and facilitate the full integration of Chapter activities into ACM SIGGRAPH while identifying and facilitating the flow of additional ACM SIGGRAPH benefits through to Chapters. Provide a link for communication with ACM on technical issues. Devise best "face" for Chapters on new ACM SIGGRAPH Web presence. Ensure compliance with all relevant policies and procedures.

#### *Communications & Membership*

Recommend and then implement appropriate communication channels for the organization and its constituents. Design and supervise build out of new ACM SIGGRAPH electronic presence. Communications also oversees the Village at the conference.

### *Digital Arts*

Foster the evolution of a strong year round digital arts community within the international organization and promote a dialogue between visual artists and the larger SIGGRAPH community.

### *Education* (needs rebranding if broadening beyond educators)

Shift focus and emphasis from traditional support of educators in computer graphics to professional development platforms, delivery channels and topic areas for ACM SIGGRAPH community. Develop offerings that build off existing content and/or new content that could be delivered year round. This could include relationships with outside providers (tech paks).

### *External Relations*

#### *Information Services*

Provide information services support to the ACM SIGGRAPH community. Manage the [siggraph.org](http://siggraph.org) server infrastructure (software/hardware). Work with the ACM IS team as needed on items of local (ACM SIGGRAPH) and global (ACM) issues

#### *Nominations Committee*

#### *Publications*

Document the content presented at our sponsored events, using channels that are efficient and cost-effective. Work with ACM Publications Board as new situations arise and on items with broader implications.

#### *Specialized Conferences*

In addition to traditional role of approving and monitoring specialized conferences, identify and implement better integration of event awareness and outputs (enduring material/content) from events to broader community. Opportunity to leverage into/with the main conferences, chapters and Professional Development

#### *Student Services*

Plan, develop and facilitate activities that integrate students into the ACM SIGGRAPH community. Provide demonstrable value to student members throughout the year.

#### *Papers Advisory Group (PAG)*

- Budget  
The PAG has no budget. If the PAG ever needs money, the PAG chair would ask for it from EC president's budget or as a special EC allocation.
- Authority

The PAG is a purely advisory body and has no explicit authority.

- Meetings
  - The PAG communicates primarily electronically, with occasional in-person meetings as needed, usually at a conference.
- Membership
  - The types of members and their terms are:
    - a) **Ex-officio members.** These are the N-1, N, and N+ papers chairs for SIGGRAPH and SIGGRAPH Asia.
    - b) **Appointed members.** There are 4 members, who are appointed by the PAG chair. The appointed members should be experienced, respected, senior members of the field who think independently, are proactive and clear in articulating their views, and are good at working collaboratively with others.
    - c) **Chair.** The preceding PAG chair nominates the chair in consultation with the PAG and is approved by the EC. The chair would usually be a current or former appointed member.
    - d) **Past chair.** When a new chair starts, the former chair serves as a nonvoting member for one year.
    - e) **Executive members.** This refers to the 4 appointed members, the chair, and the past chair (when there is one).
    - f) **Terms.** The appointed members and chair serve staggered 5-year terms. The ex-officio members serve from when they are approved as papers chair by the EC until they become the N-2 chair.
    - g) **Removal of appointed members.** The chair with EC approval can remove appointed members.
    - h) **Removal of the chair.** The chair can be removed by the EC. If the chair is removed, they do not serve as past chair unless invited to do so by the incoming chair.
    - i) **Replacement of appointed members.** If an appointed member resigns or is removed, the chair can appoint a replacement to serve out the remainder of their term.
    - j) **Replacement of the chair.** If the chair resigns or is removed, the EC can appoint a replacement to serve out the remainder of their term.
    - k) **Term limits.** No one can serve more than 2 consecutive full terms as an appointed member. No one can serve more than 2 consecutive full terms as the chair.
    - l) **Initial terms.** Note that the initial terms of the founding PAG chair and appointed members exceed 5 years, but those initial terms are counted as single full terms for purposes of the term limit provision. The founding members and the end of their initial terms are as follows:
      - Kurt Akeley June 30, 2012
      - Rob Cook (chair) June 30, 2013
      - Markus Gross June 30, 2014
      - Holly Rushmeier June 30, 2015
      - John Hughes June 30, 2016

- Responsibilities

The PAG has the following responsibilities:

- Be a resource to the ACM SIGGRAPH community for matters that affect the papers community
- Represent the papers community in multi-year, cross-conference issues
- Be a forum for discussion of issues that affect the papers community
- Provide support for papers chairs
- Represent the institutional memory of the papers program
- Help provide continuity and communication among papers chairs
- The PAG's executive members have the following additional responsibilities, without the involvement of the ex-officio members:
  - Recommend and vet papers chairs to the SIGGRAPH and SIGGRAPH Asia conference chairs
  - Recommend PAG governance guidelines to the EC for approval

5.8 Reserve Fund Committee: ACM SIGGRAPH has an established reserve fund to stabilize the finances of the organization and provide risk against unexpected events, losses of income, and large unexpected expenses. The reserve fund should not be used to cover a long-term or permanent income shortfall. It can be used to solve temporary financial problems and to invest in new ideas and efforts.

A Reserve Fund Committee (RFC) is established to oversee the ACM SIGGRAPH reserve fund and to evaluate all proposals for use of the reserve funds. The creation of this committee should assist the organization in oversight and allow for flexibility on the use of the funds.

The amount of available reserve funding will be calculated each fiscal year and reported to the EC. The Treasurer will identify and recommend the available amount for new strategies or ideas. The RFC will review the requests and will recommend proposals to be funded to the Executive Committee (EC) who will make the final decision.

The RFC will consist of the following people: EC Treasurer, EC President (or presidential appointee), CAG Chair, CAG chair appointee from CAG, and Small Conferences Committee Chair. The EC Treasurer will serve as Committee Chair.

#### Process for Requesting Funds

1. Requests must be done within a fiscal year period.
2. Requests must not exceed the amount of available funds for the fiscal period.
3. Requests consisting of 1-2 page proposals will be submitted in writing to the Treasurer and Program Manager. Requests should include amount requested, purpose/description, benefit to the organization and suggested metrics for evaluation on use of the funds.
4. Program manager will disseminate information to Reserve Fund Committee.
5. Committee Chair will facilitate discussion and determine need for conference call to discuss request. Recommendation to EC should be completed within 10 days.
6. Committee Chair submits recommendation along with documentation to EC.

7. EC votes on recommendation within ten days.
8. Committee chair shares decision with requestor

#### *5.9 Relationship of Standing Committees to Conferences.*

Each Standing Committee (SC) will provide a liaison to the corresponding Conference subcommittee, where appropriate. And each such Conference subcommittee will provide a liaison to the SC. The chairs of these committees are encouraged, but are not required to be the liaisons. The EC and CAG/Conference Chair will identify the appropriate subcommittees and relationships.

The Conference subcommittee liaison to the SC will provide the SC with updates on direction, goals, and projects for the conference cycle.

The SC liaison to the Conference subcommittee will provide the Conference subcommittee with updates on current projects, goals, and strategic vision.

Liaisons will be placed on committee email lists so that they may keep abreast of the committee's ongoing plans. Liaisons should participate in at least one committee conference call to deliver their home committee's update on goals and projects.

If collaboration opportunities exist, based upon these reports, all effort will be made to ensure that collaboration takes place. In the event that collaboration moves forward, the liaisons should be offered ex-officio membership on the adjacent committee. If travel is needed to coordinate this project, the home committee will be responsible for providing travel funds for their representative.

Collaboration can include SC activities at the Conference, Conference involvement in an SC project, or a side project mutually run by the SC and Conference.

Collaboration is subject to both committee chairs' mutual agreement on appropriateness and interest, and on their respective committees having the resources to perform the necessary work. Collaborative projects are subject to the approval of the Conference Chair.

*5.10 Ad Hoc Committees.* Ad hoc committees are established for a specific duration of time, not to exceed one year unless a longer duration is authorized by a majority vote of the EC. Ad hoc committees may be established and their chairs may be appointed or removed by the President or by a majority vote of the EC, except that the President cannot dissolve committees established by the EC or remove chairs appointed by the EC.

*5.11 Affiliated Conference Passes.* The Chairs of the External Relations and Communications Committees will, in consultation with the other organization standing committees, choose the recipients of the free passes for conferences of our affiliated groups.

## **SECTION VI: SIGGRAPH Conference**

*6.1 Conference Advisory Group (CAG).* The ACM SIGGRAPH Conference Advisory Group (CAG) handles basic issues of the annual SIGGRAPH conference. This includes, but is not limited to:

- Strategic planning, both single and multi-year.
- Defining and implementing policy that has multi-year impact.
- Soliciting and selecting conference and CAG chairs.
- Assisting conference chairs and committee members in all issues.
- Helping with conference budget preparation.
- Resolving single and multi-year conference issues.
- Selection of conference sites.
- Development and evaluation of RFPs for contracted services.
- Reviewing and assessing CAG, conferences, and conference programs.

*6.2 CAG Composition.* The CAG consists of the following voting members: four conference chairs (the current year's, the past year's, and the next two years'), the CAG chair and one Executive Committee (EC) representative. The CAG can also have up to two members-at-large that have a vote. The CAG will nominate and the EC will approve the members-at-large.

The Chief Staff Executive (CSE) is a non-voting member. All meetings are open, and guests are invited as needed. Professional staff that provides administrative services also supports the CAG. All CAG volunteers are required to be ACM SIGGRAPH members.

*6.3 CAG Chair.* With the nomination of the CAG, the Executive Committee shall select the Chair of the CAG. The Chair of the CAG will be selected every third year, beginning in 2007, for a three-year term beginning on January 1 of the following year.

The duties of the Chair of the Conference Advisory Group are:

- Managing the work of the CAG; and
- Serving as the primary communication link between the annual SIGGRAPH conference and the ACM SIGGRAPH Executive Committee

*6.4 EC Rep to the CAG.* The responsibilities of the EC representative to CAG include, but are not limited to:

- Being a full working member of CAG.
- Serving as an information conduit between EC and CAG. This includes attending all CAG and EC meetings, alerting CAG when issues come up that should be handled by EC, and bringing appropriate issues to the attention of EC.

*6.5 EC Rep Qualifications.* The ideal candidate will have the following qualifications:

- Familiarity with the culture and processes of the annual conference, ideally as a previous conference committee member.
- Familiarity with the ACM SIGGRAPH organization.
- An understanding of ACM SIGGRAPH strategic plan, goals, and priorities
- An understanding of which kinds of issues should be dealt with by the ACM

- SIGGRAPH EC or President.
- A working knowledge of the computer graphics and interactive techniques industry.
- The confidence of the members of EC.
- The confidence of the members of CAG.
- The ability and willingness to devote time as necessary to CAG work. This is estimated to be 2 to 4 hours weekly plus attendance at four to six CAG meetings, four EC meetings, and the annual conference, as well as other meetings deemed necessary each year.
- The ability and willingness to reply promptly, i.e., within 24 hours, to all telephone, email, and mail communication on CAG and other ACM SIGGRAPH issues. When this is not possible, EC and CAG should be made aware of the temporary unavailability.
- The ability and willingness to perform work on a wide variety of issues that might involve interaction with many people, leadership of small groups, assembly of material, and creation and presentation of reports.
- The ability and willingness to communicate with others on issues that are sensitive and controversial.
- The ability to listen to concerns of others and to know when private conversations should remain confidential and when it is appropriate that these conversations be shared.
- The willingness to fairly represent CAG decisions in addition to his/her own views if they differ from the majority of CAG.
- Respect for the work and opinion of others.

*6.6 EC Rep term of office.* The terms of an EC representative to the CAG will be two years in duration and will begin on the date of the EC meeting at the SIGGRAPH Conference (usually end of July or beginning of August). A representative may serve at most two consecutive terms.

*6.7 Nomination and Selection of EC Rep.* The candidates for the open EC representative to CAG position will be determined at the SIGGRAPH Conference EC meeting. Candidates will be solicited prior to this meeting and may be nominated or self-nominated. Each candidate will provide a written position statement as backup for the EC meeting.

Candidates who are also members of the EC will leave the room for the discussion and vote. A majority must select the representative. If this is not achieved on the first ballot, there will be run-offs between the top two candidates until such a majority is reached.

*6.8 Publication Date for Papers.* The official publication date for papers accepted for presentation at the ACM SIGGRAPH annual conference shall be one week prior to the start date of the conference, starting with the ACM SIGGRAPH 2007 conference.

*6.9 Electronic Proceedings.* Starting with ACM Transactions on Graphics, vol. 29, no. 3 (Proceedings of ACM SIGGRAPH 2010), the annual conference special issues of ACM Transactions on Graphics shall be published electronically - on CD-ROM, DVD-ROM, or

other appropriate electronic media - and in the ACM Digital Library. Paper copies will be available on an extra-cost basis at a price intended to recover printing costs.

## **SECTION VII: SIGGRAPH ASIA**

*7.1 Guidelines for SA.* The SIGGRAPH Conference has a well-developed set of policies and procedures and a well-structured process for its development. This is currently undergoing change, but SA will use SIGGRAPH and the current and historical set of policies, procedures, and processes as guidelines for its development. The SA CAG (defined below) will work with the SA Conference Chair to advise them on budget, organizational, programmatic, and process issues as the CAG does with the SIGGRAPH Conference Chair.

*7.2 Structural and Organizational Guidelines.* The SA Conference Chair should be Asian and should be located in the host country. The reason for this is that it will be more difficult for someone not in that country to negotiate with local entities. This may be relaxed after SA becomes more established, e. g., the second time it is held in a country the Chair may be from somewhere else.

SA is an International Conference with an International Program Committee. While the Program Committee will probably be primarily Asian, it should have people from other regions, just as SIGGRAPH has a Program Committee that is primarily from North America but has members from elsewhere.

SA will be treated the same as SIGGRAPH with respect to required approvals from the EC: host City/Country, Conference Chair, Preliminary and Final Budgets.

The SA Technical Chairs (Papers and Courses) will be approved by the EC. The content of the SA will be published in a similar fashion to our other conferences. There will be a conference DVD-ROM and there may or may not be hard copy proceedings. It will all be available in the ACM Digital Library.

An SACAG will be created that will have a structure similar to the current CAG, i.e., a set of Conference Chairs, an SACAG Chair, and representative(s) from the EC. The SACAG can have up to two members-at-large that have a vote. The SACAG will nominate and the EC will approve the members-at-large. All SACAG volunteers are required to be ACM SIGGRAPH members.

*7.3 Financial and Contractor Guidelines.* No contracts should be signed that have significant financial penalties. Since as SA moves from country to country, at least for the first time in a country each SA will have a relatively high risk factor. This is because there will be no history of how we might expect SA to draw delegates or exhibits in that country. Therefore if SA needs to be drastically reduced or even canceled there should not be significant financial loss to ACM SIGGRAPH.

Some of the contractors may change with every SA and there may be fewer multi-year contracts as compared to SIGGRAPH. This is because SA will be held in different



countries and the local contractors will be used. As much as possible, contractors that are familiar with and have offices in all the SA cities and so can serve multiple years will be sought out. One of the great strengths of SIGGRAPH is the set of contractors who have worked on SIGGRAPH for many years and are very familiar with its structure, organization, culture, and with each other. We should strive to build a similar set of contractors for SA so that it will also enjoy this advantage, if possible.

If possible, SA should strive to use contractors that have strategic relationships with the SIGGRAPH contractors. This would be so the SA contractors can learn from the experience of the SIGGRAPH contractors. If this is not feasible then the SA CAG needs to educate contractors to the SIGGRAPH “way”.

Contractors will be chosen by the standard ACM Request for Proposal process which will be directed by the SA CAG. The choice of contractor will be recommended by the SA CAG and approved by the EC, as is done with SIGGRAPH. In order for a contract to be valid, the President of ACM SIGGRAPH must sign the contract. It may be possible, after approval of the preliminary SA budget, for the SA Conference Chair to choose contractors and sign contracts, with the approval of the SA CAG Chair, that are below a certain amount, e. g., \$25,000USD. ACM and the EC will have to approve this.

The Contributor Recognition (CR) policy of SA should be similar to that of SIGGRAPH. It may not be exactly the same but we want to avoid the problem of SIGGRAPH and SA having quite different CR policies such that contributors prefer one over the other because of what they receive. The SA CR policy will be recommended by the SA CAG and approved by the EC. This assumes that the CR is about the same but we will reserve assessment as we see what evolves with conference planning.

SA should strive to have a registration structure similar to SIGGRAPH. The SA fee levels may be somewhat site specific since some cities may be much more expensive than others.

## **SECTION VIII: SPECIALIZED CONFERENCES**

*8.1 Co-Located Conferences.* In order for a specialized conference, workshop or symposium to co-locate with the SIGGRAPH or SIGGRAPH Asia Conferences, two criteria must be satisfied: A) Approval of the respective CAG/Conference Chair, and B) Approval of in-cooperation, co-sponsored or sponsored status from the Specialized Conference Committee.

*8.2 Specialized Conference Reserve Fund.* ACM SIGGRAPH Created a Specialized Conference Reserve Fund to fund grant proposals from conference organizers for up to 50% of the profit from the previous year’s conference for something that would enhance their conference, for example, something that would increase attendance of women or students. The Specialized Conferences Committee will evaluate the proposals.

*8.3 Allocation Rate.* The standard allocation rate for each specialized sponsored and co-sponsored conference is set at the current maximum allocation rate minus 6%

(currently 10%).

## **SECTION IX: FINANCIAL POLICIES**

*9.1 Interest Income.* The EC uses all of the interest from the ACM SIGGRAPH reserve fund as income in its operations budget.

*9.2 Conference Transfer.* The mandated SIGGRAPH Conference transfer to the EC is 3.5% of total income. This took effect with the S2006 Final Budget.

*9.3 New Projects.* If the ACM SIGGRAPH Executive Committee (EC) is considering a proposal that would have a significant impact on ACM SIGGRAPH, financial or otherwise, the following process should be performed. The proposal will be thoroughly discussed with all the affected components of ACM SIGGRAPH (Standing Committees, CAG, and SACAG) such that the EC has heard and carefully considered any concerns, and has done a careful risk/benefit analysis. Every effort should be made to ensure that there is a consensus on whether to proceed on the proposal. Agreement should be reached outlining milestones and metrics to determine the success of the proposal and a time frame to reach success before the proposal is terminated.

## **SECTION X: EXPENSE POLICY**

### Introduction

All elected members of the ACM SIGGRAPH Executive Committee plus committee chairs are expected to attend the meeting of the Executive Committee immediately prior to the annual SIGGRAPH conference in North America. The Executive Committee has two or three additional meetings during the year. This policy applies to travel for both.

The President is expected to attend the SIGGRAPH Asia conference to represent ACM SIGGRAPH. A limited number of ACM SIGGRAPH leaders may also attend the annual SIGGRAPH Asia conference. The Treasurer approves travel for additional EC members to attend SIGGRAPH Asia.

The following policy is based on the ACM reimbursement policy and the reimbursement policy set for Conference Committee travel.

### **Travel to SIGGRAPH Conference in North America**

#### **General Expectations**

The ACM SIGGRAPH Executive Committee meets for one full day prior to the official opening of the SIGGRAPH conference. Committee chairs are expected to attend this meeting, as are the SIGGRAPH Executive Committee representatives to the CAG and SACAG, and staff. All are covered by this expense policy.

Complimentary Full Conference registration is provided for the full Executive Committee

and all EC Standing Committee Chairs through specified registration procedures, and is not reimbursable. Complimentary Full Conference registration for Ad-Hoc Committee Chairs is provided at the President's discretion.

## **Committees of ACM SIGGRAPH**

Many committees of ACM SIGGRAPH meet in conjunction with the annual SIGGRAPH conference. The committees also have specific responsibilities related to the conference.

Travel expenses for Committee chairs to attend this meeting are included in committee budgets, including a minimum of airfare and two hotel nights. Each SIGGRAPH Committee budget will include funds to cover the Committee Chair to attend this meeting, plus travel support for committee members to attend the conference for committee meeting and/or support conference activities. Committee Chairs determine the reimbursement of travel support for committee members within their approved budget.

### **General Travel Guidelines**

#### **"Reasonable" Travel Expenses**

The general guideline for all travel reimbursements is "reasonable" expense. There are many variables in travel, and in individual schedules and needs. For example, international travel may necessitate an earlier arrival or staying over an extra night. Such expenses are approved routinely.

#### **Air travel**

Plan travel as early as possible to get the best airfares and most convenient travel times. Reimbursement is made for economy or coach airfare. In some cases, a lower airfare is available by staying an extra night (often Saturday), but this extra night is reimbursable only when the total of airfare plus extra hotel night is less than the airfare without the extra night.

#### **Travel by car**

An individual may opt to drive, rather than fly, to a meeting if it is nearby. Mileage (IRS business rate), tolls and parking fees are reimbursable.

Reimbursement travel by car is the lesser of mileage (at the applicable IRS business rate) plus tolls and parking, or estimated airfare.

Estimated airfare is determined by establishing moderate airfare for the same trip if booked the same day of the week three weeks prior to travel on a service such as Expedia or Travelocity. Neither highest fare nor lowest fare is used, but middle, "reasonable" value.

*Note:* Rental cars are not reimbursable under ACM guidelines without prior approval.

## **Hotel**

Hotel reservations are to be made through the conference housing system. Reimbursable hotel nights for EC members generally begins the night prior to the EC meeting, and continues through the night following the end of the conference. Note: Reimbursement for additional nights must be pre-approved by the ACM SIGGRAPH Treasurer.

## **Ground Transportation**

SIGGRAPH will reimburse travelers for reasonable ground transportation costs to and from airports. Airport shuttle or taxis are considered reasonable in cost. Arrival/departure information is often provided to allow for arrangements to share a taxi with another committee member.

## **Meals**

Reimbursement is available for meals while traveling on ACM SIGGRAPH business. The limit for reimbursement is \$50/day in the US; \$60/day outside. (NOTE: *This is not a per diem.* Cost for meals must be itemized, including date/meal/place/cost. Amounts over the maximum per day are not reimbursed.) Original receipts should be submitted if possible, and are required if the expense is over \$25.

If a meeting includes a meal, usually one individual will put the full charge on a credit card, and then submit for reimbursement. The number of people at the meeting and a list of them need to be included with the receipt. Reimbursement may be requested with overall travel, or may be requested separately. (If the expense reimbursement form is being used, note that meetings are to be noted in the bottom part of the form, while individual meals are entered in the upper section.)

## **Internet**

Internet fees in the hotel are reimbursable, as are phone calls made for ACM SIGGRAPH.

## **Personal Expenses**

SIGGRAPH does not reimburse personal expenses such as movies, health club fees, entertainment, child care, personal phone calls, or personal purchases.

## **Tips**

Moderate tips for services provided are reimbursable. Meal tips should be included with the meal receipt.

## **Fees**

Currency conversion charges and bank fees credit card use for international travel will be reimbursed.

The following fees are not reimbursable: credit card interest fees, cash advance fees, or general ATM transaction fees.

## **Receipts**

ACM policy requires original receipts for all expenses in excess of \$25 US except tips.

For airfare booked with etickets, the following are considered to be “original receipts”:  
(1) email(s) showing itinerary and total amount paid, plus boarding passes if available;  
(2) airline receipt, usually available at the airport, plus boarding passes if available; (3)  
invoice from travel agent, plus boarding passes.

Sometimes a receipt may be lost during travel, or the traveler simply forgets to get a copy. This circumstance should be noted in the EXPLANATION OF EXPENSES portion of the expense report form.

### **ACM SIGGRAPH EC Meetings**

The Executive Committee of ACM SIGGRAPH meets several times a year. Meetings are held in late January and late April/early May of each year. Often an additional meeting is held in early November.

Attendance at these meetings is limited to elected members of the SIGGRAPH Executive Committee, the EC reps to the CAG and SACAG, the chairs of CAG and SACAG, the chief staff executive for SIGGRAPH and SIGGRAPH Asia conferences, plus staff that support of ACM SIGGRAPH.

Chairs of ACM SIGGRAPH Committees are invited to attend if agenda items warrant.

Again, “reasonable” travel expenses are the goal, without inconveniencing the volunteer who is traveling. Please book air travel in advance to get convenient travel times with reasonable airfares. Please share ground transportation at your destination whenever possible.

### **Reimbursement Guidelines**

Reimbursement guidelines for meetings of the ACM SIGGRAPH Executive Committee are the same as listed above, EXCEPT:

#### **Hotel**

Generally, a master billing is arranged at the hotel where the meeting is to be held, to cover basic room and taxes. Reimbursable hotel stay is generally the length of the meeting plus one night. International travelers are pre-approved for a second night if needed to attend the full meeting. Reimbursement for additional nights must be pre-approved by the ACM SIGGRAPH Treasurer.

#### **Internet**

Internet fees in the hotel are reimbursable, but discouraged unless needed for ACM SIGGRAPH business. (Note that these meetings generally allow little time for anything else!)

#### **Meals**

Meals are generally included during the meeting itself, and often an arrangement has

been made for dinners.

Meals while traveling to the meeting and home again are reimbursable. Note that the meals must be itemized, including date/meal/place/cost; this includes meals picked up to take on the plane with you or eat at the gate, as well as items order while in flight. Original receipt is required for any expense over \$25.

## **Specific Situations**

### **Travel Advances**

While travel advances are not normally issued, there are situations (for example, international travel), where they are desired. A request for an advance must be submitted to at least four weeks prior to travel.

*Note:* All travel advances require taxpayer identification (US Social Security number and taxpayer address, or similar information for those not working in the US). After the travel is complete, the individual submits the travel documentation, and the advance is cleared. If travel documentation is not received, the amount of the travel advance will be reported as income to the individual, and a 1099 (Miscellaneous Income) issued.

Should the advance exceed actual expenses, the recipient will refund the excess advance to SIGGRAPH. If the expenses exceed the advance, SIGGRAPH will reimburse the individual for the difference. *Note:* If the requester already has an outstanding travel advance from a previous meeting or conference, no additional advance will be approved until the original is cleared.

### **Combined Travel**

At times, those traveling for ACM SIGGRAPH will need to combine personal or professional travel with travel for ACM SIGGRAPH. Usually an appropriate proportional split of travel expenses is the fairest solution. One way to do this is to find airfares for the trips separately and then as a single trip, and calculate a fair proportion.

### **Traveling with Guests**

Guests may join authorized travelers on ACM SIGGRAPH trips, but ACM SIGGRAPH does not cover any travel expenses for them. (Note there may be additional hotel charge for double or more occupancy). However, guests may be invited to join in for non-working group meals during the event at ACM SIGGRAPH expense.

### **Travel to SIGGRAPH Asia, Other Travel**

Reimbursable travel to attend SIGGRAPH Asia is approved by the ACM SIGGRAPH Finance Committee. Expenses are covered in the same way as for the conference in North America, with an additional hotel night covered if needed. Authorized travelers received Full Conference conference registrations.

Occasionally individuals are asked to represent SIGGRAPH at meetings or other events. The reimbursement policy generally follows that of SIGGRAPH EC meetings, with

specifics detailed in advance of the travel.

Any question on ACM reimbursement policies should be sent to the program liaison working with ACM SIGGRAPH, Ashley Cozzi (acozzi@hq.acm.org).

## **Submitting for Reimbursement**

### **Reimbursement**

Most travel is reimbursed using the travel reimbursement template, which can be found in a generic format at <https://drive.google.com/a/acmsiggraph.org/file/d/0BwrLVFbwLhGhQ2IWZ2IUSGVjdEU/view?usp=sharing>

Be sure to include the address to which the reimbursement check is to be sent. Be sure the entire address is visible on the electronic form. Include an email address to be used if questions come up about the paperwork submitted.

Reimbursement is available in other currencies (Canadian \$, Euros, British pounds, etc.) and is also available to those outside North America by bank transfer.

Make copies of all materials that are sent in for reimbursement. This allows the traveler to keep a copy of the materials and provides a resource if questions arise during the processing of the reimbursement. It also makes reimbursement easier if receipts are lost on the way to ACM, which happens occasionally.

All expense reports must be signed by the traveler requesting reimbursement and supported by original receipts. Expenses in foreign currency amounts will be converted at the exchange rate in effect on the day the check request is processed. ***In order to be reimbursed, expense reports must be received within 90 days of the completion of travel.***

## **SECTION XI: AWARDS**

**11.1 ACM SIGGRAPH Awards.** ACM SIGGRAPH presents six awards to recognize exceptional achievements in computer graphics and interactive techniques. The awards are presented at the annual SIGGRAPH conference. Award nominations are welcome and encouraged. Nominations should be brief; one nomination for a person is just as powerful as 10. The awards committee compiles a list of nominated individuals and examines each carefully, along with others the committee feels are worthy of consideration. Though some ACM SIGGRAPH awards include special prizes, all award winners will receive:

- Complimentary full conference registration to the SIGGRAPH conference at which they will receive their award
- Select conference registrations to SIGGRAPH for any family members joining

- them at the conference
- Round trip economy transportation from the winner's home city to the conference
- Three nights of hotel accommodation during the conference
- Three days of meals
- A ticket for the winner and their spouse or significant other to attend a VIP celebratory luncheon for current and past award recipients

The ACM SIGGRAPH awards are as follows:

**SIGGRAPH Steven Anson Coons Award:** Given to an individual who has made a significant lasting contribution to the field of computer graphics, both directly and through others over an extended period of time. The award is given in odd numbered years, and includes a \$6,000 cash prize and a specially commissioned statue (The Coons Surface).

**SIGGRAPH Computer Graphics Achievement Award:** Given annually to recognize an individual for an outstanding achievement in computer graphics and interactive techniques. The award includes a \$2,000 cash prize.

**SIGGRAPH Outstanding Service Award:** Given annually to recognize an individual for outstanding service to SIGGRAPH by a volunteer who has given extraordinary service both in the trenches and in positions of more responsibility or visibility, over a significant period of time. The award includes a lifetime membership in ACM SIGGRAPH. (Prior to 2013, this award was given in even-numbered years only.)

**SIGGRAPH Significant New Researcher Award:** This annual award is given to a researcher who has made a recent significant contribution to the field of computer graphics and is new to the field. The intent is to recognize people very early in their careers who have already made a notable contribution and are likely to make more. This award includes a \$1,000 cash prize.

**SIGGRAPH Distinguished Artist Award for Lifetime Achievement in Digital Art:** presented annually to an artist who has created a substantial and important body of work that significantly advances aesthetic content in the field of digital art.

**SIGGRAPH Doctoral Dissertation Award** (established in 2016) is awarded annually to recognize a recent doctoral candidate who has successfully defended and completed his or her Ph.D. dissertation in computer graphics and interactive techniques. This award recognizes young researchers who have already made a notable contribution very early during their doctoral study. The key criteria used to evaluate the nominations include technical depth, significance of the research contribution, potential impact on theory and practice, and quality of presentation. Honorable Mention(s) may also be awarded.

Awards are presented to ONE individual; the Executive Committee must approve exceptions.

**11.2 EC Oversight and Responsibility.** The ACM SIGGRAPH Vice President has oversight responsibility for the awards program, and serves as liaison between the



awards committees and the SIGGRAPH Executive Committee. The Vice President also coordinates the ACM SIGGRAPH Awards Program with ACM by notifying the ACM Awards Committee of ACM SIGGRAPH Award activities, and ensuring that ACM award policies are followed.

There are four awards committees:

Technical Awards

Outstanding Service Award

Distinguished Artist Award for Lifetime Achievement in Digital Art

Doctoral Dissertation Award

## **TECHNICAL AWARDS COMMITTEE**

The Technical Awards Committee Chair is appointed for five years (which may be renewed once) by the ACM SIGGRAPH President upon recommendation of the ACM SIGGRAPH Vice President and with consent of the Executive Committee. The chair is appointed in the years 2008, 2013, and every five years thereafter.

The Technical Awards Chair appoints a five-person Selection Committee, rotating one per year. If a new Chair is selected from the current committee, then the outgoing committee member will be asked to stay on the committee an additional year to keep a continual five year rotation. Committee member names are confidential and are not known to anyone other than the committee chair.

The Technical Awards Committee selects recipients of the Steven Anson Coons Award, the Computer Graphics Achievement Award, and the Significant New Researcher Award. Awards are presented on the following schedule:

Computer Graphics Achievement Award and Significant New Researcher Award are presented annually

Steven Anson Coons Award is presented only in odd-numbered years

An award need not be given if no candidate is deemed deserving.

The Technical Awards Committee prepares ACM Fellow or Distinguished Member nominations (whichever the committee believes appropriate) for the award winners.

As per ACM SIGGRAPH bylaws, artists are eligible to receive these technical awards.

The Technical Awards Committee also selects nominees for the Athena Lecturer Award, given annually by the ACM-Women's Committee to an outstanding computer science researcher (see the ACM awards web pages, currently <http://awards.acm.org/homepage.cfm?awd=166>). The names and nomination text for the nominees are forwarded to the ACM SIGGRAPH Vice President, who submits the nominations to ACM on behalf of ACM SIGGRAPH (nominations have to be submitted by a SIG officer).

## **OUTSTANDING SERVICE AWARD COMMITTEE**

The Outstanding Service Award Committee Chair is appointed for four years (which may be renewed once) by the ACM SIGGRAPH President upon recommendation by the ACM SIGGRAPH Vice President and with consent of the Executive Committee. The chair is appointed in the years 2008, 2012, and every four years thereafter.

The Outstanding Service Award Committee Chair appoints a four-person Selection Committee. Each member serves a four-year term with two members rotating off every two years. Terms begin and end in even-numbered years. Committee member names are confidential and are not known to anyone other than the committee chair.

This award need not be given if no nominee is deemed deserving.

### **DISTINGUISHED ARTIST AWARD FOR LIFETIME ACHIEVEMENT IN DIGITAL ART AWARD COMMITTEE**

The Distinguished Artist Award for Lifetime Achievement in Digital Art Award Committee Chair is appointed for three years (which may be renewed once) by the ACM SIGGRAPH President upon recommendation of the ACM SIGGRAPH Vice President and with consent of the Executive Committee. The chair is appointed in the years 2008, 2011, and every three years thereafter. The chair will preferably have served as a juror.

The Committee Chair appoints a five-person Jury. Each Juror serves a two year term with the possibility of one renewal (which means that 2 new jurors are appointed in one year, and three the next).

Juror names are confidential and are not known to anyone other than the committee chair. At the discretion of the chair and with a Juror's consent, a Juror's name may be made public after the Juror's service has ended.

This award need not be given if no nominee is deemed deserving.

*11.3 Committee Chair Responsibilities.* In addition to forming the selection committees and choosing award winners, committee chairs:

- Notify award recipients,
- Prepare descriptive text for the award recipients' plaques, SIGGRAPH Conference Proceedings and web site,
- Prepare a PowerPoint presentation describing each winner's accomplishments, to be used as part of the awards presentation ceremony at the SIGGRAPH Conference.

Committee chairs coordinate with ACM SIGGRAPH or the Conference management to:

- Ensure that award nominations are broadly solicited via the SIGGRAPH web pages and any other means each committee finds useful and appropriate,
- Announce nomination process and due dates,
- Provide each award winner with the opportunity to address the SIGGRAPH Conference during a technical session,

- Work with ACM to ensure that plaques, award checks, etc are prepared,
- Arrange for conference registration, hotel accommodations, and travel expense payments.
- Invite awardees and their immediate families to the awards luncheon.

*11.4 Award.* Each award recipient receives a plaque, complimentary Full Conference registration, round trip economy transportation from their home city to the conference, three nights of hotel accommodation, and three days of meals. Family members attending with the recipient receive Select Conference registrations.

Steven Anson Coons awardee receives \$6000 and a specially commissioned statue (The Coons Surface) so long as they are available for purchase by ACM SIGGRAPH. The Computer Graphics Achievement awardee receives \$2000, and the Significant New Researcher awardee receives \$1000.

The Outstanding Service awardee receives a lifetime membership in ACM SIGGRAPH.

The Distinguished Artist for Lifetime Achievement in Digital Art awardee receives everything described in the first paragraph of the first section. At some time in the future an endowment might be raised to provide a cash award.

The Doctoral Dissertation awardee receives everything described in the first paragraph of the first section.

*11.5 Awards Luncheon.* An Awards Luncheon is held each year during the SIGGRAPH Conference. Invitees include all awardees and their immediate families, the Awards Committees, all previous award winners, all previous award committee chairs and the ACM SIGGRAPH President and Vice-President. The Chair of the Technical Awards Committee, with the assistance of ACM's Conference Operations Program Coordinator and ACM SIGGRAPH's Project Manager, selects the luncheon venue and handles logistics (such as invitations and payments).

*11.6 Recognition of Awards Committee Chairs and Members.* Committee chairs present the awards administered by their committee. If chairs have no other source of funding to attend the ACM SIGGRAPH Conference, they may request conference travel, three nights hotel and meals, and conference access registration in years when the award they manage is presented.

*11.7 Allocation of Costs.* The awards presented by the Technical Awards Committee are paid from a special endowment:

\$6,000 Steven Anson Coons Award  
 Maximum of \$600 Coons Surface sculpture  
 \$2,000 Computer Graphics Achievement Award  
 \$1,000 Significant New Researcher Award

All other expenses – such as plaques, travel, awards luncheon (but see next paragraph) – are paid from the Executive Committee Award Budget. The full conference

registrations for awardees and award presenters are not paid to the conference; rather, the “out of pocket” cost to the conference is paid to the conference from the awards budget.

Awards lunch – effective in 2010, past award winners and all accompanying significant others (other than those of current-year award winners) will be expected to pay for their luncheon.

ACM SIGGRAPH will reimburse committee conference call costs. No other committee expenses will be reimbursed without prior authorization of the ACM SIGGRAPH Finance Committee.

## **SECTION X1I: LOGO USE**

*12.1 Registered Trademark.* The ACM SIGGRAPH organization logo and the ACM SIGGRAPH annual conference logo are registered trademarks of the Association for Computing Machinery, Inc. ("ACM") These logos are valuable legal and intellectual assets, and unauthorized use of these logos is prohibited. Questions regarding this policy should be directed to the ACM SIGGRAPH President.

*12.2 The Logo.* The basic ACM SIGGRAPH logo consists of two parts: the graphic element and the text element.

The graphic element is a pair of interlocking partial spheres (see Figure 1). The space between the two pieces forms a stylized "S," alluding to the "S" in the "SIGGRAPH" name. The partial spheres can be represented in either two or three dimensions.



Figure 1: ACM SIGGRAPH organization logo.

The text element's content will vary by application (e.g. ACMSIGGRAPH or SIGGRAPH2005), but it will be set in a specific typeface ([Helvetica Neue](#) and Helvetica Neue Bold), and the proportion of the text size to the graphic element should remain the same. "SIGGRAPH" is set in bold, and "ACM" or the conference year is set normally. No space is used between "ACM" and "SIGGRAPH," or between "SIGGRAPH" and the conference year, as the use of differing typeface weights implies a space.

Groups associated with the organization or annual conference that use the logo should

follow the appropriate example, above, when preparing a text element for their specific logo.

The graphic and text elements may be arranged side by side or with the graphic element centered above the text element (see Figure 2).



Figure 2: Variations on ACM SIGGRAPH organization logo.

Proper use of the logo will incorporate both the graphic and text elements. It is understood, however, that certain uses of the logo preclude the inclusion of the text element. For example, use of the logo on a pin or badge, or on the spine of a book may necessitate the use of the graphic element alone. Wherever possible, however, the graphic and text elements should be used together.

*12.3 Color, Texture and Background.* The ACM SIGGRAPH organization logo shall use the following colors: the graphic element shall be red (Pantone PMS 646 C) and blue (Pantone 201 CVC) and the text element shall be grey (Pantone Cool Gray 8 CVC).

The ACM SIGGRAPH annual conference logo, a variation on the organization logo, will have a color palette that is selected by each year's conference committee and applied consistently on conference material. Additionally, texture may be applied to the graphic element, and if desired, a background image may be placed with the conference logo (see Figure 3).



Figure 3: Conference logo design.

*12.4 Guidelines for Internal Use.* Committees and projects of the ACM SIGGRAPH organization are free to use the organization and/or annual conference logos, provided the following guidelines are considered:

- The logo and text should be used together, as defined, whenever possible.
- The typeface shall not be altered or replaced with another.
- The proportions of logo and text shall be retained.
- It is understood that certain design opportunities necessitate the use of the logo without the text.

Decoration of the logo is acceptable as long as the basic logo remains clearly visible.



Figure 4: Examples of variations on the basic logo (courtesy Masa Inakage).

**12.5 Acceptable External Use.** Entities associated with the organization or annual conference are welcome to use the organization or conference logo, as appropriate, to promote their events and/or describe their activities.

Individuals may use the logos to acknowledge their membership in the organization and/or their participation in a sponsored event.

It is also acceptable to grant permission to third parties, such as news organizations, to use the logos for promotional purposes.

**12.6 Prohibited Use.** It is our policy that the ACM SIGGRAPH organization logo and annual conference logo be used without modification and in an appropriate manner.

Examples of prohibited use include, but are not limited to, the following:

Any implication of endorsement by the organization or its activities;

Commercial uses (placement of the logo on product packaging);

An individual's use of the logo for purposes other than acknowledging membership or participation in our activities;

Combination of the organization or annual conference logo with another logo.

**12.7 Requests for Use Outside Described Scope.** Requests for use of the name or logos which fall outside the scope of the policy, or proposed variations on the logo design are to be brought to the attention of the ACM SIGGRAPH President. Lack of response within two weeks can be construed as approval of the proposed use and/or variation.

## **SECTION XIII: EMAIL**

**13.1 Position Aliases.** EC, CAG, organizational positions, and conference committee positions are automatically given "position" aliases related to their position (such as president, chair-2003, etc. These aliases will continue to be maintained on our local siggraph.org machine with pointers to them from ACM's mail server. EC and CAG members will automatically be given "personal" e-mail aliases (assuming they do not already have one). Automatic "personal" alias may be created for Conference Program Chairs if so desired by the CAG although a preferred solution is for the chairs to

be SIGGRAPH members and obtain member aliases.

All organizational and conference related "personal" aliases will have a format of `firstname_lastname@siggraph.org`. These aliases are to be requested through any EC member, CAG member, or the Information Director. Any EC or CAG member may delegate alias approval authority to program or subcommittee chairs as they see fit. However, we recommend that SIGGRAPH aliases not be given out to people below the program or subcommittee chair positions and instead have those people become SIGGRAPH members.

An individual with an organizational or conference "personal" alias may request an additional "personal" alias besides their standard one (such as `lastname@siggraph.org`).

*13.2 Member Alias.* SIGGRAPH members are allowed to select any member alias on a first-come basis. It is intended to tie these aliases into the membership database. Eventually we would like to have these totally handled by ACM. A person would then get a siggraph.org address in the same fashion as they currently can get an acm.org alias. Will plan on following ACM policies as to when these addresses become invalid.

*13.3 Removing aliases.* All organizational "position" aliases will be updated as new people take those positions. Conference "position" aliases will be removed in December of the conference year. All organizational and conference "personal" aliases will be terminated 1 year after a person's term of office or conference role is finished unless that person remains a SIGGRAPH member and wishes to keep the alias.

Any organizational or conference personal alias (standard or alternate) can be maintained provided the individual is a SIGGRAPH member. However, only one alias will be maintained (We may be able to keep both standard and non-standard according to ACM. Thus one might be able to keep both `firstname_lastname@siggraph.org` and `lastname@siggraph.org`).

The Information Systems Committee will be responsible for maintaining a database of accounts and aliases for tracking purposes. They will also be responsible for seeing that items are deleted as appropriate.

Current and past year EC, CAG, organizational position, and conference committee position aliases will be maintained. Primary source of information to be the SIGGRAPH directory.

All other aliases will be sent e-mail stating the new alias policies. If they fall under a pre-approved category then their aliases will be maintained. If they are not currently active in the organization or conference, then they will have the opportunity to maintain one alias provided they are a SIGGRAPH member. If so they will be asked to provide their membership number. If a person is not active and is not a member, then his/her alias will be deleted. Individuals will be allowed to appeal their deletion to the Director for Communications or other designated personnel.

## HANDLING REPORTS OF DISCRIMINATION

As a member of ACM SIGGRAPH leadership, complaints about discrimination and discriminatory harassment may be made to you by any member or event attendee. As detailed in the [ACM Policy Against Discrimination and Harassment for Members and Event Attendees](#), you must promptly direct any such complaint to ACM's President, CEO or COO. Keep in mind that you cannot promise complete confidentiality to any complaining individual, but you may state that ACM will strive to keep the identity of those making reports as confidential as possible. In addition, if a complainant feels that their safety is at risk, they should take appropriate steps themselves to ensure their own safety. ACM will follow up on all reports promptly and will investigate complaints as needed to confirm facts or resolve disputed facts. The Policy also bars retaliation against individuals who make a complaint; you are expected to help ensure that no such retaliation occurs and that any retaliation or complaints of retaliation are similarly reported to the President, CEO or COO.