POLICY GUIDELINES
Rev. September 28, 2018

Foreword

These guidelines are intended to be a working document of policies and principles 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. At the beginning of their term all members of the ACM SIGGRAPH Executive Committee will sign a document stating that they have read the current version of the Policy Guidelines.

Definitions

ACM SIGGRAPH: The Association for Computing Machinery's Special Interest Group on Computer Graphics and Interactive Techniques. The organization, one of the Special Interest Groups (SIGs) of ACM.
SGB EC: The ACM SIG Governing Board Executive Committee
EC: ACM SIGGRAPH Executive Committee
SNA: SIGGRAPH North America Conference
CAG: SNA Conference Advisory Group
SA: SIGGRAPH Asia
SACAG: SA Conference Advisory Group
AB: Advisory Board

Overarching Principles

SIGGRAPH is a volunteer-run organization which hosts a set of conferences and year-round activities for its members. More than a thousand volunteers help create vibrant conferences and an effective organization each year. In this section, we enumerate the required duties and expected behaviors for SIGGRAPH's volunteer team.

Volunteer Expectations:

We expect all volunteers to have

- significant familiarity with the culture and processes of the annual conferences and an understanding of the ACM SIGGRAPH organization and its strategic vision, plan, goals, and priorities (for Conference leadership positions)
- an understanding of the ACM SIGGRAPH organization and its strategic vision, plan, goals, and priorities and a familiarity with the culture and processes of the annual conferences (for EC positions)
- make all decisions with the best interests of the entire organization and its diverse constituencies in mind
- challenge the organization and the conference to achieve excellence in all spheres of influence
- engage in respectful dialogue in order to collaborate on strategic and operational goals
- communicate with sensitivity on issues that are controversial and protect confidential material
- value our time together as volunteers and come to meetings prepared for dialogue and decision-making
- recognize respectful dissent and still emerge as one voice
- value collaboration among the EC members, conference teams, volunteers, staff, committees, industry and other professional organizations

- commit to succession planning through mentoring and development of volunteers and staff

Volunteer Required Duties:

The individuals serving on the EC, CAG, and SACAG or as SNA or SA Conference Chairs, Standing Committee Chairs, Advisory Board Chairs, Award Chairs must be ACM SIGGRAPH Professional, Pioneer, or Student members.

These volunteers must also read and sign a document acknowledging that they have read the following documents:

- ACM Anti-harassment Policy
- ACM COI Statement (annually because conflicts change)
- this Policy document

All volunteers must have the ability and willingness to devote the necessary time to SIGGRAPH volunteer work. Jobs have varying workloads ranging from a few tens of hours per year to ten or more hours/week so volunteers should ensure that they have the time required for the role before committing.

Volunteer Recruitment and Appointment:

All leadership positions described in this document must be advertised broadly to ensure that SIGGRAPH members have the opportunity to step forward.

When the appointment of a volunteer for a role is to be approved by the EC, the EC should be presented with a list of potential candidates for comment before any of the candidates are approached regarding their interest in the role.

SECTION I: MEMBERSHIP

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

1.2 Professional Members. A person becomes a professional 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 SGB EC.

1.3 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 graphics community are welcome including the following: engineers, academics, artists, educators, and practitioners. Members must pay the required dues.

1.4 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.

1.5 Student Members. A student member is actively furthering their education at an institution of higher learning. SNA and SA student volunteers receive a complimentary one-year membership.

1.6 Voting Members. All Professional, Pioneer, and Student members of ACM SIGGRAPH may vote in any ballot conducted by ACM SIGGRAPH. Associate members cannot vote.

SECTION II: EXECUTIVE COMMITTEE

2.1 Executive Committee (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. The number of elected Directors 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 members. The following are currently ex-officio non-voting members of the Board:

Chair of the CAG
SIGGRAPH North America Conference Chief Staff Executive
EC Representative(s) to the CAG (if not a member of the EC)
Chair of the SACAG
SIGGRAPH Asia Conference Chief Staff Executive
EC Representative(s) to the SACAG (if not a member of the EC)
ACM Program Director for ACM SIGGRAPH
Past President, for the first year of the new President's term.
Project Manager(s) 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. Individuals appointed to roles to replace a volunteer who steps down early will be allowed to complete their full complement of terms. The partial term does not count against their term limit.

2.7 Meetings. In addition to the meeting at the SIGGRAPH NA Conference, the Executive Committee of ACM SIGGRAPH meets several times a year, usually November, February, and May/June. All EC members are expected to attend all meetings. All Standing Committee Chairs are expected to attend the meeting at SNA. Other attendees, including Standing Committee Chairs, may be invited by the President as deemed necessary. As per the bylaws, all EC meetings are open to ACM and ACM SIGGRAPH members.

2.8 Only One Position. No person may hold more than one position on the Executive Committee simultaneously. No voting members of the EC can be either a Chair of a Standing Committee or a SNA or SA Conference or Program Chair. Please refer to SNA or SA documents for further restrictions. No Chair of a Standing Committee can be a SNA or SA Conference Chair. Volunteers should also avoid any actual or perceived conflict of interest stemming from serving in multiple roles.

As a matter of professional courtesy, when new volunteers are selected, others within the organization who might be affected by this selection should be informed. A volunteer being considered for a position within ACM SIGGRAPH should consider their current and potential commitments, as well as the support for ACM SIGGRAPH work from their employer. Volunteers should be sure not to overcommit to their volunteer jobs.

2.9 Conflict of Interest.

See the [ACM Policy](#) for the definition of a Conflict of Interest (COI).

Potential COIs can be handled within the ACM SIGGRAPH volunteer infrastructure but must be declared. The ACM SIGGRAPH President will resolve a potential conflict of interest by an Executive Committee member or a standing committee chair. The ACM SIGGRAPH Vice President will resolve a potential COI by the ACM SIGGRAPH President. A person on a committee who has a potential COI should report it to the committee chair, and the committee chair will resolve the COI. The volunteer to whom a committee chair reports will resolve a potential COI by a committee chair. A person determined to have a conflict of interest will not participate in the discussion or decision on the relevant issue. All volunteers on the EC, CAG, SACAG, and the Standing Committee, Advisory Board, and Awards Chairs must sign the COI form annually.

SECTION III: OFFICERS

3.1 President. The duties of the President are as follows:
- 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 as follows:
- 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 as follows:
- Chairing the Finance Committee;
- Managing ACM SIGGRAPH's finances consistent with ACM policy. This includes preparing the annual budget for presentation to the EC for approval, 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 their term as President, the Past President will be an ex-officio member of the ACM SIGGRAPH Executive Committee.

Section IV: ACM SIGGRAPH Budgets and Financial Policies

4.1 Guiding Principles. The EC maintains a bank balance with ACM which is intended to cover shortfalls that may occur due to unforeseen events in conference planning and investments in the computer graphics and interactive techniques community. ACM requires a minimum amount in this fund which is a function of the yearly SNA, specialized conferences, and organization expenses.

The annual budget approved by the EC and subsequently by ACM, need not be balanced but may include more expenses than the expected income if the organization is significantly above the reserve amount required by ACM. All of the expenditures of the EC and the standing committees, but particularly those that are investments beyond the yearly income must be strategic and in support of the membership and its current needs. Unless there are significant extenuating circumstances, at least $1M in 2018 dollars above the required reserve amount should be maintained.

No expenses that go beyond a balanced budget should be incurred until after SNA has taken place and it has been determined that that conference will not operate at a loss for that year. With ACM's fiscal year beginning on July 1 and SNA occurring in July or August, this should not be a burdensome constraint on the spending of the organization. If SA returns to a status where it also represents a potential financial liability, then the timing of that conference should also operate as a similar constraint on the EC spending.

All expenditures must be justified anew each year. Even if a budgetary unit has spent X dollars in the last year or sent Y people to SNA for each of the past five years, the volunteers responsible for that unit should still justify the request as part of a detailed budget request for the next year.

Care must be taken to avoid projects that request funds incrementally resulting in a larger total expense than expected. The total funds for a project must be requested at once (even if the project is over a year in duration) and all previous funds requested for the project must be included in any request for additional funds, even if that results in a higher level of approval being required.

4.2 Finance Committee.

The finance committee will be composed of the President, Vice President, Treasurer and the CAG Chair or their representative. The Finance committee is an advisory body to the EC that reviews proposals and the preliminary budget but does not have any final authority on budget or expenditure approvals.

4.3 Budgeting Process. In January of each year, the Treasurer will meet with each of the standing chairs and the President via tele-con to construct an initial budget for each budgetary unit. The budget will take into account the expected sources of income (membership dues, ACM Digital Library, return from SNA, SA, the specialized conferences, and other miscellaneous income) and will budget expenses for each of the standing committees and for the EC. The budget for the standing committees must take into account all expenses, including conference registrations (either for guests or contributor recognition), travel, and other forms of contributor recognition. The budget for the EC should similarly include all travel, contracted services, and other expenses.

Once the budget has been approved by the Finance Committee, it will then be sent to the Executive Committee for discussion and approval. All outside requests for project funding should be included with a recommendation from the finance committee as to whether the project should be funded or not.

The approval of the annual budget by the EC must be by a super-majority. After this approval is obtained, the budget is sent to ACM for final approval for their spring deadline.

4.4 Budget Reporting. The financial state of the organization should be reported to the membership at least once/year via an appropriate communications mechanism such as Interactions and siggraph.org. A report of spending/income vs. the budgeted categories must be provided to the EC quarterly. Quarterly reports should also be provided to the standing chairs for their budgets. At no point should any of those entities spend beyond their budget without gaining approval through the procedures in the next section.

4.5 Unbudgeted Expenses. Every attempt will be made to include all expenses in the yearly budget. However, we recognize that strategic opportunities may arise mid-year either through the strategic work of the EC or from the membership. These should be approved with the following process:

- under $2K in 2018 dollars: Treasurer or President
- above $2K and below $10K in 2018 dollars: Treasurer and President
- above $10K and below $50K in 2018 dollars: The Finance Committee will review and provide a recommendation to the EC which will approve with a majority vote
- above $50K in 2018 dollars: The Finance Committee will review and provide a recommendation to the EC which will approve with a super-majority vote

4.6 Financial Policies.

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

Conference Transfer. The mandated SNA Conference transfer to the EC is 3.5% of total income. The mandated SA Conference transfer to the organization is a minimum amount plus a percentage of profits.

New Projects. If the EC is considering a proposal that would have a significant impact on ACM SIGGRAPH, financial or otherwise, the following process should be followed. A significant financial impact is defined as 25% or more of the current funds above the required Reserve Fund balance. 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 with the proposal. Agreement should be reached on the timing for re-evaluation and completion or termination of the project. Any such new project must be approved by a supermajority of the EC.

SECTION V: NOMINATIONS & ELECTIONS

5.1 Nominations Committee. The Nominations Committee will consist of an even number of members (including the chair), greater than three.

The EC will select the Chair of the Nominations Committee several months before the start of their term. It is expected that the chair will often be a former member of the EC, CAG, or SACAG so that the chair has an understanding of the conferences 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 two years starting March 1, with a possible second two-year term. This start date matches the workflow of the job because the slate for the summer election is due to ACM by the end of February. The Past Chair will serve as a voting member of the committee for one year after the end of their term 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 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 up to two additional one year terms on the committee. No member of the Nominations Committee can be considered for any position selected by or recommended by the Nominations Committee.

5.2 Nominations Process. The Chair will put the call for nominations out via email to all of SIGGRAPH's constituencies (such as chapters, education committee, pioneers) and on the ACM SIGGRAPH website and social media outlets.

The Nominations Committee will make reference checks on any volunteer position the potential candidate has had within ACM SIGGRAPH for the previous five years and will require references for all candidates on the short list.

5.3 Slate. The Nominations Committee must select a slate of candidates and announce the slate to all ACM SIGGRAPH voting members at least two months before the election, as required by ACM. For each Officer, the slate must contain at least two candidates. For Directors, the slate must contain at least one more nominee than there are openings to be filled.

5.4 *Petition candidates*. A petition from 1% of the voting members of ACM SIGGRAPH will place other consenting and eligible candidates on the ballot. All candidates must be ACM and ACM SIGGRAPH Professional members. The petition process will be in accordance with the ACM SIG petition process.

5.5 Election. ACM Headquarters will conduct the election among eligible voters by August 15, following the election procedures of the ACM, unless different procedures have been approved by the SGB. Of all the ballots returned in an election, the candidates receiving the largest number of effective votes for each position is declared the winner. ACM policies will be followed in resolving ties.

5.6 Vacancies and Incapacitation.
- *President.* Should the President leave office before their term expires, the Vice President will become the President. Should the President become incapacitated or be unable to fulfill their 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.* An EC member 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 individual specifies
- *Removal.* An elected EC member may be removed for just cause by a supermajority vote of the EC with the approval of the SGB EC

SECTION VI: COMMITTEES

6.1 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.

Each Standing Committee must have membership in addition to the Chair. The Chair of a Standing Committee is responsible for recruiting the committee, ensuring that all policies and procedures of the committee are documented, and, near the end of their term, suggesting potential successors to the Nominations Committee. Each committee should have a second point of contact on their committee in case the Chair becomes unavailable. The Chair is responsible for ensuring that the programs of the committee align with the current strategic vision of ACM SIGGRAPH. The Chair will report the committee's activities annually, in June, to the Executive Committee. At the beginning of their term the Chair will sign a statement that they have read the current policy document. The Chair should suggest to all their committee members that they read the current policy document.

The following shall be standing committees of the Board:

1. Awards Committee
2. Chapters (Professional and Students)
3. Communications & Membership Services (includes outreach and SIGGRAPH village)
   a. International Resources Committee
   b. Digital Media Assets Committee
4. Digital Arts Community
5. Diversity and Inclusion Committee
6. Education Committee
7. External Relations Committee
8. Information Technology Services
9. Nominations Committee
10. Publications Committee
11. Specialized Conferences and Symposia Committee
12. Student Services Committee

6.2 *Advisory Boards*

Advisory boards are created with a majority vote of the EC and can be disbanded similarly. For ABs that interact heavily with other entities such as the conferences, there should also be an advisory vote of the CAG/SACAG or other governing body when they are created or disbanded.

Advisory Boards with specific responsibilities and leadership rules:

- [Conference Advisory Group](#) (CAG)
- [SIGGRAPH Asia Conference Advisory Group](#) (SACAG)
- Computer Animation Festival Advisory Board
- Papers Advisory Group
- Pioneers

6.3 *Standing Committee Chair Nominations*

Except for the Nominations Committee, when a committee chair position is open, the position opening will be posted on the website and through all of SIGGRAPH's communication channels. The Nominations Committee will review applicants, consult with the existing committee and the EC, and make a recommendation to the EC who will make the final selection. 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 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

6.4 *Standing Chair Terms*

Committee chair terms will be for three years, beginning on September 1. Chairs can be reappointed for a second term. If a standing Committee Chair in unable to complete the three-year term, a replacement will be appointed by a majority vote of the EC, after consultation with the Nominations Committee, to fill out the remaining term. The former chair may be included on the email alias for up to one year at the discretion of the new chair.

6.5 *Standing Committee Charges.*

Awards Committee
Supervise all the Awards Committees of ACM SIGGRAPH.   Facilitate the nomination of ACM SIGGRAPH members to higher ACM levels, e.g., Distinguished Scientists and/or ACM Fellows, and other ACM awards. Facilitate the Awards announcements and ceremonies at the conferences. See Awards Section XII for more details.

Chapters
Promotes, plans, and facilitates the full integration of Chapter activities into ACM SIGGRAPH while identifying and facilitating the flow of additional ACM SIGGRAPH benefits through to Chapters. Provides a link for communication between ACM and Chapters regarding the details of ACM policies and procedures. Devises best "face" for Chapters on ACM SIGGRAPH Web and social media presence. Ensures compliance with all relevant policies and procedures.

Communications & Membership Committee
Recommends and then implements appropriate communication channels for the organization and its constituents. Designs and supervises build out of ACM SIGGRAPH electronic presence. Works with the EC to realize strategic communication and marketing goals. Oversees the SIGGRAPH Village at SNA and SA.

Digital Arts Committee
Fosters year-round engagement and dialogue within the digital, electronic, computational, and media arts. Facilitates dynamic scholarship and creative programming for the digital arts within the ACM SIGGRAPH organization. Promotes collaboration between artists and the larger computer graphics and interactive techniques community. Promotes collaboration between the Digital Arts Committee (DAC) and the art programs of the conferences.

Diversity and Inclusion Committee
Celebrates the diversity that exists within the ACM SIGGRAPH community and provides opportunities, both in-person and year-round, to connect with others with common backgrounds, ethnicities, and gender for mentoring and inspiration. The goal of this committee is to create a welcoming and nurturing community for everyone working in computer graphics and interactive techniques independent of gender, sexual orientation, ethnic background, religion, or abilities.

Education Committee
Supports educators in computer graphics and interactive techniques. This work encompasses both technical, creative, applied and interdisciplinary studies at all post-secondary levels that intersect curricular areas of computer science, engineering, art, design and related disciplines. The Education Committee undertakes a broad range of projects and activities in support of the computer graphics and interactive techniques education community, such as developing curriculum guidelines, providing instructional resources, organizing SIGGRAPH conference-related activities and outreach.

External Relations Committee
Manages relationships with professional societies and organizations that are external to ACM. Working with the EC this committee identifies and establishes relationships with new organizations and companies according to the current strategic plan. The chair of the External Relations Committee, in consultation with the EC and other organization standing committees, chooses the recipients of the complimentary registrations for the conferences organized by SIGGRAPH's affiliated groups.

Information Technology Services
Provides information services support to the ACM SIGGRAPH community. Manages the siggraph.org server infrastructure (software/hardware). Works with the ACM IS team as needed on technical issues for ACM SIGGRAPH and ACM. Responsible for maintaining a database of accounts and email aliases for tracking purposes (both creation and deletion as appropriate).

Nominations Committee
Selects slate for the annual Executive Committee election. Recommends candidates for Chairs of Standing Committees to the Executive Committee. For more information, see Section V.

Publications Committee
Documents the content presented at SIGGRAPH sponsored events, using channels that are efficient and cost effective. Works with ACM Publications Board as new situations arise and on items with broader implications.

Specialized Conferences Committee (SCC)
Approves and monitors specialized conferences to ensure that they are financially and intellectually healthy and aligned with the mission of ACM SIGGRAPH. Promotes awareness of the specialized conferences and the resulting archival content to the broader community and works to improve the integration of the specialized conferences with other SIGGRAPH

events. Together with the External Relations Committee, the SCC works to strengthen existing ties and identify new venues, emerging themes or potential relationships with other conferences and organizations to broaden the scope of SIGGRAPH. See Section IX for more detail.

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

6.6 Advisory Board Charges.

Computer Animation Festival Advisory Board (CAFAB)
The Computer Animation Festival Advisory Board was established to elevate the role of the Computer Animation Festival (CAF) as a global asset for promoting SIGGRAPH (the conferences and the organization) to new communities and territories. The CAFAB will provide guidance and support to the CAF Chairs for SNA and SA. This group will also provide counsel to the CAG and SACAG as needed. Here is a link to a full description of the CAFAB.

Papers Advisory Group (PAG)
The Papers Advisory Group (PAG) is an advisory group for the technical papers community and venue at SNA and SA. It recommends and vets papers chairs for SA and SNA and represents the papers community in multi-year, cross-conference issues. Add link to detailed description.

Pioneers
Members of this networking, mentorship, advisory, and philanthropic group are passionate advocates of computer graphics and interactive techniques who share their opinions with the ACM SIGGRAPH Executive Committee and conference committees to help shape the future of the organization.

Twenty years of experience in some aspect of computer graphics and/or interactive techniques is required for Pioneer membership. In additional to the SIGGRAPH core constituencies of researchers, artists, educators, and practitioners, all others are welcome. There is an additional dues cost, above the normal membership.

6.7 Relationship of Standing Committees to Conferences. Each Standing Committee (SC) will provide a liaison to the corresponding Conference subcommittee, where appropriate. 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 SACAG/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.

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. If travel is needed to coordinate this project, the home committee will be responsible for providing travel funds for their representative.

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.

6.8 Ad Hoc Groups. Ad hoc committees or task forces 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 appointed by a majority vote of the EC. The chairs of those committees will be added to the EC-chairs email list and be included in the planning, reporting, and meetings of the standing chairs while their committee is in operation.

SECTION VII: SIGGRAPH North American Conference

The SNA Technical Papers Chair will be approved by the EC. The Conference Chair will forward the list of suggested Chairs, from the PAG, to the EC for comment before contacting them. After the Conference Chair chooses a Technical Papers Chair, the choice is submitted to the EC for final approval.

7.1 Conference Advisory Group. The CAG handles basic issues of the annual SIGGRAPH conference. Their responsibilities include, but are not limited to:

- Providing strategic guidance from both a single and multi-year perspective
- Reviewing/defining/implementing policy and decisions that have multi-year impact.
- Soliciting/recommending to the EC both Conference and CAG Chairs
- Assisting Conference Chairs/Conference Committees as requested or as related to multi-year issues
- Creating/recommending Conference Budget to EC
- Recommending to EC future year conference sites prior to bids. Based on approved cities, selecting and notifying EC of the confirmed site
- Developing/participating on RFP's for key contracted services
- Post-conference assessment of each conference and key contractor roles to determine any recommended changes

7.2 CAG Chair. The ideal candidate has strong familiarity with the conference, is familiar with the Organization and can work closely with both groups to build a bridge on strategic visions/priorities. The ideal candidate will have a demonstrated history of growing and developing leaders as well as working on strategic projects of significant scale or responsibility. The CAG reviews applications submitted for this role, presents a short list to the EC for input, interviews candidates, and then presents their nomination for the position to the EC for approval.

The CAG Chair serves a three-year term starting at the CAG Budget meeting. The CAG Chair may serve two terms in this position.

The duties of the Chair of the Conference Advisory Group are

- Manages the work of the CAG
- Serves as an ex-officio member of the Executive Committee and as the primary communication link between the SIGGRAPH conference and the Executive Committee (working in concert with the EC reps to the CAG)

7.3 CAG Composition. The CAG consists of the following voting members: four conference chairs (N -1, N, N+1, and N+2), the CAG chair and up to two Executive Committee (EC) representatives. The CAG can also include up to two members-at-large that have a vote.

7.4 Conference Chairs. The term of a conference chair on the CAG begins the January two years prior to their conference and ends at their final budget meeting (typically in January following their Conference). Once a list of potential conference chairs has been identified, the CAG shares that list confidentially with the EC for input.   The conference chairs are typically selected at the CAG Fall meeting and sent to EC for approval shortly thereafter. Once the EC approves the CAG's selection, the newly appointed Conference Chair is invited to participate in all activities. They do not have voting rights, however, until their term officially starts.

7.5 EC Representative(s). The EC reps to the CAG are full working and voting members of the CAG. They are responsible for 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. This includes ensuring that the CAG is fully aware of the strategic priorities of the EC and works with the CAG is make sure their efforts and strategies are aligned with the EC priorities.

One EC Rep is required to participate on the CAG. However, a second EC Rep can be added at the CAG Chair's discretion. The term of the required EC Rep will be one year, beginning October 1. The term of the second rep will end one year after joining the CAG. Either position can be extended for another year with the EC Rep, CAG and EC being in agreement.

The CAG makes a recommendation to the EC of the candidate(s) they believe will work best within the CAG structure. This decision is made after the yearly elections so all individuals on the EC can be discussed for this position. The EC makes the final decision taking into account the CAG's input.

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 a run-off between the top two candidates and discussion until such a majority is reached.

EC Rep Qualifications. In addition to the expectations described in the Overarching Principles (see Foreword), the ideal candidate will have the following qualifications:

- Willingness to work through CAG issues in a collegial manner that will be acceptable to the EC
- 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 and/or research field
- 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
- 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 willingness to fairly represent CAG decisions to the EC in addition to their own views if they differ from the majority of the CAG

7.6 Invited Members of the CAG. Two additional members can be added to the CAG to supplement the skill sets, diversity, and representation on the CAG. These individuals should not already be EC Members. Invited members fill a void from segments of the community that are not currently represented on the CAG. The CAG chair appoints these members-at-large. The EC does not need to approve these selections; however, the CAG Chair advises the EC of the selections. The term of these individuals is one year, beginning January 1. The term is renewable once at the discretion of the CAG Chair. The expectations of the Invited Members mimic those of the EC Rep to the CAG minus the conduit to the EC which is not expected of this role.

7.7 Support Staff Members of the CAG. The ACM Program Director supporting SIGGRAPH as well as the lead from Conference Administration are non-voting members of the CAG. Another member of the Conference Administration team participates on the CAG to properly record all minutes/action items, but is also encouraged to participate fully in all agenda items.

7.8 Membership of RFP Committees. The RFP committees for the major contracts of the conference should include an EC representative in order to maintain good communication among the EC, the CAG, and the committee for the RFP. In addition to serving as an active member of the committee, the duties of that representative include updating the EC on the progress of the committee at key junctures:

- completion of the RFP
- number of bids received (including the preliminary assessment of quality)
- update on major discussion points in the committee's decision process
- presentation of the decision, rationale, and final bids to the EC after the vendor has been approved by the committee and the CAG
- presentation of the terms of the final contract after negotiations are complete

If possible, the chair of the RFP committee should also attend the EC meetings where the last two communications take place.

SECTION VIII: SIGGRAPH ASIA

Like SNA, SIGGRAPH Asia (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. SA should strive to have a registration structure similar to SNA with full conference, more limited passes, and one-day passes.

SA has a different management structure than SNA in that a company, Kolnmesse, has been contracted to both manage and be the financial backer for SA. The technical and creative content of SA is still managed by the volunteers similarly to SNA, i.e., with a Conference Chair and individual program chairs. However, Kolnmesse manages the budget and does all of the subcontracts for SA. Kolnmesse returns a guaranteed minimum amount to ACM SIGGRAPH and possibly more depending upon the profit from the SA conference.

SA will follow the same procedures as SNA with respect to required approvals from the EC: host City/Country and Conference Chair. The SA Conference Chair ideally should be located in the host country to facilitate negotiations with local entities.

A limited number of ACM SIGGRAPH leaders may also attend the annual SIGGRAPH Asia conference. For unbudgeted travel approval process see Section IV: Unbudgeted Expenses.

The SA Technical Papers Chair will be approved by the EC. The Conference Chair will forward the list of suggested Chairs, from the PAG, to the EC for comment before contacting them. After the Conference Chair chooses a Chair then the choice is submitted to the EC for final approval. Similarly, a list of potential Courses Chairs will be submitted to the EC for comment and then the name of the individual selected will be sent to the EC for final approval.

8.1 SIGGRAPH Asia Conference Advisory Group (SACAG)

Membership. The members of SACAG shall consist of:

- Chair
- ACM SIGGRAPH Executive Committee (EC) representative
- The Chief Staff Executive from Koelnmesse
- All the conference chairs of the current and future conferences who have been appointed
- The immediate past conference chair
- Two members at large

All of these members are voting members and are on the SACAG mailing list.

The SACAG has a consultative panel whose members are non-voting members of the SACAG.

Appointed Members. The Chair and the two members-at-large are appointed members.

- Their appointment shall be by nomination and then voting by the existing SACAG members. The SACAG Chair must be approved by the EC and the EC must be informed of the selection of the two members-at-large
- Nominations may be made by anyone
- The appointments shall be for three years, starting in January
- All the appointments are renewable to a maximum of two consecutive terms
- A third consecutive term may be considered if there is no suitable candidate willing to take up the post, subject to EC approval
- The end of the term of the three appointed members shall be staggered, to ensure continuity
- The number of members at large may be varied, subject to a vote by the SACAG and approval by the EC

- In the event that any of the three members cannot complete their term, SACAG may, by voting, either leave the position vacant until the actual end of the term; or move to fill the vacancy immediately using the selection procedure described below for new members. This appointment shall be for the remaining of the term only although the new member may serve up to two additional terms.

8.2 EC Representatives. The selection procedures, requirements and responsibilities are the same as for the EC Rep to the CAG described above.

8.3 The Chief Staff Executive from Koelnmesse. The Chief Staff Executive represents Koelnmesse on the SACAG, as per the contract between ACM and Koelnmesse.

8.4 Conference Chairs. A conference chair becomes a member of the SACAG immediately upon appointment as conference chair. A conference chair's term in the SACAG ends at the end of the following conference.

8.5 Consultative Panel. The consultative panel consists of members appointed by the SACAG. They are not voting members of the SACAG. SACAG may appoint at any time consultative panel members who would be helpful to the work of SACAG and SA.

The appointment shall be made by voting by members of SACAG, for two years, renewable up to a maximum of two terms. The end of term is at the end of a calendar year, i.e. 31 December if a member is appointed in the first half of a year, that year will be counted in the two-year term, and so the member will serve the year of appointment and the following year. Otherwise that year will not be counted, and the appointment will be for two full years after the year of appointment.

There is no limit to the number of panel members. Their appointments shall be based on need, which SACAG has to assess carefully. Panel members are not to be on the SACAG mailing list.

8.6 Voting. For a motion to pass, a simple majority of the eligible SACAG members must approve it. Every member will be given ample time to vote; one day in time-critical cases, and three days otherwise.

The Contributor Recognition (CR) policy of SA should be similar to that of SIGGRAPH. The SA CR policy will be recommended by the SACAG and approved by the EC.

SECTION IX: SPECIALIZED CONFERENCES

ACM SIGGRAPH sponsors, co-sponsors, or is in cooperation with over twenty specialized conferences per year. The approval process for these conferences is managed by the Specialized Conference Committee (SCC). As part of that approval process, the SCC verifies that the proposed budget and registration numbers are reasonable and defensible given the proposed location and the registration at past events. For details of this process, see the SCC Handbook.

A sponsored specialized conference is one for which ACM SIGGRAPH has 100% of the financial responsibility. A co-sponsored conference is one for which ACM SIGGRAPH shares the financial responsibility with another entity, e.g. another ACM SIG or an external group such

as Eurographics. An in-cooperation conference is one for which ACM SIGGRAPH has no financial responsibility but approves of the specialized conference.

9.1 Co-Located Conferences. A specialized conference is said to be co-located with either SA or SNA if it is in the same city and during the same time period as SA or SNA. For a specialized conference to be officially co-located it must be either sponsored, co-sponsored, or in-cooperation with ACM SIGGRAPH. A co-located conference can be in a hotel, local university, or in the convention center.

In order for a specialized conference, workshop or symposium to co-locate in the convention center with the SNA or SA Conferences the organizers must also have the approval of the respective CAG/SACAG and Conference Chair because of possible space constraints.

9.2 *Budgets*. All Specialized Conference budgets must be reviewed by the Finance Committee and approved by the Specialized Conferences Committee. When budgets are submitted, the previous five years' paid registration numbers, budgets, and actuals must be submitted.

9.3 Funds for Conference Enhancement. ACM SIGGRAPH funds grant proposals from conference organizers for up to 50% of the profit (after the allocation to ACM) from the previous year's conference for an activity or funding that would enhance their conference. The Specialized Conferences Committee evaluates and approves the proposals.

9.4 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 this is an allocation rate of 10%).

9.5 New Conferences. Any new conference that is being sponsored, co-sponsored, or in-cooperation for the first time should be approved by the EC as well as the Specialized Conferences Committee. This evaluation should assess the alignment of the conference with the ACM SIGGRAPH strategic vision as well as the intellectual and financial viability of the conference.

SECTION X: CONTRIBUTOR RECOGNITION

ACM SIGGRAPH recognizes that the organization and conference activities would not be possible without the hard work of hundreds of the volunteers.   For the volunteers who donate significant amounts of their time to the conferences and organization, ACM SIGGRAPH recognizes this effort through complimentary or reduced rate conference passes. For those volunteers who devote a significant portion of their time during the conference week to their volunteer work, ACM SIGGRAPH or the conference also covers some or all of their travel expenses.

10.1 SNA conference complimentary registrations. Each ACM SIGGRAPH EC member and Chair of a Standing Committee receives a SIGGRAPH full conference complimentary registration and travel support to the conference. The SNA conference charges the organization for complimentary registrations at 75% of the early member registration rate.

10.2 SA conference complimentary registrations. ACM SIGGRAPH EC members and Chairs of Standing Committees can request full conference complimentary registrations to SA, but no travel support is given unless requested and significant work is being performed at the

conference. The ACM SIGGRAPH President is expected to attend and travel support is provided.

10.3 SNA and SA conference complimentary guest registrations. Conference complimentary guest registrations are intended for the following purposes:

- Allow family members to attend the conference
- Allow an Employer (supervisor or other management) to understand the magnitude of the conference for which they are approving employee volunteer time
- Allow individuals who would not normally attend the conference by registering/paying. This category includes individuals who may have influence over approving others to attend/register in the future. The EC, SACAG, or CAG members may also use these for development or strategic purposes of the conference or organization.

Other uses such as allowing sub-committee or colleagues to save money by attending for "free" are not appropriate.

For SNA
- **Current Year SNA Conference Committee:** Full Conference - 4, Select Conference – 6
- **CAG:** Full Conference - 1, Select Conference – 4
- **SACAG:** 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

For SA
- **Current Year and N+1 SA Conference Committee:** Full Conference –1
- **EC members:** Full Conference –1
- **EC Standing Committee Chairs:** Full Conference –1

If any Conference Committee member or CAG member has a need to exceed the number of guest passes noted above, exceptions to this policy can be made with approval of the current year Conference Chair. If any EC member or Standing 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.

Contractors do not receive guest complimentary registrations.

SECTION XI: EXPENSE POLICY

The following policy is based on the ACM reimbursement policy and the reimbursement policy set for Conference Committee travel.   These policies apply to conference travel as well as travel to the EC, CAG, and SACAG in-person meetings.

11.1 Travel to SIGGRAPH Conferences. Full Conference registration is provided for the Executive Committee and all EC Standing Committee Chairs through specified registration

procedures. Full Conference registration for Ad-Hoc Committee Chairs is provided at the President's discretion.

Travel expenses must be included in the committee budget for both chairs and any committee members who are expected to be reimbursed for travel.   The expectation is that only people who are working extensively at the conference will have part or all of their travel covered.

11.2 Committees of ACM SIGGRAPH. Many committees of ACM SIGGRAPH meet in conjunction with the annual SIGGRAPH North American conference. The committees may also have specific responsibilities related to both conferences.

Each SIGGRAPH committee budget will include funds to cover the committee Chair to attend the SNA EC meeting, plus travel support for committee members to attend the conference for committee meetings and/or to support conference activities. Committee Chairs determine the reimbursement of travel support for committee members within their approved budget.

The Chairs of standing committees should include travel to SA in their budgets if they expect such travel. This expense should only be necessary for onsite meetings.

11.3 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, lower airfare is available by staying an extra night. Extra nights are reimbursable only when the total of airfare plus the extra hotel night is less than the airfare without the extra night. International travel may necessitate an earlier arrival or staying over an extra night. Such expenses are approved routinely. For flights over six hours, economy plus or extended legroom seating is reimbursable.

11.4 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 for 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 a reasonable airfare for the same trip if booked three weeks prior to travel. Rental cars are not reimbursable under ACM guidelines without prior approval.

11.5 Hotel
Hotel reservations for the conferences 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. Reimbursement for additional nights must be pre-approved as per the Unbudgeted Expenses part of Section IV.

11.6 Ground Transportation. SIGGRAPH will reimburse travelers for reasonable ground transportation costs to and from airports. Airport shuttle or taxis are considered reasonable in cost.

11.7 Meals. Reimbursement is available for meals while traveling on ACM SIGGRAPH business. The limit for reimbursement is set by ACM and is currently $60/day in the US; $75/day outside. This is not a per diem and 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 group meal, 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 names must be included with the receipt.

11.8 Internet. Internet fees in the hotel are reimbursable.

11.9 Personal Expenses. SIGGRAPH does not reimburse personal expenses such as movies, health club fees, entertainment, childcare, personal phone calls, or personal purchases.

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

11.11 Fees. Currency conversion charges and bank fees for credit card use for international travel can be reimbursed. The following fees are not reimbursable: credit card interest fees, cash advance fees, or general ATM transaction fees.

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

For airfare booked with electronic tickets, the following are considered "original receipts:" (1) email(s) showing itinerary and total amount paid, plus boarding passes if available; (2) airline receipt, plus boarding passes if available.

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.

11.13 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 ACM at least four weeks prior to travel.

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. 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.

11.14 Combined Travel. At times, those traveling for ACM SIGGRAPH will need to combine personal or professional travel with travel for ACM SIGGRAPH. An appropriate proportional split of travel expenses should be used.

11.15 Traveling with Guests. Guests may join authorized travelers on ACM SIGGRAPH trips, but ACM SIGGRAPH does not cover any travel expenses for them including increases in hotel charges due to higher occupancy. However, guests may be invited to join in for non-working group meals during the event at ACM SIGGRAPH expense.

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

11.16 Submitting for Reimbursement. Most travel is reimbursed using the travel reimbursement template, which can be found in a generic format [here](#).

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 non-U.S. currencies and is also available to those outside the U.S. by bank transfer.

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 XII: AWARDS

ACM SIGGRAPH presents awards to recognize exceptional achievements in computer graphics and interactive techniques. The awards are presented at the SIGGRAPH or SIGGRAPH Asia conference. The award committees compile a list of nominated individuals and examines each carefully. All award winners must be members of ACM SIGGRAPH. With the exception of the SIGGRAPH Academy, awards are presented to one individual; the Executive Committee must approve exceptions.

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

The Awards Chair also selects nominees for the Athena Lecturer Award, given annually by the ACM-Women's Committee to an outstanding computer science researcher. The names and nomination text for the nominees are forwarded to the ACM SIGGRAPH President, who submits the nominations to ACM on behalf of ACM SIGGRAPH (nominations have to be submitted by a SIG officer).

Though some ACM SIGGRAPH awards include special prizes, all award winners will receive:

- Plaque
- Complimentary full conference registration to the SIGGRAPH conference at which they will receive their award
- Select conference registrations 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 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 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 Computer Graphics Achievement Award: given annually to recognize an individual for outstanding achievement in computer graphics and interactive techniques. The award includes a $2,000 cash prize.

The SIGGRAPH Education Award: given annually to a member for outstanding pedagogical contributions to computer graphics and interactive techniques at any educational level or within the context of any discipline. The award recognizes contributions in both innovative content and delivery.

The SIGGRAPH Practitioner Award: recognizes outstanding contributions to the practice and advancement of Computer Graphics and Interactive Techniques. The award recognizes the very best and most influential applications and practitioners. The award includes a $2,000 cash prize.

SIGGRAPH Significant New Researcher Award: given annually 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 Doctoral Dissertation Award: awarded annually to recognize a recent doctoral candidate who has successfully defended and completed their 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.

The ACM SIGGRAPH Academy: an honorary group of individuals who have made substantial contributions to the fields of computer graphics and interactive techniques. These are principal leaders of the field, whose efforts have shaped the disciplines and/or industry, and led the research and/or innovation in computer graphics and interactive techniques. Five to eight members are expected to be inducted into the Academy each year beginning in 2019.

ACM SIGGRAPH Awards has more detail on the SIGGRAPH awards.

12.1 EC Oversight and Responsibility

The Chair of the Awards Committee oversees for the awards program, and serves as liaison between the awards committees and the SIGGRAPH Executive Committee. The Chair 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.

The chair for each award committee is appointed for three years (which may be renewed once) by the ACM SIGGRAPH President upon recommendation of the Awards Chair and with consent of the Executive Committee. The Awards Chair will advertise for the open position, solicit input from the current committee members, provide an ordered short list to the EC for approval, and then contact the potential chairs to gauge their interest.   After the top candidate has been identified, the EC will approve the selection.

There are seven awards committees:

- Technical Awards
- Distinguished Artist Award for Lifetime Achievement in Digital Art
- Distinguished Educator Award
- Outstanding Service Award
- Doctoral Dissertation Award
- SIGGRAPH Practitioner
- SIGGRAPH Academy

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

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.

Distinguished Artist Award for Lifetime Achievement in Digital Art Committee: The Distinguished Artist Award for Lifetime Achievement in Digital Art Award Committee Chair appoints a five-person Jury. Each Juror serves a two-year term with the possibility of one renewal (which means that two new jurors are appointed in one year, and three the next).

Distinguished Educator Award: The Distinguished Educator Award Committee Chair appoints a five-person Committee. Each committee member serves a three-year, staggered terms, with the chairperson selecting one or two new members each year.

Outstanding Service Award Committee: 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.

Outstanding Doctoral Dissertation Award Committee: The Doctoral Dissertation Award Committee Chair names six members to the committee, serving a term up to three-years. The committee draws from recipients of the Significant Young Researcher, Computer Graphics

Technical Achievement Awards, and those of similar accomplishments and recognition in the community.

Practitioner Award Committee: The Practitioner Co-Chairs appoint a five-person Selection Committee, rotating one per year. If a new Co-Chair is selected from the current committee, then the outgoing committee member will be asked to stay on the committee an additional year to maintain a continual five-year rotation.

Academy Committee: The Academy 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.

12.2 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 the web site
- Prepare a presentation describing each winner's accomplishments, to be used as part of the awards presentation ceremony at SNA or SA
- Present the awards in the opening ceremony of SNA or SA

Committee chairs coordinate with ACM SIGGRAPH and Conference management to:
- Ensure that award nominations are broadly solicited via the SIGGRAPH web pages, social media, monthly newsletters, and any other means they find useful and appropriate,
- Announce nomination process and due dates
- Provide each award winner, except the Academy inductees, with the opportunity to address the SIGGRAPH Conference during the award session
- Work with the Project Manager to ensure that plaques or statues and award checks are prepared
- Arrange for conference registration, hotel accommodations, and travel expense payments with the Project Manager
- Invite awardees and their immediate families to the awards luncheon

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 full conference registration in years when the award they manage is presented.

12.3 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 Awards Chair with the assistance of ACM's Program Director and the Project Manager, selects the luncheon venue and handles logistics (such as invitations and payments).

Past award winners and all accompanying significant others (other than those of current-year award winners) are expected to pay for their luncheon.

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

- $6,000 Steven Anson Coons Award
- Coons Surface sculpture
- $2,000 Computer Graphics Achievement Award
- $1,000 Significant New Researcher Award

All other expenses – such as plaques, travel, awards luncheon, and full conference registrations for awardees and award presenters are paid from the Award Committee Budget.

The organization conference call lines may be used for the committee meetings. No committee expenses will be reimbursed without prior authorization as per the Unbudgeted Expenses part of Section IV.

SECTION XIII: LOGO USE

Details about the proper use of the ACM SIGGRAPH Logo can be found here.

SECTION XIV: EMAIL

14.1. Position Aliases. EC, CAG, organizational positions are given "position" aliases related to their position (such as president, education chair).

Conference positions and committees (such as chair-2018, papers) use email lists as their email address, with the various individuals comprising those groups being members of the list. If the need for a distinct email alias comes up, that is dealt with on a case by case basis.

14.2 Member Alias. ACM SIGGRAPH members are allowed to select any member alias on a first-come basis. These aliases are tied into the membership database maintained by ACM, and mail routing is managed using their myACM account.

14.3 Retiring Aliases. EC, CAG and organizational position aliases will be maintained and transferred to new individuals as they fill the positions.

SNA Conference lists will be switched to an archive only mode (with the exception of the overall conference committee list) in December of the conference year. If any distinct aliases have been created for a conference individual, those aliases will be removed once the commitment has been completed.

14.4 Requesting Aliases. Aliases may be requested through the EC, CAG or Information Technology Services chair for contractors during their time of association with ACM SIGGRAPH. This provides a unified experience and helps reinforce their connection to ACM

SIGGRAPH. Once their commitment is completed, the alias will be removed.

SECTION XV: HANDLING REPORTS OF DISCRIMINATION

Please refer to the [ACM Policy Against Discrimination and Harassment for Members and Event Attendees](#). 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 bars retaliation against individuals who make a complaint; ACM SIGGRAPH volunteers are expected to help ensure that no such retaliation occurs.

ACM SIGGRAPH has created a committee, SIGGRAPH CARES: Committee to Aid REporting on discrimination and harassment policy violations, to provide on-site support to those who have experienced discrimination at the conferences.   More information is available on the [web site](#).