

SIG Best Practices

1. **SIGACCESS**: Accessible Conference Guide
2. **SIGARCH**: Increasing Student Participation
3. **SIGART**: Webinar Series
4. **SIGCAS**: Reaching Out to Sister Societies
5. **SIGDA**: PhD Forum/University Booth
6. **SIGGRAPH**: Technical Session Recording
7. **SIGITE**: Peer Review
8. **SIGMICRO**: Supporting Minority Outreach
9. **SIGMIS**: Journal Editors/Industry Panel
10. **SIGOPS**: Professional Travel Scholarship
11. **SIGSPLAN**: Mentoring Workshop / Online vs Print Subscriptions
12. **SIGSOFT**: PC-miner/SEES
13. **SIGSPATIAL**: Keeping Conference F&B Costs in Check
14. **SIGUCCS**: Peer Webinars
15. **SIGWEB**: Volunteer Jobs/Steering Committee Involvement

SIGACCESS Best Practice

- **SIGACCESS Accessible Conference Guide**
www.sigaccess.org/community/accessible_conference
 - **Location and Hotel Selection: Access to facility, stage, seating, rooms, parking, etc.**
 - **Budget: Interpreters, helpers/assistants**
 - **Website**
 - **Online registration: Accessibility & dietary needs**
 - **Catering**
 - **Local arrangements**
 - **Conference sessions: Presentations, large print program**
 - **Proceedings**
 - **Social activities**

SIGARCH Best Practice

Increasing Student Participation

- **Low Student Registration Fees**
 - E.g., \$250 vs. \$550 (Student v. Member, Early)
- **Student Travel Grants**
 - All $\geq 33\%$ sponsored conferences
 - SIGARCH surplus plus industrial/partner/NSF donations
 - Supports Transportation and Lodging
 - NOT Registration, need some skin in the game
 - Advisor confirms status and expresses support
 - Two sentences, not a recommendation letter
 - Must be SIGARCH member, but can join after award (\$2 online)
 - Not just speakers and authors, includes junior students
 - Awardees report on best paper or experience (which IS read!)

SIGART Proposed Best Practice: Webinar Series

- **ACM Learning Webinar Huge Success**
 - August Webinar – “*Never-Ending Learning to Read the Web*”, Tom Mitchell CMU/Yolanda Gil Chair SIGART; 3180 reg, 856 live; 570 on demand (as of 1 Sept)
 - Attendees – current (“unknown”) and potential members
 - Plan: Regular Webinars
 - ACM Learning Series
 - SIGART –sponsored using ACM infrastructure

SIGCAS Best Practice: Reaching out to “Sister Societies”

- ❖ **Reaching out to “Sister Societies” and groups: IEEE SS/T, INSEIT, BCS Ethics, etc.**
 - Joint sponsorship of conferences
 - Cross advertising of events and news

SIGDA Best Practices Educational Activities



- **SIGDA PhD Forum at Design Automation Conference (DAC)**
 - Around 25 best PhD research posters (<40% acceptance rate)
 - Travel grant support for the SIGDA PhD Forum presenters
 - Jointly operated with DAC A. Richard Newton Young Student Fellow (YSF) Program
 - 60 fresh graduate students are awarded through a selection process
 - Travel grant support
 - Present posters together with the SIGDA PhD Forum presenters
 - Attend the DAC technical sessions with mentor support
 - SIGDA PhD Forum presenters become mentors of the DAC A. Richard Newton YSF students
- **University Booth at DAC**
 - Video submissions for selection and advertisement
 - Live demonstration of university research

SIGGRAPH Best Practice: Technical Session Recording

- Contract with company to record (\$30K)
- 8 simultaneous rooms
- Content available to purchase at multiple resolutions for various platforms
- Content available in DL 3 months after conference

SIGITE Proposed Best Practice: Peer Review

- **Use a three-tier approach to conference paper selection.**
 - Step 1: Double blind review by volunteers (to encourage community participation).
 - Step 2: For papers with mixed reviews, a second-level blind review by program committee members (with subject matter expertise).
 - Step 3: Program and executive committees select accepted papers from both double-blind and committee's positively reviewed submissions.

SIGMICRO Best Practice

Supporting Minority Outreach

- We all agree this is important. What are the concrete “best practices” that seem to work?
 - Ensure tangible, visible minority representation in your executive committee with key roles for minority EC members
 - Support mentoring & minority student outreach workshops (e.g. CRA-W)
 - Sponsor eminent minority speakers through programs like the ACM Distinguished Speakers’ Program (DSP)
 - *Focused effort on identifying strong candidates for award nomination (e.g. Eckert-Mauchly, Wilkes, IEEE/ACM Fellow, Athena...)*
 - *History project interviews*
 - Pursue seed travel funding augmentation to selected minority Ph.D fellowship/scholarship awardees (industry) and perhaps also post-docs
 - Help start new technical workshops and help convert strong workshops to conferences, with special attention to minority-organized workshops
 - *Example: IISWC & ISPASS conferences (converted from workshops)*
 - *Joint pursuit of objectives with Dr. Lizy John, UT Austin*



Best Practices: Add Value to Attract Conference Attendees

- Journal Editors Panel
 - Better understanding of particular journals
 - Discuss how to extend work presented at the conference for submission to the journals
 - Assist researchers targeting the journals for publication consideration
 - Offer advice for rejected manuscripts
 - Networking opportunity



Best Practices: Add Value to Attract Conference Attendees

- Industry Panel
 - Provide a context for the conference theme from an industry perspective
 - Discuss how to extend research for impact & relevancy beyond contributions to academia
 - e.g., to industry, economy, society, culture, environment, etc.
 - Networking opportunity
 - Increase SIG visibility in the local area
 - Promote new membership

SIGOPS BEST PRACTICE: PROFESSIONAL TRAVEL SCHOLARSHIP

- **Open up travel scholarship to professionals from under-represented regions and institutions**
- **Faculty teaching operating systems who may not otherwise attend research oriented conferences like SOSP**
 - **Encourage applicants to propose materials that can help others integrate new research results in OS into undergraduate teaching**
- **Professionals/researchers from underrepresented regions of the world**
 - **Encourage applicants to organize reading groups leading up to conference and give talks when they return**
- **Two awards in 2013 – Cary Gray from Wheaton and Artur Baruchi from São Paulo Brazil**

SIGPLAN Best Practices

- **Programming Languages Mentoring Workshop**
 - *at POPL 2012, 2013, 2014...*
 - *encourage students towards PL research careers*
 - *special focus on women and minorities*
- **Differential subscriptions, online vs print**
 - *was “online membership” and “membership”*
 - *now “membership” and “print membership”*
 - *nudging members into Doing the Right Thing*

SIGSOFT Best Practice

❖ PC-miner

- General Chair and PC Chair Selection
- PC Committee Selection

❖ Software Engineering Educators Symposium (SEES)

- Two half-day tutorials covering approaches for teaching programming and software engineering to undergraduates.
- Prior to Flagship conference (Foundations of Software Engineering)
- NSF grants helps defray costs of faculty from minority-serving institutions and teaching colleges to attend SEES and FSE.
- ACM SIGSOFT provides matching funds for (token) speaker honoraria and networking dinner (with speakers & SE leaders)
- <http://www.sigsoft.org/fse20/sees.html> for program/handouts

SIGSPATIAL Best Practice

Keeping Conference Food & Beverage Costs in Check

1. **Contract for pitchers of water for breaks and sessions.** Usually free. Each water bottle is \$7 after adding service and ACM tax. Much lossage due to walking away to the room
2. **No granola bars, packaged snacks, or whole fruits in breaks.** Easy to carry away Instead, order cookies or brownies
3. **Limited amounts of soft drinks at breaks.** Much lossage as walk away just like water bottles
4. **Keep statistics from year to year on food consumption at breaks vis-a-vis attendance numbers** so know how much to order
5. **Breakfast should consist of bagels and scones.** Better than light pastries as most people cannot eat more than one scone or bagel.
6. **Make sure that hotel does not take unused breakfast items (or snacks) away at the end of the breakfast or breaks.** Insist that they be placed in the rear of the room for use by laggards or at next break

SIGSPATIAL Best Practice

Keeping Conference Food & Beverage Costs in Check

- 7. Keep statistics on banquet attendance vis-a-vis conference registrants so don't over order**
 - **Hotel will always be willing to accommodate an increase in the orders at the last minute as long as a reasonable amount**
- 8. Use hotel for the banquet as it is a big ticket item Ensures meeting the Food and Beverage minimums.**
- 9. Avoid holding conference social events off site**
 - **Conference attendees want to network**
 - **Don't have to go to a museum to network**
 - **Off site events require buses which are very expensive**
 - **With amounts saved, can splurge and have a four to five course filet mignon banquet**
 - **Everyone will talk about the great food that they had**
- 10. Insist on real orange juice at breakfast**
 - **Refuse colored water or lemonade options which are much more profitable for hotel**
- 11. SIG rep should make final decisions at breaks and breakfast about refills**
 - **Not automatically by Hotel rep**

SIGUCCS Best Practice Peer Webinars

- **Host regular peer webinars for our constituency**
 - Method of outreach and continued professional development between conferences
 - “Hot Topics” identified at annual conference
 - Pre-conference “Introductory” webinar for newcomers and on logistics of writing a paper hosted in more timely manner

SIGWEB Best Practices

1) Volunteer Jobs:

- Don't expect volunteers to do multiple jobs or have multiple responsibilities (or if you do expect them to do a less good job); so think of a small group of elected officers with appointed expandable exec so that jobs can be devolved.
- Volunteers are interested in specific things; so instead of thinking what jobs need doing think what jobs would be interesting to volunteers, and try and combine those that are required with those that people want to do.

2) Steering Committee Involvement:

- For SIGs with cross disciplinary conferences (possibly with other SIG involvement) insist on one of your exec being in their steering committee while one of their steering committee comes to the SIG exec.

3) 100% Membership:

- All conference non-members attendees get free membership