



# Eurographics/ACM SIGGRAPH Cosponsoring TMRF

## Guideline

1. There are two types of Technical Meeting Request Forms (TMRFs) by Eurographics, the
    - Eurographics TMRF for standard Eurographics Workshops and Symposia
    - Eurographics/ACM SIGGRAPH cosponsoring TMRF (this one).
  2. This guideline gives additional information which may help to fill the form. More comprehensive information can be found in the Eurographics Workshops and Symposia Handbook.
  3. Section B: This means the URL of the homepage of the event.
  4. Section C: It should be checked for whether conflicts with other conferences of the field are avoided.
  5. Section D: The general chairs are the contact persons with respect to the organization of the conference. Usually one of them is a member of the organizing institution. At least one general chair is required.
  6. Section E: The programme chairs are responsible for the scientific content of the event. At least one programme chair is required.
  7. Section F: An ACM cosponsoring TMRF has to be filled and submitted to the ACM headquarters. Before submission to ACM it has to be sent together with this Eurographics/ACM SIGGRAPH cosponsoring TMRF to Eurographics for cross-checking. More hints are given sections 5.2.1 and 5.4 of the Eurographics Workshops and Symposia Handbook.
  8. Section G: The call for papers should comprehend the names of the members of the programme committee.
  9. Section H: Information on the services offered by Eurographics is available as follows:
    - Proceedings published by EG Publishing in the EG Proceedings Series:  
<http://www.eg.org/publications/guidelines>. Contact: [publishing@eg.org](mailto:publishing@eg.org).
    - Paper submission and reviewing management system SRM  
[https://wiki.eg.org/SRMv2Wiki/index.php/Main\\_Page](https://wiki.eg.org/SRMv2Wiki/index.php/Main_Page). Contact: [srmv2@eg.org](mailto:srmv2@eg.org).
    - E-payment and Registration Service:  
Contact: [epayment-support@eg.org](mailto:epayment-support@eg.org).
- The costs for using those services should be taken into account in the budget of the event. For details see Section 5.3 of the Eurographics Workshops and Symposia Handbook.
11. Section I: The most important policies are subject of the sections 5.4 (ACM cosponsoring TMRF), 5.5 (Submission of the proposal), 5.9 (Reports) of the Eurographics Workshops and Symposia Handbook.
  12. The filled Eurographics TMRF has to be submitted to the Chair of the Eurographics Workshops and Symposia Board, preferably via the SRM-based EG Event Approval Platform, <https://srmv2.eg.org/COMFy/Conference/EG-WS-EVENT>, or by email, [workshop-board-chair@eg.org](mailto:workshop-board-chair@eg.org).

The postal address of the current chair is

Heinrich Müller, Dortmund University of Technology, D-44221 Dortmund, Germany, Fax: +49 231 755 6321.

Eurographics TMRF

August 2015

## Eurographics TMRF - Section 1: Event Data



A.Acronym and Full Title of Meeting: \_\_\_\_\_

B.URL: \_\_\_\_\_

C.Conference Dates and Location: \_\_\_\_\_

D. Event Chairs: Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ phone: \_\_\_\_\_

Eurographics member: yes / no

Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ phone: \_\_\_\_\_

Eurographics member: yes / no

E. Programme Chairs: Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_

E-mail: \_\_\_\_\_ Eurographics member: yes / no

Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_

E-mail: \_\_\_\_\_ Eurographics member: yes / no

F. ACM co-sponsoring TMRF: to be attached.

G. Call for Papers: to be attached.

## Eurographics TMRF – Section 2: Eurographics services

### H. Request for Eurographics services:

(Electronic) Proceedings published by EG Publishing  
provided in the EG Digital Library  
(cf. chapter 5.3.1 of the EG WS Handbook): Yes / No

If yes,

out-of-the box web-server for local use (no additional cost): Yes/No

interest in proceedings on USB sticks  
(additional cost, cf. chapter 5.3.1 of the EG WS Handbook): Yes/No

interest in printed copies of the proceedings  
(additional cost, cf. chapter 5.3.1 of the EG WS Handbook)): Yes/No

EG Submission and Reviewing Management System SRM  
(cf. chapter 5.3.1 of the EG WS Handbook): Yes / No

EG E-payment and Registration Service  
(cf. chapter 5.3.2 of the EG WS Handbook): Yes / No

### **Eurographics TMRF – Section 3: Statement of Understanding**



I. We accept the Eurographics event policies documented in chapter 5 of the Eurographics Workshops and Symposia Handbook.

Event Chair \_\_\_\_\_  
(Print Name)

Signature \_\_\_\_\_