



## Eurographics TMRF

### Guideline

1. There are two types of Technical Meeting Request Forms (TMRFs) by Eurographics, the
  - Eurographics TMRF for standard Eurographics Workshops and Symposia (this one)
  - Eurographics/ACM SIGGRAPH cosponsoring TMRF.
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: This is the institution which takes over the responsibility for the conference, including the financial liability.
6. Section E: 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.
7. Section F: The programme chairs are responsible for the scientific content of the event. At least one programme chair is required.
8. Section G: In-cooperation with an association means an involvement of the association without financial liability.

According to an affiliation agreement, a Eurographics event can be organized in-cooperation with ACM SIGGRAPH. One advantage is that the proceedings, if any, can be made accessible in the ACM Digital Library. If in-cooperation with ACM SIGGRAPH is necessary or desired, an ACM in-cooperation TMRF has to be submitted to the ACM headquarters. This form is available on

<https://www.acm.org/special-interest-groups/volunteer-resources/conference-planning/1-3>.

Hints on filling the ACM in-cooperation TMRF are given in section 4.7 of the Eurographics Workshops and Symposia Handbook.

9. Section H: The call for papers should comprehend the names of the members of the programme committee.
10. Section I: Information on the services offered by Eurographics is available as follows:
  - Proceedings published by EG Publishing in the EG Proceedings Series:  
<https://www.eg.org/wp/eurographics-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 Sections 4.3 and 4.4 of the Eurographics Workshops and Symposia Handbook.

11. Section J: For details see section 4.4 of the Eurographics Workshops and Symposia Handbook.

The budget conference fee is the income to the budget of the event from the conference fees paid by the participants of the event.

12. Section K: The most important policies are subject of the sections 4.4 (The budget plan), 4.7 (ACM in-cooperation TMRF), 4.10 (Reports) and 4.11 (Invoices) of the Eurographics Workshops and Symposia Handbook.

13. The filled Eurographics TMRF has to be submitted to the Chair of the Eurographics Workshops and Symposia Board, preferably via the platform for approval documents for Eurographics workshops or symposia, <https://diglib.eg.org/handle/10.2312/2632681>, 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.

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

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

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

D.Organizing institution: \_\_\_\_\_

E. Event Chairs: Name: \_\_\_\_\_

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

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

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

Eurographics member: yes / no

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

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

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

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

Eurographics member: yes / no

F. Programme Chairs: Name: \_\_\_\_\_

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

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

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

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

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

G. Cooperating Organizations:

Cooperation with ACM SIGGRAPH: Yes / No

If yes, the filled ACM in-cooperation form has to be attached.

Other cooperating organizations:

\_\_\_\_\_

H. Call for Papers: to be attached.

I Request for Eurographics services:

(Electronic) Proceedings published by EG Publishing  
provided in the EG Digital Library  
(cf. chapter 4.4.1 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 4.4.1 of the EG WS Handbook): Yes/No

interest in printed copies of the proceedings  
(additional cost, cf. chapter 4.4.1 of the EG WS Handbook)): Yes/No

EG Submission and Reviewing Management System SRM  
(cf. chapter 4.4.1 of the EG WS Handbook): Yes / No

EG E-payment and Registration Service  
(cf. chapter 4.4.2 of the EG WS Handbook): Yes / No

**Eurographics TMRF – Section 3: Budget Data**



J. Budget:

Total Revenue Budget: \_\_\_\_\_

Total Expense Budget: \_\_\_\_\_

Conference fee of a non-student EG-member: \_\_\_\_\_

Conference fee of a student EG-member: \_\_\_\_\_

Conference fee of a non-student non-EG-member: \_\_\_\_\_

Conference fee of a student non-EG-member: \_\_\_\_\_

Budget plan: to be attached

**Eurographics TMRF – Section 4: Statement of Understanding**



K. We accept the Eurographics event policies documented in chapter 4 of the Eurographics Workshops and Symposia Handbook.

For \_\_\_\_\_ Date \_\_\_\_\_  
(Name of Organization)

By \_\_\_\_\_ Signature \_\_\_\_\_  
(Print Name)

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