Guideline

1. There are three 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
   - Eurographics/IEEE vgtc 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 http://www.acm.org/sig_volunteer_info/conference_manual/incooptmrfpage.htm.

   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:

    - Paper submission and reviewing management system SRM http://egmcp1.cgv.tugraz.at/, http://egdl1.cgv.tugraz.at/SRMwiki
    - E-payment and Registration Service: Contact: 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. It is equal to the fees paid by participants being EG members. All other participants, except members of cooperation associations if agreed by Eurographics, pay a higher fee which includes a non-Eurographics-membership differential. The non-Eurographics-membership differential goes to Eurographics and thus must not be part of the budget.

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 by email, workshop-board-chair@eg.org

The postal address of the current chair is

Heinrich Müller, University of Dortmund, D-44221 Dortmund, Germany, Fax: +49 231 755 6321.
A. Acronym and Full Title of Meeting: **EG-3DOR** _Eurographics 2009 Workshop on 3D Object Retrieval_

B. URL:  [http://3dor.ge.imati.cnr.it](http://3dor.ge.imati.cnr.it)

C. Conference Dates and Location: March 29\(^{th}\), 2009, Munich, Germany

D. Organizing institution: IIT / NCSR “Demokritos”

E. Event Chairs: Name: **Ioannis PRATIKAKIS**  
Affiliation: _____Institute of Informatics and Telecommunications / NCSR “Demokritos”  
Address: _Patriarhou Grigoriou & Neapoleos, 15310 Agia Paraskevi, Athens, Greece._  
E-mail: ipratika@iit.demokritos.gr  
phone: +30-210-6503183  
Eurographics member: **yes** (Number : **5874**) / no

Name: **Michela SPAGNUOLO**  
Affiliation: Institute of Applied Mathematics and Information Technology - CNR  
Address: _Via de Marini 6, 16149 Genova, Italy_  
E-mail: spagnuolo@ge.imati.cnr.it  
phone: +390106475677  
Eurographics member: yes / no

F. Programme Chairs: Name: **Remco VELTKAMP**  
Affiliation: ____________Utrecht University, Netherlands  
E-mail: Remco.Veltkamp@cs.uu.nl  
Eurographics member: **yes** (Number : **6128**) / no

Name: ___________Theoharis THEOHARIS  
Affiliation: ____________Department of Informatics, University of Athens, Greece.  
E-mail: theotheo@di.uoa.gr  
Eurographics member: **yes** (Number : **5873**) / 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:

Proceedings published by EG Publishing: Yes / No

If yes, number of copies: 30

EG Submission and Reviewing Management System SRM: Yes / No

EG E-payment and Registration Service: Yes / No
J. Budget:

Total Revenue Budget: \(4420.0\text{€}\)  \hspace{1cm} Total Expense Budget: \(3578.6\text{€}\)

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Budget plan: to be attached: **OK**
K. We accept the Eurographics event policies documented in chapter 4 of the Eurographics Workshops and Symposia Handbook.

For

IIT / NCSR ‘Demokritos’

(Name of Organization)

Date

31/10/2008

By

Stavros Perantonis

(Print Name)

Signature

__________________________

Event Chair

Ioannis Pratikakis

(Print Name)

Signature

__________________________

Michela Spagnuolo

(Print Name)

Signature

__________________________