CONFERENCE APPROVAL PROCESS MADE EASY
FOR ACM IN COOPERATION CONFERENCES

1. Review the ACM Conference Calendar located at www.acm.org to determine what other conferences might be held during the dates that you are considering. The most reliable indication is obtained by looking at the intended time frame in the current year, as well as the actual dates that you are considering. Since ACM sponsors or cooperates with over 150 conferences per year, you can be assured of overlapping dates with some other conference.

2. Review the date overlap with the Chair of the sponsoring organization, cooperating ACM sub-unit(s) and other members of the technical community to determine whether or not the conflict will affect the intended audience.

3. If the cooperating SIG has a Conference Planning Committee or a Vice Chair for Conferences, check for any SIG specific policies or guidelines.

4. Skim through the TMRF Guidelines quickly so that you are familiar with the information contained in that document.

5. Complete the TMRF including hold harmless clause and statement of understanding.

6. Send the completed TMRF (including signed hold harmless clause and statement of understanding) along with a copy of the Certificate of Insurance; providing proof of insurance for general liability including personal injury, contractual liability, broad form property coverage, host liquor liability, fire/legal liability, and publisher's errors and omissions (if proceedings are to be produced), to ACM HQ.

7. ACM will acknowledge receipt of the document and distribute the information to the appropriate committees for approval. If time permits, you should discuss the TMRF with the appropriate SIG Vice Chair for Conferences before submitting it to ACM.

You will receive official written approval for your conference from ACM. Please note, conferences may not distribute publicity with the ACM name or logo until official approval is received.
Evaluation Criteria for Conference Approval (Completing the TMRF Form)
The leadership of the ACM sub-unit reviewing the submitted TMRF will consider the following:

DATES:
• Does it conflict with other conferences or symposium that the members of this special interest group might attend? Conferences sponsored by ACM or by any other societies to which this audience might belong?
• Is there a potential overlap of audience? Conference cannot be approved without the consent of the conference chair of the already approved conference.
• Is it a good time of year with regard to workload of the proposed audience?

TECHNICAL MERIT:
• Are the conference organizers credible in this technical area?
• Does the conference chair have the time to make this conference a success? Does he/she have other commitments, which might interfere in the overall management of this project?
• Will the technical content attract the audience that the organizers have in mind?
• Is this audience part of the membership of your special interest group?
• Will the attendees of this conference be sought after as members of your special interest group?
• Does this conference substantially overlap with an existing conference, enough to impact on it?

FINANCIAL CONSIDERATIONS:
• Who is taking the financial risk?
• Is that organization the same who stands to gain from having this conference?
• Is the fund balance of the guarantors large enough to cover 100% loss?
• Are there other sources of funding?

ACM In-Cooperation Arrangements:
This entire form is only for conferences seeking ACM Cooperation. This means that ACM and its sub-unit(s) lend their names, but do not share in the financial support, or in the surplus or loss of the conference. Common courtesy dictates that anyone seeking ACM Cooperation should discuss it first with the appropriate SIG Vice Chair for Conferences or with the Chair of the intended sponsoring SIG(s).

Meetings approved for Cooperation may be advertised as "In Cooperation With ACM (/SIGxx, if appropriate)".

In all cases, the sponsors must provide copies of the Certificate of Insurance for liability coverage for the sponsoring organization. For conferences held outside the US, if the organization is unable to provide a certificate of insurance the sponsor MUST provide a letter on the organization’s official stationery indicating that they are taking full financial and legal responsibility for the event.

Member mailing labels may be purchased through ACM commercial label sales at the established rates, assuming the mailing piece has been approved in advance by Headquarters.

The following conditions must also be met for approval of all conferences:

1) A signed statement of understanding and hold harmless clause must be sent to ACM HQ along with the completed TMRF.

2) Registration and proceedings fees will be the same for ACM members as for other sponsoring organizations, and there will be no differentiation in fees between academic and corporate participant registration fees.

3) If requested, a table or booth where ACM membership and publication information may be displayed.

4) A brief report must be submitted in writing within 120 days after the meeting to the appropriate Program Director at ACM HQ. The report will be forwarded to the leaders of the sponsoring ACM sub-unit for review. The report will be utilized to consider cooperating support for future conferences. It should summarize the following:

   (a) Number of attendees in each of the registration categories.
   (b) General assessment of the technical quality of the papers.
   (c) General assessment of the quality of the presentations and associated events
   (d) Any problem areas encountered by the meeting.
   (e) A financial report of the conference.
Statutes of the International Council of Scientific Unions  
(Excerpts)  
Resolution of the Free Circulation of Scientists  
September, 1974

The XV General Assembly

8) Having been informed of a number of cases in which bona fide scientists from National adhering bodies of the 
International Scientific Unions had recently been prevented from attending symposia organized by these Unions 
through a refusal to grant entry visas and, Recalling the earlier decisions taken by the ICSU emphasizing the right to 
free movement of scientists in this connection, draws the attention of the individual scientific unions and other ICSU 

bodies to the following guidelines and recommends their adoption:

I) Before Symposia or Meetings are arranged:

A) an assurance in writing should be obtained from the organizers in the country concerned that visas will be 
granted to bona fide scientists if proper applications are made, and

B) the unfortunate consequences which may arise through failure to grant visas should be communicated to the 
organizers of the symposia or meetings involved.

II) The procedure recently adopted by the IUPAC is commended for observance by other union, namely:

A) that application for visas where necessary should be made to the appropriate authorities not less than three 
months before the date of the symposium or meeting, and if these visas are not granted or promised in writing 
one month before the date of the event, sponsorship should be withdrawn, and,

B) arrangements for future meetings in any country found unable to comply with these principles should be 
suspended until more satisfactory circumstances exist.

III) National adhering bodies of the ICSU should urge the authorities in their countries to facilitate attendance and exit 
visas for scientists to attend such meetings in the same way.

IV) Each Union or other ICSU body should inform the ICSU and its Scientists of cases in which withdrawal of 
sponsorship has become necessary so that other Unions may take this into account in making their own 
arrangements for meetings and symposia.

V) The Chairman of the Committee for Free Circulation and the Secretary General of the ICSU should maintain a 
record of cases reported, to which scientific unions and other ICSU bodies may refer.

ACM Resolution on Sponsorship of International 
Conferences as Passed by the ACM Council, May 25, 1975

Moved: ACM Council, desirous of encouraging open information exchange and complete scientific freedom, subscribes to 
the following policies relating to international scientific conferences sponsored by, or held In Cooperation with, ACM:

1. The Council endorses the September 1972 addition to the Statutes of The International Council of Scientific Unions, 
and affirms that official ACM participation in all conferences shall be guided by the principles expressed in that 
provision: “In pursuing these objectives of the ICSU, the (ICSU) Council shall observe the basic policy of 
nondiscrimination and affirm the rights of scientists throughout the world to adhere to or to associate with international 
act regard to race, religion, or sex.

2. Council indicates that the implementing guidelines contained in the Resolution On The Free Circulation of Scientists of 
the ICSU XV General Assembly shall be followed to the extent possible in developing implementing procedures 

specifically meant for ACM sponsored conferences in or outside the United States, recognizing the responsibility of the 
ACM Council as final arbiter in such matters.

It is the viewpoint of the ACM Council that the computing community should support only such conferences, whether ACM 
sponsored or not, that subscribe to these guidelines. However, ACM or any of its sub-units shall not enter into formal 
agreements on international conference sponsorship or participation unless the sponsoring organization in the host country 
has agreed to adhere to these principles.
A. Acronym and Full Title of Meeting: EGPGV '08: Eurographics 2008 Symposium on Parallel Graphics and Visualization

B. Conference Dates and Location: April 14-15, 2008, Crete, Greece

C. Legal/Financial Sponsor(s): VISUS, Universität Stuttgart

D. Cooperating Organizations: Eurographics

E. This event is a: Conference

F. It is held: Annually

G. Expected Attendance #: 55  # of Days 2  # of Sessions 8  # of Papers 18

Total Revenue Budget 16,240.00 EUR  Total Expense Budget 14,988.80 EUR

H. Is the sponsor a non-profit organization? Yes

I. Please provide a brief outline of the topics to be covered.
Parallel graphics and visualization, which includes subtopics like parallel rendering, cluster-based rendering, large data set visualization, realistic rendering of large models, GPU and GPGPU clusters, parallel graphics and visualization on multi-core CPUs and other parallel architectures

J. URL: http://vis.cs.ucdavis.edu/EGPGV08

K. Will there be a published proceedings? Yes

If yes, who is publishing the proceedings? Eurographics Publishing

Who is selling the proceedings following the conference? Eurographics Publishing

Will publisher permit ACM to place proceedings in the ACM Digital Library? Yes

L. Contact Information:
General Chair: Name: Daniel Weiskopf
Affiliation: VISUS; Universität Stuttgart  ACM/SIG member #: C104876
Address: Nobelstr. 15, 70569 Stuttgart, Germany
e-mail: weiskopf@visus.uni-stuttgart.de  phone #: ++49-(0)711-7816-368

Program Chair: Name: Kwan-Liu Ma (additional co-chair: Jean Favre, Swiss Supercomputing Center)
Affiliation: University of California at Davis  ACM/SIG member #: 2820462
e-mail: ma@cs.ucdavis.edu  phone #: (530) 754-8579

Form Preparation: (if other than Chair)
Name: ____________________________  ACM/SIG member #: ____________________________
e-mail: ____________________________  phone #: ____________________________

Request Cooperation
ACM - no specific Sig Affiliation
ACCESS ACT Ada APL APP ARCH ART BED CAS CHI
COMM CSE DA DOC econ
GRAPH IR ITE KDD METRICS
MICRO MIS MM MOBILE MOD ODS PLAN SAC SAM SIM SOFT

ACM In-Cooperation TMRF
Page 1 of 2
Hold Harmless Clause and Statement of Understanding

All sponsoring organizations seeking ACM approval for cooperation must sign this portion of the TMRF (Hold Harmless Clause and Statement of Understanding).

Hold Harmless Clause between The Association for Computing Machinery, Inc.
(hereafter known as “ACM”) and.

Name of Conference: EGPGV '08: Eurographics 2008 Symposium on Parallel Graphics and Visualization


Sponsoring Organization: VISUS; Universität Stuttgart

Location of Conference: Crete, Greece

The Sponsor(s) assumes entire responsibility for the legal and financial liabilities associated with the above named Conference.

The Sponsor(s) agree to hold harmless and indemnify ACM, its directors, officers, employees, agents, and assigns from and against any and all liability, loss, requests for payment, damages to persons and property including loss of use thereof as well as fines and penalties imposed by any governmental or regulatory authority and reasonable attorneys fees and disbursements in connection with the above captioned event.

In addition, the Sponsor(s) acknowledges that ACM does not maintain insurance covering the Sponsors and it is the sole responsibility of the Sponsor(s) to obtain comprehensive General Liability and Contractual Liability insurance to insure losses or casualties associated with the Conference.

The Sponsor(s) also acknowledge that there is a financial risk involved with sponsoring the Conference, and that the Sponsor(s) alone shall bear the burden of financial loss to the Conference.

I certify that I am an agent for the sponsoring organization and have the authority to make legal commitments for the organization.

For VISUS; Universität Stuttgart

(Name of Organization)

By Daniel Weiskopf

(Print Name)

Statement of Understanding

The enclosed Technical Meeting Request Form has been prepared to the best of my ability. It is complete and accurate. If this conference is approved for ACM Cooperation, it is agreed that:

ACM members will be permitted the same fees for registration, proceedings etc. as members of the sponsoring organization(s).

The conference will provide one complimentary copy of the Conference Proceedings to ACM for archival purposes. That copy should be sent to: ACM SIG Services Department; 2 Penn Plaza, Suite 701, New York, NY 10121-0701.

All publicity relating to this conference is to state that the meeting is "In Cooperation with ACM." The ACM logo with a registered trademark symbol must be displayed and may be obtained from ACM Headquarters SIG Services Department.

I am informed of the ACM policy on free circulation of scientists as it applies to the ACM Resolution on Sponsorship of International Conferences of 25 May 1975 and of the spirit and intent of the relevant Resolution on the Free Circulation of Scientists of the International Council of Scientific Unions [See Guidelines]. I know of no aspect of the proposed meeting, which is contrary to this intent.

I accept full responsibility and liability if I fail to comply with the ACM policies and procedures.

Signature _____________________________________________   Date ________________________________

Conference Chair

Signature _____________________________________________   Date ________________________________

Sponsoring Organization Representative

VISUS; Universität Stuttgart

Sponsoring Organization Name

Daniel Weiskopf, Prof. Dr.

Representative Name and Title