Guidelines for SIGARCH Conferences

Martha Kim (Columbia)
October 27, 2021

SIGARCH-sponsored conferences are underwritten financially by SIGARCH, which therefore requires a close working relationship between SIGARCH and conference leadership. The benefits and responsibilities of sponsorship are summarized here. A list of current SIGARCH-sponsored conferences can be found at https://www.sigarch.org/about-us/sigarch-sponsored-conferences/.

The ACM has also provided a SIG Conference Planning Guide with general guidelines and information. All SIGARCH-affiliated conferences are encouraged to follow SIGARCH guidelines and policies.

Sponsored conferences are entitled to:
1. Free entries in the Call for Papers and Professional Calendar sections of Communications of the ACM (CACM)
2. Special rates on advertisement in CACM, to be arranged directly through ACM
3. Publicize their event as "The ACM SIGARCH Conference on …"
4. Financial sponsorship from SIGARCH in proportion to SIGARCH's share of total event sponsorship
5. Proceedings automatically published in the ACM Digital Library
6. Possible ACM assistance with site selection and venue negotiations

To maintain sponsored status, SIGARCH-sponsored conference organizers must:

1. Post ACM and SIGARCH logos on the conference website no less than 9 months before the conference.
2. Post the ACM Code of Ethics and Professional Conduct in a prominent location on the conference website.
3. Post the ACM Policy Against Harassment in a prominent location on the conference website.
4. Promptly report any alleged violations of either of these above codes to the SIGARCH EC and ACM leadership.
5. Use double-blind review for technical manuscript selection.
6. Consider ACM's Considerations When Forming Diverse Teams where appropriate, including forming the conference organizing committee, program committee, and selecting reviewers.

7. Vet members of the organizing committee, program committee, reviewers and authors for ACM sanctions. Our recommendation is to invite individuals conditionally using a message to the effect of "Your service/submission is subject to a determination that you are not under any sanctions by ACM" allowing individuals to decline if needed. Once committee members have accepted, organizers should contact advocate@acm.org to vet proposed names.
8. Maintain a perennial steering committee, with clear criteria for rotating its membership, and one member of the SIGARCH EC provided visibility on the steering committee email communications.
9. Submit a Preliminary Approval Form with ACM no less than 18 months prior to conference start.
10. File a conference budget with ACM no later than 3 months prior to conference start, with any increases in registration fees more than 5% over the prior year must be explained in writing.
11. Any awards funded by the conference and/or ACM must be included in the budget and submitted to ACM for processing at most 1 month after the conference.
12. Close the conference finances with ACM no more than 3 months after the conference.
13. Send a narrative conference closing report no later than 3 months after the conference ends.
14. Maintain good financial health, governance, and academic standing. Conference health is monitored by the SIGARCH EC, and persistent concerns about financial losses, governance, decreasing attendance, or decreasing impact will trigger a review of sponsored status by the SIGARCH EC.

In-Cooperation Conferences

In-cooperation conferences do not entail a financial commitment from SIGARCH, and thus have reduced benefits and responsibilities. To maintain in-cooperation status, which confers benefits #1-2, conference organizers must meet requirements #1-8 listed above.