

Resource Packet for General Chairs

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This is a living document of resources for general chairs in SIGARCH/TCCA conferences. Some of the information below is specific to individual societies, and thus only applicable for conferences affiliated with that society. When there is co-sponsorship, both societies need to be considered. If you have any additional resources or suggestions to make, send them to Martha Kim (martha@cs.columbia.edu) or David Kaeli (kaeli@ece.neu.edu). There is also a companion [Resource Packet for PC Chairs](#).

Every 4 years, ISCA is co-located with other ACM conferences at FCRC. Every year, HPCA is co-located with other ACM/IEEE conferences (CGO and PPOPP). In both cases, it is key that the general chair reach out to the general chair responsible for managing the co-location. In the case of FCRC, there is an FCRC general chair. In the case of HPCA, the general chair of one of the three co-located meetings takes the lead. We mention these points here, since co-location may impact some of the information provided in this document.

Also note that some conferences (e.g., ISCA) are co-sponsored between ACM and IEEE-CS. For ISCA, publication rights alternate between the two co-sponsoring organizations each year. Make sure to check on the sponsorship for your meeting, and understand which organizing your publication chair will need to work with.

Current Best Practices

[ACM SIG Conference Planning Guide](#)

[IEEE-CS Organizing a Conference](#)

[SIGARCH/TCCA's Recommended Best Practices for Conference Reviewing Process](#)

[SIGARCH/TCCA's Recommended Best Practices for ISCA Program Chairs](#)

The SIGARCH and TCCA executive committees recommend that Program Chairs for all SIGARCH-sponsored and TCCA-sponsored conferences follow the above “Best Practices for ISCA Program Chairs.”

Organizing Committee Formation

While each SIGARCH/TCCA sponsored conference is slightly different in terms of the roles in the organizing committee, some roles that are common in most conferences include workshop/tutorial chair, finance chair, publication chair, local arrangement chair, registration chair, publicity chair, web chair and submissions chair. Some additional roles can include artifact evaluation chair, social media chair, student awards chair, global online activities chair, sponsorship chair and industry session chair. In recent years, some new roles have emerged on organizing committees, the video chair and the MASA/MASS chair.

In assembling the organizing committee, general chairs should aim for the highest quality possible. The organizing committee should be qualified, be diverse according to several metrics (i.e., technical area, seniority, geography, gender). Typically there should be significant turnover in the organizing committee from year to year. One effective way to onboard younger leaders is to pair them with a more experienced member of the community in a particular role. For example, the workshop and tutorial chair role might be a two person job.

When sourcing names for our committee, the [Architecture PCDB](#) can be useful in establishing a broad base of names. This database aggregates publicly available program committee data dating back to 2014.

New Role: Video Chair

Of late, it is recommended that organizing committees include dedicated video chairs. This role would be responsible for the following:

1. Gather author video release forms. We have found that the ideal time to collect these is when the camera-ready paper is uploaded. Because there are already ACM/IEEE release forms that are part of the process at that moment, it is a natural moment to include one more. Ideally, the release would explicitly allow for the videos to be posted indefinitely in the public domain. You will need to use both [ACM's Audio/Video Release Form](#), and IEEE-CS's [license agreement](#) and [appearance release](#) forms. These forms should cover videos posted to the public domain.
2. Facilitate video posting. Videos would be posted to the conference's platform of choice.
3. Coordinate with the SIGARCH video chair to eventually release the videos into the public domain. This is possible only if the release form covers this use. It has been quite painful to collect the permissions from authors, which is why our recommendation is that the original video release form cover this public posting.
4. Keynotes and award acceptance speeches might also be recorded. Again, it is good to get these forms signed ahead of the event to avoid hassle later. These video artifacts are particularly valuable to preserve as they do not have companion papers.

After consultation with other organizers, video chairs may also help record and archive videos of workshops and/or tutorials.

New Role on Organizing Committee: MASA/MASS Chair

A second recommended role to consider is a Meet a Senior Architect (MASA) / Meet a Senior Student (MASS) chair to administer these student-oriented programs that have been the student oriented programs at the conference such as "Meet a Senior Architect". This role might be a good volunteer opportunity for a senior PhD student.

Vetting the Organizing Committee

We recommend vetting members of the organizing committee as best as possible prior to their assuming leadership roles. IEEE-CS nor ACM have not explicitly stated that sanctioned members should not participate in conference organization, but trust in our conferences (and organizers) is critical, hence we recommend that sanctioned individuals not be part of organizing committees for any TCCA-sponsored or SIGARCH-sponsored conferences.

SIGARCH-affiliated conferences must vet their organizing committee members against [ACM's Violations Database](#). Users should log in with their ACM ID and query the database using a list of names as well as the rationale for the query (e.g., "ISCA 2022 Organizing Committee members"). In response to the query, you can expect a message indicating that there were no results found and you may proceed, or a message indicating that you should expect follow up from advocate@acm.org within the next 48 hours. This message does not necessarily mean the

individuals you checked appear in the database, only that further information is required. For additional information about the ACM Violations Database, see [Enforcement of ACM Policies](#), or send questions to advocate@acm.org.

All IEEE-CS-affiliated conferences must also vet their organizing committee members with IEEE-CS. The author names must be validated with the “Prohibited Authors List (PAL)” by creating an account at the following link: <https://crosscheck.ieee.org/crosscheck/>. More information on how to use the CrossCheck website is available [here](#) and the guidelines for the appropriate use of the IEEE Prohibited Authors List is available [here](#). Also, the list of proposed organizing committee members should be sent to the IEEE-TCCA for approval.

We further suggest that general chairs invite people to serve on the organizing committee, using some language to the effect of “Your service on the PC is subject to a determination that you are not under any sanctions by ACM/IEEE”. This allows sanctioned individuals to decline in advance and heads off excessive querying of the databases and back and forth with ACM/IEEE. Once organizing committee members have tentatively accepted, chairs should vet that list with the ACM/IEEE as outlined above.

Virtual Conferences

In the event a conference is virtual or hybrid, online tools are needed. In making this selection, it is important to consider not only features of the platform, but access for our global community. There are often regional limitations, particularly in China.

- Video storage and one-demand streaming. In general, YouTube and Vimeo are not legally accessible from China. Organizers should not encourage practices that are illegal in an attendee’s country, in this case subverting the Chinese government’s block by using a VPN. Instead, consider using a provider that does work in China (e.g., Wistia at the time of this writing).
- Webinar platform
- Announcements/Q&A/discussion platform(s) (including “ask the organizers” separate from your email)
- Registration (esp. if it is required for any of the above—highly recommended that it be, to avoid trolls)

Determine schedule according to audience (days, time zones), and don’t forget to schedule rehearsals and green rooms.