Eurographics/ACM SIGGRAPH Cosponsoring TMRF

Guideline

1. There are two types of Technical Meeting Request Forms (TMRFs) by Eurographics, the

   - Eurographics TMRF for standard Eurographics Workshops and Symposia
   - Eurographics/ACM SIGGRAPH cosponsoring TMRF (this one).

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: 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.

6. Section E: The programme chairs are responsible for the scientific content of the event. At least one programme chair is required.

7. Section F: An ACM cosponsoring TMRF has to be filled and submitted to the ACM headquarters. Before submission to ACM it has to be sent together with this Eurogrphics/ACM SIGGRAPH cosponsoring TMRF to Eurographics for cross-checking. More hints are given sections 5.2.1 and 5.4 of the Eurographics Workshops and Symposia Handbook.

8. Section G: The call for papers should comprehend the names of the members of the programme committee.

9. Section H: 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.
   - Paper submission and reviewing management system SRM
     https://wiki.eg.org/SRMv2Wiki/index.php/Main_Page. Contact: srmv2@eg.org.
   - 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 Section 5.3 of the Eurographics Workshops and Symposia Handbook.

11. Section I: The most important policies are subject of the sections 5.4 (ACM cosponsoring TMRF), 5.5 (Submission of the proposal), 5.9 (Reports) of the Eurographics Workshops and Symposia Handbook.

12. 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.

   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. Event Chairs: Name: _____

                Affiliation: _____

                Address: _____

                E-mail: _____   phone: _____

                Eurographics member: yes / no

                Name: _____

                Affiliation: _____

                Address: _____

                E-mail: _____   phone: _____

                Eurographics member: yes / no

E. Programme Chairs: Name: _____

                Affiliation: _____

                E-mail: _____   Eurographics member: yes / no

                Name: _____

                Affiliation: _____

                E-mail: _____   Eurographics member: yes / no

F. ACM co-sponsoriing TMRF: to be attached.

G. Call for Papers: to be attached.

H. Request for Eurographics services:

      (Electronic) Proceedings published by EG Publishing
provided in the EG Digital Library
(cf. chapter 5.3.1 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 5.3.1 of the EG WS Handbook):   Yes/No

              interest in printed copies of the proceedings
(additional cost, cf. chapter 5.3.1 of the EG WS Handbook)):   Yes/No

      EG Submission and Reviewing Management System SRM
(cf. chapter 5.3.1 of the EG WS Handbook):   Yes / No

      EG E-payment and Registration Service
(cf. chapter 5.3.2 of the EG WS Handbook):   Yes / No

I. We accept the Eurographics event policies documented in chapter 5 of the Eurographics Workshops and Symposia Handbook.

Event Chair _____   Signature_____
                   (Print Name)