Eurographics Workshops and Symposia Handbook

Version: July 2023
Contact: EG WSWG Board Chair

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1. Introduction

This handbook presents the policy related to the organization of Eurographics (EG) Workshops and Symposia, denoted in the following as "events". It covers the directly related organizational infrastructure, i.e. the EG Workshops Board and the EG Working Groups, as well as the organization of EG events.

Besides the organization of their own events, EG may cooperate with other events. Requests for the in-cooperation status are handled by the EG Professional Board Chair (professional-board-chair@eg.org) who should be contacted in this case. Further information is provided on https://www.eg.org/wp/eurographics-cooperation-with-other-bodies/.

In special cases, events in cooperation with EG can get the status of an EG partner event. These are events in cooperation with EG which may use services by EG, at special fees. Questions about that may be answered by the EG Publication Board Chair (publication-board-chair@eg.org; publishing@eg.org).

1.1 Events

There are three types of EG events, all of which can be either presential, virtual, or a hybrid of these two forms:

1. Standard EG events.
Those events are held by EG and are organized by other institutions for EG. EG supports organization of those events by its infrastructure, like services by EG Publishing, promotion/marketing, and sharing of best practices. Benefits of organizing an EG event are summarized in Appendix D. EG is not a financial sponsor or co-sponsor of those events, as practiced for example by ACM or IEEE.

2. Events co-sponsored by ACM SIGGRAPH.
In this case, EG shares the co-sponsorship with ACM SIGGRAPH according to the policies of ACM and EG.

3. Furthermore, events directly organized by other EG Boards are possible. Currently the only one of this type is the Education Series which is treated by the EG Education Board without involvement of the EG WSWG Board.

This handbook concerns events of type 1 and 2. A list of these events is in Appendix C.

1.2 Organizational infrastructure

The EG events are in the hands of the EG Workshops, Symposia, and Working Groups Board (EG WSWG Board). The EG WSWG Board is directly supported by EG Working Groups (EG WGs). Policies concerning the EG WSWG Board and EG WGs are compiled in this document.

Further EG Boards and Committees are involved in strategic and operational issues related to EG events. Those are the EXC, the EXB, the EG Publishing Board, EG Promotions Board, and the EG Online Board. Their roles are also covered by the policies in this document.

Additionally, the event organizers and possibly other associations, in particular ACM SIGGRAPH, are externally involved.

1.3 Organization of this document

The main part of this document consists of chapters presenting the policies of the EG Workshops, Symposia, and Working Groups Board, of the EG Working Groups, and of the organisation of the two types of events with direct involvement of EG. Additional information concerning existing events and useful hints are provided in the appendices documents.

2. EG Workshops, Symposia, and Working Groups Board

2.1 Composition

The Workshops, Symposia, and Working Groups Board (EG WSWG Board) is composed of the EG WSWG Board Chair, the EG WSWG Board Vice Chair, the Assistant Treasurer of EG, the Chair of the ACM SIGGRAPH Small Conferences Committee (SCC), and several further members.

The Extended EG WSWG Board additionally includes the Chairs of the EG Working Groups (EG WGs).

The EG WSWG Board Chair and the Assistant Treasurer are elected by the EXC.

The EG WSWG Board Vice Chair and the members are elected by the EG WSWG Board.

2.1.1 Appointing members

For new WB members, we propose asking WG chairs for nominations, and then there will be a voting process.

2.2 Duties

The main duties of the EG WSWG Board are
- strategic planning,
- operational tasks like guidance and approval of events. This includes providing the event organizer and other boards with the necessary information in order that they can execute their tasks in the event workflow.
- quality assurance of events,
- maintenance of the EG Workshops and Symposia Handbook (EG WS Handbook). The EG WS Handbook describes policies and procedures related to EG Workshops and Symposia.
- providing the contents of an Internet presentation of the EG WSWG Board on the EG web-site, including support of the workflow management. This is technically implemented by the EG Online Board.
- foundation and termination of EG WGs,
- providing reports to the EXB and EXC.

The board should meet once a year, e.g. at the annual EG Conference.

2.3 Responsibilities

The Chair of the EG WSWG Board

- is responsible for guidance and approval of standard EG events,
- is responsible for guidance and approval of co-sponsored events,
- is on the mailing list of the ACM SIGGRAPH Small Conferences Committee (SCC),
- prepares reports to the EXC and EXB, and participates in meetings of the EXB.

Some of those responsibilities may also be taken over by the Vice Chair. In this case the Vice Chair may participate in meetings of the EXB.

Further, the Chair and Vice Chair are concerned with strategic aspects of events.

The Assistant Treasurer is responsible for the financial aspects of events. This includes commenting on the budget plans of the events, processing final reports and writing of invoices.

Other members of the board should also take over special responsibilities. Examples are the coordination and managing of the Working Groups, quality assurance of events, or maintaining the contents of the website of the board.

2.4 Budget

The EG WSWG Board is provided by the EXC with a budget.

3. EG Working Groups

A list of currently existing EG Working Groups (EG WG) can be found in Appendix A.

3.1 Duties

Duties of an EG WG are:
- guiding one or more established event series or single events. This means in particular searching for organizers and locations of events.
- providing event organizers with the EG event policy, e.g. with this handbook,
- providing the contents of a Web presentation of the Working Group,
- assuring the quality of the events,
- providing further services for the community of their special topic of computer graphics,
- motivating the research community in its field by e.g. promotion of research contacts between members.

The chair of an EG Working Group is a member of the Extended WSWG Board.

3.2 Founding and termination of EG Working Groups

EG WGs are founded by the EG WSWG Board. Typically three successful events, based on an evaluation by the workshops board and a topic sufficiently different from those of already existing EG WGs are necessary.

EG WGs may be terminated by the EG WSWG Board. A reason may be that the event series of a WG does not attract a sufficient number of high quality contributions or of participants. This is evaluated by the EG WSWG Board. Another reason could be a reorganization of the topics of the WGs because of the development of the field of computer graphics.

3.3 Working Group Policy of Operation

Each Working Group has to provide a document of its policies of operation. The policies should include:
1. the membership in the Working Group and its offer to members,
2. the election of a steering committee of the Working Group,
3. the election of a chair and a vice-chair,
4. the management of the event series of the Working Group, i.e. the definition of a steering committee if it is different from the Working Group steering committee, choosing organisers, location, if required, and date of next event and the event chairs,
5. the maintenance of a web site of the Working Group.

A Working Group might have members who may be EG members interested in the field covered by the Working Group (1.). In this case policies of their involvement, e.g. concerning special

services or their involvement in the selection of the steering committee for example by elections should be defined.

A Working Group has to have a small steering committee (2.) which includes a chair and a vice chair (3.). There may be a procedure of election or an algorithmic procedure of selection. The committee members may change within a certain period.

The steering committee of the Working Group may also be the steering committee of an event. In the case that a Working Group has adopted more than one event series, it could be reasonable to have an own steering committee for every series (4.).

The web site of the Working Group should e.g. include the policies, links to the events of the Working Group, and further services.

3.4 Budget and Working Group Accounts

3.4.1 Gift for Workshop Organizer

100 EUR are provided per event for a gift to the workshop organizers. Usually the WG Chair should take care of it. For reimbursement of the amount for the gift by EG, a filled EG Expenses Claim Form (https://diglib.eg.org/handle/10.2312/12802) together with the receipts has to be sent to the WSWG Board Chair.

3.4.2 Working Group Accounts

WGs may have an "account" at EG on which money may be transferred from one year to the next in order to support events. The implementation of a WG account requires that the EG Electronic Payment System is used. All money held must be derived from the workshop/symposium registration fees, collected directly through the EG payment system. Sponsorship money cannot be held in a WG account. A maximum of 10,000 EUR per WG may be held.

Requesting a Working Group Account
When a WG requests an Account, an agreement has to be signed by the EG WSWG Board Chair, the Working Group Chair and the EG Treasurer. The agreement is contained in Appendix B.

Financial Transactions
Money can be moved into and out of a WG account with the sole authorization of the Working Group Chair. Such requests can be made by email and the request and response are archived by the EG Treasurer for audit purposes and for use in the event of any dispute. In the case of withdrawal requests these only are allowed against specific invoices from the institution organizing an event or from third party suppliers for activities or services delivered to the event.

A workshop/symposium has to indicate clearly any payments/receipts from a WG account for completeness and cross-referencing.

Financial Reporting
WG accounts should be included in a new section of the EG accounts that record opening balance, deposits and withdrawals from accounts and closing balance. Statements of these accounts be sent to the EG WSWG Board Chair (for information) and to the appropriate Working Group Chairs on an annual basis at the close of the financial year (31 December). Working Group Chairs would be able to request statements at other times.

4. Standard EG Events

Standard EG events are held by EG and are organized by other institutions for EG. A list of currently existing standard EG events can be found in the Appendix C.

EG supports the organization of those events by its infrastructure, like services by EG Publishing, promotions, and sharing of best practices. Benefits of organizing an EG event are summarized in Appendix D. EG is not a financial sponsor or co-sponsor of those events, as practiced for example by ACM SIGGRAPH or IEEE vgtc. The financial responsibility and liability is at the organizing institution.

In the following, the policies concerning standard EG events are presented.

4.1 Selection of the venue, the organizer, and the date

a) In the case of an event series, the WG to which the series is assigned selects the location, if required, the organizers, and the date of the next event.
b) Possible constraints like collision of the date with other events or existing agreements about co-location with other events have to be taken into account.
c) The selection should be performed latest at the event preceding the intended one, i.e. usually about one year in advance.
d) The Working Group has to make the potential organizer familiar with the event policies.
e) New EG events can be established. Propositions are processed by the EG WSWG Board.

4.2 The proposal

The event has to be approved by EG. For this purpose a proposal has to be submitted consisting of

- a signed statement that the EG event policies are accepted,
- a statement about desired EG services,
- a call for papers,
- a budget plan,
- the filled and signed ACM in-cooperation TMRF if in-cooperation with ACM SIGGRAPH is desired.

A so-called "Eurographics Technical Meeting Request Form" (EG TMRF) is made available by the EG Board, in which this information can be provided by the event organizer. The EG TMRF is available from https://www.eg.org/wp/information-for-eg-event-organizers/.

4.3 EG services

EG offers the following services to events:

- Proceedings published by EG Publishing in the EG Proceedings Series.
    - Contact: publishing@eg.org
- the paper submission and reviewing system SRM (https://srmv2.eg.org, https://wiki.eg.org/SRMv2Wiki/index.php/Main_Page).
- the EG Conference package including an electronic payment and registration service.
    - Contact: epayment-support@eg.org

Policies are provided by the EG Publishing Board.

4.4 The budget plan

The idea of asking the event organizers for budget plans is to give them helpful hints, in particular with respect to achieving reasonable events fees and a safe budget.

The budget plan has to take into account the constraints of the following subsections. Exceptions from these constraints need the agreement by the EXB or the EXC.

The fees for workshop are as follows:

	Fees
Administrative fee, include administrative support, website hosting for the event and EG marketing.	€35 per participant
Publication fee, Include provision for open access of proceedings through the EG Digital Library, and support.	€35 per participant
SRM conference and review management systems (optional, 1 instance is included with the publication fees)	€585 per instance (direct cost) per additional instance
EG e-payment and registration service (optional)	6.5% of all transactions

These fees apply to all attendees of an event, including on-site and online attendees. To support hybrid and online events, the total administrative+publication fees an event pays to EG are capped in the following way:
- Online events pay at most €210 per paper published in the EG-DL, i.e. at most 3 attendees per paper count for the fees. For example, for an event that publishes 20 papers, the maximum fee the event pays is €4,200.

- Hybrid conferences also pay at most €210 per paper unless the on-site participants' fees are higher, in which case they only pay for on-site participants.

4.4.1 Proceedings

Proceedings are published open access and electronically in the EG DL. This covers all production costs like SRM usage, issue assembling, cover, pre/postpages, DOI assignment, and DL maintenance and preservation.

If desired, an out-of-the box web-server for the event can be provided. Additionally, digital audiovisual material with the authors' presentations can be stored in the DL. It is included in the publication fees.

The flat rate does not include USB sticks or any other hardcopy devices. However, EG Publishing can assist in providing them. In this case EG Publishing should be contacted for a quote.

If event organizers would like to offer a certain number of printed copies to their attendees, they should ask EG Publishing for a quote for printing and delivery.

The proceedings of some events appear as special issues of Computer Graphics Forum. The costs are the same as for normal proceedings.

If SRM is not used, the final versions of the accepted papers have to be uploaded to SRM by the authors early enough, i.e. at least 5 weeks before the event takes place.

Publication of proceedings by a publisher different from EG Publishing needs agreement by EG. In this case, the event has to pay a fee of 2000 EUR to EG.

4.4.2 EG-Payment and registration service

When using the EG e-payment and registration service, an amount of 6.5% on the transactions performed with the system has to be taken into account (8% standard fee minus 1.5% discount for EG events).

4.4.3 Administrative fees

There are three different models for the administrative fees, as described in the table above, independent from the membership in any organization. These fees include administrative support from EG staff, the ability to host a workshop website and EG marketing (e.g. dissemination/advertising the event via mailing list, and through other events).

If other institutions involved in organizing and supporting an event also request an administration fee, this usually should be added to the EG administration fee. However, other possibilities like sharing fees according to a certain percentage can be negotiated.

4.4.4 Registration fees

EG requests all EG events to grant fees discounts to EG members. If there is a registration fee for participants, EG recommends that registration fees are reduced for EG members by about 20%, or at least 50 € discount. For cross-checking of the EG membership status, the organizers get access to the membership database of EG.

Event organizers should offer similar discounts to members of co-sponsoring or cooperating organizations. In particular, according to the rules of the in-cooperation status ACM members pay the same fee as EG members, if the in-cooperation status with ACM SIGGRAPH is approved by ACM. A possibility of cross-checking of the ACM membership status is provided by ACM.

Local organizers can budget for a small number of non-member attendees and do not need to prove membership to EG anymore.

4.5 Submission of the proposal

The proposal has to be submitted on the platform for approval documents for Eurographics workshops or symposia (https://diglib.eg.org/handle/10.2312/2632681). The EG WSWG Board Chair reviews the document. If necessary, the EG WSWG Board Chair may ask for

- a review of the budget section of the EG TMRF by the EG Assistant Treasurer,
- a review of the call for papers by the EG Publications Board, by EG Publishing, and by the EG WSWG Board.

The EG WSWG Board Chair forwards the comments to the event organizer who submits a revised version.

4.6 Approval of the event

The EG WSWG Board Chair approves the event and informs the event organizer.

4.7 ACM-in-cooperation TMRF

EG supports cooperation of events with ACM SIGGRAPH based on an affiliation agreement between both associations. A particular benefit for the event is that the proceedings published by EG are additionally accessible in the ACM Digital Library by a link to the EG Digital Library.

In case that ACM in-cooperation is necessary or desired, an ACM in-cooperation TMRF has to be attached to the EG TMRF. After approval of the event by EG, the ACM in-cooperation TMRF

has to be submitted by the event organizer to the ACM headquarters. This ACM in-cooperation TMRF is available on

https://www.acm.org/special-interest-groups/volunteer-resources/conference-planning/1-3.

The form is filled out by the event organizer. The ACM in-cooperation TMRF includes the signature of a hold harmless clause and statement of understanding by the sponsor of the event. Further, a copy of a Certificate of Insurance or, if the event is not in the US and the organization is unable to provide a certificate, a letter indicating that they are taking full financial and legal responsibility for the event has to be added by the sponsor. The sponsor is the institution organizing the event, which usually is the institution of the organizer (chair) of the event.

The ACM in-cooperation TMRF has to be submitted timely according to the rules of ACM.

"In-cooperation by ACM SIGGRAPH" must not be mentioned on any documents or announcements before approval by ACM.

4.8 Event and EG Promotion

a) The EG WSWG Board chair sends the final version of the call for papers to the Operations Board for dissemination on the EG Mailing list.
b) The EG Promotions Board is informed about the date of the event, in order to update the list of events.
c) Furthermore the information about the event should be sent to other lists of events, like those of IEEE, ACM, Computers & Graphics.

4.9 Reports

After the event has taken place, the organizers have to provide the following documents:

● a list of all participants of the event. This list is different from the list used for promotions in section 4.9 in that it has to contain all participants of the event. The list has to show the names of the participants, the addresses, the email addresses, and the event fees paid by the participant. The list has to be submitted through the EG Event Approval Platform.
● an event report for Computer Graphics Forum (CGF, cgf-editors@eg.org).

These documents have to be provided within two months after the event.

The Chair of the responsible EG Working Group can purchase a gift of up to 100 EUR of value to the event organizers in order to acknowledge their merits for the event. If doing so, the WG

chair should fill a reimbursement form and send it together with a receipt of the amount spent to the EG WSWG Board Chair or Co-Chair.

4.10 Digital preservation of audiovisual material

If desired, audiovisual material of papers' presentations can be stored and accessed alongside the proceedings in the EG DL. This is advisable when an event is fully virtual or when presentations are recorded during the event to ensure the digital preservation of this material.

The organizer is responsible for getting permission from authors to share the material, producing the video file for each presentation, as well as checking the legal and ethical compliance of the video content. Video files should have a maximum resolution of 1280 x 720, and should be saved in mp4 format. Files should be provided as downloads to the publication board (publishing-support@eg.org) after the event has finished.

The storage of this material is included in the publication fees.

4.11 Invoices

The Assistant Treasurer invoices the costs of the publication fees and the administrative fees from the event organizers. This is based on the list of participants, unless using the author-based fee model, and additional information:

a) For the invoice of the publication fees, the Assistant Treasurer asks EG Publishing for the necessary data.
b) For the invoice of the administrative fees, the Assistant Treasurer checks for a special agreement with the event. The information is available from the EG WSWG Board Chair, e.g. via the EG Event Approval System. If a special agreement does not exist, the standard fees, as described above, apply.

If the list of the participants (section 4.10) is not made available by the organizers in time, Eurographics has the right to invoice an amount based on an estimation of the number of participants of the event.

It is advised to use the EG e-payment and Registration Service (see section 4.3) as this supports this task and simplifies it for the event organizer and the Assistant Treasurer.

4.12 Diversity, inclusivity and ethics

Events should strive to have a welcoming attitude for contributions and participation of anyone regardless of their age, race, gender and sexual orientation, nationality, or physical ability, amongst others. To support this, it is encouraged to appoint chairs who oversee the diversity, equality, inclusivity as well as accessibility policies of the event(s). There should also be a

mechanism to oversee that these are observed by participants. Finally, it is encouraged to make available a Code of Conduct for the event, such as follows:

EVENT is an inclusive and harassment-free event that welcomes participants of all gender, sexual orientation, disability, physical appearance, race or religion. A respectful communication is vital for a healthy exchange of ideas and thoughts. EVENT does not tolerate harassment in any form. Behaviors such as exclusion, intimidation, use of abusive or degrading language, stalking, harassing photography or recording, inappropriate physical contact, unwelcome sexual attention, and all other forms of harassment will face consequences.

5. Events co-sponsored by ACM SIGGRAPH

Co-sponsoring by ACM SIGGRAPH means that ACM SIGGRAPH as well as EG are financially involved in the organization of an event. Co-sponsoring implies that EG shares the financial risk of the event with ACM according to the policy of ACM. The events currently co-sponsored by ACM SIGGRAPH are compiled in the Appendix C. This chapter presents the policy of events co-sponsored by EG and ACM SIGGRAPH.

5.1 Selection of the venue, the organizer, and the date

a) In the case of an event series, the Working Group, which the series is assigned, selects the location, if required, the organizers and the date of the next event. This has to take into account existing constraints. For example, the existing High-Performance Graphics and Computer Animation series, respectively, alternate between Europe and the US.

Possible constraints like collision of the date with other events or existing agreements about co-location with other events have to be taken into account.

The selection should be performed latest at the event preceding the intended one, that is usually about one year in advance. However, the deadlines by ACM should be obeyed, too, so that two years in advance is advised since the approval of the co-sponsoring TMRF requires additional time.

The Working Group has to make the potential organizer familiar with the event policies.

b) New events can be established. Propositions are processed by the EG WSWG Board.

5.2 The proposal

The event has to be approved by EG and ACM SIGGRAPH. This means that proposals have to be submitted to both associations, cf. sections 5.2.1 and 5.2.2.

On ACM SIGGRAPH's side, events of this type are treated by the ACM SIGGRAPH Small Conferences Committee (SCC). In order to simplify the mutual exchange of information, the SCC Chair is a member of the EG WSWG Board, and the EG WSWG Board Chair is on the SCC mailing list.

5.2.1 ACM SIGGRAPH Proposal

Events co-sponsored by ACM are treated according to the policy of ACM. This means that a so-called ACM co-sponsoring TMRF has to be submitted. The ACM co-sponsoring TMRF is available on
https://www.acm.org/special-interest-groups/volunteer-resources/conference-planning

EG has to be documented as a co-sponsor on the TMRF. The percentage of co-sponsoring is according to agreements with ACM SIGGRAPH. Usually it is 50% by EG and 50% by ACM SIGGRAPH. EG and ACM SIGGRAPH share the administrative fees and the surplus or loss according to the percentage of co-sponsoring. This has also to be taken into account in the budget plan section of the co-sponsoring TMRF.

Possible time constraints on submission of a TMRF imposed by ACM have to be taken into account.

If the event takes place presentially in Europe, the following modification is possible. The organizing institution takes over EG's share of the financial risk of the event. Furthermore, the organizing institution pays administrative, publication fees and services such as SRM instances to EG, according to the policy of EG. This option replaces the share of EG, to be paid by the organizer to EG, by the administrative fees according to EG policy for standard EG events. From the financial point of view, this may be more favorable than the standard co-sponsoring option, for EG events with a high number of participants. A disadvantage for the organizing institution is that then it has the financial risk of the event. This, however, also holds for standard EG events. In the case of interest in this modification the EG WSWG Board chair should be contacted.

5.2.2 EG Proposal

A so-called "Eurographics-SIGGRAPH co-sponsoring Technical Meeting Request Form" (EG-SIGGRAPH co-sponsoring TMRF) has to be submitted to the EG WSWG Board. The EG TMRF is available from https://www.eg.org/wp/information-for-eg-event-organizers/. It asks for:

- · a statement about desired EG services (cf. section 5.3),
- · a call for papers,
- · a copy of the filled ACM co-sponsoring TMRF. In case of technical troubles caused e.g. by limited possibilities of the ACM online submission system, a message that the ACM TMRF has been submitted to ACM is sufficient.
- · a signed statement that the EG event policy is accepted.

The proposal has to be submitted on the platform for approval documents for Eurographics Workshops or Symposia (https://diglib.eg.org/handle/10.2312/2632681). The EG WSWG Board Chair reviews the document and forwards the comments to the event organizer who revises the proposal appropriately

5.3 EG services

EG offers the following services to events:
- Proceedings published by EG Publishing in the EG Proceedings Series
  - Contact: publishing@eg.org
- the paper submission and reviewing system SRM (https://srmv2.eg.org,

https://wiki.eg.org/SRMv2Wiki/index.php/Main_Page).
- the EG Conference package including an electronic payment and registration service.
  - Contact: epayment-support@eg.org

Policies are provided by the EG Publishing Board.

5.3.1 Proceedings

If proceedings are requested, the number of desired proceedings has to be stated in the budget plan.

If the event takes place in the U.S.A., the proceedings are produced by ACM SIGGRAPH. Otherwise, the proceedings are produced by EG Publishing.

Proceedings published by EG Publishing are published open access and electronically in the EG DL. This covers all production costs like SRM usage, issue assembling, cover, pre‑/postpages, DOI assignment, and DL maintenance and preservation.

If desired, an out-of-the box web-server for the event can be provided. Additionally, digital audiovisual material with the authors' presentations can be stored in the DL. It is included in the publication fees.

The flat rate does not include USB sticks or any other hardcopy devices. However, EG Publishing can assist in providing them. In this case EG Publishing should be contacted for a quote.

If event organizers would like to offer a certain number of printed copies to their attendees, they should ask EG Publishing for a quote for printing and delivery.

If SRM is not used, the final versions of the accepted papers have to be uploaded to SRM by the authors early enough, i.e. at least 5 weeks before the event takes place.

Publication of proceedings by a publisher different from EG Publishing needs agreement by EG. In this case, the event has to pay a fee of 2000 EUR to EG.

5.3.2 EG-Payment and registration service

When using the EG e-payment and registration service, an amount of 6.5% on the transactions performed with the system has to be taken into account (8% standard fee minus 1.5% discount for EG events).

5.4 Approval of the event

The organizer notifies the EG WSWG Board when the event has been approved by ACM. "Co-sponsoring by ACM SIGGRAPH" must not be mentioned on any documents or announcements before approval by ACM.

5.5 Event and EG Promotions

d) The EG WSWG Board chair sends the final version of the call for papers to the Operations Board for dissemination on the EG Mailing list.
e) The EG Promotions Board is informed about the date of the event, in order to update the list of events.
f) Furthermore the information about the event should be sent to other lists of events, like those of IEEE, ACM, Computers & Graphics.
g) The organizer has to request EG with promotional support if required.

5.7 Reports

After the event has taken place, the organizers have to provide the following documents:
- the ACM-co-sponsoring TMRF completed by the real budget data,
- an event report for Computer Graphics Forum (CGF).

The TMRF has to be submitted to the ACM headquarters with a copy to the Assistant Treasurer. The rules of ACM have to be taken into account.

5.8 Financial result of the event

The ACM headquarters should inform the organizer and the Assistant Treasurer about the financial results. The Assistant Treasurer organizes the necessary transfer of money together with the EG Treasurer.

It is advised to use the EG e-payment and Registration Service (see section 4.3) as this supports this task and simplifies it for the event organizer and the Assistant Treasurer.

Appendices

A. List of currently existing event series
B. Working Group Account Agreement
C. List of currently existing Working Groups
D. Benefits of organizing an EG event
E. New Financial Policy for Eurographics Events (2020)
F. Special agreements
G. Links to more support

A. List of Working Groups

Animation and Simulation
Data Visualization
Geometry Processing and Geometric Modelling
Graphics and Cultural Heritage
High-Performance Graphics
Parallel Graphics
Rendering
EXPRESSIVE (SBIM, CAe, NPAR)
Virtual Environments
Visual Computing for Biology and Medicine.

For an up-to-date list see https://www.eg.org/wp/about-eg/working-groups/ .

B. Working Group Account Agreement

The Working Group (…. name), represented by the chair, name, requests the creation of a Working Group account with the Eurographics Association.

The following terms and conditions are accepted by the Working Group.

1. A maximum of 10,000 EUR may be held in the account.
2. All money held must be derived from workshop/symposium fees, collected directly through the EG payment system.
3. No sponsorship money may be held in the account, that is to say, all sponsorship money received for an event must be spent on that event.
4. The money belongs to Eurographics (as the Working Group is not a legal entity).
5. Requests to transfer money into/out of the account must be made in writing (email is acceptable) by the Working Group Chair to the Eurographics Treasurer. For a deposit the request must clearly indicate the workshop/symposium from which the money is to be taken. Withdrawals may only be made against invoices for specified activities or services delivered for the event from either the institution responsible for the event organisation or from third parties engaged by them. Full details of the bank account to which the transfer is to be made must be specified with each request. Transfers may only be made by electronic bank transfer. Such requests will be archived by the EG Treasurer for audit purposes.
6. As far as possible workshop accounts should clearly indicate any transfers to and from the EG Working Group account in their individual accounts.
7. Eurographics will produce an annual statement of account (income, expenditure and balance) at the close of the EG financial year (31st December), though interim statements of balance may be made to the Eurographics Treasurer by the Working Group Chair.

Signed:

Working Group Chair   Workshops Board Chair   EG Treasurer

Date:
Place:

C. List of EG event series and events

1. Standard EG events

EuroVis Conference (WG Data Visualization)
Symposium on Rendering (WG Rendering)
Symposium on Geometry Processing (WG Geometric Processing and Geometric Modelling)
Symposium on Virtual Environments (WG Virtual Environments)
Symposium on Parallel Graphics and Visualization (WG Parallel Graphics)
Workshop on Graphics and Cultural Heritage (WG Graphics and Cultural Heritage)
Workshop on Visual Computing for Biology and Medicine (WG for Biology and Medicine)
Workshop on 3D Object Retrieval (Steering committee)
Workshop on Urban Data Modelling and Visualization (Steering committee)
Workshop on Intelligent Cinematography and Editing (Steering committee).

2. Events co-sponsored by ACM SIGGRAPH (2015)

High-Performance Graphics (WG High-Performance Graphics)
Symposium on Computer Animation (Steering Committee SCA)
EXPRESSIVE, incorporating the EG Workshop on Sketch-Based Interfaces and Modeling, the EG Workshop on Computational Aesthetics, and the non-EG Workshop on Non-phototrealisitc Animation and Rendering. (WG EXPRESSIVE).

Up-to-date information is available in the EG Event Calendar under the menu item "Events" of the EG homepage https://www.eg.org/

D. Benefits of organizing an EG event

There are several benefits of organizing an EG Workshop or Symposium:

- the existing successful workshop series of high international reputation;
- an international nucleus of prospective participants;
- the promotion by EG on their mailing lists, its Web site, and its journal "Computer Graphics Forum"
- the possibility of proceedings in the EG Proceedings Series published by EG Publishing and in the EG Digital Library
- the conference management support including electronic paper submission, reviewing, e-payment, and registration services
- the existing cooperations with ACM SIGGRAPH and IEEE vgtc.

E. Financial Policy for Eurographics Events (2020)

In order to support the operation of the Eurographics Association, Eurographics events (conferences, symposia and workshops) deliver some part of their income (usually from registration fees) to the association. The amount was previously based on the non-membership differential, basically the difference in registration fees between Eurographics members and non-members. Although successful for many years, this mechanism remained hard to explain to event organizers and became difficult to adapt to the increasing number of events in cooperation with other organizations, as well as in virtual events where registration fee is minor. Therefore, the Eurographics Executive Committee has decided to move to a simpler model, which gives flexibility for recovering fees from authors (author-based model), attendees (participant-based model), or a mixture of both (hybrid model). This will make budget planning easier for event organizers and allow for more flexibility in collaborations with other professional societies.

Eurographics is the European professional organization for computer graphics with many international members. One of the main activities of Eurographics is supporting local organizers of scientific events like conferences, symposia, and workshops. We do this by establishing new event series, maintaining continuity of established series, providing publication services and conference support likeFfo e-payment services. Eurographics is a very lean organization: we do not employ any full time professional staff and all the officers of the association work as volunteers. Nevertheless, the services provided by Eurographics to the scientific community are associated with cost, e.g., maintaining the Eurographics Digital Library and the reviewing infrastructure, providing member services like subscriptions to the Computer Graphics Forum, and helping new initiatives to start off Working Groups and events. These costs cannot be covered by membership fees only, also because a significant number of non-members attend Eurographics events. Therefore, up to now, each event contributed to the overall cost of the association by paying 90 Euros (half of this for students) for each event attendee who was not a member of Eurographics. However, due to the increasingly international community, many Eurographics events are now co-sponsored or in cooperation with other professional organizations like ACM SIGGRAPH or IEEE. Since the event attendees of these partner organizations are consequently registered like members, the percentage of non-member attendees is steadily declining for many of our events. In the end, this means that even the most successful EG events would not contribute to the overall cost of the association. Furthermore, the restrictions in social-interaction due to the COVID-19 pandemic in 2020 meant that virtual events attracted participants by having a null or very minor fee.

In order to respond to these ongoing developments, the Eurographics Executive Committee has decided to move to a cost sharing model which gives flexibility to the organisers to charge fees in different ways which suit best the type of event which is being organised (e.g. purely presencial, virtual, or with a mixture of hybrid participation). These fees are comparable to the administrative fee which other professional organizations charge to event organizers. However, instead of requesting a certain percentage of the registration fee income, Eurographics charges a flat administrative fee. This is consistent with our previous successful flat fee model for

publication services provided by EG Publishing. The amount is clearly below the admin fees charged by other professional societies for typical registration fees and also reflects the fact that the financial responsibility for Eurographics events usually remains with the local organizers. Eurographics hopes that this change will make budgeting even simpler for organizers while providing an income stream to the association which is necessary to maintain and improve membership services in the future.

Questions and Answers

How does the new EG admin fee compare to admin fees of other professional organizations?
ACM and IEEE also charge admin fees to support their general operations. They typically request between 15% and 20% of the registration fee. For events with 300 € registration fee (e.g. EuroVis) this amounts to 45 - 60 €, for events with 500 € registration fee (e.g. EG Conference) this amounts to 75 -100 €. EG feels that a flat fee better corresponds to the real indirect cost at the association than a fee which scales with the registration fee.

Why is the EG admin fee comparatively cheap?
The EG administrative fees described in section 4.4 hold for an event for which the financial responsibility remains with the local organizers. The ACM and IEEE sponsoring models also cover the risk of a financial loss (but also take the profits which should be guaranteed by the TMRF process). Furthermore, some other cost components related to publication are included in their general admin fee.

Does the EG admin fee include any publication or conference services?
No. EG offers publication services for additional flat rates. EG has introduced a new fees model in 2022 for all publications in EG events which include the publication open access of proceedings. This fee covers the cost for SRM usage, DOI assignment, production (pre/post pages, pagination, etc.), maintenance of the EG Digital Library, local web distribution service. It is difficult to compare this fee to offers from publication services of other professional societies because they might include DOI assignment and DL maintenance in admin fees or membership fees but might charge separately for use of a reviewing system. In contrast to other societies is access to the full EG Digital Library (including CGF) included in the EG basic membership fee.

How about membership discounts for event registration?
EG requests all EG events to continue to grant registration fee discounts to EG members. We recommend that registration fees are reduced for EG members by about 20% or at least 50 € discount. Event organizers should offer similar discounts to members of co-sponsoring or in-cooperation organizations. Local organizers can budget for a small number of non-member attendees and do not need to prove membership to EG anymore.

How does this model work with co-sponsored events?
The new EG admin fee models allows other institutions involved in organizing and supporting an event to also request an admin fee. Usually, this would be added to the EG admin fee but other

possibilities like sharing fees according to a certain percentage can be negotiated. If an event is co-sponsored by ACM or IEEE in the sense the profits and losses are shared between the co-sponsors according to a co-sponsoring ratio, the EG flat admin fee can be replaced by the sharing the percentage admin fee requested by the partner society.

F. Special agreements

The following events have previous special agreements on the publication and admin fees.
Up-to-date information can be obtained from the EG WSWG Board Chair.

1. EuroVis Conference
2. Joint Virtual Reality Conference ICAT-EGVE
3. Symposium on Rendering
4. Workshop on Graphics and Cultural Heritage

G. Links to more support

Links for approval process and organisation

1. Guide for planning conferences:
   https://wiki.eg.org/EGWiki/index.php/The_Eurographics_Conference_Planning_Guide
2. EG website for organisers:
   https://www.eg.org/wp/information-for-eg-event-organizers/
3. Event Management Platform, for submitting the workshops' TMRF forms:
   https://diglib.eg.org/emp.html or https://diglib.eg.org/handle/10.2312/2632681

Other links

1. Multistream tool

https://github.com/cg-tuwien/multistream

Developed by TU Vienna for Eurographics 2021. More information: techn@cg.tuwien.ac.at, jeschner@cg.tuwien.ac.at