

Eurographics Workshops and Symposia Handbook

Version: August 2015
Contact: EG WSWG Board Chair



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 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/index.php/events/requesting-for-in-cooperation>.

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:

1. Standard EG events.
Those events are hold by EG and are organized by other institutions for EG. EG supports organization of those events by its infrastructure, like services by EG Publishing, promotions, and advice. Benefits of organizing an EG events are summarized in the appendix. EG is not a financial sponsor or co-sponsor of those conferences, 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 event of type 1 and 2. A list is in the appendix A.

1.2 Organizational infrastructure

The EG events are in the hand 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. In an appendix, documents with additional information concerning e.g. existing events and useful hints are provided.

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.

2.2 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,
- maintaining 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 Website, 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 traditional 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 on 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 on 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 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 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 WGs can be found in the appendix.

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 location 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 member 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 (<http://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 advice. Benefits of organizing an EG events are summarized in the appendix. EG is not a financial sponsor or co-sponsor of those conferences, 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, the organizers, and the date of the next event.

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, i.e. usually about one year in advance.

- b) The Working Group has to make the potential organizer familiar with the event policies.
- c) 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/index.php/events/infos-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

One for asking the event organizers for budget plans are giving them helpful hints, in particular with respect to achieving reasonable conference 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.

4.4.1 Proceedings

Proceedings are published electronically at a flat rate of 30 Euro per attendee of the event. This covers all production cost like SRM usage, issue assembling, cover, pre-/postpages, DOI assignment, and DL maintenance and preservation.

The proceedings are provided in the EG DL. If desired, an out-of-the box web-server for local use can be provided. It is included in the flat rate.

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, an additional production fee of 500 EUR has to be paid. It can be waived if SRM is not used, but the final version of the accepted papers are uploaded to SRM by the authors early enough, i.e. at least 5 weeks before the event takes place.

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

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

An administrative fee of 30 EUR is charged per attendee, independent form the membership in any organization.

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. Such agreements are documented in the EG Event Approval Platform (<https://srmv2.eg.org/COMFy/Conference/EG-WS-EVENT>).

4.4.4 Registration fees

EG requests all EG events to grant registration fee discounts to EG members. EG recommends that registrations fees are reduced for EG members by about 20% or at least 70 € discount, (the minimum membership fee) for full members and 35 € for student members. 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 through the SRM-based EG Event Approval Platform (<https://srmv2.eg.org/COMFy/Conference/EG-WS-EVENT>). 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

http://www.acm.org/sig_volunteer_info/conference_manual/incooptmrfpage.htm.

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 TMRP 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 Promotions for the event

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.

The EG Promotions Board is informed about the date of the event, in order to update the list of events.

Furthermore the information about the event should be sent to other lists of events, like those of IEEE, ACM, Computers & Graphics.

4.9 Promotions for EG by the event

- a) The organizer has to provide EG with a list of participants including their contact data. For that purpose, the registration form has to contain a hint like this:

"In order to improve our service to the international community, Eurographics studies event participation data. We do not make this electronic Data available to others. Please tick here if you wish this registration to be excluded []."

Just those data have to be forwarded whose owner has accepted this.

The list of participants of the event is archived. For that purpose, the EG Promotions Board maintains a database.

- b) The EG Promotions Board provides the organizer with material of promotions of EG, who makes it available to the attendees of the event. The material should be sent four weeks before the workshop takes place.
- c) The Chair of the responsible EG Working Group should 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 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 SRM-based 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.

4.11 Invoices

The Assistant Treasurer invoices the costs of the proceedings and the administrative fees from the event organizers, based on the list of participants and additional information:

- a) For the invoice of the costs of proceedings production, the Assistant Treasurer asks EG Publishing for the necessary data. The standard case is 30 EUR per participant, but there might have been additional services.
- 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 case is 30 EUR per participant.

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.

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 conference 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, 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

http://www.acm.org/sig_volunteer_info/conference_manual/sponstmrfpage.htm

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 in Europe, the following modification is possible. The organizing institution takes over EG's share of the financial risk of the conference. Furthermore, the organizing institution pays administrative fees 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/index.php/events/infos-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 through the SRM-based EG Event Approval Platform (<https://srmv2.eg.org/COMFy/Conference/EG-WS-EVENT>). 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 electronically at a flat rate of 30 Euro per attendee of the event. This covers all production cost like SRM usage, issue assembling, cover, pre-/postpages, DOI assignment, and DL maintenance and preservation.

The proceedings are provided in the EG DL. If desired, an out-of-the box web-server for local use can be provided. It is included in the flat rate.

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 there is an additional production fee of 500 EUR. It can be waived if SRM is not used, but the final the final version of the accepted papers are 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 Promotions for the event

The EG WSWG Board chair resp. vice chair sends the final version of the call for papers to the Operations Board for dissemination on the EG mailing lists.

The EG Promotions Board is informed about the date of the event, in order to update the list of events.

Furthermore the information about the event should be sent to other lists of events, like those of IEEE and Computers & Graphics.

5.6 Promotions for EG by the event

- a) The organizer has to provide EG with a list of participants including their contact data. For that purpose, the registration form has to contain a hint like this:

"In order to improve our service to the international community, Eurographics studies event participation data. We do not make this electronic data available to others. Please tick here if you wish this registration to be excluded []."

Just those data have to be forwarded whose owner has accepted this.

The list of participants of the event is archived. For that purpose, the EG Promotions Board maintains a database.

- b) The EG Promotions Board provides the organizer with material of promotions of EG, who makes it available to the attendees of the event. The material should be sent four weeks before the workshop takes place.
- c) The Chair of the responsible EG Working Group should 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 WSWG Board Chair or Co-Chair.

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 (2011)
- F. Special agreements (May 2015)

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/index.php/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-photorealistic
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. New Financial Policy for Eurographics Events (2011)

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. Therefore, the Eurographics Executive Committee has decided to move to a simpler model based on a flat fee per event attendee starting for all events in 2011. 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 like e-payment services. Eurographics is a very lean organization: we do not employ any fulltime 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.

In order to respond to this development, the Eurographics Executive Committee has decided to move to a cost sharing model per event attendee independent of its member status. This is 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 simple flat fee of 30 Euro per attendee. This is consistent with our 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 per attendee 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 admin of 30 € holds 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. Electronic- only event publications can be ordered for an additional 30 € per event attendee. 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 registrations fees are reduced for EG members by about 20% or at least 70 € discount (the minimum membership fee). 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 model 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 compilation of special agreements should be handled with care since it could be out of date. Up-to-date information can be obtained from the EG WSWG Board Chair.

1. EuroVis Conference (2015)

The EuroVis Conference is organized in cooperation with IEEE vgtc which takes an additional flat fee of 15 EUR. Furthermore, it has IEEE technical co-sponsorship.

The EuroVis Conference has two sub-events, EuroVA and EnvirVis. They are considered as EG partner events. Furthermore, the EG Symposium on Parallel Graphics and Visualization (EG PGV) is co-located.

The budget structure with respect to the administrative fees and the proceedings production is as follows:

- Attendees of EuroVis only: 30 EUR EG admin. fee (+ 15 EUR vgtc admin. fee)
- Attendees of EuroVis and EG PGV: 60 EUR EG admin. fee (+ 15 EUR vgtc admin. fee)
- Attendees of EG PGV only: 30 EUR EG admin. fee
- Attendees of EuroVA and EnvirVis only: no EG admin. fee
- Proceedings of EuroVis: 30 EUR/attendee
- Proceedings of EG PGV: 30 EUR/attendee
- Proceedings of EuroVA and EnvirVis: 45 EUR/paper.

2. Graphics and Cultural Heritage (2015)

The Workshop on Graphics and Cultural Heritage takes place every even year as standard EG events. In every odd year the WG on Graphics and Cultural Heritage participates in the organization of the Digital Heritage World Congress, of which the workshop is a federated scientific event without financial involvement.

3. Joint Virtual Reality Conference ICAT-EGVE (2015)

The Joint Virtual Reality Conference ICAT-EGVE merges the EG Symposium on Virtual Environments and the International Conference on Artificial Reality and Telexistence. The latter is a conference of the Virtual Reality Society of Japan (VRSJ). The event has IEEE technical co-sponsorship.

EG and VRSJ share the administrative fee of 30 EUR equally, i.e. 15 EUR each.

4. Rendering (2015)

The EG Symposium on Rendering has a Sub-Workshop on Material Appearance Modeling. This workshop is treated as an EG partner event. This means with respect to the production of proceedings that 45 EUR per paper are charged.