

SIGCSE Conference Committee Remuneration Guidelines

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This policy applies to remuneration for conference committee members. A separate policy for remuneration for the SIGCSE board and its representatives is stated elsewhere.

General Statements

- This document contains guidelines provided by the SIGCSE Board to be used by conference committee chairs when planning conference related travel reimbursement and waived registrations. The intent of this document is to help the chairs, not to hinder them. Since every conference has its own particular "situation", it may be useful/beneficial/necessary for committee chairs to stray from these guidelines in some cases. In situations where the desired approach differs significantly from these guidelines, it is best if the chairs get permission from the Board ahead of time.
- We strongly suggest that conference chairs make clear, to all volunteers, what level of support they can expect. This should happen as early as possible.
- Remuneration for conference committee members should be somewhat proportional to the amount of work required by the committee members.
- Full compensation for all attendees for pre-conference planning meetings is usually provided. That said, it is suggested that attendance at such meetings be restricted to those committee members whose presence is indispensable.
- Full compensation for all invited speakers and award winners is usually provided, however it is typically limited to the number of days required for them to attend the conference for purposes of giving their talk and/or receiving their award.
- Remuneration is partially tied to the budget constraints of each conference. The conference budget should include the projected cost of reimbursed travel expenses for committee members. People receiving waived registration should be included in the projected attendance numbers, and therefore reflected in projected expenses per attendee. Of course, since their registration fee is being waived, no income from their registration should be included in the budget.
- Considering the high cost of international travel, care must be taken when putting together conference committees. On the one hand we do want to promote broad participation. On the other hand we must be fiscally responsible. In some cases it may be necessary when inviting participation from distant places to agree to a "ceiling" amount of travel coverage, rather than a percent of the cost.

SIGCSE Symposium

- Typically, all committee members receive free registration. However, considering the current economic climate and the ongoing expansion of the committee size (which we applaud), it may be necessary for the chairs to require some committee members to pay full or half registration.
- Conference Chair(s) and Program Chairs(s) should have all expenses covered.
- For a "significant contribution," up to full expenses will be paid for other committee members (at the discretion of the Chair).

ITiCSE Conference

- Same basic policy as that for symposium. In the case of ITiCSE, which traditionally has a higher registration fee than the Symposium, due to the fact that more meals are included, conference chairs are encouraged to consider requiring some committee members to pay full or half registration.
- Caveat – the conference chair can modify the policy as appropriate to accommodate committee members without changing significantly the monetary value of the reimbursement. (For example, some European committee members' institutions will pay airfare and registration, but only a nominal amount per day for food and hotel - these committee members might benefit if the conference provided partial support for travel, rather than complimentary registration.

ICER Workshop

- Typically, registration is waived, and all expenses are covered, for the two visiting program chairs. Registration for the local chair is waived.