PRESENT

Chris North	Dirk Bartz	Vicki Interranti
Tamara Munzner	Loretta Auvil	Eduard Groeller
Ben Watson	Hans Hagen	Robert Moorhead
Jim Thomas	Arie Kaufman	David Ebert
Bill Ribarski	Torsten Mueller	Elizabeth Jurrus
Daniel Keim	Penny Reigans	Hanspeter Pfister
Matt Ward	Greg Nielson	

MEETING

1. General infovis Discussion

Update by Tamara and Matt: Infovis went extremely well with record attendance. There is a general concern that Vis does not have infovis papers or sessions. Infovis papers were submitted to Vis and not accepted. There is a suggestion that the CFP be more carefully crafted to solicit infovis papers. There is a desire to keep infovis people at the conference after Tuesday and Vis sessions with infovis sessions would help. The overlap of infovis with tutorials and workshops is preventing people from submitting more tutorials and workshops. The suggestion has been made to move the infovis related tutorials to Wednesday, Thursday or Friday. This would also make the new registration structure more "friendly." Lastly, it was observed that there were a lot of Vis people at infovis this year.

Action item: How do we solve the issue of having infovis papers in the vis program? Assigned: Daniel and Robert will research and report back via email.

Action item: Coordination must be made with the Vis 2005 program chair to ensure infovis papers are properly solicited.
Assigned: Matt Ward

Action item: Effort must be made to include the infovis liason in the Vis Committee decision making process. Pak Wong is the Vis 2005 infovis liason.
Assigned: Baoquan Chen and the Vis 2005 committee.

Action item: Include an infovis rep with in the tutorial and workshop committee.
Resolved (10/14/04): Sue Havre is on the tutorial committee

2. New Registration Rate

Motion by Hanspeter: New registration rates need to be re-evaluated.
Discussion: The general feeling is that we should give the new rate more time. It was suggested that we be sure to look at reviews at the end of the conference before making a decision.

Announcement – send agenda items in before vgtc meetings

3. Banking and Registration Update: Ben Watson

Ben Watson reported on banking and registration. He feels we need to be in better control of our money. At IEEE VR 2004 conference, there was an incident where IEEE prevented the spending of money. There is a significant cost benefit in leaving financial institution behind. It was pointed out that IEEE couples finance tightly with registration and that we cannot have one without the other. The reason we use IEEE now, is because we couldn't find someone else to do it. It needs to be outsourced one way or another.

Action item: What are our other financial options?
Assigned: Ben, Loretta, and Bill

4. Committee Guidelines for Conferences: Ben Watson

Ben Watson brought up the topic of continuity of management for VR. Often, Co-chairs from last conference are burned out, yet coupled with novice chair every year. Ben proposed a new "chair apprentice" paradigm. The current chair would be coupled with next year's chair (as opposed the previous year's chair). It was brought up that the program chair serves this purpose is often left out of the main loop. The best solution to this is to improve communication within the committee. Also, guidelines will be published based on noted from Vis 2004 and made available to the committee.
Discussion – the program chair serves this purpose, but is left out of the main loop. One possibility is to have the vgtc maintain the committee mailing list (ensuing mailing list continuity). This is not ideal because the chair won't have direct control over the mailing list. Penny suggested that committee assignments be made earlier to give people in committee positions more time to prepare.

Action item: A better training manual needs to be made for the conference chair. Should Committee assignments be made earlier (at least one year in advance)
Assigned: Jim Thomas, Hanspeter, Kelly, and Bill will meet over email to think about creative ways to improve this process.

Proposal: Publish a list of the conference committee duties to the vgtc web site.
Action item: Dirk Bartz will request this information from Hanspeter.

Action item: Tamara and Matt – send infovis symposium committee duties and infovis schedule to Hanspeter.

5. Member Services Provided by vgtc Web Site: Hanspeter Pfister

Hanspeter wants to know what serviced should be provided on the vgtc web page:
- Meeting minutes – Yes. General agreement that this should be available
- Newsletter – Undecided. Committee need would need someone to take one this responsibility for several years. It would not look good if this is started and not continued. This would be an excellent opportunity to bring in a student.
    - **Action item**: Dirk, Torsten, Daniel, Vicki will investigate this and make a suggestion to vgtc as to what will make the best sense.
- Conference calendar – undecided. Conference dates need to be posted as soon as available.
    - **Action item**: Dirk will talk to Helwig about linking to his calendar.
- Data and contests – Undecided. The possibility exists to use this to link to on line data bases and contests that we know of (Vis and infovis). We should consider permanently hosting them.
    - **Action item**: Dirk will look into the advantages and disadvantages of hosting this service.
- Awards – Yes. Comment made that only vgtc members can nominate vgtc people for future awards. This will encourage people to join.
- Papers – This service would provide early paper access for IEEE vgtc members before the Vis conference. There is approval from IEEE to do this, but Jim Thomas reminded the committee that there are privacy issues with electronically publishing papers before the official hard copy publication date. There is also a desire to link the papers with the conference program on the web site. How can these needs be met without replicating everything? In addition, Tamara pointed out that authors will publish their papers on their web pages and that this problem could be partially solved if these links are maintained.
    - **Action item**: Torsten and Dirk will look into the best way to organize and present the papers electronically before their publication date and in a way that minimizes replication.

5. Consistent Paper Deadline Discussion

The steering committee would like to have one date for all paper deadlines (for symposia and infovis). There is a general agreement that March 31 is ideal given the time of year, other conference dates, and the time is needed to review all the papers. On the other hand, April 9th gives people a chance to revise and submit rejected SIGGRAPH papers.

Action item: The vis steering committee will discuss this issue with infovis representatives (Matt & Tamara) to agree on a common, consistent paper due date.