Completing IN-COOP forms for ACM-SIGCSE

Start at http://cms.acm.org/incoop/cms\_incoop.cfm with a sheet of spring or fall data on conference, chairs, and paper chairs. You must also prepare a hold harmless word document for each conference (use any of the previous ones, changing the conference location and date and the signature dates) which is then stored as .pdf. You must have the latest Certificate of Insurance. I try to do the Spring forms in August/ September but since insurance renewal has been in October, I have to use the previous year’s certificate. I would like to complete the Fall conference forms in December/January, and the new COI is available then.

The second acm webpage asks for an acronym, use CCSC, and year of the conference, then it lists the last of our ten conferences, so you can select which one you want to update. The next page is shown below in the first two screen shots. I use Bill’s address for mail and john’s email and phone in the Publisher box (obviously this will change soon). For each conference we assume 5 x 3 sessions, though sometimes there are fewer, and 15 papers is an average. I take the estimated attendance and finance data from the approved budgets.

After checking off the ACM policy docs I have to enter contact data for a Conference Chair and a Program Chair (papers chair) . Both are supposed to be SIGCSE members (third screen shot). I can then enter my own data as the individual filling out the form (I say I am a Steering Committee member) and finally upload the COI and the hold harmless .pdf forms. It takes about 3 hours to gather all the data prepare the .pdf forms, and then enter the five conferences.





