Thursday, September 10

Meeting called to order by SIGCHI President Gerrit van der Veer

Also Present: Philippe Palanque (Specialized Conferences), Gary Olson (VP Finances), Fred Sampson (VP Ops), Mary Czerwinski (Outgoing Executive VP), Fran Spinola (ACM Liaison), A.J. Brush (Outgoing VP Communication), Nick Sadosh (Adjunct Chair for Chapters), Loren Terveen (VP Communications), Scooter Morris (VP Conferences), John Kart (IFIP Liaison), John Thomas (VP At-Large), Zhengjie Liu(Adjunct Chair for Developing Worlds)

Calling in for the morning: Julie Jacko (Past President), Joe Konstan (Outgoing Past President)

Reports from outgoing members of the Executive Committee

Joe Konstan. Reflected on role for Past President. Discussed general responsibility of Executive Committee: election signifies trust of membership. Take this seriously. Act responsibly on their behalf. Importance of integrating local chapters, worldwide.

Julie Jacko. Reflected on her term as President. Important goals included: open communication with the membership, use of data to inform decisions, articulating the value proposition of SIGCHI membership to local chapters, managing the volunteer base, opening up communication between CMC and EC, and enhancing communication between SIGCHI and other SIGS.

Mary Czerwinski. Talked about issues with maintaining a database of volunteers, need to bring new people into the Executive Committee.

AJ Brush. Discussed the Awards program. Noted technological challenges with information management and communication. Also addressed the issue of volunteer management: the problem is not just maintaining a list of volunteers, but also maintaining a list of tasks – of different scopes and sizes – that need doing.

Phillipe. Chair for specialized conferences. Sponsored conferences … for which ACM is giving benefits. E.g., CSCW, UIST, IUI, … EICS is a new one. First one in Pittsburg and a success.

Gary: Flag for later discussion. CSCW need more oversight since it is now annual. 2012 chairs is already chosen.

Philippe Palanque. Reported on his work with conferences (other than the CHI conference) that get sponsorship or "in cooperation with" status from SIGCHI. Mentioned needs to better manage data from small conferences, which might better inform decision making.

Fred Sampson. Reported on SIGCHI finances. After a period of financial stress, SIGCHI now is in good financial shape. ACM requires SIGCHI to have a $1.3 million balance, and our balance currently is $2.1 million. Some things we've spent money on: (1) The development fund, with the goal of making it easier to bring people to the conference. (2) Improving the website.

Gerritt van der Veer. Discussed his experience with conference management. Mentioned key issues of finding suitable CHI conference chairs and selecting sites that (a) meet our financial and logistical requirements, (b) meet our location preferences (e.g., relatively frequent meetings in Europe). Reminded everyone that putting on the CHI conference is very expensive, and that it might be worthwhile to re-examine the financial model for the conference. Discussed personal experiences at recent INTERACT conference in Rio de Janeiro. Felt that one shortcoming there was that interactions between Brazilians and international attendees were limited. Similar observations regarding the recent CHI conference in Florence. In conversation, the issue of language was identified as possibly very important.

Nick Sabadosh. Local l chapter workshops were held at CHI and were effective. Worked on supporting new chapters in getting started. Idea for a CHI "kit" that could be distributed to local chapters to use to promote the CHI conference to local chapter members. Has developed a survey and sent it out to local chapter members. Minimal responses so far. Emphasized need for SIGCHI and ACM to offer tangible benefits to local chapter members.

Scooter Morris. Noted that he took over his position in the middle of the term of the last Executive Committee. Found a number of problems in the information management area, notably with mailing lists and the SIGCHI web site. Mailing list problems were addressed. New SIGCHI web site launched today. Potential for local chapters and specialized conferences to have space there and administer their own content.

John Karat. Discussed relationship of SIGCHI to IFIP TC 13. Discussed the INTERACT conference, noting recent (Rio and Stockholm) and upcoming (Portugal, 2011) locations. He mentioned that the INTERACT conference model is very different from CHI: INTERACT is bottom up, with a local community taking planning and execution responsibility, while CHI is top-down. It is important to note, however, that the scale of the conferences are very different: CHI is roughly an order of magnitude larger.

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After reports from outgoing members of the EC, the next topic was planning of tasks for the new EC. Breakout groups were defined. After the breakouts were completed, each group presented reports.

Membership and Communications. AJ Brush and Loren. Terveen
    Topics discussed included:
- Responsibilities

- Taking and publishing meeting minutes
- Managing the Awards process (many aspects)
  - Discussed the new Lifetime Practice Award and decided a process for selecting winners. After later discussion with Gary Olson, decided that the Achievements committee (which Gary chairs) will select this person.
- Preparing membership statistics for the annual SIGCHI meeting at the CHI conference
- Visions for the role, including making SIGCHI data available to the membership and using newer social media for communication
- AJ Noted that getting volunteers isn't the problem, the problem is finding suitable tasks for volunteers. Desirable properties for tasks are:
  - Can be easily separated out
  - Have suitable visibility
  - Are not easier for members of the EC and other official committees to perform themselves
- Noted that the SIGCHI Bulletin has ceased publication. General agreement that this was the right outcome: functions it had served were best served through the SIGCHI web site or other means.
- Discussed a role for the SIGCHI web site as aggregator of CHI-related content produced in assorted digital media

Finances - Gary Olson, Dan Olsen, Fred Sampson, Fran Spinola

Major issue – Strategic and wise use of the SIGCHI surplus

Some ideas mentioned for possible consideration
  Reduce membership dues
  Reduce conference registration
  Reduce expected return from conferences
    An alternative idea was proposed and approved by the EC:
      Give conferences an "up front grant", amount to be set by the CMC, with EC approval required.

        *** **Motion** approved: CMC will be charged to propose starter grants for CHI 2010 and 2011. EC will discuss and approve or disapprove.

  Cover EC members CHI conference costs

More general – solicit proposals from membership
  Fund worthy projects
    Mechanics of this idea will be worked out with ACM
  Support "communities of interest" (see proposal from Dan Olsen)
  Viewing investments as seed funding

Because of the opportunities afforded by the current financial surplus, and the need to use it wisely and strategically, a day of the next Executive Committee will be devoted to ideas for ways to invest the surplus.

John Thomas - Readout on HCI multidisciplinary and multicultural issues

Potentially Interacts with:
- Budget; e.g., development fund; possibility of different fee schedules
- Leadership development; recruit younger people to help now from other disciplines and cultures
- Website and information architecture: e.g., translation of abstracts
- Local chapters; e.g., chapter by-laws may need flexibility to work in some cultures.
- Other societies; e.g., learn how they deal with language issues; find ways to cooperate where it makes sense

Understand what the issues are for people from different (national) cultures
- Example: In China, curriculum is centrally controlled and there are difficulties to get HCI into curricula because it is not yet viewed as critical, apart from I/O technologies such as speech and handwriting recognition.
- Perhaps we can leverage power of ACM to help with this

Noted that it is important to communicate about SIGCHI's efforts to understand and deal with multicultural issues. For example, this includes ongoing attempts to find European sites for the CHI conference and the severe financial difficulties in doing so.

Develop different approach to European (and other cultural venues) for CHI.

Language is an on-going issue. Need plans to deal with. Perhaps having graduate students who are multi-lingual help with translating abstracts (Interactions; e.g., digital library, conference, website).

Perhaps have a day where local chapters (and others in SIGCHI) worldwide attempt to deal with some issue(s) on Internet to increase awareness of HCI and SIGCHI worldwide as well as build bridges. (Analogy to UPA's world usability day).

Perhaps have local chapters help identify and brainstorm about specific multidisciplinary and multicultural issues.

Some previous suggestions need to be reinforced every year
- Encourage use of "International" English
- Have quiet places at receptions to facilitate conversations

- Remind workshop leaders and panel moderators to consider cultural
  differences in managing interaction and discussion
- Remind workshop leaders of jet-lag issues.

Explore how other multidisciplinary and multicultural institutions deal with such issues.
- Cross-cultural within organizations
  - Define goals and measures of success.

Nick Sabadosh - Local Chapters Activities for 2009/2010

Local Chapters Statistics/Data
- **Critical information to form foundation for other work**
- How many members in local chapters?
- How many members who are members of ACM, SIGCHI, etc.
- Create "taxonomy" of chapters, to identify needs of different types of chapters

SIGCHI/ACM Benefits for local chapter members
- Digital library and/or Interactions
  - o Understand with ACM what are the costs… and what are the dangers of "diluting" ACM membership?
- SIGCHI Lite membership? (Associate)
  - o Consider trial of SIGGRAPH approach with one SIGCHI chapter

CHI 2010 Activities
- Local Chapters Workshop
- Booth (may be able to co-locate with CHI-Atlanta)
- Ribbons for chapter members
- Promotion
  - Continue collaboration with CHI 2010 committee
  - Distribute CHI 2010 kit
  - Provide free registrations (?)

Web presence for local SIGS
- Add tab to SIGCHI homepage
- Authoritative list of chapter leads and contacts
- Establish online forum for chapters/chapter leaders
- Ensure "how to start/Maintain SIG" content is current and available
- Explore options for distributing chapter news: Blog? Threaded bulletin board?

Create Local Chapters Team
- Consider developing SIGCHI local chapters team
- Co-chair?
- Local Chapters Committee?

Local Chapters Discussion:

- Used to send tutorial notes – no appropriate to resurrect. Instead, explore mentoring or other ways to fulfill that type of benefit.

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Friday, September 11

More breakout group reports

Scooter Morris & Philippe Palanque – Conference Management
- Reported on site selection process
  - 2012. Austin, TX
  *** The Executive Committee formally approves this

  - 2013. Goal is to go to Europe. Many bids have been solicited, but are too expensive. Considering new approaches to generate acceptable bids, including engaging local CHI communities or partnering with other communities that are looking for a site for their conference.

  - 2014. Very good bid from Toronto is in hand. We are optimistic that this will be the location.

  - 2015: Targeting Asia... will need a healthy fund balance!

- First meeting of the CMC in January 2010 or in conjunction with the PC meeting for CHI 2010 in Atlanta

- Discussions around specialized conferences process

      o Understand existing ACM process

      o Integrate in that process

      o Refine our process to fit better

- Change review process to approve new sponsored conference (go to the entire CMC for review)

      o Time frame for providing approval (automatic time-based approval if no opposition)

      o More detailed for new conferences

- Review the value propositions for sponsored conference

o Negotiate with James Stewart a multi-year contract (and get a discount rate)

o Regonline is similar thanks to the negotiation with ACM

o Support from ACM on budget

o Support from ACM on contract with hotels

o Discount for advertising in CACM ($1500 per page instead of $10000)

o Support for web site for conferences (they go direct to www.acm.org/sigchi/...)

- Try to make the things more visible by setting up a paper to be published in INTERACTIONS magazine

o Make the policy for specialized conference explicit

- CHI site selection for Europe in 2013
  • Pursuing a number of possibilities. Trying alternative approaches to generate a financially viable offer.

Scooter Morris presented a proposal to submit a bid for the development of a system to manage the flow of data from one (CHI) conference to another. (See Proposals section at end)

The Executive Committee approved the proposal.

Scooter Morris presented a proposal to reorganize the Conference Management Committee. (See Proposals section at end) One of the major intended benefits is better support for and coordination with specialized conferences. Committee discussed pros and cons of the proposal for achieving this benefit

The Executive Committee approved the proposal.

Gerrit van der Veer presented a vision for this Executive Committee: activities and assignment of responsibilities. Some additional topics were suggested, including:
  • Leadership development. Help develop younger members of the community. John T, Gary, and Gerrit volunteered for this activity
  • HCI Education worldwide. Discussion, followed by a decision to identify a champion for this activity. Action item: Gerrit will identify someone for this role.

Awards – Loren Terveen

Goal: Get HCI people nominated for awards – especially ACM awards – outside of SIGCHI. Loren T will oversee the process in general.

List of ACM Awards. http://awards.acm.org/html/awards.cfm

Athena award. Elizabeth is leading this effort.

Report from Dan Olsen regarding Publications

- Interactions is going fine
- New TOCHI editor named: Shumin Zhai
- Reminder: TOCHI publications now offered a publication slot at the next CHI conference
- As soon as final version of ACM journal papers arrive, they appear immediately in the digital library
- Shumin will work on two things:
    o Inclusion of "areas" in TOCHI… may be a route to creation of new Transactions
    o Reducing time to decision for submissions
- CACM is seeking research highlights
    o Investigate the process – what can be published as a Research Highlight?
    o Send this info to CHI (CSCW, UIST, IUI, …) Best Paper process and Shumin to nominate at least one TOCHI paper
    o
- New publications ideas. Again, these are still just ideas for discussion.
    o YouTube SIGCHI channels
        ▪ Technical Content – demonstrations / presentations of innovative work
        ▪ Opinions / Essays / Interviews
    o SIGCHI Podcasts
        ▪ Give someone a list of 12 people. Have them do phone interviews, then publish them as podcasts over a period of 12 months.
    o Cost to CHI conference
        ▪ Why? So best / most appropriate content presented at the conference can appear in this medium, too.
        ▪ Goal: Distribute content to broader community
        ▪ Types of "content" that could be generated
            ▪ FTF interviews with interesting CHI people
            ▪ Video reporter at CHI… walking around reporting on specific things
    o Books of influence

- Goal: get on the shelves of Barnes & Noble
- Business school model. 200 or so pages. Rather light in tone, not very technical. For a general audience. Examples:
  - Design of Everyday Things
  - Here Comes Everybody
- Ideas: partner with existing publisher.
  - Brand it with an HCI Series label
- Michigan Business School has a very successful series
- To kick off: get 3-4 "launch books"
- Professional editors needed
- Raise the profile of this type of books… make sure reviews appear in prominent places
  - This will attract people who "have a book in them"
- Different ideas:
  - A series where certain people are solicited to write books on certain topics vs.
  - We'll promote books that fit this model that already are being written…

Discussed a new adjunct chair position – Publicity Chair. Agreement that we should find someone for this person. Gerrit is seeking volunteers.

Publicity
- Outstanding issue: We must define our goals. Candidate goals:
  - Awareness of HCI
  - Evangelizing HCI
  - Get people to the CHI Conference
- Volunteer champion not yet identified
  - Adjunct Chair candidates were discussed
- CHI Conference needs to handle its own publicity
- Each CHI Conference has **local** publicity implications, too
- CHI Conference generates publicity
- Consider CHI Conference publicity as SIGCHI publicity, too, which is not being done much now
- Longer term, strategic publicity?
- Hire professional publicist?
  - Note that there are different niches for publicists, e.g., some specialize in publicizing academic programs (Gary has experience with this)
  - Investigate firms that specialize in doing PR for professional organizations
  - Approach that has been considered to work: Give publicist a commission
- What has ACM done with professional PR?
- Recall: Idea to use local chapters to promote CHI… put together kits for chapters to use

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  o Video testimonials from members of relevant communities (e.g., semi-conductor industry, particular geographic region)
- Use grassroots social media… blogging, facebook, twitter, youtube …
  o Advantages to focusing on this initially… including:
    - This reaches our potential audience
    - We have good content… e.g., could do "Upcoming CHI Conference Trailer" with excerpts from N video demos accompanied by voice over.
    - We can quantify effect, e.g., Number of downloads / views of a YouTube video
- Targeting messages to particular groups

Schedule for upcoming EC Meetings
    January 2010 – Austin Texas
    Summer 2010 - Europe

Saturday, September 12

More breakout reports

Electronic Information Management Tools – Fred Sampson, Loren Terveen, Nick Sampson

Discussed tasks tools must or could support, including:
- Planning and coordination within the EC
- Knowledge repository for the EC
- EC communications to the membership/public
- Local chapter functions
- Making part of the CHI conference experience available to people who cannot attend

Discussed some technical and policy issues with ACM mailing lists
- Use of CHI-Announcements vs. the SIGCHI mailing list (which includes all SIGCHI members)

To Do Items
  o All EC members need a login for the SIGCHI web site. They also are creating groups, so different roles can have different access rights.
  o All EC members should familiarize themselves with the site and determine whether / how they can use it for their responsibilities.
  o Tasks for Loren

- Decide where on the site meeting minutes should be posted
- Determine which documents handed off by AJ should be private, which should be public, and where they should be posted
- Identify a Student Volunteer to be SIGCHI's Social Media coordinator. Loren will work this person to define duties. At the least, they will include being sure that data is posted to the relevant groups on Faceook and LinkedIn.
  - Clarify the roles and policies for the SIGCHI mailing lists CHI-Announcements and SIGCHI-members
    - Some discussion that too many messages were sent to SIGCHI-Members recently, causing a number of complaints. However, the reports of this were secondhand, so it is not clear whether there was a substantial number of complaints. Fred and Loren should investigate before any changes to current policies are proposed.
    - Who moderates these lists? Fred will investigate.

Becoming International – John Karat
- Potential to have an event (e.g. a workshop) in East / Southeast Asia to bring together HCI people and groups from that region
  - Plan is to develop a proposal for the January meeting in Austin
- This could be a step toward a potential CHI conference in the region in 2015
- We should get a report on the experience so far of CSCW 2011 … Gary will give us some information at the January meeting
- CSCW 2011 is March 19-23. The potential event could be held before / after this, which would serve as a useful occasion to get people together

Public Policy and Lobbying
- Gerrit, Elizabeth have been talking about this
- There has been some activity in US, but none in Europe so far
- Goal: understand what structures might be necessary to participate in these activities in Europe and Asia
- Possible issues to be addressed:
  - Educational standards and structures
  - Technical standards
- One approach:
  - Set up workshops to discuss and debate issues… but don't have an "official SIGCHI policy".
- Existing US Policy efforts discussed
- In general, there was discussion but no resolution of how this issue should be addressed.

Via telephone, Elizabeth reported on contact / collaboration with other professional groups
- Some relevant socieites
  - HFES
  - UPA

- o British HCI Group
- Also noted that she is working with Nick to understand what "other" activities/organizations local chapter members are involved with
- John K: IFIP / TC 13, British HCI Society is a member of this… there have been discussions in the past about SIGCHI having events in the UK
- John T… what about "non HCI organizations that should be aware of what's going on in HCI"?
  - o For example: health care / health informatics
- Gary… what about our "referent disciplines"?
  - o Psychology (APS, APA)
    - ▪ They have awards for the application of psychology… could some of our members be nominated for these awards?
  - o Academy of Management
  - o Anthropology
    - ▪ Elizabeth is on the steering committee for EPIC

Discussion of Dan Olsen's proposal on CHI Communities
- Realization that money will be needed to implement this proposal
- John T – policy on what community topics are *not* OK?
  - o Or, more generally, the policy by which community topics are approved / disapproved
- Clarification:
  - o SIGCHI members get "full benefits"
  - o Others can participate in some way, but not (say) vote
- Moving forward… who will participate?
  - o Dan, Nick, Fred, Scooter, Loren, Phillipe
- Idea: identify some "first movers", e.g., CSCW, UIST, IUI, some good-size local chapters
- Think carefully about what rights communities get as they get larger

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Proposals

Note that these are just proposals. If a proposal is officially approved by the Executive Committee, that is explicitly noted.

Dan Olsen – CHI Communities

CHI Communities

Subsumes both many local SIGS as well as communities focused in interest areas

Mechanism

Web-based infrastructure

Any 10 SIGCHI members can form a community through our website

Any SIGCHI member can join any number of communities

(Can a non-SIGCHI member join?,
?? special nonSIGCHI membership status?

A community has at minimum a chair with other offices as desired (configured by the chair through the website)

Every two years a web-based election of officers is held by vote of all members.

Benefits to a community

A members email list

A web-site

Possibly a budget line with money from SIGCHI

Possible grants from SIGCHI to grow an area

Large communities might have their presidents as EEC members

Large communities might be able to nominate CHI papers ACs or TOCHI associate editors

Large communities might have a column in interactions.

A Wiki/blog on the website

Mechanisms for promotion of community activities

Benefits to SIGCHI

Fosters new communities and provide them with a voice

Elected officers become new potential participants/leaders

A point of contact from SIGCHI EC to a community

Challenges

Should there be limits on committee topics

How do we define the limits

How do we enforce any limits we create

Community squatting by non-legitimate organizers

Benefits

Leadership grooming

Proposal: Modification of Structure of the Conference Management Committee

Introduction
The SIGCHI Conference Management Committee (CMC) is a subcommittee of the SIGCHI Executive Committee that is appointed by the SIGCHI Vice President for Conferences. This group, in association with the SIGCHI Adjunct Chair for Specialized Conferences is responsible for overseeing the entire SIGCHI conference portfolio, including site selection, chair recruitment and training, setting conference-related policies, managing the various electronic support tools, and ensuring year-year consistency where appropriate. At its inception, the CMC was a small group of volunteers, most of whom had specific support roles and areas of focus and a paid contractor separately handled training of CHI conference chairs. During the downturn in the early part of the 2000's the chair training was determined to be too costly and the training program was cut.

Recently, the CMC was reorganized to provide better communication between the CMC and the EC as well as to provide improved access to the expertise and experience on the CMC to upcoming CHI conference chairs. The CMC was expanded to include additional members of the Executive Committee, all future designated CHI conference chairs and the previous year's CHI conference chair. This new structure had several significant advantages, but also blurred the distinction between the CMC and the EC and the lack of focus and difficulties in meeting logistics resulting from this larger group made it difficult to move forward on some significant issues. Furthermore, it made the make-up of the CMC explicitly CHI-conference centric. While some focus on the CHI conference is natural since it is by far our largest conference, this became much more profound when the membership of the CMC explicitly included all future CHI conference chairs, but no representation beyond the Adjunct Chair for Specialized Conferences for the other conferences in the SIGCHI portfolio.

Proposed Reorganization
We propose to split the CMC into two bodies: the Conference Management Committee and the Conference Advisory Committee. The Conference Management Committee will be a small, focused support group of volunteers and the Conference Advisory Committee will be a larger group primarily focused on communication with conference chairs and understanding the ongoing needs of conference operations.

Conference Management Committee
The Conference Management Committee will revert to a smaller, focused group of volunteers that will provide support for the conferences; implement, document, and disseminate conference-related policies; interface between the CMC and the Executive Committee; collect, maintain, and publish (when appropriate) conference-related data; track conference-related trends, including attendance, submission rates, costs, etc. Furthermore, the Conference Management Committee will work with the Executive Committee to use the conference portfolio to implement SIGCHI strategic directions such as the increased internationalization of the SIG, outreach to new groups of HCI professionals, etc. This group will meet multiple times throughout the year to provide ongoing support and strategy for the conference portfolio.

The Conference Management Committee shall consist of the VP for Conferences, the Adjunct Chair for Specialized Conferences and additional members appointed by the VP

for Conferences and the Adjunct Chair for Specialized Conferences to support the needs of the conference portfolio. Currently, the committee would include volunteers in the following roles:

- Site Selection

- Conference-related data collection, analysis, and archival

- Reviewing system support

- Publicity

- Budgeting

- ACM Liaison

The SIGCHI President will be an ex-officio member of the Conference Management Committee.

Conference Advisory Committee

The Conference Advisory Committee is a larger group consisting of the Conference Management Committee, the previous year's CHI conference chair, all future designated CHI conference chairs, and the designated chairs or representatives of the other, larger, SIGCHI sponsored conferences with an established history and community (e.g. CSCW, UIST, DIS). This group will meet once/year and provide a forum to discuss the activities of the Conference Advisory Committee, ongoing needs of the conferences, possible longer-term changes to the conferences, and to share experiences between conference chairs in various stages of the planning process. This meeting will also provide explicit access to the expertise on the Conference Management Committee for upcoming chairs.

Conclusion

This reorganization is meant to provide a structure that can be more responsive to the needs of the SIG with respect to changes to the conference portfolio and management of that portfolio. It will also provide increased access to the expertise on the Conference Management Committee to chairs of upcoming conferences, including the larger, more established specialized conferences.

Proposal: Implementation of a System to Support CHI Conference Metadata Management

Introduction

The management and operation of the CHI conference is an information-driven process that requires volunteers to assemble, correlate, translate, and reapply a wide variety of data about the conference process. These data include information about: submissions of various types; information about the conference venue including room sizes, setting, and A/V requirements; accepted presentations; schedule; session information; and a variety of attendance information. This information is used to produce the conference as well as a number of artifacts to support the conference. These artifacts include planning documents such as the room assignment spreadsheet and input to the budget. These

artifacts also include attendee information such as the conference web site, final program, and the proceedings. Finally archival information about overall attendance, session attendance, etc., would be useful to provide ongoing planning for the conference. This information is currently managed manually, often with a great deal of re-entry, hand editing, and hand-offs between individuals. This is a labor-intensive, error-prone, and time-sensitive aspect of the overall conference operation that is the source of significant concern, both on the part of the volunteers and on the part of the "users": both submitters and attendees.

Recently a group met to outline the data flow described above and understand how meta-data about the conference flows through the operations. The group, which included members of the CMC and a past Technical Program chair agreed that there was a significant need to provide a computer-based system to support the management of this meta-data throughout the conference process.

Proposal

We propose that the Vice President for Conferences be assigned the task of soliciting proposals to implement a system to support the flow of conference meta-data. We further propose that the EC agree that this is a critical activity and that $50,000 be allocated to support the initial implementation, with the understanding that this budget will be reviewed once the proposals are analyzed and a vendor chosen.