

**SIGHCI Conference/Workshop Planning Meeting
12/14/2004, Washington, D.C.**

SIGHCI Conference Organizers Present

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The following issues were discussed:

1. Paper Submission Policy for SIGHCI Conference/Workshop Organizers

Conference/workshop organizers, including conference/workshop chairs and program chairs, may submit papers to the SIGHCI sponsored conference/workshop that they are organizing. The review process for such submissions, however, must be managed and completed by independent parties. For example, if one of the program chairs for a conference submits a paper to this same conference, then the review process for this paper must be managed completely by another program chair or a conference chair.

Papers submitted by conference/workshop organizers may be nominated for a best paper award for that same conference/workshop, assuming that the same independent review process described above is followed. Such papers, however, cannot receive the best paper award for the conference/workshop. Thus, papers submitted by conference/workshop chairs and program chairs may receive best paper nominations for that conference/workshop, but must be excluded from consideration for the best paper award and the final best paper selection process for that conference.

Conference/workshop organizers are eligible to receive best paper awards from other SIGHCI sponsored conferences/workshops that they are not organizing. For example, the conference chair for the HCI track at AMCIS is eligible to receive a best paper award from the SIGHCI Pre-ICIS Workshop.

2. Fast-Tracking Policy for Editors of SIGHCI Sponsored Special Journal Issues

The papers of conference/workshop organizers, including conference/workshop chairs and program chairs, may be fast-tracked for special issues of journals associated with the conference/workshop. Conference/workshop organizers cannot, however, serve as guest editors for a special issue of journal associated with the conference/workshop when their own papers have been selected for fast-tracking to this journal. In other words, the guest editors of a SIGHCI sponsored special journal issue cannot have their own papers fast-tracked to this same special journal issue.

3. Best Paper Award Recipients

No authors can receive a best paper award at the same conference/workshop more than once in three consecutive years. For example, if an author receives a best paper award at the Pre-ICIS workshop, then this individual cannot receive this award at the Pre-ICIS workshop for the next two years. This individual could, however, receive a best paper award at a different SIGHCI sponsored conference/workshop, such as the HCI track at AMCIS within the same three year period.

4. One-Day Format for SIGHCI Pre-ICIS Workshop

The issue of using a one-day format instead of the current, two-day format was discussed, and the group felt that a one-day format would reduce costs, increase attendance, and improve the quality of the papers presented. The following, tentative schedule was suggested as a potential one-day format. The costs of all meals and coffee breaks would be included in the workshop registration fee, so participants would no longer need to purchase their own lunch at an off-site location.

Saturday December 10, 2005		
Time	Session	Presentation
7:30-5:30	Registration (Outside the meeting room)	
7:30-8:00	Continental Breakfast	
8:00-9:30	Session 1:	1. Research Paper 2. Research Paper 3. Research Paper
9:30-9:45	Coffee Break	
9:45-11:15	Session 2:	4. Research Paper 5. Research Paper 6. Research Paper
11:15-11:45	Keynote or Panel (can use 15 minutes from lunch break time if needed)	
11:45-1:00	Lunch Break (provided in same room)	
1:00-2:30	Session 3:	7. Research Paper 8. Research Paper 9. Research Paper
2:30-2:45	Coffee Break	
2:45-4:15	Session 4:	10. Research Paper 11. Research Paper 12. Research Paper
4:15-4:30	Coffee Break	
4:30-5:30	Session 5:	13. Research Paper 14. Research Paper
5:30-6:00	Workshop Conclusion	
6:00-7:00	Reception	