

ACM SAC 2002 Track Chair Guidelines

Dear Track Chairs.

What follows is a manifesto of the responsibilities of a Track Chair (TC) and a presentation of some relevant guidelines. These responsibilities are dictated by the rules of SAC itself but also ACM, which is the senior organizing body. The associated guidelines below are the product of 16 years of experience in the running of SAC and we hope you will appreciate the need for enforcing them. However, we are always open to any suggestions, and indeed criticism, for improving the management of this conference. Please do not hesitate at any moment to offer us your feedback. Please note that these responsibilities may be updated and new responsibilities may emerge as we work with the Track Chairs on improving the quality and management of SAC Tracks.

The current guidelines that Track Chairs are expected to adhere to, are the following:

1. TCs prepare their own “Track CFP” in conjunction with the general SAC 2002 CFP. (Note, that the latter CFP has already been prepared by the Program Chairs (PCs), published in the *Communications of the ACM* and distributed to other international forums.) A CFP for a particular track should NOT be merely a carbon copy of the general CFP. Instead, it should contain information regarding the particular track, i.e. aims and scope of it, topics to be covered, and contact information of its TCs for the submission of papers, etc. However, the CFP for this track should mention the official title of the conference, respect the general conference deadlines and rules, etc. Upon request, a TC can be provided with a model track CFP that he can use to prepare his own CFP.
2. A TC must prepare the CFP for his/her track within 1 week of having been notified of the successful review of his/her track proposal. S/He then submits it to the PCs for approval. Once s/he gets the go ahead, s/he is responsible for distributing the CFP for his/her track as widely as this is possible, within the international forums related to the themes of his/her track. The TC should also inform the PCs of the forums where the CFP will be published. This is necessary not only for the PCs to assess the publicity campaign for a track but also to alleviate any problems stemming from the overuse of certain popular forums (e.g. dbworld) with CFPs for different SAC tracks. We cannot overly emphasize the importance for a wide and effective publicity campaign for the success of a track but also the conference as a whole. We recommend that a track CFP is published twice or three times (“Preliminary CFP”, “CFP”, and “Last CFP”) before the expiration of the deadline for accepting submissions. Furthermore, a TC should set up a web site for his/her own track, and link it to the conference’s main site. A TC is invited to examine web sites of tracks held as part of past SAC events, by following the links from <http://www.acm.org/sigapp>). We also urge the TCs to seek collaboration with and help from the other ACM SIGs, relevant to the themes of their track.
3. TCs solicit reviewers. It is recommended that TCs contact their reviewers and get their commitment to review for the track before sending papers out for reviews. Authors may review for the track, but, of course, not their own papers. Each paper is **blindly reviewed by**

at least three reviewers; this is an ACM requirement. Please adhere to this requirement.

4. TCs are expected to safeguard the impartial and accurate review of the papers submitted to their track. Common rules of logic apply here as in any other conference event (e.g., reviews with written comments should be valued more than those without comments).
5. TCs submit to the PCs the listing of submitted papers, with the final outcome (acceptance / rejection) and the reviewers' markings and reviews for each paper. These are kept for filling purposes according to ACM regulations. In particular, **before notifying the authors**, the TCs submit to the PCs a table (or spreadsheet) of the overall review outcomes (i.e., for every paper the overall score by each reviewer and the TCs' recommendation). The PCs reserve the right to argue about the decision to be taken regarding some paper(s) and ask for further justification of the TC's decisions or further reviews to be sought.
6. If a paper does NOT fit your track, please contact the PCs. Please **DO NOT send papers to other tracks without discussing the matter with the PCs and the other TCs.**
7. SAC accepts both regular and short papers. It is up to the individual TCs, based on the reviewers' feedback, to decide as to whether an accepted paper should be a regular or a short one. However, SAC defines clearly how long a regular or short paper is — please consult the Author Kit. It is also the responsibility of the TCs to make sure that the final version of an accepted paper incorporates the reviewers' comments and suggestions. Finally, the TCs are responsible for all formal communication with the authors of papers submitted to their track (the TCs are effectively the communication interface between authors of submitted papers and SAC). That includes acknowledging a submission, notifying authors of acceptance or rejection, and where appropriate forwarding the Authors Kit (see point 10).
8. For a track to make it to the final programme, it must contain at least 3 accepted papers, which is the length of one technical session. If less than 3 papers are accepted in some track, they will be distributed to the most related of the other tracks and will be presented in the technical sessions of those tracks.
9. TCs cannot submit more than ONE paper to their track. The paper goes through the blind review process like all the other papers in the track. It is recommended that papers submitted by TCs to their own track refer to work done in collaboration with others (typical example here is the case of supervised students), and TCs should normally avoid submitting to their own track papers where they appear as the sole or principal author. The widely acceptable in other respectable conferences ethical rules apply in SAC too.
10. TCs forward the Author Kit to authors of accepted papers, collect all the required material for every paper as this is defined in the Author Kit (such as the CD-ready version, the signed copyright form, etc), and forward it to the appropriate person. More detailed instructions will be provided close to the deadline for receiving camera-ready versions.
11. TCs are expected to take an active role in the preparation of the conference technical program, especially with respect to issues related to their track. This includes forming the

technical sessions, appointing session chairs, attending the conference and participating in any committee meetings that will take place as part of it. Although not a requirement, the TCs are encouraged to examine the possibility of organizing Special Issues in journals related to the themes of their track, with a collection of the best papers accepted in their track.

12. TCs are expected to help in the selection and nomination of best papers from their Tracks to SIGAPP ACR (Applied Computing Review). Also, TCs are expected to have active role in paper solicitation for ACR, and reviewing articles for ACR.
13. Any proposed change in the management structure of a track (e.g. involvement of a new TC or withdrawal of a TC or nomination of a co-TC) should be immediately communicated to the Organizing Committee and the PCs who reserve the right to refuse ratifying such a change and, if necessary, cancel a track.

If at any stage, a TC is unsure as to how he must proceed, s/he should contact the PCs immediately and ask for any clarifications. The SAC Organizing Committee and the PCs reserve the right to cancel a track at any stage if its TCs do not comply with the above guidelines.

The SAC2002 Program Committee