



S T U D E N T  
R E S E A R C H  
C O M P E T I T I O N



Association for  
Computing Machinery

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**Research**

### *SRC Coordinator's Manual*

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## **General Steps to Organizing an ACM SRC for Host Conferences**

The ACM Student Research Competition (SRC), sponsored by Microsoft Research, offers a unique forum for ACM student members at the undergraduate and graduate levels to present their original research at well-known conferences before a panel of judges and conference attendees. The SRC gives visibility to not only up-and-coming young researchers, but also to the field of computer science research and its community. As a funded program, the ACM SRC is self-subsisting and does not require financial support from the host conference budget. Rather, it creates a new venue for attracting additional participants and awareness of a conference, as well as opportunities for learning and networking among researchers and practitioners.

Although each host conference is unique, the steps outlined below capture the basic structure of an ACM SRC, regardless of host venue.

### Prior to the conference:

1. Identify a competition chair or coordinator who will be the liaison between the host conference, ACM, reviewers, jurors, and participants. This individual should be someone well acquainted with the conference and with strong ties within the research community.
2. Publish a call for submissions to the competition, based upon the host conferences existing structure and audience. The requirements for participation in an ACM SRC are:
  - Current ACM student membership
  - Graduate or undergraduate student status at the time of submission
  - Submission of an extended abstract of no more than 800 words on a topic of relevance to the host conference.
3. Identify a panel of reviewers who will review the submitted abstracts
4. Distribute abstracts for review
5. Arrange for conference time and space for the two parts of the SRC competition
6. Collect results from reviewers
7. Notify participants of their acceptance or rejection
8. Notify ACM of the selected participants and provide the dates and times of both rounds of the competition

9. (ACM will contact participants directly regarding travel grants for use in traveling to the host conference)
10. Identify panel of jurors who will be able to attend both portions of the competition at the conference

At the conference:

11. Arrange for SRC materials to be distributed at conference registration (schedule of SRC events, contact information for coordinator and participants, pp.12-14 of this manual)
12. Ensure that conference space and arrangements are in order
13. Attend poster session and disseminate results shortly thereafter
14. Attend presentation session and disseminate results immediately after
15. Announce winners at conference wide event
16. Complete report on event and submit to ACM headquarters

Administrative and marketing support is available from staff at ACM headquarters, as are insights from others' prior experiences. The materials contained in the coordinator's manual are intended to guide the competition coordinator through the process of organizing an SRC and provide as much support as necessary to make the event a success.

For further information, please contact:

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## SRC Coordinator Check List

**Important Dates**

Conference Dates: \_\_\_\_\_

Call for Papers open: \_\_\_\_\_

Call for Papers closed: \_\_\_\_\_

SRC Poster Session: \_\_\_\_\_

SRC Presentation Session: \_\_\_\_\_

Reception & Awards: \_\_\_\_\_

Who	What	When	Date Completed
SRC Coordinator	Call for SRC submissions with conference call for papers. Submissions should not exceed 800 words.  Send calls and other details to HQ to post on <a href="http://www.acm.org/src">www.acm.org/src</a> and in ACM news digests	10 months in advance	
SRC Coordinator	Potential SRC reviewers approached w/ a. description of responsibilities b. sample evaluation form (HQ to provide pdf) c. timeline	7 months in advance	
SRC Coordinator	SRC reviewers selected	6 months in advance	
SRC Coordinator	Deadline for submissions; distribution to reviewers	5-6 months in advance	
SRC Coordinator	100 word abstracts for proceedings due	4 months in advance	

SRC Coordinator	Recruit SRC judges w/ a. description of SRC b. description of responsibilities c. sample evaluation form (online/PDF) d. timeline e. FYI title list of accepted submissions	4 months in advance	
SRC Coordinator	SRC judges identified & contacted w/ a. summary of responsibilities b. dates & times of posters/presentations/awards c. specific poster assignment d. contact information for SRC coordinator	2 months in advance	
SRC Coordinator	SRC participants receive on-site resource kit w/ a. SRC coordinator contact info at conference b. date, time, location of all SRC events c. summary of processes at conference d. mandatory conference contact sheet (to locate participant) e. list of local resources (Kinko's, library)	Conference registration	
SRC Coordinator	SRC judges receive a. SRC coordinator contact info at conference b. dates, times, locations of posters/presentations/awards c. reminded of specific poster assignment d. evaluation forms e. mandatory conference contact sheet (to locate judge)	Conference registration	
SRC Coordinator SRC Judges SRC Participants	1 <sup>st</sup> round poster competition	Conference day	
SRC Coordinator	Evaluations reviewed by SRC coordinator	Immediately after 1 <sup>st</sup> round	

SRC Coordinator	Outcome of 1 <sup>st</sup> round posted in public Finalists notified by phone message at room: a. reminder of date, time, location of 2 <sup>nd</sup> round Judges notified by phone message at room w/ a. reminder of date, time, location of 2 <sup>nd</sup> round	Immediately after evaluation review	
SRC Coordinator	SRC coordinator available to 2 <sup>nd</sup> round SRC participants	Afternoon/evening prior to 2 <sup>nd</sup> round	
SRC Coordinator SRC Judges SRC Participants	2 <sup>nd</sup> round of competition (10 min presentation, 5 min Q&A)	Conference day	
SRC Coordinator	Evaluations reviewed by SRC coordinator	Immediately after 2 <sup>nd</sup> round	
SRC Coordinator	Final results posted in public place SRC winners personally notified	Immediately after evaluation review	
SRC Coordinator SRC Participants	Awards ceremony	Conference day	
SRC Coordinator	Distribution of certificates & award checks	Award ceremony	
SRC Coordinator	Send final report form to ACM headquarters	As soon as possible after the contest	

ACM Student Research Competition

**General Judging Criteria for ACM SRC  
Abstracts, Posters, & Presentations**

The following scales of weights and measures will be used by all judges in evaluating students' work at an SRC. Each judge will rank their evaluations based on the assigned score. This ranking will be used to determine the outcome of each portion of the competition.

*Please note:* Each portion of the competition has its own specific scale.

Abstracts

Each abstract will be evaluated by a minimum of three faculty members; none of which are affiliated with the author's university.

Evaluation Scale for Submitted Abstracts

- Problem and motivation: 5 points
- Background and related work: 5 points
- Approach and uniqueness: 10 points
- Results and contribution: 10 points

Total Possible Score: 30 points

First Round Poster Session

A minimum of five judges will be assigned to the poster session.

Evaluation Scale for the First Round Poster Sessions

- Oral presentation: 10 points
- Visual presentation: 10 points
- Research methods: 15 points
- Significance of contribution: 10 points

Total Possible Score: 45 points

Semi-Finals Conference Presentation

A minimum of five judges will be assigned to the semi-finals.

Evaluation Scale for the Semi-Finals Conference Presentation

- Knowledge of research area: 15 points
- Contribution of research: 10 points
- Presentation: 10 points

Total Possible Score: 35 points

## SRC Poster Evaluation Form

Please use this form to evaluate poster submission in the first round of an ACM SRC event. Each poster will be evaluated by a minimum of five judges. The form should be completed and returned to the Competition Coordinator at the end of the judging session.

### Evaluation Scale for the First Round Poster Sessions

- Oral presentation: 10 points
- Visual presentation: 10 points
- Research methods: 15 points
- Significance of contribution: 10 points

Total Possible Score: 45 points

Conference Name: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Division: Graduate / Undergraduate (please circle one)

Paper Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Scores

- Oral presentation: \_\_\_\_\_
- Visual presentation: \_\_\_\_\_
- Research methods: \_\_\_\_\_
- Significance of contribution: \_\_\_\_\_

Total Score: \_\_\_\_\_



ACM Student Research Competition

**SRC Presentation Evaluation Form**

Please use this form to evaluate presentations in the semi-finals round of an ACM SRC event. Each presentation will be evaluated by a minimum of five judges. The form should be completed and returned to the Competition Coordinator at the end of the judging session.

Evaluation Scale for the Semi-Finals Conference Presentation:

- Knowledge of research area: 15 points
- Contribution of research: 10 points
- Presentation: 10 points

Total Possible Score: 35 points

Conference Name: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Division: Graduate / Undergraduate (please circle one)

Paper Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Scores

- Knowledge of research area: \_\_\_\_\_
- Contribution of research: \_\_\_\_\_
- Presentation: \_\_\_\_\_

Total Score: \_\_\_\_\_





ACM Student Research Competition  
SRC Conference Events Information Sheet

SRC First Round Poster Session:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Results will be posted: \_\_\_\_\_

SRC Second Round Presentation Session:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Results will be announced: \_\_\_\_\_

SRC Awards:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

SRC Coordinator Conference Contact Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

ACM Student Research Competition

Judges Conference Contact Information Sheet

Conference Name: \_\_\_\_\_

Dates Attending: \_\_\_\_\_

Judge Name: \_\_\_\_\_

Hotel & Room No.: \_\_\_\_\_

Conf. Contact phone: \_\_\_\_\_

I will be judging the following SRC competition rounds:

*(Please circle as appropriate)*

Poster Session

Presentation Session

I will be attending the SRC award ceremony:

*(Please circle as appropriate)*

Yes

No

**Please return this form to the SRC Coordinator.**

ACM Student Research Competition

Participant Conference Contact Information Sheet

Conference Name: \_\_\_\_\_

Dates Attending: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Hotel & Room No.: \_\_\_\_\_

Conf. Contact phone: \_\_\_\_\_

Paper Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has your contact information changed?      Yes              No

If so, please provide current information below:

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Please return this form to the SRC Coordinator.**

ACM Student Research Competition  
Receipt of Funds

Conference Name: \_\_\_\_\_

Recipient Name: \_\_\_\_\_

ACM Member No.: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

- OR -

Passport No.: \_\_\_\_\_

Amount: \_\_\_\_\_

Purpose: \_\_\_\_\_

I hereby acknowledge receipt of the above funds.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

ACM Student Research Competition  
SRC Final Report by Coordinator

Conference Name: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Contact Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

This final report is designed to gather information and feedback on your SRC experience. It will help inform the future development of this program. We greatly appreciate your efforts in hosting an SRC and in taking the time to complete this report.

**Part I – Summary of Event**

Please submit the following items in addition to the information requested below:

- spreadsheets of participants, judges, and costs
- signed receipts for distributed awards
- original receipts for any outstanding expenses to be processed

<b>Total Number of Proposals Submitted</b>	
Undergraduate	
Graduate	
<b>Total Number of Participants</b>	
Undergraduate	
Graduate	
<b>Total Number of Evaluators</b>	
Reviewers for submissions	
Judges at conference	
<b>Total Cost of Hosting Event</b>	

**Part II – Winners**

Please submit an electronic copy of each winning paper, in addition to the following information for each winner:

<b>Name</b>	<b>Affiliation</b>	<b>Title</b>
<i>Undergraduate</i>		
1 <sup>st</sup>		
2 <sup>nd</sup>		



3. What processes or activities were particularly valuable or effective?

4. What processes or activities were not helpful or could be improved?

**Please return this completed report, along with all supporting documents to:**

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New York, NY 10121  
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