SRDM Manual

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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 an SRC competition chair to be the liaison between the host conference, ACM, reviewers, jurors, and participants. This individual should be someone well acquainted with the conference and have 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:

   o Participants must register for the host conference as well as be currently enrolled in a university or college and have an active student membership. All requirements of participation can be found at https://src.acm.org/participate

   o Graduate(Masters or PhD program) or Undergraduate student status at the time of submission

   o 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. The participant list should be provided on an excel spreadsheet and include the following:

   Category(Grad/Undergrad)/ Participant name/ University attending/ Mailing address/ Mailing address2/ City/ State/Province/ Postal Code/ Country/ ACM Number/ Email address/ Paper Title
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 Chair 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 Chair’s manual are intended to guide the competition Chair 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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or

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New York, NY 10121
hernandez@hq.acm.org
## SRC Chair Check List

### Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Dates:</td>
<td></td>
</tr>
<tr>
<td>Call for Papers open:</td>
<td></td>
</tr>
<tr>
<td>Call for Papers closed:</td>
<td></td>
</tr>
<tr>
<td>SRC Poster Session:</td>
<td></td>
</tr>
<tr>
<td>SRC Presentation Session:</td>
<td></td>
</tr>
<tr>
<td>Reception &amp; Awards:</td>
<td></td>
</tr>
</tbody>
</table>

### Who | What | When

| SRC Chair | Call for SRC submissions with conference call for papers. Submissions should not exceed 800 words. | 10 months in advance |
| SRC Chair | Potential SRC reviewers approached w/ a. description of responsibilities b. evaluation form c. timeline | 7 months in advance |
| SRC Chair | SRC reviewers selected | 6 months in advance |
| SRC Chair | Deadline for submissions; distribution to reviewers | 5-6 months in advance |
| SRC Chair | 100 word abstracts for proceedings due | 4 months in advance |
| SRC Chair | Recruit SRC judges w/  
|           |   a. description of SRC  
|           |   b. description of responsibilities  
|           |   c. evaluation form  
|           |   d. timeline  
|           |   e. FYI title list of accepted submissions | 4 months in advance |
| SRC Chair | 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 Chair | 2 months in advance |
| SRC Chair | SRC participants receive on-site resource kit w/  
|           |   a. SRC Chair 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, etc.) | Conference registration |
| SRC Chair | SRC judges receive  
|           |   a. SRC Chair 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 Chair | 1st round poster competition | Conference day |
| SRC Judges SRC Participants | Evaluations reviewed by SRC Chair | Immediately after 1st round |
| SRC Chair | Outcome of 1st round posted in public Finalists notified by phone message at room:  
|           | a. reminder of date, time, location of 2nd round Judges notified by phone message at room w/  
|           | a. reminder of date, time, location of 2nd round | Immediately after evaluation review |
| SRC Chair | SRC Chair available to 2nd round SRC participants | Afternoon/evening prior to 2nd round |
| SRC Chair | 2nd round of competition  
| SRC Judges | (10 min presentation, 5 min Q&A) | Conference day |
| SRC Participants | SRC Chair | Evaluations reviewed by SRC Chair | Immediately after 2nd round |
| SRC Chair | Final results posted in public place  
| SRC Participants | SRC winners personally notified | Immediately after evaluation review |
| SRC Chair | SRC Medals | Award Ceremony |
| SRC Participants | Distribution of certificates & award checks | ACM HQ will mail to winners |
| SRC Chair | Send final report form to ACM headquarters | As soon as possible after the contest |
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 Chair at the end of the judging session.

Evaluation Scale for the First Round Poster Sessions

<table>
<thead>
<tr>
<th>Category</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral presentation</td>
<td>10 points</td>
</tr>
<tr>
<td>Visual presentation</td>
<td>10 points</td>
</tr>
<tr>
<td>Research methods</td>
<td>15 points</td>
</tr>
<tr>
<td>Significance of contribution</td>
<td>10 points</td>
</tr>
</tbody>
</table>

Total Possible Score: 45 points

Conference Name: _____________________________

Participant Name: ___________________________

Division: Graduate / Undergraduate (please circle one)

Paper Title: _________________________________

<table>
<thead>
<tr>
<th>Category</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral presentation</td>
<td></td>
</tr>
<tr>
<td>Visual presentation</td>
<td></td>
</tr>
<tr>
<td>Research methods</td>
<td></td>
</tr>
<tr>
<td>Significance of contribution</td>
<td></td>
</tr>
</tbody>
</table>

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 Chair 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: ________
Comments:

________________________________________

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Judge’s Signature: __________________________

Contact Email: ____________________________
Please use this spreadsheet 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 spreadsheet should be completed and returned to the Competition Chair at the end of the judging session.

<table>
<thead>
<tr>
<th>Score for accepting the abstract:</th>
<th>Scale for evaluating the visual presentation of the research:</th>
<th>Scale for evaluating the conference presentation of the research:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem and motivation: 5 points</td>
<td>Oral presentation: 10 points</td>
<td>Knowledge of research area: 15 points</td>
</tr>
<tr>
<td>Background and related work: 5 points</td>
<td>Visual presentation: 10 points</td>
<td>Contribution of research: 10 points</td>
</tr>
<tr>
<td>Approach and uniqueness: 10 points</td>
<td>Research methods: 15 points</td>
<td>Presentation: 10 points</td>
</tr>
<tr>
<td>Results and contribution: 10 points</td>
<td>Significance of contribution: 10 points</td>
<td></td>
</tr>
</tbody>
</table>

| Conference: | |
|-------------|---

<table>
<thead>
<tr>
<th>Scores:</th>
<th>Oral</th>
<th>Visual</th>
<th>Research</th>
<th>Significance of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>Participant Name</td>
<td>Paper Title</td>
<td>Presentation</td>
<td>Presentation; Methods; Contributions</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>7</td>
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<td>31</td>
<td>32</td>
<td>33</td>
<td>34</td>
<td>35</td>
</tr>
</tbody>
</table>
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 Chair 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 Chair.
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 Chair.

*This page is optional. You may record the names and contact information of the participants on a spreadsheet and email them to SRC Coordinator (hernandez@hq.acm.org).
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

<table>
<thead>
<tr>
<th>Total Number of Proposals Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
</tr>
<tr>
<td>Graduate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Number of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
</tr>
<tr>
<td>Graduate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Number of Evaluators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewers for submissions</td>
</tr>
<tr>
<td>Judges at conference</td>
</tr>
</tbody>
</table>

| Total Cost of Hosting Event        |

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st</td>
<td></td>
<td></td>
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<tr>
<td>2nd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td></td>
<td></td>
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</tbody>
</table>
Part II – Evaluation of SRC
Please rate the following items on a scale of 1 to 5, with 5 being the highest. Please use N/A to indicate “not applicable”.

<table>
<thead>
<tr>
<th>Item</th>
<th>Rating</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRC Chair’s Manual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACM-SRC Website(<a href="https://src.acm.org/">https://src.acm.org/</a>)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participant recruitment process</td>
<td></td>
<td></td>
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<tr>
<td>Judge recruitment process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support from ACM-HQ(<a href="mailto:hernandez@hq.acm.org">hernandez@hq.acm.org</a>)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Format of SRC Conference Event</td>
<td></td>
<td></td>
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<tr>
<td>Value of SRC Conference Event</td>
<td></td>
<td></td>
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<tr>
<td>Value of SRC Program overall</td>
<td></td>
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</tbody>
</table>

Part III – Personal Experience
Please answer the following questions as fully as you can. Feel free to attach additional pages as necessary.

1. What were the most positive aspects of this experience for you?

2. What, if any, were negative aspects of this experience for you?
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:

Nanette Hernandez
ACM Student Research Competition
2 Penn Plaza, Suite 701
New York, NY 10121
Email: hernandez@hq.acm.org