

Welcome and First Instructions for Associate Chairs from the CHI '09 Papers Co-Chairs

We (Scott, Saul, and the rest of the conference organizers) would like to start by thanking you for giving of your overtaxed time and energy (and funding your own travel) for the good of the community. We know this job can be a fair amount of work, but you should know that this work pays off in really critical ways for the HCI world, and that the community and conference couldn't operate without your efforts.

As you undoubtedly know, we are trying to institute some important reforms in this year's review process. The lynch pin of what we hope to accomplish lies in getting high quality reviews, from true experts, for every paper. Since you are picking those reviewers, your role in this is absolutely essential. The most important part of your job lies in recruiting the right reviewers -- not just acceptable reviewers, but good reviewers, and not just some good reviewers, but as best you can, all good reviewers. We know that picking of reviewers occurs under some time pressure and for some of your papers you will struggle to get the reviewers you need. Be we can't emphasize enough the need for quality here. To help focus on this we are asking that you be prepared at the PC meeting to give a explanation for why you picked the reviewers you did for each paper that you coordinate.

A more detailed set of instructions for all parts will follow, but overall you have three primary tasks for each of your primary (1AC) papers:

- Recruit, assign, and manage reviewers (starts 9/30, reviews due 10/29)
- Prepare, update, and finalize a meta-review of the paper (due 11/3, update 12/1, finalized 12/5)
- Lead discussion of the paper at the PC meeting (if paper is discussed; 12/4)

You will also be asked to serve as a secondary AC for some papers. For each of these you will have two primary tasks:

- Prepare a review of the paper (due 11/26)
- Assist the 1AC in discussion of the paper at the PC meeting (12/4)

The PCS conference system where most activities are coordinated can be found here:

<https://precisionconference.com/~sigchi>

(ACTION ITEM) Make travel arrangements

The PC meeting is being held in Boston at the Hyatt Harborside hotel (conveniently located near Logan International Airport). Work will start first thing in the morning on Thursday December 4th, so please plan to arrive the afternoon or evening of Wednesday December 3rd. Please plan to be available in the meeting until 1:30pm on Friday. It is critical that you attend this meeting in person. If for some reason you can't do this please let us know immediately so that we can find a replacement for you. You will need to make travel arrangements soon. Additional details on e.g., the hotel, what we will be funding vs. what you are expected to pay for, will follow shortly.

Again, thank you for your efforts on behalf of the community. We will be sending a more detailed list of steps and instructions in a separate message.

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