

Thanks again for volunteering for this tremendously important task of CHI subcommittee chair. We are excited about the opportunity to make a big positive change in the review process this year and thankful that we have all you to help us with this.

Papers (and notes) will be arriving soon. This message is a quick summary of what is coming up and what to look out for. This will be followed by messages with longer and more detailed instructions which you can refer to as we get to various steps, along with instructions that you can pass to your ACs. Parts of this are new for all of us, so if you find things that are missing, unclear, or otherwise a problem, let us know right away.

At the top level you have 5 primary tasks

- Call up reserve ACs based on actual papers (starts 9/20, must be complete 9/28)
- Assign primary AC (1AC) for each paper (starts 9/20, complete 9/29)
- Watch over reviewer assignment and reviews to catch problem papers, work with ACs to resolve
- Assign secondary ACs (2ACs) to all papers initially designated "discuss" (done 11/5)
- Run the subcommittee meeting in Boston (12/4-5), verify feedback for authors after meeting

You also have one immediate action item:

(ACTION ITEM) Make hotel and travel reservations for the PC meeting in Boston 12/4-5 (additional details to follow but you will need to arrive Wed 12/3 and be prepared to work until 6pm Fri 12/5). You will be receiving a separate note about this shortly.

In doing many of the tasks above you will be making use of the Precision Conference System (PCS) that I'm sure all of you have seen in some form or another before: <https://precisionconference.com/~sigchi>. To keep our costs down we did not ask PCS to make major structural changes to accommodate the new subcommittee structure. Instead we have designated all of you as "Conference Chairs" from PCS' perspective. This means you have all the same access as Scott and Saul (Scott will be taking the lead on most things related to PCS). This allows you to get at and do everything you need to. However, it also provides you with more information and access than you necessarily need. Conflicts of interest are handled properly (once you have explicitly declared them, see detailed instructions later), but some settings have significant user visible consequences, so we ask that you use common sense and stick to just the parts of the system you need. (Basically we have handed you the keys to the reactor control room here. Use the parts you need for your job, but please don't go around turning dials and pushing buttons.)

If you have any questions don't hesitate to ask.

Scott and Saul

