

ACM Multimedia Steering Committee Bylaws

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1. Mission & Context

ACM Multimedia (short for ACM International Conference on Multimedia) has been, since its inception in 1993, the worldwide premier conference and a key world event to display scientific achievements and innovative industrial products in the multimedia field. The mission of the ACM Multimedia Steering Committee (ACMMM-SC) is to be the body responsible for executive decisions on the direction and growth of the community around ACM Multimedia. The ACMMM-SC is placed under the authority of the Executive Committee of the ACM Special Interest Group on Multimedia (ACM SIGMM Executive Committee). The main duties of the ACMMM-SC are:

- ❖ To advise, monitor, and oversee the organization of future editions of ACM Multimedia with already appointed General co-Chairs.
- ❖ To gather at least twice a year to coordinate decisions on upcoming and future conferences and other relevant topics.
- ❖ To invite and then to select the bids for future editions of ACM Multimedia.
- ❖ To ensure consistency with the decisions of the ACM SIGMM Executive Committee.
- ❖ To report to the ACM SIGMM Executive Committee periodically or when requested.

2. ACM MM Steering Committee (ACMMM-SC)

The ACMMM-SC is composed of a Chair, possibly a Vice-Chair, several Regular Members, four Members at Large, all of them voting, and an Advisory Board, non-voting.

2.1. Chair

By default, the ACMMM-SC is chaired by the ACM SIGMM Director of Conferences. The ACM SIGMM Executive Committee can appoint a different representative or call for an election among the Regular Members and Members at Large. The duties of the ACMMM-SC Chair include organizing the meetings of the ACMMM-SC (finding a convenient slot, preparing the agenda, collecting the minutes and votes, etc.) as well as the call for bids for the next editions of ACM Multimedia.

2.2. Vice-Chair

The Chair can nominate a Vice-Chair to help in the abovementioned duties for a period not longer than the Chair's term. If the term of the ACMMM-SC Chair terminates for any reason whatsoever, so does the term of the ACMMM-SC Vice-Chair.

2.3 SIGMM Executives

The SIGMM Chair, Vice-Chair, and the Director of Diversity and Outreach are part of the ACMMM-SC during their term.

2.4. Regular Members

The Regular Members of the ACMMM-SC are the General co-Chairs (GC) of one of the past, present, or future editions of ACM Multimedia. More precisely, the Regular Members of the ACMMM-SC are a subset of the General Chairs (GC) of the two most recent ACMMM past editions, the current one, and any already scheduled upcoming future edition. For each edition, preferably only one GC representative is appointed in agreement between the General co-Chairs.

- ❖ Regular Members of the ACMMM-SC participate in the voting.
- ❖ The new Regular Members will join the ACMMM-SC only after a bid for the organization of ACM Multimedia has been selected (see [Section 4](#)).
- ❖ Regular Members should be strongly committed to the future of ACM Multimedia and be responsive to the ACMMM-SC.
- ❖ Regular Members who are non-responsive or willing to step down will be released from the duties associated with the ACMMM-SC.
- ❖ Regular Members finishing their term, will be offered the possibility to become Members of the ACMMM-SC Advisory Board (see [Section 2.4](#))

2.5. Members at Large

The Members at Large are there to ensure there is a good representation from different parts of the community, as well as scientific, demographic, academic/industry, and seniority diversity. There are four Members at Large.

- ❖ Members at Large of the ACMMM-SC participate in the voting.
- ❖ Members at Large are nominated and elected by the ACMMM-SC (see [Section 2.5](#)). The membership lasts for a period of four years, in a rolling manner, such that every year one of the Members at Large is renewed. The candidates should have demonstrated a strong commitment to the present and future of ACM Multimedia and contribute to the scientific, demographic, academic/industry, or seniority diversity in the ACMMM-SC.
- ❖ Members at Large who are non-responsive or willing to step down will be released from the duties associated with the ACMMM-SC.
- ❖ Members at Large finishing their term will be offered the possibility to become Members of the ACMMM-SC Advisory Board.
- ❖ If a Member at Large does not finish their term, the new Member at Large will be elected for the rest of that term.
- ❖ Members at Large can be renewed when their term ends, but it is encouraged to find new volunteers so as to ensure diversity in ideas and points of view.

2.6. ACMMM Advisory Board (ACMMM-AB)

The Advisory Board consists of previous Regular Members and Members at Large. The mission of the Advisory Board is to advise the decision of the ACMMM-SC, providing long-term context. The Members of the ACMMM-SC Advisory Board do not vote. Members of the Advisory Board who are non-responsive or willing to step down will be released from the duties associated with the ACMMM-SC.

2.7. Voting and Decision Procedures

The ACMMM-SC votes using the *full preferential voting* system. That is to say that each voter must show a preference for all options listed. For each ballot, each option receives the number of points corresponding to the position where it is ranked, with “1” being the most preferred and “n” the least preferred. After aggregating the points of all ballots, the option with the fewest points wins the election. In case there is a tie between two options, the vote of the Chair decides. If the Chair does not vote, or in case of a tie between two or more options, a second voting round is organized, and the above rule applies in case of a tie. In order for a vote to be valid, 50% of the ACMMM-SC voting members must cast their ballot.

2.8. Current ACMMM-SC Composition

Here is a list of the current members of the ACMMM-SC. The term corresponds to the academic year (from November to October).

Role	Full Name	E-mail address	Term
Chair	Silvia Rossi		2025-2027
Vice-Chair	N/A	N/A	N/A
SIGMM Executives	Elisa Ricci		2025-2027
	Abdulmotaleb El Saddik		2025-2027
	Vincent Oria		2025-
ACM MM 2023	Abdulmotaleb El Saddik	elsaddik@uottawa.ca	-2025
ACM MM 2024	Jiainfei Cai	jianfei.cai@monash.edu	-2026
ACM MM 2025	Cathal Gurrinn	cathal.gurrin@dcu.ie	2023-2027
ACM MM 2026	Qin Jin	qjin@ruc.edu.cn	2024-2028
ACM MM 2027	Helen Huang		2025-2029
Members at Large	Xavier Alameda-Pineda	xavier.alameda-pineda@inria.fr	2023-2026
	Joao Magalhães	jmag@fct.unl.pt	2025-2029
	Laura Toni	l.toni@ucl.ac.uk	2025-2028
	Marco Bertini	marco.bertini@unifi.it	2025-2027

2.9. Current ACMMM AB Composition

Full Name	E-mail address
Alan Smeaton	alan.smeaton@dcu.ie
Arnold Smeulders	a.w.m.smeulders@uva.nl
Klara Nahrstedt	klara@illinois.edu
Yong Rui	yongrui@lenovo.com

3. ACM Multimedia Organization

This section of the document aims to provide valuable information to the Organizing Committees (OCs) of future editions of ACM Multimedia. Being ACM Multimedia the premier scientific venue for multimedia research, the backbone of this section is the pursuit of scientific excellence. A more detailed document (e.g. ACM Multimedia Conference Handbook) with hints and cues of good practices and what to avoid will be drafted and updated with the information of upcoming editions of ACM Multimedia.

3.1. Program

Main Technical Program and Satellite Events

Traditionally ACM Multimedia consists of the main Technical Program and a series of structuring satellite events, reflecting the scientific diversity of the ACM Multimedia community. Traditionally, the full program of ACM Multimedia has several tracks:

- ❖ Main Technical Program
- ❖ Keynote Talks
- ❖ Workshops
- ❖ Tutorials
- ❖ Brave New Ideas
- ❖ Demo and Video Competition
- ❖ Open Source Competition
- ❖ Grand Challenges
- ❖ Panels
- ❖ Doctoral Symposium
- ❖ Industry Track
- ❖ Interactive Art Exhibit
- ❖ Reproducibility Track

Upcoming General co-Chairs are invited to follow the existing guidelines, and discuss with the ACM-MM-SC any suggestion for change or deviations from previous years' structure.

Scope of ACM Multimedia

The scope of ACM Multimedia has been traditionally structured in four themes: Engaging Users with Multimedia, Multimedia and User Experience, Multimedia Systems, and Multimedia Understanding. The precise definition of the themes and sub-themes, and the overall scope, should evolve with the scientific interests and advances of the community and should be carefully preserved and curated by the ACM-MM-SC.

Workshops

The role of the workshops is to offer a forum for discussions of emerging and specialized topics and should remain so. Tentatively, the topics of the workshops should be distinctive from the focus of the main conference.

- ❖ In general, workshops should be used to nurture and grow new and emerging areas that do not currently have large participation. Once the topic of a workshop has matured, it may be transferred as a new area into the main conference.
- ❖ The workshops should be selected from competitive proposals by the Workshop co-Chairs and/or a workshop selection committee.

3.2. Review Processes

By default, all the submissions to the main ACM Multimedia conference are reviewed following a *double-blind* policy. This means that the Authors do not know the identity of the Program Committee Members (Reviewers and Area Chairs), and vice-versa. Exceptions to this rule hold when the organization capacity or scientific maturity of the Authors is one of the criteria to evaluate the submission. Clear examples are proposals for Workshops, Tutorials, and Grand Challenges. In these cases, single-blind review policy is strongly encouraged (i.e. the identity of the Authors is disclosed).

3.3. Submission Format

The submissions to the Main Technical Program of ACM Multimedia should be a maximum of 8 pages in length, plus additional pages for the references (there is no longer a distinction between long and short papers). Other tracks can follow the same or similar page lengths, although other lengths (e.g. 2-page extended abstracts) can also be set by the corresponding track's co-Chairs. Table 1 summarises the suggested page length per track. All paper submissions to all tracks of ACM Multimedia must follow the formatting instructions provided by ACM here: <https://www.acm.org/publications/proceedings-template>.

Track Name	Paper Length
Main Technical Program	Up to 8 pages + 2 additional pages for references
Brave New Ideas	
Workshop (long papers)	
Workshop (short papers)	Up to 4 pages + 2 additional pages for references (for open source competition: link to & zip with software)
Doctoral Symposium	
Reproducibility Companion	
Workshop (summary)	
Grand Challenge (summary)	
Open Source Competition	
Dataset Papers	Up to 6 pages + 2 additional pages for references (for grand challenges: only for the top-3 performing teams)
Grand Challenge (papers)	
Industry Track	Abstract
Demo and Video Competition	2 pages
Interactive Art Exhibit	

3.4. Organization Roles

General co-Chairs

The General co-Chairs (GC) are responsible for overseeing and coordinating the whole ACM Multimedia conference. It is the General co-Chairs' prerogative to appoint chairs for the various tracks and to report to the ACM-MM-SC any modifications brought to the Organization Committee with respect to the Bid Document approved by the ACM-MM-SC. The General co-Chairs should preferably not be involved again in the same capacity with future ACM Multimedia conferences within the next four years. This is to allow for the grooming of new leaders for the community. The GC have the following responsibilities:

- ❖ Identify conference tasks and the people responsible for them.
- ❖ Build a specific timetable for each organizer, based on the dates of the corresponding edition of ACM Multimedia.
- ❖ Make a site visit to the conference venue to approve and finalize local arrangements.
- ❖ Work with the Local Chair to establish registration fees.
- ❖ Work with the Program co-Chairs and the Program Coordinator to create the conference structure.

- ❖ Oversee the conference budget. This includes coordinating regularly with the ACM SIGMM Executive Committee on financial and organizational issues. To help with this task, we strongly encourage the General co-Chairs to appoint one of them as Finance Chair.
- ❖ Coordinate and oversee the work of all the persons involved in the Organization Committee, ensuring that the deadlines are met. Report to and seek support from the ACMMM-SC in case members of the organization team become unresponsive.
- ❖ Coordinate all publicity (webpages, fliers, notices, announcements, posters, etc.) and make sure no discrepancies appear.
- ❖ Should there be any co-located meetings and/or conferences, the General co-Chairs are responsible for ensuring coordination of events, programs, speakers, registration fees, etc. Co-location of meetings should be discussed with ACM SIGMM Executive Committee in detail before being agreed to.
- ❖ Interact with the General co-Chairs of future editions of ACM Multimedia.
- ❖ The General co-Chairs are not involved in the selection of proposals or papers, and therefore can take part in these submissions.

Diversity, Equity, and Inclusion co-Chairs

We strongly encourage the General co-Chairs to add one or several committee members who are in charge of diversity, equity, and inclusion (DEI) processes. The DEI co-Chairs can apply to call for further SIGMM funds to support diversity and inclusion, to organize initiatives such as: diversity lunch or panel, support for childcare, sign language interpretation, etc. The DEI co-Chairs should also make sure that the conference complies with the "25 by 25" policy: see [this link](#) for more details. The DEI co-Chairs should also be in contact with the SIGMM Director of Diversity and Outreach to coordinate and ensure coherence among all SIGMM activities.

Program Coordinator

The Program Coordinator is responsible for ensuring the scientific coherence of the full program. The Program Coordinator has to work closely with all the tracks' co-Chairs and the Local Chair, and has to schedule all the sessions according to the room availability and the specific needs of each track. The Program Coordinator needs to make sure that program co-Chairs for different tracks are working towards coordinated and relatively uniform milestones in the review process to avoid excessive delay of review procedure in any of the tracks. Mitigation measures need to be designed and properly taken by the General co-Chairs, the Program Coordinator, and the Technical Program Committee co-Chairs (see below), to avoid unexpected consequences during the review process. Given the strong alignment between this role and the technical program selection, it is recommended that the Program Coordinator is chosen from the Technical Program Committee co-Chairs.

Technical Program Committee co-Chairs

The Technical Program Committee co-Chairs (TPC co-Chairs or PC) are responsible for the organization of the submission, review process, and decisions of the technical papers submitted to the so-called Main Track of ACM Multimedia. The Program co-Chairs should preferably not be involved again in the same capacity with future ACM Multimedia conferences within the next four years. This is to allow for the grooming of new leaders for the community. The tasks of the PC include:

- ❖ Set up the submission and review system, according to the decided deadlines.

- ❖ Write and proofread: the Call for Papers, the Author, Reviewer, and Area Chair Guidelines, and the Theme Presentation.
- ❖ Collect a pool of Reviewers sufficiently large so as to get 3 reviewers per paper (it is recommended to invite 4 reviewers per paper at the beginning of the process, and to encourage the Authors to participate as Reviewers as well).
- ❖ Collect a pool of Area Chairs to handle the Meta-Reviews and provide recommendations for each paper.
- ❖ Coordinate the process with all the persons involved (Reviewers to provide the review, Authors to provide the rebuttal, Reviewers and Area Chairs to engage in discussion and/or update the reviews, and Area Chairs to provide the meta-review).
- ❖ Take a decision for each of the submitted papers following the review process.
- ❖ Given that the TPC co-Chairs oversee the decision process, they cannot be involved in any submission to the Main Track.

Other co-Chairs

Generally speaking, the co-Chairs of a given track, cannot submit to that track, since they oversee the decision process, and therefore there is a direct conflict of interest.

4. Bids for Hosting ACM Multimedia

ACM Multimedia is an international venue, and it is held every year in a different continent, rotating between the Americas, Asia/Oceania, and Europe/Africa. In year N, during or after the conference, the Steering Committee selects bids for the conference edition of year N+3 (for example, in 2023, the committee evaluates and selects bids for MM 2026). The ACMMM-SC might decide to alter this order in exceptional circumstances.

4.1. Criteria

Proposals are judged based on the strength of the organizing committee, the plan for the conference, and the location.

- ❖ Scientific and Social Program – The bid has to ensure the highest quality in the scientific program, by selecting appropriate people to chair each of the tracks, by proposing the necessary environment and logistics, and by describing innovations to adapt the conference to the various external stakeholders (industry, society, environment, etc).
- ❖ Actions in Support of Diversity, Equity, and Inclusion (DEI) – the proposed program should include a set of DEI initiatives in support of the participation and inclusion of underrepresented groups in the MM community.
- ❖ Organizing Team – The proposed organized team should be diverse in terms of demographics and expertise, committed to the ACM Multimedia community, and have relevant experience to ensure that the track they are assigned to will run smoothly. A clear task distribution among the General co-Chairs from the very beginning is also a positive point. It is highly recommended, especially for heavy-load tracks, to include a member of the previous edition to assist/mentor, and to identify a member of the bid that would volunteer to assist/mentor the track's next edition.
- ❖ Venue – the venue must be able to host the estimated number of attendees, as well as the presenters, and have proper spaces for all the tracks' presentations in the requested format,

food & beverages, and restrooms, as well as the necessary Internet connectivity capacity and appropriate physical access. Proposers should demonstrate that there exists suitable accommodation for participants for the whole duration of the conference, potentially including low-cost accommodation for student delegates. A letter from the hosting institution is highly encouraged.

- ❖ Accessibility of the location – Proposals should include details about location accessibility, including airline and public transport connectivity, as well as strictness on visa requirements. When the accessibility is limited, proposals should specify the types of online support for non-physical attendees.
- ❖ Promotion Plans – Proposals should describe the plan and strategy to advertise the conference, with a strong focus on the year before the event. The strategy could cover web materials, social media, specialized mailing lists, and any other meaningful physical or digital support.
- ❖ Finances – Proposals must include a provisional budget for the conference, providing a breakdown of income and expenses. It is expected that the conference should break even at a minimum. Incentives for early registration and student registrations are advisable. Budgets should include the ACM contingency fee and the VAT if applicable.

4.2. Selection and Decision

The selection of the bid is done according to the voting rules described in [Section 2.5](#). Any voting member of the ACMMM-SC involved in any of the competing bids cannot vote to avoid conflicts of interest.

5. Bylaws Document Modification

The ACMMM-SC should vote for future versions of these bylaws. The ACM SIGMM Executive Committee can request modifications.

6. References, Versions, and Appendix

6.1. References

This document has been strongly influenced by the document “Report of ACM Multimedia Conference Review Committee” finalized on 24th January 2011. This document was written by the aforementioned Committee and the then SIGMM Director of Conferences, Mohan Kankanhalli. The review committee consisted of Tat-Seng Chua (Chair), Susanne Boll (Conference Organization Group Chair), Chang-Wen Chen, Balakrishnan Prabhakaran, Nicu Sebe (Paper Review Process Group Chair), Hari Sundaram, and Qi Tian. Specifically for the duties of the General co-Chairs (in Section 3.3), inspiration came from the ACL webpage: <https://www.aclweb.org/archive/policies/current/general-chair.html>.

6.2. Versions

v1.0.5 (Jul/2025)

Updated new SIGMM Executives

v1.0.4 (Jun/2025)

Approved modifications:

- Added the Director of Diversity and Outreach from SIGMM Board as part of the ACMMM-SC.

- Added a recommendation about the team continuity (under the bid criteria - organisation team).
- Added a table with paper length per track (under Submission Format).

v1.0.3 (Mar/2025)

Approved modifications:

- Removing representatives of ACM MM 2022 as per the bylaws.
- Updating the chair as the new SIGMM Director of Conferences.
- Adding the representative of ACM MM 2027 as per the bylaws.
- Adding the members at large resulting from voting (João Magalhaes, Laura Toni, Marco Bertini).

Modifications pending approval

- Inclusion of the SIGMM Director of Diversity and Outreach to the ACMMM-SC.
- Add a recommendation about the team continuity (under the bid criteria - organisation team).

v1.0.1 (Sep/2024) – Status: Approved. Modifications pending approval:

- Modified the "Bylaws Document Modification" section.
- Added a draft of the composition of the ACMMM-SC and the ACMMM-AB.
- Included the SIGMM Executives (Chair and Vice-Chair) in the ACMMM-SC.

v1.0 (Nov/2023) – First version approved by the ACMMM-SC.

v0.3 (Oct/2023) – Status: Draft

Feedback from the Members of the Steering Committee integrated

- Acronym: ACMMM-SC
- More precise definitions of the Regular Members and Members at Large, including a scientific/seniority/demographic/industry vs academia diversity for these last ones.
- Voting rules updated.
- Structure of the Main Program and Satellite events made more flexible.
- More flexible workshop rules.
- Add accessibility, DEI actions and promotion plans as criteria for bid assessment.
- Removed Section 4.2 "Proposal Document" as it strongly overlaps with the criteria.
- Updated the definition of the Advisory Board.
- Mentioning a future ACM Multimedia Conference Handbook
- Added "Bylaws Document Modification"

v0.2 (Jul/2023) – Status: Draft

- Added 2.2 Vice-Chair
- Added 2.5 ACMMM-SC Voting and Decision Procedures
- Added 3. ACM Multimedia Organization
- Added 4. Bids for Hosting ACM Multimedia

v0.1 (Dec/2022) – Started drafting.