

FAQ for CALICO SIGs

So you've been elected chair or associate chair of a CALICO SIG. Congratulations! Now what?

Q: What does a SIG chair do?

A: As SIG chair, your primary responsibility is to ensure that your SIG is represented at the annual CALICO symposium. This primarily includes:

- Attending next year's CALICO symposium.
- Running your SIG's meeting at the next CALICO symposium.
- Ensuring that your SIG submits a proposal for at least one event, such as a panel, at the next CALICO symposium.

You can also do more than that...read on for more details!

Q: What does an associate chair do?

A; Associate chairs (also sometimes referred to as co-chairs, incoming chairs, or vice chairs) are primarily responsible for showing up at the next year's CALICO symposium and taking over from the outgoing chair at the SIG meeting. Associate chairs can do more than this, however: they can help the chair in many ways, such as communicating with SIG members between symposia and organizing events at the next symposium.

Q: How long do chairs and associate chairs hold their positions?

A: One year for each position, for a two-year total commitment.

Q: How and when do associate chairs become chairs?

A: Associate chairs are elected during the CALICO symposium and become chairs at the SIG's meeting at the next year's symposium, when a new associate chair will be elected.

Q: Some SIGs have past chairs...what do those people do?

A: These are unofficial positions. Some past chairs volunteer to help the new chair and associate chair settle into their new positions. Recognizing past chairs is totally optional!

Q: As a SIG chair, what should I do before the next annual symposium?

A: There is just one mandatory thing: find out when and where your SIG meeting is going to be and attend it! You can do this by referring to the symposium schedule. However, ask [Esther Horn](#) if you're unsure. Make sure the SIG meeting is on your schedule so you don't miss it.

Some extra things you can do include:

- Planning a fun event for your SIG for the next symposium! This can be very informal. Some ideas:
 - Grab breakfast, lunch, or dinner together!
 - Plan to meet for a morning coffee or afternoon drinks.
 - Go on a CALICO-sponsored event together
- Generate hype! Inform SIG membership, via your social media presence and/or mailing lists, what the SIG will be doing at the symposium. Tell them:
 - When your SIG's official presentations (such as panels or workshops, and of course your SIG's meeting) are taking place at the annual symposium. Include dates, times, and locations of presentations along with the names of the presenters and the topics they'll be speaking about. See the [Gaming SIG's page](#) for great examples of this.
 - Look through the symposium schedule and highlight for your members sessions that might be of interest to them — whether or not the presenters are members at the SIG!

Q: As a SIG chair, what do I need to do at the CALICO symposium?

A: Really just one thing: Run your SIG meeting!

At your SIG meeting, you must:

- Collect email address from everyone who attends your SIG meeting
- Elect a new associate chair

- Brainstorm ideas for activities that the SIG can do to continue the communication in between conferences
- Officially pass the baton from the outgoing chair to the associate chair.
- As soon as you can after the conclusion of the SIG meeting, make sure [Esther Horn](#) receives the names of the new SIG chair and the newly elected associate chair. Failure to provide this information could result in the SIG being disbanded.

Ideally, your SIG meeting will also feature an opportunity for your SIG members to get to know each other and make preliminary plans for what the SIG might do in the coming year.

One great thing that SIG chairs and associate chairs can do at the CALICO symposium is to attend the sessions presented by people who might be interested in your SIG. At those presentations:

- Approach the speaker(s) and invite them to attend your SIG meeting, if it hasn't happened yet.
- If the SIG meeting is already passed, share information about your SIG with the presenter(s) and invite them to seek you out.
- Or get their email address and add it to your membership list.
- Encourage others early at the conference to attend the SIG meeting and become part of the SIG

Q: SIG meetings at CALICO are short—just 30 minutes. As chair, how can I best plan the time?

A: Here's a suggestion!

- Start right on time—don't wait for people to arrive. Make the most of your 30 minutes!
- As chair, you might consider asking your associate chair or another volunteer to help with the timekeeping so that you can just focus on the meeting content.
- Circulate a piece of paper and a pen—or a tablet!—and ask everyone present to write their name, affiliation, and email address.
- For up to 5 minutes: introduce yourself and the associate chair, and then talk about the SIG:
 - Tell about its mission
 - Relate anything you know about its history
 - Report what it typically does at and between CALICO symposia
 - Mention what the SIG presented (or will present) at this year's symposium. (Some SIGs prepare a PowerPoint or Google Slides deck to make the presentation easier to follow.)
- For up to 5 minutes: go around the room and have attendees quickly introduce themselves: names and affiliations only is best. Resist the temptation to let folks say anything about their research at this point—you can come back to that later if time allows!
- For up to 15 minutes — use this time at your discretion! Some ideas:

- Tell about what the SIG has done in the past year and talk about any plans you already have for the coming year.
- Discuss what topics the SIG might explore in the coming year, including brainstorming about what events or presentations the SIG might prepare for the next year's symposium.
- Recommend sessions that people at the current symposium might enjoy attending.
- Find out more about the research interests of SIG attendees
- VERY IMPORTANT in the last 5 minutes: ask for volunteers/nominations for the new associate chair! **DO NOT leave your SIG meeting without electing a new associate chair!**
- The old chair steps down, the old associate chair becomes chair, and everyone congratulates the newly elected associate chair!
- Don't forget to get that piece of paper and pen back! You'll need the names of attendees to contact them later.

Q: As a SIG associate chair, what do I need to do at CALICO?

A: Attend your SIG's meeting and become chair! You can also volunteer to help the chair with anything they are planning to do to support the SIG at the symposium.

Q: As a new SIG chair, what do I need to do immediately after the annual symposium?

A: Just a couple things.

- Update the [SIG page \(accessible from the CALICO website\)](#) with the new leadership's contact information and any other information that people interested in the SIG might want (e.g. how to interact with the SIG via social media, Discord, discussion lists, etc.) [Esther Horn](#) can and will help you with this; you can get inspiration from your own SIG's page or the pages of other SIGs.
- Ensure that both you and the new associate chair have access/permissions to any web sites, social media presences, and so on that the SIG uses to communicate.
- Add the names and email addresses of your SIG meeting's attendees to any mailing lists or social media your SIG maintains.

It's also nice to follow up with those who attended your SIG meeting as soon as possible after the symposium concludes. A brief message to the mailing list or posting on your social media site thanking them for coming to the SIG is enough!

Q: What can I, as part of SIG leadership, do in the year between symposia?

A: SIGs are entitled to put on a panel presentation at CALICO! So the most important thing that chairs do between CALICO symposia is work with their SIG's associate chair and membership to come up with a session to present at the next year's symposium.

While the chair is responsible for making sure a presentation gets organized, the chair need not be part of the session, nor even be the person who organizes it. The chair just needs to find someone or someones who are willing to commit to representing the SIG at the next symposium via a panel presentation, workshop, or other presentation.

Your SIG should start organizing any panel or workshop in early fall, so that you have a proposal ready to submit for the regular late-October deadline for CALICO symposium proposals.

But there are other things you can do to ensure that you maintain a vibrant SIG between symposia. In other words: stay in touch with your membership! Here are some ideas for doing so.

- Maintain your presence on social media. The Computer-Mediated Communication (CMC) SIG, among others, has a Facebook page; the Graduate Student SIG has a Twitter presence; the gaming SIG sends a newsletter.
- If you have websites, social media presences, etc. keep them up-to-date.
- If you use a mailing list, maintain a Slack channel, or use Discord, consider sending a message to it at least one every three months—ideally more often.
- Meet virtually and regularly in between symposia. For example, the CALICO Immersive Realities SIG holds regular, virtual meetings. Sometimes those are fun meet-ups, allowing members to explore new VR/AR/XR apps together. The SIG also regularly invites speakers from both industry and academia to share their work.
- Write and circulate newsletters. The Gaming SIG (among others) regularly puts out a newsletter.
- Establish panels or committees. For example:
 - The Graduate Student SIG has not just a chair, but also a board that includes the past chair and provides support to the current leadership.
 - When the Courseware SIG rebranded itself as LTLT, it generated ideas through a subcommittee that regularly met and came to the SIG meeting at the next symposium with a proposal for the new name.
 - Regularly post to/update your SIG's social media presence, website, etc. If you have a newsletter tradition, maintain it on whatever cadence makes sense for you. Maybe a prior chair had the time and energy to put out a monthly newsletter — but maybe you're only going to do it quarterly, or less frequently still — set expectations for yourself and your membership and do your best to stick to them!

Q: Is there anything else I can do to support and promote my SIG?

A: There's a lot you can do! Some ideas:

- If your SIG's past chair is willing and available, consult with them! Find out what has and hasn't worked for the SIG in the past. Learn from past mistakes and keep the SIG moving forward!
- If your SIG doesn't have a mission statement (like LTLT has) or even just a description (like SLAT has), create one! Again, SIG leadership doesn't have to go it alone—you can create a subcommittee to work on it.
- Contribute to and preserve your SIG's history!
 - Consider keeping track of its meeting agendas and minutes.
 - Make a separate website for your SIG, which can be accessed via your SIG's page on the CALICO site, and where you can share information and opportunities to connect.
 - Maintain good records of SIG membership from year to year, and make sure that chairs pass such information, as well as other resources such as websites, on to successors, so that nobody has to start from scratch.
- Be quickly responsive to queries you may get from people who are interest in joining your SIG

Q: What if I have other questions?

A: Contact [Esther Horn](#)!