

**Guidelines for
ACM SIGSIM Conference on Principles of Advanced Discrete Simulation
(SIGSIM PADS)**

January 1991; updated December 1995, May 1997, June 2010, May 2021

1. Overall Organization

The SIGSIM PADS steering committee (SC) is responsible for the overall management of the conference under the guidance of ACM SIGSIM leadership. Administrative decisions, especially those regarding policy that affect the conference as a whole are decided by the SC. In general, variations from procedures and policies outlined in this document for a particular conference meeting should be discussed with the steering committee prior to implementation.

The two principal organizers of a conference meeting are the program chair and the general chair. They are responsible for developing the technical program and logistical aspects of the meeting, respectively. Each conference meeting will generally include other individuals to organize the conference that year, as noted below. All individuals associated with the conference are required to follow the [ACM Code of Ethics and Professional Conduct](#).

2. Steering Committee (SC)

The SC is responsible for selecting meeting sites and appropriate individuals to serve as program and general chair of each conference. The steering committee should select the location and personnel for the meeting at least 1.5 years prior to the meeting.

The steering committee is composed of five individuals including four elected members and one appointed by the ACM SIGSIM chair. The SC may include more than five individuals in its first years of operation, as noted below, but should include five individuals beyond this initial start-up period.

The individual appointed by the SIGSIM chair shall be the chair of the SC and is responsible for ensuring the SC meets and tasks are completed in a timely fashion. The SIGSIM chair may serve in this role or may select another individual to perform this task. The appointed individual (chair) shall serve in this role for one year, but may be reappointed at the discretion of the SIGSIM chair. The chair is responsible for organizing SC meetings and setting the meeting agenda. The SC chair shall serve as SC's liaison to the organizing committee for the conference scheduled that year.

Each elected SC member serves a term of four years. One elected member's term shall expire each year. Individuals may be re-elected to the SC. Nominations for SC members shall be solicited at the business meeting for the SIGSIM PADS conference and with his/her agreement, placed on the ballot; individuals not attending the business meeting are also eligible to run for the SC position. After nominations have been closed an election shall be conducted at the SIGSIM PADS conference business meeting to select the new SC member. All registrants to the conference that year are eligible to vote.

The initial SC shall include all members of the SC as of May 1, 2021 who wish to continue in this role, plus the one appointed individual, as noted above, who shall serve as the chair. Each individual will be

assigned a randomly selected term of 1 to 4 years, uniformly distributed to the extent possible. Current SC members may seek re-election to the SC when their term expires.

3. Program Chair

The program chair, together with the program committee, is responsible for making accept/reject decisions on paper submissions. The program chair, or designate, handles papers submitted by the general chair. The program chair makes final decisions regarding acceptance based on inputs provided by the program committee and external referees. The general chair (or designate) handles papers submitted by the program chair. The program committee, or some subset, is responsible for selecting the winner of the best paper award and/or any papers recommended for forwarding to a journal.

The program chair is the most important individual with regard to the development of the technical program of a particular meeting. The most important task of the program chair is to ensure that paper submissions are properly handled and carefully refereed in a timely fashion, and that the selection of the winner of the best paper award and/or selection of papers to be forwarded to journals is properly managed. The duties of the program chair include the following:

1. Form the program committee (approx. 1.5 years before meeting). Only individuals competent to referee PADS submissions should be assigned to the program committee. It is recommended the program committee include some individuals who have experience on the committee before, as well as new individuals without prior experience in this role. The expertise in the program committee should cover the range of topics covered in the call for papers and include individuals representing the diverse geographic locations of conference attendees to the extent that this is practical. Information concerning the past performance of PC members, e.g., in terms of quality and timeliness of their reviews, should also be considered when available.
2. Select a chair for the artifact evaluation and reproduction of computational results (RCR), as discussed below.
3. Develop the call for papers (approx. 1.25 year before meeting). If possible, the call for papers (or at least an abbreviated version) should be completed sufficiently far ahead of the preceding year's conference so that it can be printed in the proceedings for that conference, as well as at the conference itself. It is desirable to print the names of program committee members in the call for papers.
4. Process papers submitted to the conference in a timely fashion. It is recommended that an electronic submissions system be used to receive and track papers. Each paper should be reviewed, as described below. The program chair should also encourage referees to return their reports in a timely fashion, to the extent that that is possible. Referees should be given a minimum of four weeks to review papers assigned to them. Be sure to allow a few weeks slack for late papers, unexpected delays. The time for the evaluation of artifacts and reproducing computational results should also be taken into account. Finally, the program chair should notify authors of acceptance/rejection decisions and forward the referee reports to the corresponding author.
5. Organize a program committee meeting and develop the technical program. This can be done as a virtual meeting via conference call, or in a face-to-face meeting (e.g., in conjunction with another meeting to which many PC members will attend). In addition to making acceptance/rejection decisions and assigning papers to sessions, all aspects of the program must be addressed (e.g.,

panels, invited speakers, session leaders, tutorials, etc.). The program chair should either manage these aspects personally, or delegate tasks to reliable individuals.

6. Invite papers if any are desired. PADS relies primarily on contributed submissions for its proceedings, however, it is sometimes desirable to invite papers on specific topics if there is a general interest in that area, and it is anticipated contributed submissions will not cover that area. Invited papers may also be necessary if the number of submissions is low. In this case, invitations should be made soon after the paper deadline to allow authors time to write the paper.
7. Select awards and papers recommended for forwarding to a journal. The program chair should solicit nominations from program committee members, and with (typically some subset) of the program committee, select the winner of the best paper award and papers recommended for forwarding to a journal. The policy for journal publication may change from year to year, so this should be coordinated with the steering committee. Journals will normally perform an additional review (beyond the SIGSIM PADS review) before accepting the paper for publication, and may require an open call in conjunction with the special issue.
8. Write the preface to the proceedings, check the opening pages for accuracy and completeness. See past proceedings for examples. Be sure to remind the publisher to acknowledge the program committee and referees and provide a list of the individuals involved. The program chair will need to keep in touch with the publisher to get a draft of the opening pages of the proceedings before it goes to press. The preface should mention papers winning awards. The steering committee chair coordinates selection of the publisher. It is a good idea to check with that individual before the paper due date to make sure that process has been started.
9. Select session chairs for the meeting and develop the final program.

Overall, it is important to keep in close contact with the individual(s) responsible with logistics in order to make sure things are moving along smoothly and are done in an appropriate fashion. Be especially careful to check that the proceedings materials and the final program are accurate and complete.

4. About the Refereeing Process

Refereeing is the principle mechanism used to ensure that the technical quality of the program meets high standards. Specific aspects of the refereeing process follow:

1. The refereeing process should be based on submission of full papers. At the program chair's discretion, extended abstracts may be accepted and refereed, but in that case, full papers should receive preferential treatment.
2. A double blind refereeing process should be used whereby the referee is not given the identity of the author, and vice versa. If the author's identity has not been stripped from the submitted paper, the program chair should strip the identity to the extent that that is possible.
3. Each paper should be refereed by at least one member of the program committee to facilitate discussion of the paper at the PC meeting. If the program committee is sufficiently large, PC members may be used to perform the bulk of the reviews. Additional, non-PC referees may also be used as needed. At least three referee reports (more than three is recommended) should be requested for each paper. Typically, each member of the program committee will be assigned several papers to referee, and non-program committee members (e.g., authors) will only be assigned one (or at most two) papers. In situations where insufficient reviews are obtained, the

program and general chairs should take it upon themselves to referee the paper. In any event, at least two reviews should be obtained for each paper.

5. General Chair

The general chair is responsible for advising and overseeing the activities of the program chair in order to ensure that the conference is managed in a timely, and appropriate fashion. The general chair also deals with certain administrative matters and with the assistance of the publicity chair oversees advertising for the meeting. The specific duties of the general chair include:

1. Ensure that the call for papers is completed in a timely fashion, ideally, in time so that it can be printed in the previous year's proceedings.
2. Complete the ACM forms and get approval of the meeting, at least a year before the meeting takes place and coordinate the meeting with the individual at ACM responsible for conferences. The meeting is currently sponsored solely by ACM SIGSIM. A key activity concerns developing a draft of the budget for the meeting that year.
3. Identify individuals needed for other roles in the conference, such as the publicity chair and chair for the ACM SIGSIM PhD student meeting, and coordinate their activities as needed.
4. Work out the final technical program and identify speakers (e.g., keynote or other invited speakers) with the program chair.
5. Complete and submit the final report for the meeting to ACM

6. Other Conference Committee Members

The chair of the RCR-initiative is responsible for handling the artifact evaluation and replication of computational results, and approving ACM badges (Artifacts available, Artifacts functional, Artifacts reusable, Computational results reproduced (<https://www.acm.org/publications/policies/artifact-review-and-badging-current>)) to the evaluated papers, if they have passed the criteria. The chair is also responsible for selecting a suitable committee for conducting this kind of additional review. The evaluation process takes previous procedures and lesson's learned into account, and is synchronized with the overall reviewing process of the papers.

The publicity chair is responsible for overseeing the advertisement of the meeting through the distribution/publication of the call for papers and preliminary program. Minimally, this should be done through the ACM SIGSIM electronic mailing list. Other advertisement venues, especially electronic mailing lists are encouraged.

The ACM-SIGSIM PhD student meeting is normally held immediately before the SIGSIM PADS conference. The chair of the ACM SIGSIM PhD student meeting is responsible for managing all aspects of this meeting, including working with the general chair concerning meeting logistics, establishing the student meeting technical program, working with the publicity chair concerning advertising, and identifying individuals for any specific, required roles (keynote speaker, panels, etc.) as well as selection of awards.

7. SIGSIM PADS Conference Website

The web site for the conference is managed by its webmaster who is appointed by the SIGSIM PADS Steering Committee:

1. The website must be created to scale down for proper use on mobile devices.
2. The website must preserve the previous PADS programs together with conference organizers.
3. The webmaster must perform requested changes in a timely manner working closely with the conference organizers.