The Günter Enderle Award

The Günter Enderle Award is presented to the author(s) of the best refereed paper at the Conference using Technical Merit, Significance of Contribution, Written Presentation of Paper, and the Presentation at the Conference as equal criteria in deciding the award. The Chair of the Günter Enderle Award Committee should be chosen well before the International Programme Committee meeting in November/December and he/she should be a member of the IPC. At this meeting he/she will be able to collect any relevant comments concerning the papers selected and have access to the Draft papers. After the IPC meeting the Chair of the Award Committee should ensure that he/she has copies of all the Referee's reports for the papers selected. At the IPC Meeting, the Award Committee should be agreed. It is the responsibility of the Chair to send out invitations to the Committee. In selecting members of the committee, care should be taken not to select individuals who will be unable to attend paper presentations because of other commitments (such as Eurographics committee meetings).

When the final papers have been received, copies must be sent to the Awards Committee in good time before the Conference so that the Chair can get their views at least two weeks prior to the Conference. The Awards Committee will mark the papers leaving the actual presentation marking until the Conference itself. The Committee will rank the papers and send to the Chair their list of best papers ranked in order with their marks. It is the Chairman's responsibility to collate the information and come to the Conference with a plan of action for viewing those papers that are candidates for the Award. One meeting of the Günter Enderle Award Committee should take place before the technical sessions on the first day of the Conference where the Committee should agree a short list of papers that are Award candidates. The aim should be for enough Committee members to hear all the papers on the short list. After the last paper presentation on the last day of the Conference (often during the lunch break), the Committee will have a second meeting to finalise the selection of the best paper for the Günter Enderle Award and define two runners-up who will collect certificates (sample certificates appear in Appendix E). It will also select a best student paper award, i.e. the best paper presented by a PhD student. The Chair is responsible for organising the two meetings. The Chair of the Günter Enderle Award Committee is required to announce the results at the Closing Session of the Conference giving some indication of the reasons for the choice. The Local Organisers are responsible for producing the Certificates and having the prize itself available, but the Chair should check that this has been done. The Local Organisers may also add an additional gift, as a remembrance of the Conference location, the host city or country, etc.
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Günter Enderle Award Committee: Procedures

1. Selection of the Award Committee Chair

The Günter Enderle Award Committee Chair must have been selected by the Conference Steering Committee, invited, and installed by September of the year before the conference.

The Committee Chair should be a member of the International Programme Committee (IPC), and if possible, have been a member of the Günter Enderle Award Committee before.

Example for invitation letter for Award chair.

2. Formation of the Award Committee

The Committee should consist of six or seven members (including the Chair) and they are selected by the Committee Chair. Members should be experienced paper reviewers, and must be selected for an even distribution of specialties and nationalities. The invitation letters to Award Committee members (with preliminary instructions) should be sent after the IPC meeting (sample).

It is desirable that the Award Committee Chair attends the IPC meeting in order to be informed about the programme and have the reviewer's ratings and comments available. Papers from the institutes of the members of the award committee will be excluded from the rating.

3. Discussion of the Criteria of Judgement

The Committee Chair and the members of the committee should start a discussion about the criteria of judgement for the papers, and their relative weights. The papers should be rated according to the following criteria:

- Paper relevance, novelty and contribution to the field
- Technical soundness and paper clarity
- Usability of the results
- Quality and clarity of the paper presentation at the Conference

The discussion should be concluded by the end of January (Example for Evaluation Criteria).

4. Distribution of Preprinted Papers

The Conference organisers will send the accepted papers to the Paper Award chairperson at least three months before the event (paper and/or electronic version).

The Conference organisers will also compile a list of the papers that are candidates to the best Student Paper Award, and send it to the Paper Award chairperson at least three months before the event. A paper is a candidate for the student paper award if the author that is presenting the paper is a Ph.D. student.
5. Final instructions

The Award Committee Chair sends a letter (sample letter) containing the final instructions to the committee members, to be received at the same time as the papers, consisting of:

- the final criteria for judgement, and the scales on which each of the criteria should be rated (Example for Evaluation Criteria)
- instructions for preparation of a shortlist of the best papers (Awards Shortlist Form)
- a final date at which the shortlists should be received by the chair; this should be around mid-March, allowing at least two weeks for the chair to send out reminders, and to summarize the results
- arrangements for the meetings of the committee (see below)

6. Pre-conference meeting arrangements

The organizing committee should book a small meeting room for the first meeting of the committee, to be held before the Technical Paper sessions start.

For a second meeting arrangements must be made for after the last Technical Paper session (often during lunch on Friday), preferably in the conference building. The lunch should be provided to the committee by Eurographics (this is the only material reward to the committee members).

It is the Committee Chair's responsibility to ask the organisers to provide these rooms.

It is important to inform the committee members early about the meetings, so they can adjust their travelling arrangements to them.

7. Shortlist Proposals and Merging

All committee members prepare shortlists according to instructions from the Chair. They can add brief verbal comments on each paper chosen.

The Chairperson prepares a summary of the shortlists, listing all papers nominated, and the scores given by the members. The summary, merged lists, and proposals are distributed to the committee members, possibly before the meeting.

8. Pre-conference meeting: Nominations and further Instructions

The goals of this meeting (before the first technical paper presentation) are:

- preparation of a final list of at most ten nominated papers, of which the members must attend presentations
- coincident presentations in the final programme must be identified and committee members assigned to each parallel presentation
- agreeing on a procedure for the final decision
9. Second meeting

The second meeting is held after the last session of the technical programme, i.e. normally during lunch on Friday. The goal of the second meeting is to make the decision about the prize winners, using the following procedure:

- The first three papers of the list will be awarded with the first, second and third Conference Paper Award, respectively. The first student paper in the list will get the Best Student Paper Award. It may be the case that a paper gets the best student paper award and one of the Conference paper awards
- Papers from the institutes of the members of the award committee will be excluded from the rating

A jury report will be composed: a short characteristic of each prize winning paper, emphasizing its merits, to be read at the award presentation ceremony.

10. Award presentation

The award presentation by the Award Committee Chair should consist of:

- a brief account of the committee's activities and working method
- mentioning the names of the committee members
- mentioning the criteria used
- presentation of the awards in order 3, 2, 1, calling each of the winners to the front, and reading the jury report
- display of one slide for each of the Award winning papers, including a typical image from the paper, so that the audience can remember which paper it was
- honourable mentions
- acknowledgements

NB: in order to have a large audience for the award presentation, there should be no intermission between the last invited presentation and the closing session.

11. Miscellaneous

Besides the certificates (Sample Award Certificate) and the cash prize, extra prizes from the local organizers can be presented, with a local flavour of the conference site. (A good example of this were the ships-in-bottles presented in Hamburg, 1989, or a bottle of local wine in Budapest, in 1997 or in Lisbon, in 1998.) The Award Committee Chair and IPC chairs can stimulate this, in cooperation with the local organizers.