The main officers of the Organising Committee are as follows

(It is desirable to have two co-chairs for most of these positions in order to share the work, normally one local and one international person)

- **Conference Chairs.** The main persons responsible for coordination of the technical aspects of the event. Have responsibility for arranging and chairing meetings of the Organising Committee and for liaison with the Monitoring Officer and the Conference Steering Committee. It is their job to ensure that each member of the Committee keeps to the agreed timescales, stays within budget and achieves the goals set. Note that the Conference Chairs are, ex officio, members of the Eurographics Executive Committee in the year preceding, during, and after the Conference. Responsibilities include the theme of the conference, the timetable, Call for Papers, definition of panel sessions and their organisers, all arrangements at the venue, and many others.

- **International Programme Committee Chairs (Paper Chairs).** Responsible for the main technical programme of the conference. Responsibilities include selection of the International Programme Committee, refereeing and organising the meeting where paper selection takes place. The IPC Chairs are responsible for ensuring that speakers are aware that papers have been accepted, when they will be presented and who will chair the session. It is also their responsibility to select and invite keynote speakers.

- **STAR Chairs.** State of the art report (STAR) lectures are held in parallel with the submitted paper sessions. The STAR Chairs, in consultation with the IPC chairs, is responsible for selection of speakers, timetable, room allocation, correspondence with speakers etc.

- **Tutorial Chairs.** Responsible for the tutorial programme and its execution. It is important that an attractive programme is designed which will bring delegates to the event. The chairs are responsible for a call for tutorials and the selection process, for identifying topics and speakers, negotiation with and signing of contracts by the speakers, liaison with the Conference Organiser regarding the tutorial programme, meeting the speakers and dealing with their requirements at the event. Normally the Conference Organiser will be responsible for advertising, booking of rooms, audio-visual aids, payment of lecturers, production of copies of tutorial notes etc. It is the Conference Tutorial Chair's job to ensure that the agreed timescales for such activities are met.

- **Short Papers Chairs.** Responsible for the short papers programme. The Short Papers Chairs need to work closely with the IPC Chairs. The Short Papers Chairs are responsible for organizing the call for short papers and the reviewing process, defining the short papers sessions, for informing submitters of results and for handling arrangements for sessions.

- **Best Paper Award Chair.** From all presented full papers the award committee gives the Günter Enderle Award to the best paper and honors the second and third best. For this the Award chair has to set up a small subcommittee of the IPC (typically 5 or 6 people) who decide after the last technical talk. These prizes are then announced during the closing session of the conference by the chair.

- **Medical Prize Chairs.** The Eurographics Association organizes a biannual competition to acknowledge the contribution that computer graphics is playing in the medical field, and to encourage further development. The Eurographics Medical Prize has been renamed to Dirk Bartz Prize for Visual Computing in Medicine to honor Dirk Bartz who passed away far too early in March 2010. Prize winners are invited to present their work in a special session of the conference and are honored during the closing
The Local Organising Committee

• **Exhibition and Industrial Seminars Chairs.** Responsible for liaison with the Conference Organiser on all matters relating to the exhibition.

• **Other Duties.** A number of other functions need to be organised and these can either be the responsibility of one of the above or can have specific persons to do the function. For example, somebody needs to be responsible for Sponsorship, the Social Programme, Advertising and general PR, the Web site of the Conference, Organising Graphics Labs Posters, Secretary to the Committee etc.

The procedure for accepting the members of the Organizing Committee is:

1. Conference Chairs propose names for the international co-chairs to the chair of the Conference Steering Committee
2. if the chair of the Conference Steering Committee agrees the Conference Chair asks the people if they are willing
3. if they are willing then the Conference Steering Committee votes by email about the proposal