

Permission Forms Explained

What is the Submission and Non-exclusive Publication Agreement? Why must I sign it?

The ACM SIGGRAPH Submission and Non-exclusive Publication Agreement is a legal document. It explains the uses ACM SIGGRAPH in partnership with Leonardo/ISAST and MIT Press makes of presented material and requires you to acknowledge that you have permission to use this material. This may involve seeking permissions clearance via copyright transfers, or conditional releases from your employer and/or from others who have loaned or provided you material, such as videotapes, slides, photographs, and/or other images.

The agreement helps prevent situations whereby the contribution includes otherwise copyrighted material without permission that may lead to complaint and legal action. In addition, this agreement asks if ACM SIGGRAPH may use your materials for conference and organization promotional material in exchange for full author/artist credit information.

All accepted submissions must be accompanied by a completed Submission and Nonexclusive Publication Agreement. ***The agreement must be 'signed' (electronically) in order for the work to be presented at SIGGRAPH 2013.*** Failure to complete and execute an electronic signature on the Submission and Nonexclusive Publication Agreement will result in the work not being presented at SIGGRAPH 2013, nor published through the collaboration between ACM and Leonardo/ISAST and its publisher, MIT Press.

Your Submission of materials will be presented and distributed by the following means. A brief explanation follows.

§ **Written Documentation** (description of the work, contributor contact info)

§ **Print Publications:** the Special Issue of Leonardo devoted to SIGGRAPH 2013, conference programs, and proceedings.

§ **Electronic Publications/Web Sites:** the conference DVD, the electronic version of the Special Leonardo Issue, the abstract/indexing services and databases that MIT Press has standing agreements for the distribution of Leonardo, the ACM SIGGRAPH Conference website and the Leonardo journal's website.

§ **Video-based or audio-based documentation** (film or audio if it was part of the submission)

§ **Video archives of SIGGRAPH conference presentations produced and distributed on DVD-ROM:** The conference DVD provides documentation of the presentations given at the conference, and includes speakers, slides, and video components. The DVD is included with full conference registration, and is made available for sale during and after the conference.

§ **The ACM Digital Library:** Where permission is been granted, presentations will be videotaped and included in the ACM Digital Library as part of the conference record. The Digital Library is a repository of content from ACM conferences and publications that is made available primarily for reference/research purposes. Example: the Papers Committee members receive Digital Library access in order to verify that technical paper submissions have not already been presented/published (SIGGRAPH or elsewhere).

§ **Digital movie files in the ACM SIGGRAPH Video Review (SVR) publications:** The SIGGRAPH Video Review (SVR) is a video publication (DVD format) that documents the works showcased in the Computer Animation Festival and Art venues, archived primarily for historical and educational purposes. Contributors who grant permission for their work to be included in the SVR maintain full copyright to their work, and ACM SIGGRAPH is committed to protecting that. Though SVR is a tremendous educational resource, distribution is fairly specialized and limited through the ACM organization (not available through stores, etc.) for an unlimited time, or until sold out.

§ **Webcasts of SIGGRAPH conference presentations:** Although webcasting is not currently scheduled for SIGGRAPH 2013, it is a possibility. If you do not wish to have your presentation and/or materials available via webcasting, please check Deny for this permission.

For Conference Promotion

§ **Media/Press 1.** Please check “Grant” if you wish to have your SIGGRAPH 2013 presentation and/or materials used for conference promotion and/or education in the future, and you have (or have obtained) the rights to grant this permission.

§ Media/Press 2.

Please check “Grant” if you wish to have your submitted materials used to promote/ publicize SIGGRAPH 2013, and you have (or have obtained) the rights to grant this permission.

Releases and When to Use Them

For any content, including but not limited to, images, artwork, music or multimedia files, that you yourself did not create, you need a release form. There are two forms that you will need to choose between: Image Permission and Release (Form A) and Work for Hire Permission and Release (Form B). It is a good idea to keep a copy of all forms for your records.

Use Form A when:

A third party created and has granted you the right to include the image/art and/or other media referenced above in your submission. They retain their copyright to the image/artwork and are only granting you permission to include it in this particular instance, within this particular submission. Their artwork will not be licensed out in any other format other than as part of your submission as a whole. You will need to have them fill out the entire form, sign it, and return it to you. You will then submit a copy of this with your acceptance agreement so that we know what the proper copyright line citation should be.

Use Form B when:

You have commissioned someone to take, provide, or otherwise create an image or piece of work specifically for inclusion in your submission. The individual is working for you, thus, the product is a ‘work for hire’ and you, as owner of the new artwork or image, hold copyright. This is an agreement that you must have made PRIOR to the creation of the new image/photo/work. You may (and is usually appreciated) credit them as the photographer or as the artist, but the copyright line remains in your name. You may keep this form for your records, or turn a copy in with your acceptance agreement.