

ACM Multimedia Bidding Guidelines

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1. Introduction

Since its launch in 1993, ACM Multimedia (ACM MM) has been the premier international conference for multimedia research, innovation, and applications. The conference brings together researchers, practitioners, artists, and industry leaders to present and discuss advances in multimedia systems, content understanding, user experience, and emerging applications.

ACM MM is typically scheduled between the second half of October and the first week of November, with paper submission deadlines usually targeted for April. The conference program generally consists of three full days for the main conference, followed by two days dedicated to workshops, tutorials, and side events. Industry exhibits are normally held during the main conference days. Proposals are expected to align with this general structure unless clearly justified otherwise. ACM MM is also held every year in a different continent, rotating between the Americas, Asia/Oceania, and Europe/Africa with the goal of ensuring global representation and accessibility. *However, this rotation is currently on hold until 2028 due to the political climate*, and may be adjusted by the ACM Multimedia Steering Committee (ACMMM-SC), if needed.

The selection of the organising team and corresponding host location follow a multi-year planning process. Typically, a call for bids to host ACM Multimedia three years in advance is published by the Chair of the ACMMM-SC approximately three months before the upcoming conference edition. The bids received in year N are evaluated during or shortly after that year's conference, and the selected bid corresponds to the ACM MM edition in year $N+3$ (for example, bids evaluated in 2026 correspond to ACM MM 2029). Bidding teams are expected to submit a comprehensive proposal before the announced submission deadline and to present their bid during the SIGMM community (city hall) meeting held at ACM MM. Shortly after the conference, the ACMMM-SC evaluates the submitted bids and selects the organisers for the conference edition in year $N+3$. The final decision is typically announced shortly after the conference.

Each bidding cycle for ACM Multimedia is evaluated independently and thus, repeated bidding attempts do not confer priority or advantage in subsequent selections. All proposals are assessed based on their merits within the context of the specific bidding cycle and the requirements of the conference at that time.

The aim of this document is to provide guidelines for teams interested in submitting a bid to host ACM Multimedia in the near future. These guidelines are intended to support transparency, consistency, and fairness in the bidding and evaluation process, and to assist potential hosts in preparing high-quality and competitive proposals.

This document is placed under the context of the ACM Multimedia Steering Committee Bylaws. As such, in the event that these guidelines are in contradiction with the policies described in the ACMMM-SC Bylaws, they will prevail over what is written in this document.

2. General Information

This section describes the main elements that must be included in an ACM Multimedia Bid Proposal and that will also form the basis of the evaluation criteria described in [Section 4 Evaluation](#). Bidding

teams are expected to provide clear, concrete, and well-justified information covering the scientific vision of the conference, the organizational structure and experience of the team, the proposed location and venue, and the practical, financial, and community aspects of hosting ACM MM.

The information included in the bid document represents the primary basis for the evaluation of proposals by the ACMMM-SC. Thus, the bid proposal should present all relevant information required to assess the suitability, reliability and preparedness of the proposed organizing team to host a conference of the scale and international profile of ACM Multimedia. Incomplete, poorly organised or insufficiently justified information may negatively affect the evaluation of a proposal. *Given current global challenges, particular attention is given to accessibility considerations, including the ease of international travel and visa requirements, with preference for locations that are more accessible and visa-friendly for the global ACM Multimedia community.*

2.1. Scientific Vision

Ensuring the scientific quality of ACM Multimedia is of paramount importance for the ACMMM-SC since it is key to maintain and strengthen the role of the conference within the scientific research community. Therefore, bidding teams should articulate a clear and compelling vision for hosting ACM MM, explaining the motivation for the proposed location and organizing team, and how the proposed edition will contribute to the continued scientific, social, and strategic development of the conference.

A critical aspect to ensure this quality is the standard of the papers presented at the conference. Proposals should therefore demonstrate a strong commitment to scientific excellence by outlining a credible and well-structured approach to managing the technical program, including high-quality peer review processes, and the necessary environment and logistics to support effective scientific exchange. Proposals should also describe innovations aimed at engaging external stakeholders, such as industry, society, and environmental initiatives, while preserving the core scientific mission of ACM MM.

2.2. Organizing Team and Roles

The proposed organized team must be diverse in terms of demographics, expertise, and experience to successfully run a conference of the scale and complexity of ACM Multimedia.

Teams are expected to show a strong commitment to the ACM Multimedia community and willingness to collaborate with the ACMMM-SC. While the ACMMM-SC strongly encourages the involvement of junior and early-career researchers as part of the organizing team, in order to foster training, community growth, and continuity, it is essential that the team also includes a sufficient number of senior members with prior experience in organizing ACM Multimedia or similarly large international conferences (e.g., other top-tier venues). The presence of experienced organizers is considered important to ensure continuity, provide effective mentoring within the team, and mitigate organizational and operational risks. Proposals are therefore expected to strike a balanced composition, combining experienced leadership with opportunities for junior members to take on meaningful organizational roles under appropriate guidance.

To support leadership renewal and broaden participation in conference organization, the ACMMM-SC recommends variability in major organizing roles across editions. In particular, it is discouraged for the

same individual to assume a leading organizing role (e.g., General Chair, Program Coordinator or Program Chair) within a short time window, such as four years, unless clearly justified by exceptional circumstances. This recommendation aims to promote inclusiveness, capacity building, and the emergence of new leaders within the ACM MM community.

A provisional list of the organising team members for all the roles, including names, affiliation and short biographies (only main roles), is strongly encouraged at the bidding stage, even if some roles may later be refined or populated with additional members. A clear and well-defined distribution of responsibilities, especially among the general and program co-chairs, is viewed positively.

2.3. Actions in Support of Diversity, Equity, and Inclusion (DEI)

Proposals must include a clear and concrete set of actions in support of diversity, equity, and inclusion within the ACM Multimedia community. These actions should aim to broaden participation and reduce barriers for underrepresented groups and should be integrated across the scientific and social program, as well as in organizational and logistical planning.

2.4. Location and Venue

The proposed location should be accessible and visa-friendly for the global ACM Multimedia community in particular due to the current global situation.

The proposed venue must be suitable to host the expected number of participants and support all conference activities. This includes the availability of appropriately sized and equipped spaces for parallel track presentations in the required formats, plenary sessions, and ancillary activities, as well as adequate facilities for catering, restrooms, and informal interactions. Proposals must demonstrate that the venue provides reliable, high-capacity Internet connectivity and appropriate physical accessibility for all participants. The availability of facilities for video streaming, particularly for plenary sessions, is highly recommended to support potential remote participation and promotion material on social media. Bidding teams should also demonstrate that there exists suitable accommodation for participants for the whole duration of the conference, potentially including low-cost accommodation for student delegates. A letter from the hosting institution is highly encouraged.

Proposals should include details about location accessibility, including airline and public transport connectivity, as well as strictness on visa requirements. When the accessibility is limited, proposals should describe realistic mitigation measures, such as hybrid or remote participation options, to reduce barriers to attendance.

2.5. Overall Plans

Proposals should describe a feasible overall plan for running the conference, including strategies for promotion and financial sustainability.

Promotion plans should describe how the organising team intends to advertise the conference, with particular emphasis on the year before the event. Strategies could cover web-media communication, social media, specialized mailing lists, and any other meaningful physical or digital support.

Proposals must include a provisional budget for the conference, providing a realistic breakdown of income and expenses. It is expected that the conference should break even at a minimum. Incentives for early registration and student registrations are advisable. Budgets should include the ACM contingency fee and the VAT if applicable.

3. Submission and Presentation

Bid proposals must be submitted to the ACM MM-SC chair in PDF format and must not exceed 20 pages. Proposals should be self-contained and written in a clear and structured manner, addressing all elements described in [Section 2](#) of these guidelines. The bidding document should include the following items:

- **General Information** [[Section 2](#)]
 - Main points of contact;
 - Proposed dates and location, with main highlights of the conference;
- **Scientific Vision** [[Section 2.1](#)]
 - Detailed vision for the scientific program, including plans for the main technical tracks, potential innovative session formats, and new initiatives that will ensure high-quality and impactful contributions;
 - Draft of Workshops program, potential Tutorials and side events plans;
- **Organising Team and Roles** [[Section 2.2](#)]
 - Names and bios of the members of the proposed organizing committee;
 - Responsibility distribution among the various co-chairs;
- **Actions in Support of Diversity, Equity, and Inclusion (DEI)** [[Section 2.3](#)]
 - Actions in support of diversity and inclusion;
 - Plans to attract and engage top researchers from diverse fields around multimedia research community, including strategies for keynote selection, and paper review quality assurance;
- **Location and Venue** [[Section 2.4](#)]
 - Information about the proposed location such as: landmarks of the city, events, hotels, and transport links;
 - Visa accessibility report, highlight the accessibility of the proposed location for international participants;
 - Potential venue for main conference, workshop/tutorials sessions;
 - Potential plans and venue for welcome reception (if any) and gala dinner;
- **Overall Plans** [[Section 2.5](#)]
 - Promotion plans for the conference;
 - Budget overview.

Only complete proposals submitted by the announced deadline will be considered for evaluation and will be invited to present their bid during the SIGMM community business meeting held at that year's ACM MM conference. Following the presentations and subsequent discussion, the ACM Multimedia-SC will evaluate and select the winning bid.

4. Evaluation

Proposals are evaluated by the voting members of the ACMMM-SC based on the information provided in the submitted bid document and presentation. Evaluations are conducted in a comparative and holistic manner according to the criteria described in [Section 2](#) of these guidelines. In summary, the criteria are as follows:

- **Scientific Vision**, including the quality, ambition, and coherence of the proposed technical program, workshops, tutorials, and side events, as well as the credibility of the proposed review and decision-making processes and the potential to ensure high-quality paper contributions;
- **Organising Team and Roles**, including the research track record of the organizers in multimedia-related fields, their experience in organizing large international conferences, the diversity of the team, and the balance between experienced leadership and opportunities for junior members;
- **Actions in Support of Diversity, Equity, and Inclusion (DEI)**, including the integration of proposed actions aimed at broadening participation and reducing barriers for underrepresented groups;
- **Location and Venue**, including the accessibility and visa-friendly of the location suitability, and the availability of appropriate facilities and accommodation;
- **Overall Plans**, including the coherence and feasibility of promotion strategies and the robustness and realism of the proposed financial plan.

Each voting member of the ACMMM-SC assesses each proposal by assigning a score for each evaluation category on a five-point scale (from 1 = very weak to 5 = excellent), reflecting the perceived strength of the proposal with respect to that dimension. In addition, voting members provide qualitative feedback for each category. Finally, voting members provide their overall ranking of the submitted bids, highlighting key strengths, weaknesses, and potential risks.

The chair of ACMMM-SC is responsible for collecting and consolidating the evaluations and for preparing structured feedback to be shared with the bidding teams. The final decision is made taking into account the per-category assessments, overall rankings, and qualitative feedback. The outcome of the evaluation will be communicated to the bidding teams by email after the SIGMM community business meeting of the corresponding ACM MM edition, typically within one month of the conference.

5. References, Versions, and Appendix

5.1 References

This document has been strongly influenced by the “ACM Multimedia Steering Committee bylaws” and the text of the call for proposal to host ACM Multimedia. Inspiration on the structure and key information to be included came also from other bidding guidelines such as IMX [link](#), ICPR [link](#) and SIGCHI Conference Handbook [link](#).

This document was written by the SIGMM Director of Conferences, Silvia Rossi. The review committee consisted of the steering committee (*Abdulmoteleb El Saddik, Elisa Ricci, Vincent Oria, Cathal Gurrin, Qin Jin, Zi (Helen) Huang, Dong Xu, Xavier Alameda-Pineda, João Magalhães, Laura Toni and Marco Bertini*).

5.2 Versions

v1.0 (Feb2026) – Finalised version after voting and implementing received feedback- Silvia Rossi, Xavier Alameda-Pineda.

v0.2 (Jan2026) – Finalised voting version - Silvia Rossi.

v0.1 (Nov2025) – Started drafting - Silvia Rossi.