

HCIC Policy for Expanding Access - March 2023

Background and Context:

Over the years, HCIC has continued to attempt to balance the goals of providing the broader HCI community with access to HCIC events with goals of an intimate gathering that sets some trajectories and visions for the field, allows in depth networking and mentoring among junior and senior scholars, and enables lengthy discussions about salient topics for the field. Following requests by attendees in 2021 to more formally investigate how these goals might best be met, the executive committee formed a volunteer task force (Gary Olson, Wendy Kellogg, Julie Kientz, and Lena Mamykina) to discuss the challenges and opportunities available to HCIC and to present those to the community at the 2022 conference. Following the presentation, there was an in-depth discussion by attendees around the topic. The document that follows is a proposal by the executive committee that attempts to develop a set of structures around opportunities that might maintain the balance of keeping attendance in a manageable range (80-120) while enabling access. This proposed structure also highlights the strong sentiment by both attendees and survey respondents that HCIC must include a balance of senior scholars and that one of the core tenets of HCIC is that senior scholars attend with the goal of learning about new areas of the field, helping to set the direction of the field, and mentoring junior scholars, even when the topic of the year is not directly related to their areas of expertise.

Member Faculty and Corporate Researchers:

- To demonstrate commitment and to achieve continuity, every member institution is expected to send at least one senior person (full-time faculty or research staff member) every year.
- To support cross-disciplinary discussion and engagement with developments in the field, senior members are strongly encouraged to attend every year regardless of their expertise/topic fit.

Member Postdoctoral Scholars:

- Member postdoctoral researchers will continue to be invited from member institutions.
- The number of post-doctoral scholars in this category will not be capped, but the numbers will be monitored each year in relation to faculty-researchers-student balance.

- Every institution will send at least one faculty member. Only in unforeseen circumstances, the postdoc may be the only non-student attendee from a member institution. Such a request must be approved by the executive committee.

Non-Member Faculty, Research Scientists, Postdocs, and Corporate Researchers:

- Program committee may invite up to five additional attendees each year. Program-committee-invited guests should be solicited based on potential contributions to the program or should be part of co-authored works by members. This group is not a part of the open call.
- In addition, a single speaker (typically a keynote) can be invited with travel costs covered by HCIC, but no honorarium will be offered.
- Member institutions may invite up to five (total across all member institutions) additional attendees. Each member institution can invite one guest only by the nomination deadline. If more than five additional attendees were invited each year, the program committee and executive committee will be asked to review all the applications and make a selection. The decision will be made after the non-member application deadline.

Students from Member Institutions

- Each member organization can send two sponsored students if and only if they also send at least one faculty member. Up to two sponsored students receive free registration, conference housing, meals, and a travel allowance.
- Member organizations may nominate a third student, whose expenses are not covered by HCIC. These will only be allowed after examining the overall student-non-student ratios. Member organizations with greater numbers of non-student attendees will be prioritized.

Non-Member Students (Three-year Pilot Program):

Non-member students may apply to an open call each year to be reviewed by the executive committee and additional reviewers if needed. Between five and 10 students will be selected each year depending on space, budget, and overall balance of students and non-students.

The three-year pilot program considers applicants from U.S. universities only and will consider broadening to include international students in future years.

Funding:

Although current surpluses allow for this program without additional funding, should this program require increased costs in the future, three options will be used to fill the funding gap:

- Grants from SIGCHI, NSF, corporate sponsors, and other funding opportunities
- Payment by the student's current institution.
- Costs split across all member institutions.

Student selection criteria:

- Students from non-HCIC institutions
- Students who are nearing graduation and for whom participation in HCIC would be particularly useful.
- Minority groups
- Topic fit

Applications will include:

- CV
- Statement of anticipated benefits of attending HCIC to the student (max one page)
- The application deadline will be posted on HCIC website and via email once the program chairs have developed their call for papers.

Assessment and longevity:

- Following each year of this three-year pilot program, participation will be assessed and documented by the executive committee and the program chairs.

- Feedback from non-member student attendees through this program will also be directly solicited.
- The governing board and executive committee will discuss informally each year as necessary with a formal decision to continue, cancel, or modify the program at the end of three years.