**Guideline** **on**

**MICCAI Special Interest Group Application**

**Motivation and goals of the Special Interest Group**

The goal of the proposed Special Interest Group on “Template” (SIG-Template, henceforth referred to as “SIG” in this document) is to bring the community of SIG specific researchers as well as clinicians together for in-depth discussion and exchange of ideas at MICCAI events.

We are committed to openness, transparency and knowledge dissemination among diverse academic and industrial research groups and clinicians. We will achieve these goals by providing support, advice, and input to the MICCAI Society, MICCAI Conference organizers, and other MICCAI events regarding matters related to Template.

**Expected impact of the SIG on the MICCAI society**

Template is an integral part of medical image computing and computer-assisted intervention. Promoting the SIG and aligning it with other MICCAI society efforts, such as hosting a Template conference in synergy with the main MICCAI conference, expands the depth and breadth of the impact that Template methods can have on the research, conferences, workshops, and applications of MICCAI.

The SIG will also have the potential to build consensus regarding standards and best practices in the field, by fostering inclusively and integrating the expertise of the minor and major SIG-specific laboratories in academia and industry, from around the world.

**Expected impact of the SIG on its own members**

SIG members will benefit from having a stable infrastructure, open channels for communications and collaboration, and guidance from leading experts as our community scales up and adopts tested processes and procedures to support its growth. We will develop and continuously refine the goals, aims, and values of the SIG, based on the experience of and guidance from the MICCAI society.

To fulfil our goals, the SIG expects

* That MICCAI will help with advertising the SIG, its activities, and its events
* That MICCAI will provide a subdomain within the miccai.org domain to create SIG-specific content such as event web pages, mailing lists, and restricted pages
* That MICCAI will provide an annual budget of $5,000 USD to cover expenses throughout each fiscal (i.e., calendar) year, including at SIG events as well as during the main MICCAI conference, e.g. best paper awards, travel awards, keynote speakers. Any carry-over of this budget from one year to the next will require prior approval of the MICCAI board
* That the SIG has the option to request additional funds, each year, in support of SIG conferences, workshops, summery schools, and other outreach and educational events.
* That MICCAI will provide administrative support and infrastructure related to paper review management, financial and legal matters, code-of-conduct policies, membership management, and conference/event management, at reasonable pre-determined prices.
* That the SIG will have freedom in making decisions regarding its membership, scope, events, and focus as long as those decisions are consistent with the goal of operating as a MICCAI SIG that supports and promotes the MICCAI Society and its SIG-specific researchers.
* That SIG board members, event organizers, and members must be current MICCAI members.
* That the SIG will require its members and event organizers and attendees to adhere to a code of conduct that matches and/or closely mimics the MICCAI code of conduct.
* That the SIG will indemnify and hold harmless the MICCAI Society and its Board of Directors for all SIG actions and events.

Funds and continuation of the SIG will be evaluated by MICCAI every year. For this, the SIG Board will send a report to the MICCAI Board detailing the SIG’s activities and finances. The SIG may dissolve itself and discontinue its activities with the MICCAI Society at any time, if approved by the majority vote of the SIG board. The life span of SIG is 3 years. After 3 years, SIG can be renewed or re-applied subject to a new application form and evaluation by the MICCAI Board.

**SIG Board**

The Board will consist of an odd number of maximum 11 members. The board takes decisions by majority vote. The president decides in the event of a tied vote. Members have to rotate off after serving for a number of years. Typically, one or more members of the general and program chairs of an annually held SIG event will join the SIG board after a SIG event bid has been accepted or a SIG event has been successfully organized. Every year additional board members of the earliest organized SIG event will rotate off, except in the first years (maximum five). A broad call for nominations will be issued via SIG and MICCAI websites and mailing lists. Selection will be performed by the majority voting in the board.

The SIG Board will meet at least twice a year. One meeting will be held during the MICCAI conference and another may be scheduled as a teleconference or an annual SIG event.

Board members are expected to attend the MICCAI conference. Board members not attending two conferences in a row are expected to leave the board, unless the absence is due to exceptional circumstances. Calls for new members may be issued via the SIG and MICCAI websites and mailing lists.

The board members of the SIG will have the following responsibilities:

**President**

* The president is responsible for coordinating all functions of the Board
* The president chairs all Board meetings and sets the Board agenda
* The president promotes and conducts public relations
* The president will co-sign large (>$2000) payments with the Treasurer
* The president is elected from among SIG members after public nomination by the SIG members
* The president’s term is 5 years maximum. A president cannot be immediately nominated for re-election at the end of their term, but they can be nominated for subsequent elections.

**Secretary**

* The Secretary shall schedule meetings of the board and the SIG
* The Secretary will assist the President in preparing agendas for the meetings and shall circulate the agendas in advance of meetings.
* The Secretary shall keep an accurate record of all meetings of the Board and will prepare draft minutes to be edited by the President and shall then circulate the minutes to SIG members.
* The Secretary promotes and conducts public relations
* The Secretary is elected from among SIG members after public nomination by the SIG members
* The Secretary’s term is maximum 5 years. A secretary cannot be immediately nominated for re-election at the end of their term, but they can be nominated for subsequent elections.

**Treasurer**

* The Treasurer is primarily responsible for all operations requiring any part of the SIG budget
* The Treasurer shall keep correct, complete and current records of accounts showing the actual financial condition of the SIG account
* The Treasurer shall be responsible for maintaining the accounting and spending practices of a non-profit entity in the USA, as part of the non-profit MICCAI Society.
* The Treasurer shall maintain full transparency in its accounting and spending practices for the MICCAI Society Secretariat and Treasurer.
* The Treasurer shall present a financial report at all regularly scheduled SIG meetings
* The Treasurer will keep a count of SIG members
* The Treasurer will keep a count of SIG events
* The Treasurer is elected from among SIG members after public nomination by the SIG members
* The Treasurer’s term is maximum 5 years. A treasurer cannot be immediately nominated for re-election at the end of their term, but they can be nominated for subsequent elections

To ensure continuity in the Executive board, we encourage that President, Secretary and Treasurer do not rotate off at the same time. Hence, we expect that the first rotations of the President, Secretary and Treasurer will occur in 2,3 and 4 years (in any order). Thereafter, the terms will be for two years.

We propose the following initial composition:

* President
  + Name
  + Affiliation
  + Email
* Secretary
* Treasurer
* Additional Board members (ideally more than 10)

**Annual activities (roadmap)**

Roadmap for 202？ (delete as appropriate)

* Setting up the website infrastructure for the SIG as a subdomain of miccai.org, before MICCAI 2020, where activities of the SIG will be listed.
* Setting up a SIG mailing list to communicate with members and other related communities
* Holding a first board meeting to talk about new developments and plans at [SIG event]
* Engaging with related workshops submitted to MICCAI 2020 to offer keynote sponsorship and support
* Support the organisation of [SIG event 2020] and plan [SIG event 2021]

Roadmap for 202？ (delete as appropriate)

* Support the organisation of [SIG event 2021] and plan [SIG event 2022]
* Offer support for the organisation of MICCAI satellite events on SIG-specific topics, e.g., through sponsorships of keynotes and student awards.

Roadmap for 202？ (delete as appropriate)

**How to apply**

* The SIG organizers are expected to prepare a short proposal of summarizing SIG-template by completing the application form overleaf.
* At least one of the SIG organizers has to be a full and current member of the MICCAI society.
* Please bear in mind that the MICCAI Society in committees and speakers, and that all MICCAI SIGs have to follow the code of conduct of the MICCAI Society or one similar to it.
* The application forms/proposals should be sent to the MICCAI Board by e-mailing (**SIG@miccai.org**).

**MICCAI Special Interest Group on <NAME>**

1. **Motivation, goals, and mission of the SIG.**
2. **Expected impact of the SIG on the MICCAI society.**
3. **Expected impact of the SIG on its own members.**
4. **The information of SIG Board, i.e., president, treasurer, and secretary, including name, affiliation, and email.**

**5. The information of committee team, including name, email, affiliation, address, and research direction. If female, highlight as name.**

**6. Concisely list the annual activities (roadmap).**

**7. Report the tentative budget according to the planned activities (roadmap).**