



IMX Steering Committee Rules and Procedures

Version 6 – updated 3 Feb, 2026

Article 1: Aim of the IMX Steering Committee

The aim of the IMX Steering Committee (IMX SC) is to:

- promote and maintain the IMX conference as the premiere international venue for researchers and practitioners interested in interactive and immersive media experiences;
- ensure the highest quality of the IMX conference;
- decide the host and location of the IMX conference for the next edition(s);
- create procedures for the IMX conference;
- provide advice to the current and future chairs of the IMX conference;
- resolve general issues involved with the IMX conference;
- determine the overall strategy and vision for the IMX conference.

Article 2: SC Membership and Terms

Section 1: Members

The IMX SC will consist of maximum 9 members.

Section 2: Inviting new members

The SC will select future members based on an open call for nomination. Previous chairs of the IMX conference and members of the IMX organizing committee who show a high commitment to the conference will be considered, as well. New SC members can be invited at any time, as long as the maximum number has not been reached, and will be voted for by the existing members of the SC. Honorary members who wish to become active again in the SC can send in their candidacy, which will be evaluated based on their recent and active participation in the organizing committee of the conference. Their honorary status will be taken into consideration when evaluating the candidacy.

Section 3: Membership termination

Membership of a SC member can be terminated when the member

1. has not attended two ACM IMX conferences in a row
2. has not attended the SC meetings of two years in a row (either physically or virtually), or
3. is frequently inactive in the SC discussion and decision process as archived on the SC mailing list, or
4. is in violations of ACM conduct policies

Each year, after the SC meeting held during the IMX conference, the President checks the activity status of each member during the last 12 months. The President will then report to the SC, which will vote on the membership termination. In addition to the President, any SC member can report inactive SC members and call for a vote on their membership status.

Before voting, the SC member shall first receive a written notice from the President explaining the reason(s) for the proposed termination, and shall be given an opportunity to challenge the proposed

termination to the other SC members. SC membership termination requires a 2/3 majority vote by the SC. SC members can also choose to voluntarily withdraw from the SC by notifying the President.

SC members whose membership has been terminated will become honorary member (see above). SC members or honorary SC members who perform general conduct unworthy of IMX (such as corruption, sexual harassment or other serious misdeeds) will be immediately ejected from the SC and will not become honorary members.

Article 3: SC Member Roles and Responsibilities

Section 1: Roles

The IMX SC shall have members with the following roles: President, Vice President, and Vice President for Conferences. The rest of the members will have the title at-large. The responsibilities of each role are listed in section 4 of this article.

Section 2: Elections

At each SC meeting during the IMX conference, elections will be held for the different roles in the SC (except for the President if they have only served for one year). Each SC member has to send in their candidature for one of the roles at least two weeks before the SC election meeting at the IMX conference. All SC members have to be elected by a 2/3 majority vote within a week after the IMX conference ends, unless otherwise specified by the President.

If two or more members want to apply for the same role, they will try to reach consensus. In case no consensus is reached, the members in question will both candidate for the role, and the member with the most votes will take up that role.

Section 3: Terms

A term as President lasts two years, starting from the end of the current IMX conference to the end of the next relevant IMX conference. After the first two-year term, a President can be re-elected for a maximum of one more year.

A term in a specific role lasts maximum three years. After three years in the same role, the SC member who held that role can apply for another role.

To ensure continuity, terms should be staggered such that no more than one-third of SC seats enter a renewal/selection cycle within the same year.

Members appointed mid-term to fill a vacancy will serve out the remaining duration of that term. Partial terms shorter than 18 months do not count toward the two-term limit.

Honorary members are exempt from term limits.

Section 4: Responsibilities

President

Responsibilities:

- establishing objectives and procedures for the IMX conference in cooperation with the other SC members
- ensuring that the mechanisms and documents for accomplishing these goals are put in place
- overseeing and coordinating the activities of the other SC members
- acting as main contact point of the IMX SC
- scheduling, preparing and chairing the SC meetings
- organizing the elections of the SC members

Vice President

Responsibilities:

- supporting the President in their activities
- writing and distributing the meeting minutes within five working days after the meeting unless otherwise specified by the Vice President in consensus with the rest of the SC members
- maintaining a document repository with all documents created by the SC
- substituting the President if they are not present (if substituting the President, writing and distributing the meeting minutes will be delegated to another member of the IMX SC)

Vice President for Conferences

Responsibilities:

- organizing a call for bids for hosting the next IMX conference
- collecting and compiling all received bids and presenting them to the SC
- communicating the result of the host selection process to all bidders and the selected new host
- ensuring continuation and transferring experience between years

Article 4: SC meetings

Section 1: Frequency

There will be at least two SC meetings per (conference) year:

- An SC meeting held at the time and location of the current IMX conference (before, during or after the conference)
- An SC meeting in between two conferences, preferably to be held at the location of the upcoming IMX conference co-located with the TPC meeting. If more convenient (for budgetary or practical reasons) another location can be chosen or a virtual meeting can be held.

Section 2: Attendance

SC members are expected to attend all SC meetings, either physically or virtually. All SC members will be consulted to find the most suitable date and time, and the President will make sure a moment is selected where as many SC members as possible can attend. Non-attendance will be counted and can lead to exclusion from the SC (see Article 2, Section 3).

Article 5: SC communication and decision procedures

Section 1: Raising issues

Any SC member can raise an issue by sending an email to the list of all SC members. Every SC member must reply to the mail on the list, describing their position within a week unless otherwise specified by the sender.

Section 2: Voting

If no consensus is apparent, the President will call for a formal vote via email. Every SC member, except honorary members, has one vote. Every SC member must reply sending their vote on the list within a week, unless otherwise specified by the President. A normal majority of votes will decide the result of the voting procedure, unless otherwise specified by the President. If no vote is received from an SC member within the time specified, this will be counted as an invalid vote. If there is a tie, the President's vote counts as double. A quorum of 50% (rounded up to the next whole number) valid votes must be reached in order to accept the voting result.

Issues raised during an SC meeting will be voted upon by the present SC members (either physically or virtually).

Section 3: Document repository

A document repository will be maintained and shared with future hosts, recording the rules and procedures to ensure a consistent organization of the IMX conference.

Section 4: Changing this document

The rules and procedures in this document can be changed at any time by a 2/3 majority vote.

Article 6: Conflicts of Interest (COI)

Section 1: Definition

A conflict of interest (COI) exists when an SC member's personal, professional, institutional, or financial interests could reasonably be perceived to influence, or give the appearance of influencing, their judgment or actions on behalf of the IMX Steering Committee.

Conflicts may include, but are not limited to:

- affiliation with a bidding host institution
- participation in a proposed organizing committee
- financial interests related to conference activities
- personal relationships that may bias evaluation or decision-making

Section 2: Disclosure Requirements

All SC members must disclose any potential conflicts of interest immediately when an agenda item, proposal, nomination, or vote is raised that may involve such a conflict.

Disclosures must be documented in the meeting minutes.

Section 3: Recusal Procedures

SC members with a declared conflict of interest must:

1. recuse themselves from discussion, except to provide factual clarifications upon request
2. abstain from voting on the relevant matter
3. not influence other SC members' deliberations

The Vice President or designated notes taker shall record recusals in the minutes.

Section 4: COI in Host Selection and Elections

SC member will recuse themselves and not participate in evaluating or voting on a conference bid, organizing committee proposal, or role election in which they have a personal or institutional conflict.

At least one non-conflicted VP of Conferences or one non-conflicted SC member must certify that all conflicts were handled according to this article.

Article 7: Diversity, Equity, Inclusion (DEI)

The IMX SC is committed to supporting DEI values by fostering diversity, equity, inclusion, and accessibility across all conference activities and decision-making.

Section 1: SC Composition

When selecting new SC members, the committee shall make reasonable efforts to ensure diversity in:

- geographic representation
- gender and gender identity
- career stage and seniority
- disciplinary background

- underrepresented and marginalized communities

Section 2: Conference Leadership Requirements

Bids for hosting IMX must demonstrate:

- a diverse and inclusive organizing committee
- an accessibility plan consistent with the SIGCHI Accessible Conference Guide
- efforts to broaden participation from historically underrepresented regions or groups

Section 3: Inclusive Practices

All SC decisions should consider:

- equitable access to participation
- reducing barriers for early-career and marginalized researchers
- policies that support inclusive reviewing, presentation, and publication

Article 8: Crisis Management and Contingency Procedures

Section 1: Unexpected Host Withdrawal

If a future host withdraws or becomes unable to fulfill obligations, the SC shall:

1. appoint an interim General Chair team, **or**
2. solicit emergency bids from qualified institutions, **or**
3. select a fallback host previously ranked during the bidding process.

The SC President may call an emergency vote requiring a simple majority.

Section 2: Resignation of SC Officers

If the President resigns or becomes unable to perform duties, the Vice President becomes Acting President until a formal election is held.

If another officer resigns, the SC may appoint an interim officer until the next annual election.

Section 3: Violations of ACM Conduct Policies

All allegations of misconduct (e.g., harassment, ethics violations, corruption) must be immediately reported to ACM's relevant committees.

The SC may suspend the involved member pending review and take additional disciplinary actions consistent with Article 2.

Section 4: Continuity of Operations

In emergencies where normal process cannot be followed (e.g., global disruptions, sudden cancellation of an in-person meeting), the SC may:

- conduct virtual and/or hybrid meetings
- extend deadlines temporarily
- appoint temporary committees or person(s) to carry out essential duties