SIGIR 2017 Program Committee Meeting

Microsoft Research, Redmond, USA on March 30-31, 2017

Thank you for agreeing to serve as a Senior Program Committee (SPC) member or track chair for SIGIR 2017. We look forward to having you join us for the PC meeting at Microsoft in Redmond in March 2017.

Schedule

Day 1: Thursday, March 30, 2017

Time	Activity
08:00 onwards	Breakfast available in meeting room
09:00 – 09:30	Welcome and logistics (including conflict of interest protocol)
09:30 – 10:15	FULL PAPERS: Calibration and review the easy accepts/rejects
10:15 – 10:30	Break
10:30 – 11:30	FULL PAPERS: Discussion of remaining top-ranked papers
11:30 – 12:30	FULL PAPERS: Discussion of remaining lowest-ranked papers
12:30 – 13:30	Lunch (Catered, On Site)
13:30 – 15:00	FULL PAPERS: Discussion of upper-middle papers
15:00 – 15:15	Break
15:15 – 17:30	FULL PAPERS: Discussion of lower-middle papers
19:00 – 21:00	Dinner (Location TBD)

Day 2: Friday, March 31, 2017

Time	Activity
08:00 onwards	Breakfast available in meeting room
09:00 – 10:30	FULL PAPERS: Make deferred decisions
10:30 – 10:45	Break
10:45 – 12:00	FULL PAPERS: Make deferred decisions
12:00 – 13:00	Lunch (Catered, On Site)
13:00 – 14:00	BRIEF REPORTS ON OTHER TRACKS: Short papers, Tutorials, Workshops, Demos
14:00 – 15:00	MEETING WRAP UP, including: • Open discussion among SPC members about reviewing changes for SIGIR 2017, transition from ConfMaster to EasyChair, etc. • Review of other processes and protocols • Any advice for SIGIR18 PC chairs **Meeting ends at this point for everyone except the PC chairs**
15:00 – 17:00	Program chairs and general chairs wrap up and plan sessions

Notes

- All times are in Redmond local time (UTC-7).
- Track chairs for short papers, tutorials, workshops, demos **should not attend** discussions regarding full papers (unless they are also SPCs, which applies to two track chairs).
- Discussions on Day 1 will have one of four outcomes for each submission:
  - Move submission to accept pile;
  - Move submission to reject pile;
  - Flag submission for additional review (assign SPC member to read and report back), or;
  - Table submission and revisit it later in the meeting (we will do this very rarely).

Venue

Microsoft Research Redmond (Building 99, Room 1919)
14820 NE 36th ST
Redmond, WA 98052-6399
United States
[Map]

Attendance

PC meeting attendance is optional for SPC members and track chairs (short papers, workshops, tutorials, demos), but is certainly encouraged. We will accommodate participation in person and remotely via Skype. In-person participants are required to cover their own travel and accommodation costs. Remote connection details will be shared nearer the time of the meeting.

Note for chairs of Short Papers, Workshops, Tutorials, and Demonstrations

If no track chairs can attend the PC meeting to present an update, please send a brief (one-page) report to Ryen White at the email address below no later than end-of-day on Thursday, March 30, 2017.

Catering

Breakfast and lunch on both days of the meeting will be provided on site. We will also host a dinner on the evening of Thursday, March 30. The venue of the dinner, and transportation to the dinner, will be communicated nearer the time of the meeting.

Accommodations

There are many hotels in the Redmond and Bellevue area. We have listed a few of the options below for your convenience. Many hotels in the area offer a special rate for visitors to Microsoft. Please be sure to request that rate when booking.

Nearby Hotel Options

- **Courtyard Marriott**
  14615 NE 29th Place
  Bellevue, WA 98007
  Phone: (425) 869-5300
- **Fairfield Inn Marriott**
  14595 NE 29th Place Blvd
  Bellevue, WA 98007
  Phone: (425) 869-6548
- **Silver Cloud Inn**
  2122 152nd Avenue NE
  Redmond, WA 98052
  Phone: (425) 746-8200
- **Hyatt House Redmond**
  15785 Bear Creek Pkwy NE
  Redmond, WA 98052
  Phone: (425) 497-2000

Area Hotel Options

- **Hyatt House Bellevue**
  3244 139th Avenue SE
  Bellevue, Washington, 98005
  Phone: (425) 747-2705
- **The Heathman Hotel**
  220 Kirkland Ave
  Kirkland, WA 98033
  Phone: (425) 284-5800
- **Hyatt Regency Bellevue**
  900 Bellevue Way NE
  Bellevue, WA 98004-4272
  Phone: (425) 462-1234
- **Westin Bellevue**
  600 Bellevue Way NE
  Bellevue, WA 98004
  Phone: (425) 638-1000

Driving Directions

From SeaTac airport

1. Follow signs to freeways, this puts you on East 518.
2. Take North Interstate 405-Renton exit (center lane).
3. Drive approximately 14 miles. You will drive through Renton and Bellevue.
4. Take Hwy 520 East-Redmond exit and drive approximately two miles east on Hwy 520.
5. Take North 148th AVE NE exit (the second 148th AVE NE exit).
6. Turn right onto 148th AVE NE at the first traffic light.
7. Drive approximately one-quarter mile. Turn right onto NE 36th ST.
8. Turn left onto 150th AVE NE.
9. Turn left into the parking garage.
10. Park on Level 1 in a visiting parking space (located on the center ramp).
11. Please be sure to register your vehicle with the building receptionist.

From Seattle

1. Follow signs to Interstate 5.
2. Take Interstate 5 North to Highway 520.
3. Take East Highway 520 Exit (Bellevue/Redmond).
4. Take North 148th AVE NE exit (the second 148th AVE NE exit).
5. Turn right onto 148th AVE NE at the first traffic light.
6. Drive approximately one-quarter mile. Turn right onto NE 36th ST.
7. Turn left onto 150th AVE NE.
8. Turn left into the parking garage.
9. Park on Level 1 in a visiting parking space (located on the center ramp).
10. Please be sure to register your vehicle with the building receptionist.

Public Transportation

Taxi Service

- Graytop Cab
  206-282-8222
- Yellow Cab
  206-622-6500

Bus Service

- King County Metro Online

Visa Invitation Letters

We can provide visa invitation letters to international visitors if required. Please contact Ryen White at the email address below if you need such a letter.

Questions?

Please contact Ryen White (ryenw@microsoft.com) if you have any questions about the meeting.