ACM Sanctions Database

Conference Registration – Non-Cvent

ACM conference registration lists must be checked against the ACM Sanctions Database to comply with ACM policies. This document provides information on the process to follow for conferences where registration is processed by vendors other than Cvent.

Step 1: Get Your Event ID

Contact the Liaison for your conference at the ACM Office of SIG Services to get the unique Event ID for your conference. You will need this identifier in preparing a flat file with registrant information (see Step 2 below).

Step 2: Prepare a Flat File with Registrant Information

Prepare a flat file with the following fielded information in the order specified:

Last (Family) Name
First (Given) Name
Email
Event ID
Registration Date, in the format of DD-MON-YYYY HH24:MI:SS EDT/EST (UTC -4/UTC -5)

Delimiters: The fields must be delimited using a semicolon. Do not use double-quotes.

One record per row.

Example: Row

> Jones;James;james.jones@somewhere.com;16861;28-JUL-2022 08:30:00;

In this example, the values for the fields are:

Last (Family) Name:	Jones
First (Given) Name:	James
Email:	james.jones@somewhere.com
Event ID:	16861
Registration Date:	28-JUL-2022 08:30:00

File Name Convention: The file must be named using the unique event ID and must have a .txt extension.

Example: File Name

       In the above example, the file must be named **16861.txt**

Failure to follow the naming convention and format requirements will result in an automatic rejection of the file.

Data and Frequency: Please provide a delta of the registration rolls, picking up where you left off, on a weekly basis.

If you are conducting multiple conference registrations, data for each conference must be submitted separately, in a file named according to specifications (i.e., with the unique Event ID for each conference).

Step 3: FTP

FTP the prepared file(s) here:

       https://files.acm.org/u/conference-registration-files

Fill out the form fields:

Your name

Company name

Your email

Enter this password

Contact your Liaison at the Office of SIG Services for the password.

https://www.acm.org/special-interest-groups/contact-sigs

Conference Registration Files

To send files, first enter your information below.

Your name

  👤 James Doe

Company name

  🏢 myCompanyName

Your email

  ✉ james.doe@mycompanyname.com

Enter the password to send files.

  🔒 ••••••••••••••••

☐ Remember me

Continue to Send Files

You can use any **valid email address**, and any name.

NOTE: if your data file is malformed, we will use the email you enter in this form to notify you.

Use the interface to upload your properly formatted and named files.

Log out once you are done.

Follow-up

If there are any matches against the ACM Sanctions Database, the conference organizers (those listed as Conference Chair(s) or Co-Chairs, Program Chair(s), or Program Co-Chairs) will be contacted by ACM Advocate.

Questions

Help with finding the conference unique Event ID:

       Office of SIG Services, https://www.acm.org/special-interest-groups/contact-sigs

Help with FTP:

       Email technicalsupport@acm.org

Be sure to include the email you entered in the FTP form, along with your Event ID and date of upload.