

2025 SIG Annual Report Form Questions

Fields Marked with an * are required

1. Form Submitted By: *
2. Submitter Email *
3. Current SIG Chair *
4. Current SIG Chair Email *
5. SIG Chair-Elect Name *
6. SIG Chair-Elect Email *
7. Did your SIG hold a planning meeting at the last annual meeting? *
8. If you held a meeting, how many SIG members attended, either in person or virtually?
9. Who represented your SIG at the SIG Cabinet meeting at the last ASIS&T annual meeting? *

Budgeted Activities

10. If your SIG did not carry out the activities budgeted for the year, or if your actual activities varied more than 20% from what was budgeted, please provide an explanation for this below:

Expenditure of Retained Earnings

11. If your SIG is holding retained earnings that must be expended in the next 12-24 months, please explain your plan for spending down these funds.

Membership *

12. Describe any efforts your SIG made especially designed to recruit new ASIS&T members or retain existing ASIS&T members (e.g., welcome letters, calls or visits, etc.).

Communication *

13. Please describe the frequency of communication and methods used to communicate with your members.

Programs *

14. What programs, including those presented at the ASIS&T Annual Meeting, did your SIG sponsor or cosponsor during the fiscal year? (e.g., continuing education programs, regional meetings, webinars, promotional activities for your SIG or

ASIS&T, career guidance, ongoing services, etc.). Please list the name of the program, speakers involved, date and location, estimated attendance, revenue and expenses, a brief description of each program, and other participating organization or ASIS&T units, if applicable.

Collaboration *

15. Describe ways in which your SIG engaged with other SIGs or Chapters (including student chapters) this year.

Future Collaboration *

16. Describe below your plans for the coming year to engage with other SIGs as well as Regional and Student Chapters:

Other Activities *

17. Describe your SIG's participation in other noteworthy activities during the period (e.g., participation in a public effort, such as,
18. legislative hearing, standards committee, representation at meetings of other organizations, etc.).

Publication(s) *

19. Describe the publications your SIG produced during the activity period (e.g., newsletters, technical publications, pathfinders, joint publications, etc.). Briefly describe those publications here, indicate the publication frequency and intended audience, and enclose a copy of each publication (or provide the URL) with this report.

Publication Upload

20. Please upload the publication(s) described above.
21. Please include any other comments you would like to make about your SIG's activities this year.

Budget

22. FY26 Budget *

Using the template sent to you, please upload an .xlsx spreadsheet of your FY26 budget, being sure to provide detail for any awards and expenses under "other".