Debanjan Mahata <dxmahata@ualr.edu>

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# [IJCAI2013] IJCAI 2013 Information for PC members (URGENT)

1 message

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**Francesca Rossi** <frossi@math.unipd.it>                                    Mon, Jan 28, 2013 at 3:58 AM
Reply-To: Francesca Rossi <frossi@math.unipd.it>
To: Debanjan Mahata <dxmahata@ualr.edu>

You are receiving this message because you have been nominated PC members for IJCAI 2013. What follows is the instruction message for all PC members. You have been nominated very recently, or you did not register yet in the system. So you should act NOW according to the instructions in the message below.

Later today I will send you another message telling you about the bidding phase, who will start today.

Francesca Rossi
IJCAI 2013 Program Chair
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Dear Debanjan Mahata,

I would like to thank you for accepting to serve as a Program Committee (PC) member for IJCAI 2013. You are a very important ingredient in the IJCAI paper selection process, and the quality of the technical program
depends mainly on you. Thanks for accepting this role and this responsibility!
I will do my best to make your experience as an IJCAI 2013 PC member as enjoyable as possible, knowing that only people who enjoy what they do can achieve great things.

With this first message I would like to give you some details of your work from now on. Please READ THIS MESSAGE CAREFULLY NOW.

-- Registration and keywords: NOW

The first thing you should do is to register in the ConfMaster system and select your keywords.
Your name and email address has been inserted into the ConfMaster system, that we will use to process the IJCAI 2013 submissions. Now please login into the IJCAI2013 ConfMaster conference management system,
by going to http://ijcai2013.confmaster.net with the following login and password:
-- login: HkFqEPKZ
-- password: gNumjFIH

Please select as many keywords as you want to represent your expertise at best
(by going to User and then Edit user data). This is very important in order to achieve a good paper assignment.

Note: IJCAI 2013 will have two tracks: the main one and the track on AI and Computational Sustainability (AICS). PC members will be shared by the two tracks. However, we need your help in understanding whether your expertise can fit the AICS submissions. So, if you want to review papers submitted to the AICS track, please make sure you select one or more keywords
specific to that track. You may find them in the list of IJCAI 2013 keywords under the Computational Sustainability category.

-- How we are going to handle submissions:

The ConfMaster system now contains (almost) all people who will be involved in the reviewing process:
-- all area chairs (ACs)
-- all senior program committee members (suggested by the ACs)
-- (almost) all program committee members (like you, recruited by the SPCs)

To remind you of how we are are going to handle submissions:
-- Each paper will be assigned by the system to one AC and 3 SPCs
-- SPCs will receive about 12 papers to review, and they will have to provide one review for each of them. They will be able to assign the reviewing task for some of these papers to one of the PC members they have recruited.
For a small subset of their papers, instead, they will have to do the review themselves. We will do this in a way that, for

each paper, at least one review will be done by a SPC.

So you will be asked to review papers by the SPC member(s) who recruited you.

An important remark: In ConfMaster, Area Chairs are called Primary PC members, SPC members are called Secondary PC Members, and PC members (you) are called Reviewers. Please don't get confused!

A second important remark: Remember also to submit papers to IJCAI 2013!
You are the best people in the AI community. We need your help not only as a judge of other papers, but also as a contributor to the technical content of the conference.

Other useful information:

-- Summary of the IJCAI 2013 paper handling process:

By Jan. 26: Authors upload abstracts.
Jan. 26-31, 2013: ACs and SPCs bid on papers.
By Jan. 31: authors upload papers.
Feb. 1 to Feb. 6: PC (me) assigns each paper to one ACs and to three SPCs (Based on previous conferences, each AC can expect around 48 papers each, while each SPC can expect around 12 papers).
By March 3: SPCs provide one review for each of their assigned papers (either by them or one of the PC members they have recruited).
March 4-6: Authors provide feedback on reviews.
March 6: Feedback and reviews are made visible to SPCs.
March 6-20: SPCs and ACs discuss feedback and revise reviews.
March 21-28: ACs discuss papers during one or more electronic area chair meetings.
By March 29: ACs recommend acceptance/rejection for all papers assigned to them.
By April 2: Based on these recommendations, PC sends out notification of acceptance/rejection.
By April 23: Authors upload final version of their accepted papers.

-- Summary of important dates for IJCAI 2013:

Abstract submission: January 26, 2013 (11:59PM, UTC-12)
Paper submission: January 31, 2013 (11:59PM, UTC-12)
Author feedback: March 4-6, 2013 (11:59PM, UTC-12).
Notification of acceptance/rejection: April 2, 2013
Camera-ready copy due: Apr 23, 2013
Technical sessions: August 3-9, 2013

You can find the call for papers, as well as detailed submission instructions,
on the conference website (ijcai13.org). Just go to
http://ijcai13.org/calls/call_for_papers or to
http://ijcai13.org/submission_instructions
Feel free to circulate the call among your colleagues,
and don't forget to use it yourself to submit your best work to IJCAI 2013!


I will get back to you when we will have all submissions (abstracts), asking you to declare your conflicts of interest.
Let me remind you that IJCAI has a conflict of interest policy that we all have to adhere to (http://ijcai.org/aboutijcai.php).

Thanks,
Francesca Rossi
IJCAI 2013 Program Chair
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