

# Guidelines for TPC Members

## ACM MOBIHOC 2009

For any questions, please email the TPC Co-Chairs at [chiasserini@polito.it](mailto:chiasserini@polito.it) and [linx@ecn.purdue.edu](mailto:linx@ecn.purdue.edu).

*Please read the following if you are a TPC member for MOBIHOC 2009.*

### Table of Contents

- [Schedule](#)
- [Duties](#)
- [Updating your Topics of Interest](#)
- [Updating your Conflicts of Interest Information](#)
- [MobiHoc 2009 Definition of Conflict of Interest](#)

### Schedule:

- Select TPC topics of interest and update conflicts of interest: before Nov. 10, 2008
- Paper claim phase: Nov. 22-29, 2008. (Note that due to the tight schedule, the paper claim phase starts immediately after the paper registration deadline.)
- Paper reviewing process: Dec. 5-Jan. 16, 2008 (reviews due Jan. 16)
- Paper discussion phase : Jan. 20-Jan. 28, 2008 (TPC Discussion summary due Jan. 28)
- TPC meeting: Feb. 7, 2008 (Chicago, IL)

### Duties:

1. Follow and react promptly to the TPC chair instructions (select topics of interest, claim papers, TPC meeting registration etc.)
2. Confirm review assignments. Please do not decline reviews unless a conflict of interest arises, and, in any case, **no later than Dec. 10, 2008**.
3. Each TPC member will also be the TPC lead for about 5 papers of his/her set of papers to review.
4. **TPC reviews cannot be delegated.** You may delegate at most 1/3 (one-third) of the regular reviews (those OUTSIDE your LEAD-TPC set). Please delegate reviews to qualified and reliable reviewers (not graduate students). Recall that, in this case, YOU are responsible for the reviews. **The deadline for paper delegation is Dec. 19, 2008.**
5. Please print the assigned papers and report any printing/margin problems to the TPC chairs as soon as possible.
6. Review the assigned papers by the due date.
7. Participate in the email discussions (discussion phase).

8. The TPC lead is in charge of contacting the TPC chairs to require additional reviews, whenever needed.
9. The TPC lead is in charge of starting the discussion phase for the papers he/she leads.
10. Write Lead TPC Discussion Summary/Review by the due date.
11. Try very hard to attend the TPC Meeting, in Chicago.
12. Volunteer as Session Chair during MobiHoc 2009 (Optional)

Please try hard to provide good, substantive reviews, and a summary recommendation that is well-founded on the consensus of the reviews. We count on your help and cooperation.

### **Updating your Topics of Interest:**

This year we implemented two "**CATEGORIZED TOPICS**", which we believe will facilitate both the paper claim and the assignment process:

1. Methodology
2. Topic Area

Each paper will select 1 methodology and between 1 and 3 topic areas. As usual, TPC members must declare their interest. There are three options for each topic:

- interested
- neutral
- not interested

The declared interest of a TPC member will be used to:

1. Determine the claim list, **and**
2. Guide the paper assignment process.

The claim list is the list of papers that a TPC member will receive to declare particular interest on specific papers (or no interest at all).

### **THE CLAIM LIST OF PAPERS for a TPC member:**

A submitted paper will appear in the claim list of a TPC member if:

1. it contains AT LEAST ONE TOPIC (in any category) that has been declared "OF INTEREST", **and**
2. it contains NO TOPICS declared "NOT OF INTEREST" by the TPC member.

### **IMPORTANT:**

Carefully declare your interest. DURING THE CLAIM PHASE you will be able to easily TUNE your declared interest to either increase or decrease your claim list size by just changing your selection. You should promptly declare your interest on EDAS, but you may review and tune your declared interest during the paper CLAIM PHASE (Nov. 22-29, 2008).

Please log in to your EDAS account and select your topics of interest/no interest by clicking [here](#).

### **Updating your Conflicts of Interest Information:**

You can update your conflicts of interest (COI) information by logging into [EDAS](#) using your login email address and your EDAS password. Then click on "My Profile" tab. On the first line, please click on the link listed as "conflicts of interest". In the subsequent screen, you will see a list of individuals with whom you have identified Conflicts-of-Interest.

Please note that in EDAS, "Your initial list of conflicts-of-interest consists of individuals having the same email domain, the same name or those that have co-authored EDAS-registered papers with you. You can provide either the name of the organization, the name of an individual, or an email domain, or several of these."

Please be sure to identify all individuals with whom you have conflicts of interest (definition below). We greatly appreciate your efforts in updating this information in EDAS so that we may avoid unnecessary changes to review assignments later, a time-consuming process.

### **Definition of Conflict of Interest:**

The MobiHoc 2009 definition of conflict of interest for determining the set of individuals you need to list on EDAS is provided below. People/institutions that you are in "conflict of interest" consist of the following:

- Same institution within 4 years (anywhere in your organization or parent company counts); note that this includes your previous or future institution if you have recently changed job, or are in the process of changing job.
- Co-author (or pending) a publication within 4 years, in any technical area, including patents, technical reports, etc.
- Active or pending grant, proposal, or application of any sort together
- Ph.D, post-doctoral advisor/advisee at any time, current or past
- Close personal friend or enemy
- Any other non-technical bias

Please Combine/Eliminate any duplicate IDs on EDAS. Since EDAS carries out preliminary conflict of interest identification based on your email's domain address, it is important that your valid EDAS ID reflect your current affiliation. You can update your

profile by logging into [EDAS](#) using your login email address, and your EDAS password. Then click on "My Profile" tab. If you have problems logging into your EDAS account, please write to [help@edas-help.com](mailto:help@edas-help.com).

Thanks again for your effort to make MobiHoc 2009 a success!