

Please read the following if you have been assigned a paper to review by a TPC member for the INFOCOM 2013 conference. If you are a TPC member yourself, please read the [Guidelines for TPC Members](#) instead.

Summary of Action Items for Delegated Reviewers

1. Accept or Decline the Paper Review Invitation (within 2 days of receipt).
2. Review assigned paper(s) by October 1, 2012 (Required)
3. Actively participate in Online TPC Discussion for the assigned paper(s) from October 2 - 16, 2012 (Required)

Please review the INFOCOM 2013 Definition of Conflict of Interest for determining whether you are eligible to review the paper. 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, tech. 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

High Quality Review

As an IEEE INFOCOM 2013 reviewer, your reviews and discussion participation are crucial in determining the ultimate quality of the conference.

A simple way to think about the reviewer duties is to think reciprocally about what you expect as an author of a paper from a peer in the community: a good, substantive review, a decision that is well-founded on the consensus of the reviews and good feedback. This is what we expect from reviewers. The element of randomness in the process cannot be eliminated, but we want to control it while biasing it towards merit and providing good feedback to authors. Providing high quality reviews is by far the most important contribution of a reviewer.

- Basic Quantity/Quality: Reviews of length shorter than 100 words will generate an automated EDAS feedback to you requesting more input.
- Kindly do not cut-and-paste the same information in different categories when this happens: please enter feedback that will be useful to authors.
- In particular, if any of the papers are reviewed with the help of students, we expect the reviewer to provide oversight and clarity and personally enter the reviews into the EDAS system.
- In the TPC meeting, a review having a score of 5 with a short unsubstantiated review will be discounted, and the other dissenting reviews may override the higher score if they are more substantive.
- So, if you want your reviews to matter in TPC discussions, please enter substantive, high quality reviews.

Accepting and Delegating Reviews - HOWTO

If you are not a TPC member, you may be assigned a regular review by the TPC lead reviewer, Area TPC Chair or the TPC Co-chairs. Please note that you are not allowed to further delegate the reviews to anyone else. Also, please accept the review assignment within a couple of days after receiving the notification email. Your review when completed will be sent to you with a copy to the TPC member who assigned it to you.

How do I accept all of my review assignments?When you log in to your EDAS page (<http://edas.info>

) for INFOCOM 2013 (and click on My Reviews tab), you will be shown a list of all the papers you are handling for this conference. Please click on the link at the top of the table which states "You can also

accept and decline reviews

in a batch." You will be presented with a list of all your review assignments with the status Accepted column marked for each paper. If you have ensured that you do not have a conflict of interest with any of the authors for the papers in this list, please go ahead and click on the "Change" button at the bottom of the page.

How do I accept my review assignments one by one?When you log in to your EDAS page (

<http://edas.info>

) for INFOCOM 2013 (and click on My Reviews tab), you will be shown a list of all the papers you are handling for this conference.

To accept your regular review assignments: In the second column (marked Type of review), please click on the link marked "review" and then click on the "Accept review" button. Please do this for each of the papers for which you are the regular reviewer.


How do I decline my review assignments? Please follow the instructions above to view the review assignments and instead of clicking on "Accept review" button, please click on the "Decline review" button. Please decline reviews only when there is a conflict of interest with the authors of the paper.

We request that you ACCEPT all of your review assignments within a couple of days after receiving the notification emails.

Participating in Online Discussions

To post an online discussion message for a paper that you are reviewing, please do the following (after the Regular Review deadline).

1. Click on the Paper number (after clicking on My reviews tab upon EDAS login).
2. You should be able to view the reviews and at the bottom of the page, there will be a Discussion section.

3. Click on the Discuss bubble icon 

. You will see a text box in the subsequent screen. Please type in your comments about the paper. The discussion messages will be emailed to all the reviewers and Lead TPC member for that paper. You will also be able to view the discussion messages online.

As reviewer for a paper, you need to provide comments during the discussion phase that help the Lead TPC member responsible for the paper in preparing his/her TPC Lead Review/Summary for the paper and classify the paper into one of 4 categories: Accept, Discuss, Needs Additional Review, Reject.