

INSTRUCTIONS FOR M&C 2005 ABSTRACT REVIEW

Members of the International Technical Program Committee (ITPC) and Track Leaders (TL) of M&C 2005 are kindly asked to review the abstracts submitted to M&C 2005 according to the GUIDELINES and to provide their judgment in the review form accessible on the web. Reviewers' role is to verify the relevance and the quality of the papers and provide a qualified selection for the presentation at the conference.

REVIEWING METHOD

The abstract review is carried out electronically. Each abstract is accessible from the M&C 2005 web site in PDF format. The abstracts are exclusively accessible to the ITPC and TL members through a username/password protection.

ACCESS RIGHTS ARE ASSIGNED AS FOLLOWS

Reviewers can read all abstracts in the sessions assigned to them.

Reviewers can create and update their own reviews.

Reviewers have access only to their own reviews. Track leaders can read all reviews in their track. Designated PC members can read all review results.

THE REVIEW PROCEDURE IS AT FOLLOWS

Access <http://mcavignon2005.cea.fr/>, go to page 'reviewers' and use the button 'reviewing site' to enter the reviewing site.

Access the sessions assigned to you and review abstracts that have less than 3 completed reviews (you may read the PDF on your monitor or download it for your exclusive personal use as a reviewer)

Make decisions as follows:

accept without further suggestions

accept on condition

- suggest a different session – track
- merge papers
- other suggestions

reject

- out of conference scope
- poorly written (difficult to understand)
- no significant results or evidence of results are included

recommendation for:

- oral presentation
- poster presentation

Write your review and comments into the specified area of the review web page

FINAL DECISION

The final decision will be made from the first 3 reviews according to the following criteria:

- 3 acceptances → accept
- 2 acceptances → review by 1 track leader for decision
- 1 acceptance → review by 2 track leaders for decision
- 3 rejections → reject*

* check reasons for rejection

It is the prerogative of track leaders, possibly in consultation with the Program Committee members, to make the final decision on an abstract when arguments / conflicts arise.

CONFIDENTIALITY / ETHICS

Reviewers must not disclose the information to anyone until the date of the conference, nor should they review abstracts submitted by co-workers.