Dear Nardine,

Your job is almost over! However, there is a final task that I need to ask you to undertake. As soon as discussion is finished on a paper, please give your assessment of the quality of the different reviews of that paper. This assessment will give the Area Chair of the paper your view of the reviews and will help them to take final decisions on the acceptance of papers. Also, it will allow them to select the best reviewers among the entire conference committee and publicly acknowledge their contribution. Given the efforts we make as individuals and as a community, we must have reward mechanisms to recognise the contributions made in reviewing papers and such public recognition is the least we can do. A good review must substantiate the scores given, be constructive, respectful, and must also be useful to the authors. A good review is not a review that you necessarily agree with, because you can disagree with the perspective but still consider the analysis rigorous and effective. Give your opinion of all reviews by the PC members, but not for your own review (which is actually not permitted in the system). Please have your assessments finished by April 9th 23:59 (UTC-12).

Moreover, as a community, we also need to establish mechanisms to ensure fair treatment for all papers, and this kind of peer-evaluation of our work is part of that. Although this is optional, I really hope you can take time to undertake this last task for IJCAI.

Thanks for all your hard work in the review process!

Carles

HOW TO ADD AN ASSESSMENT ON A REVIEW

Go to 'Assigned papers' and then for each paper in your list click on the 'Discuss' button. You will see the list of reviews and comments for that paper. Click on the '>' symbol on the left of each review, and you will then see the review text, scores, and the rebuttal of the authors in case there was one. At the bottom you will see a button 'Assess Review': click on it and you will be allowed to give a score to the review (read the accompanying text to select the appropriate score). There is also an optional box for comments in case you want to say something specific. This score and comment will only be visible by the Area Chair, not by the reviewer, nor by the authors.