
Exercise 9: Research a Call for Papers

Scholarship Skills, Winter 2020

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Due in class on Monday, 2 March 2020

What to do

For this exercise you should find a currently open call for papers for a workshop or conference in your area of interest, and answer some questions about the meeting and its selection process. You will have to do some research to answer the questions; some of the information that you will be seeking is not published directly in the call, but may have to be inferred or estimated. For example, you may have to base your answers on what has happened in previous years, or on talking to other people about past experience. (There might be a Program Chair's report from a previous year in the proceedings, or on the conference web site.)

What to turn in

On Monday, 2 March bring to class (1) a printout of your call, and (2) written answers to the questions on the next page. It's fine to simply write your answers next to the questions; the goal of this assignment is not to produce a beautiful document, but to look closely at the conference process.

Name

20 Questions to Answer

Answers

1. When is the deadline (time & date)? Is an abstract due before the paper?
2. Is there a length limit? If so, what is it?
3. Is a particular format required? If so, what is it?
4. How are contributions to be submitted (by post, e-mail, online submission system, etc.)
5. How much time is there between the submission date and the notification of acceptance? (Answer in weeks.)
6. How much time is there between the submission date and the conference or workshop? (Answer in weeks.)
7. Does the meeting have multiple “tracks”?
If so, does each track have its own Program Committee (PC)?
Are submissions to a particular track, or to the conference as a whole?
8. Roughly, how many submitted papers are there likely to be overall (or, for your track)?
9. What is the acceptance rate likely to be?
10. How many members are there on the PC (or, on the PC for your track)?
11. How many reviews will each paper receive?
12. How many reviews will each PC member write?
13. Is there a provision for author response to reviews? Can the committee request a revision?
14. Are you required to pledge to present your paper if it is accepted?
15. If your submission is accepted, will it be “published” in proceedings, or just made available to other attendees?
16. If your paper is accepted, will you be asked to relinquish your copyright as a condition of publication?
17. If there will be published proceedings, who is the publisher?
18. Is review double-blind or single-blind?
19. Is this meeting highly regarded in your field? What criteria did you use to answer this question?
20. Who do you know who has attended or presented at this meeting in the last two years?