

ADBIS Rulebook

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(based on an earlier draft by Rainer Manthey)

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Organizing ADBIS events

1. For each conference, the Steering Committee (SC) appoints by default a **General Chairperson** (GC) and two **Program Committee Chairpersons** (PCCs). In case of special justified circumstances, the SC may appoint more officers than mentioned above, in either role.
2. The **GC** coordinates and supervises the whole process of organizing a conference. He/she is responsible for all **scientific** and **non-scientific** aspects of the preparation of the respective conference, including among others: communication with a publisher, local organisation, finances, sponsoring, local proceedings publishing (if any), social events, catering, travel and accommodation support, publicity, webpage maintenance, liaison with the PCCs and the SC. The GC reports to the SC about the financial and organizational plans - one year in advance of the conference date, and about the final budget - one year after.
3. The **PCCs** are jointly responsible for the scientific program of the conference (i.e. selection of talks, papers, invited speakers, and panels). The PCCs organize and control the review process in a timely manner.
4. The **PCCs** select the members of the **Program Committee** (PC) in such a way that:
 - a broad spectrum of expertise is available,
 - a wide range of countries is represented,
 - a constant renewal of PC members is guaranteed and new, qualified scientists are regularly invited (these who did not serve for ADBIS before).
5. The **PCCs** and **GC** appoint chairpersons for workshops, tutorials, and a PhD consortium. They also may appoint chairpersons for proceedings, publicity, and journal special issues. In the process of appointing conference officers, the GC and PCCs will pay attention to the aspects of equality and diversity inclusion, in as many contexts as possible.
6. The **schedule of the conference** is agreed upon jointly by the PCCs and GC. The PCCs prepare a proposal for the schedule, properly taking into account organizational requests and constraints communicated by the local organisers. Scientific aspects should, however, have priority over non-scientific aspects.
7. Both, the GC and PCCs should not submit papers to the main conference. They may submit papers to satellite events, provided that they are not the editors of proceedings of these events.
8. The GC and PCCs jointly serve as **co-editors** of ADBIS full papers proceedings and short papers proceedings as well as journal special issues (additional co-editors also may be included).
9. ADBIS Workshop chairs and pc-chairs of each individual workshop are the **editors of workshop proceedings**.

10. The **PCCs** make sure that an open discussion based on sufficient information about the results of the review process is possible before the final decision has to be made. The final **list of accepted papers** is decided by the PCCs.
11. Members of the SC and PC may be granted a reduced conference fee in recognition of their services to the respective conference (depends on an individual ADBIS event).
12. The GC and PCCs of the main conference as well as the invited speakers receive a **complementary registration**.

PC members

1. Conflict of interest - there is a conflict of interest between a reviewer (a PC member) and a paper if any of the conditions holds:
 - a reviewer works in the same institution as any of authors of a paper,
 - a reviewer has at least one publication with any of the paper authors during the last five years,
 - a reviewer has worked with any of the paper authors in any project during the last five years,
 - there exists a relationship mentor-student between an author of a paper and a reviewer (and vice versa), independently on a time period.
2. A reviewer has to **declare the conflict of interest** via a conference reviewing system. Thus a conflicting paper will be totally hidden from the reviewer.
3. **A conflict of interest not marked** by a reviewer, but discovered by other PC members or PCCs will result in removing by the PCCs a review made by the PC member for the paper in conflict.
4. **Paper bidding** aims at assigning papers to reviewers based on their areas of expertise and interest. PC members are obliged to bid by the indicated deadline.

Reviewing

1. A **review** should help:
 - the PCCs decide whether to accept/reject a paper,
 - the author(s) improve their paper.
2. **Quality of reviews** - a review of a paper should be informative and written in a way that the final score is well justified. A decent **review** should include the following elements:
 - clear indication of a research contribution or lack of such a contribution,
 - positive and negative aspects of a paper,
 - insight into any deficiencies of a paper,
 - detailed comments for authors to help them improve their paper,
 - explanation and support for a judgement, so that the PCCs and authors are able to fully understand the reasoning behind comments and final score of a review.

3. The **timely delivery and quality of reviews is monitored** by the PCCs and based on its outcomes the list of PC members may be revised year by year.

Proposing the next ADBIS conference

1. To decide about the **organization of a future ADBIS event**, any interested person must submit a proposal. The proposal should contain information about: a place, time, key-persons, social program, venue, fees, estimated budget, and other relevant information.
2. The person proposing a conference must **present the proposal** at an indicated SC meeting.
3. The proposal is evaluated by the Steering Committee. The **approval** is done by obtaining the majority of votes of the SC members participating in the meeting.
4. The **SC may suggest** a GC and/or PCCs for a proposed conference.

ADBIS Steering Committee membership

1. A GC and PCCs of an ADBIS conference are invited by the SC to **join the ADBIS Steering Committee**, if not already being a member of the Committee.
2. Any SC member can propose a person to join the SC. The proposed person should be engaged previously in ADBIS activities. The proposed person is then **accepted as the SC member** after being approved by the SC. The approval is done by obtaining the majority of votes of the SC members participating in the meeting.
5. The **activities of each SC member** for the ADBIS community are **evaluated** periodically. Five years of inactivity may initiate changing a status of such a person into a *Honorary past member*. Changing the status is done by obtaining the majority of votes of all the SC members (voting can be executed by email or video-conference).
6. A SC member may **withdraw** him/herself any time from the SC by sending a *step down* email to the chair of the ADBIS SC.