PRO ☘ COMM 2015
IEEE International Professional Communication Conference
LIMERICK, IRELAND • 12-15 JULY

March 20, 2015

To ProComm 2015 Reviewers:

On behalf of the ProComm 2015 team, please let me thank you once again for agreeing to serve as a reviewer for this year's conference. We are incredibly excited about the revised works that have come in, and we look forward to, again, getting your expert feedback.

Due date for reviews: April 15, 2015 at 1pmPT.

Please read this email carefully, as it has instructions for two kinds of reviewers:

    a. Continuing Reviewers, who have already entered the reviewer system in Jan/Feb of 2015

    b. New/External reviewers, who have been newly added to our roster of expert reviewers.

As well, this note contains feedback guidance for all reviewers. This information will also be posted on our webpage at http://pcs.ieee.org/procomm2015/, in the Reviewer Resources section on the left side of the page.

If you have problems with the software interface or if you have questions, please email the Program Chair (Traci Nathans-Kelly) at tracink@ieee.org .

Continuing Reviewers (people who served as reviewers in Jan/Feb 2015)

1. Cookies must be turned on.
2. To access the papers assigned to you, log in to the CMT system at https://cmt.research.microsoft.com/PROCOMM2015/Default.aspx
3. Login using the same email and password that you created earlier this year. If you have problems entering the system, please email tracink@ieee.org for assistance.
4. Near the top of the page, use Select Your Role and choose Reviewer.
5. IGNORE the section called My Subject Areas.

6. Choose Download Submission Files for All Assigned Papers. This will trigger the download for a ZIP file for your convenience.
7. Assess the assigned submissions using the suggestions at the end of this flyer as a guide.
8. Once done with your assessments, you can enter your notes online. To do so, begin by returning to the Reviewer Console (see steps 2 and 3 above).
9. Choose either Reviews Not Yet Submitted OR Modify Reviews For (use the dropdown menu and choose Edit).
10. Fill out the three questions at the bottom of the page. All remarks should be inserted into the boxes provided there. See "Reviewer Advice" below.
11. If you are done, choose Submit. If you are not done, choose Save Draft.

New/External Reviewers

1. Cookies must be turned on.
2. To access the papers assigned to you, log in to the CMT system at https://cmt.research.microsoft.com/PROCOMM2015/Default.aspx . While you are already in the review system, you need to create a secure entry path. Here's how:
   a. Choose Forgot Your Password
   b. Enter your email and perform the security CAPTCHA task
   c. The system will send a password reset link to that email
   d. In the email notice received, follow the link to reset your password to something you will remember
   e. Log in
   f. If the system responds "Email address is invalid or unknown" try again with another email that may be in the system. If you continue to have problems, email the Program Chair at tracink@ieee.org .
3. Near the top of the page, use Select Your Role and choose Reviewer.
4. IGNORE the section called My Subject Areas.
5. Once the new page is loaded, scroll down to Paper Reviews and Discussions.
6. Click on Reviews Not Yet Submitted.
7. Choose a review via the pop-up window.
8. In the View/Edit page, you can choose to read the paper online or offline.
9. Assess the assigned submissions using the suggestions at the end of this flyer as a guide.
10. Fill out the three questions at the bottom of the View/Edit page. All remarks should be inserted into the boxes provided there. See "Reviewer Advice" below.
11. If you are done, choose Submit. If you are not done, choose Save Draft.

Reviewer Advice

We rely on you, our expert reviewers, to provide insight, guidance, commentary, and advice to the paper writers, panelists, and workshop providers. The subjects are wide and varied, but they do have common themes related to the communication of engineering, technical, and scientific work--whether it's in school or on the job. Please provide constructive feedback, noting both hesitations and triumphs. *Keep in mind that these works should be getting close to being done and almost-camera ready.* Comments should be inserted into the boxes in the View/Edit page.

When you review, ask yourself questions such as these, below. *You don't have to answer all of these; they are just suggestions.*
- Is the title appropriate? Does it clearly indicate the topic?
- Does this work have a good cornerstone idea? Is the claim or assertion readily discerned?
- Is the work addressing its core concept in a new and interesting way? Does the work show promise in enlightening a perspective, process, research area, or teaching method?
- Is the work well written? Is it clear?
- Does the work have a firm foundation? Are prior related works cited or addressed? If so, are they relevant and timely? If not, does the work need outside sources to shore up its claims or perspectives? (Not all pieces will need outside sources, but it's good to think about how they may contribute to the credibility of the claim or stance, as appropriate.)
- In the end, is it apparent what will be gained by attending this proposal's session?
- If it is a panel, does it read as a coherent whole?
- If it is a workshop, are the goals and outcomes for participants clear?
- Provide any insights, resources, or advice as needed.

Once again, we thank you for taking some of your precious time to help us review these papers. If you have questions, please email the Program Chair, Traci Nathans-Kelly, at tracink@ieee.org .