**Program Committee Organization for the IR, DB, and KM Tracks of CIKM**

This document incorporates guidance from the SIGIR Executive for the organization and operation of the program committees for the three tracks of the CIKM conference. This structure is being used in the SIGIR conference, and has worked well in that community. While we welcome new ideas, the SIGIR Executive should be asked to approve significant deviations from these guidelines as applied to the IR track of CIKM.

**Program Chairs**

To help share the workload and to provide a balance between research areas, each track of the CIKM program committee should be chaired by (at least) two co-equal Program Committee (PC) Chairs. These PC Chairs should work in broadly different research areas within their track.

PC Chairs should be widely recognized as senior researchers within their respective communities, regularly publishing at established venues in their field.  PC Chairs should also have sufficient general knowledge of the entire area to competently define areas of responsibility for Senior Program Committee (SPC) Members, and sufficient knowledge of their respective communities to competently appoint these SPC Members.  Normally, a PC Chair will have served as an SPC Member at least twice, and specifically should serve as a SPC member the year before they are scheduled to serve as a PC Chair.

PC Chairs should not be proposed as part of the conference bidding process. After a conference bid has been accepted, PC Chairs will be appointed through negotiations with the General Chairs of the newly approved conference.  Since the General Chairs must work closely with the PC Chairs, any suggestions from the General Chairs will be given preferential consideration, and the General Chairs have a veto over any appointments.   For the CIKM IR track, these negotiations will undertaken by the CIKM Steering Committee, with the SIGIR Executive having a veto over PC chair appointments to the IR Track.

PC Chairs have overall responsibility for the entire scientific program of the conference.  Soon after their appointment, they should work with the General Chairs to appoint Chairs for Short Papers, Demos, Workshops, Tutorials, and similar activities that contribute to the scientific program.  The PC Chairs take direct responsibility for full papers submitted to the conference.

**Senior Program Committee Members**

SPC Members take responsibility for papers in defined research areas, with each research area having at least two SPC Members assigned to it.  When a research area is expected to attract a large volume of papers. it should have three or more SPC members assigned to it.  Since SPC members may be required to read and review all papers for which they are responsible, the ratio of papers to SPC members should be ten or less.

SPC members should be established researchers, with recognized expertise in their assigned areas, regularly publishing at premier conferences and other appropriate venues.  SPC members should have sufficient experience to competently assign first-tier reviewers to papers in their assigned area. Normally, an SPC member will have served as a program committee member (first-tier reviewer) for established conferences multiple times.

Each paper should be assigned a primary and a secondary SPC member, so that each SPC member is the primary SPC on ten papers or less and the secondary SPC on ten papers or less.  The primary SPC ensures the quality of the first-tier reviews, leads any discussions with the first-tier reviewers, writes a meta-review for the paper, and makes an acceptance recommendation to the PC Chairs.  The secondary SPC member monitors the process, getting involved in the discussion as appropriate and providing an additional review when the decision is not straightforward.

**First-tier Program Committee Members**

Each paper should be assigned at least three first-tier reviewers.  To help ensure that the reviewers will have time to provide high-quality reviews, the workload for each reviewer should be less than ten papers.  First-tier reviewers should have demonstrated expertise in the topics of their assigned papers, usually through the recent publication of one or more related papers at appropriate venues.  The first-tier program committee typically contains a balanced mix of senior and junior people, including some very senior people and recent doctoral graduates.  Doctoral students should not normally serve on the program committee unless they are close to graduation and have exceptional publication records.

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