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## Reviewer Information

General Information

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### Volunteering to Join the International Board of Reviewers for I<sup>n</sup>SITE Conferences [\(download flyer\)](#)

**Thank you** for volunteering to review for the I<sup>n</sup>SITE Conferences. Before signing up, please make sure that you understand the obligation that we ask of you. We need to ask this because in the past some colleagues sign up as a reviewer, yet failed to complete their professional obligations as a reviewer.

1. Reviewers need to provide **mentoring feedback** to the authors of the paper you review. We expect and require that you provide one or more pages of constructive feedback to the author, regardless of whether or not you recommend acceptance of the paper. **Are you willing to do a thorough job as a mentoring reviewer?** If not, do not sign up as a reviewer.
2. Reviewers need to review **three papers** during December and the first week of January. **Will you have time and availability during this holiday time?** If not, do not sign up as a reviewer.)
3. Some or all papers will not be in your exact field of expertise since this is a transdisciplinary conference! If you are unable to ascertain the correctness of the technical details, we need you to provide feedback on aspects you can comment upon (such as readability and development) and note that you are not commenting on other aspects (such as mathematics or literature review). **Will you provide whatever feedback you can if you receive a paper outside your field of specialty?** If you are unwilling to provide look at papers outside your specific research area, please do not sign up.
4. Have you **already signed up** as a reviewer? Please do not sign up again unless you want to review more than 3 papers in December.

If you will have the time and commitment to provide three mentoring review to colleagues for papers assigned to you in December, perhaps outside your specialization, please [click here](#) to be added to the International Board of Reviewers for the I<sup>n</sup>SITE 2013 conferences. **Here is what will then happen.**

If you are not currently in our database, you will need to verify the mail sent to your email address from our server reaches you. You will do this by responding to this initial email the system sends you. Then login in and be sure to select the topics for which you have expertise and interest.

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