# ETSI MBT User Conference Program Committee Guidelines

This document collects guidelines for the review process conducted by the program committee as part of ETSI MBT UC organization. The purpose of this document is to ensure a fair treatment of submissions which reflects and preserves at the same time the spirit of the conference, i.e., a tool independent event for industrial MBT practitioners. This document is to be distributed to PC members and enforced by the PC chair appointed for a MBT user conference.

1. The PC chair(s) for a conference is appointed by the MBT UC steering committee which is composed of the ETSI TC MTS chairmen (including vice-chairs), director of ETSI’s CTI, as well as any other appointed people.
2. The program committee should be composed of at least 70% of its members being affiliated with industry, i.e., not being affiliated with academia or a research institute. It should have at least 3 members affiliated with different commercial MBT vendors. Every PC member has the duty to actively promote submission and participation to the event, and to provide timely reviews of submissions. They are expected to attend in principle the event and chair presentation sessions.
3. Each submission should be reviewed by at least 3 PC members that have no conflict of interest with the submission authors.
4. The PC chair(s) has the right to overrule or invalidate individual reviews by PC members that are clearly conflict with the call for papers.

EXAMPLE: A justification “Just another case study” indicates an invalid review when the call for papers encourages submission of case studies.

1. Of accepted presentation proposals for the program about 20% should cover deployment experiences, 30% should early deployment experiences, 30% should cover industrial piloting experiences, and 20% should cover research experiences or presentations that do not fit into any of these categories. PC reviews should be used to rank papers within these categories. Should there not be enough submissions to reach these figures for a given category then more papers may be accepted in the next lower category.

NOTE: Tutorial acceptance is not subject to this guideline and should be purely based on PC reviews

1. Submissions for presentations by tool makers without any other industrial or academic co-authors should be rejected by the PC. Tool makers should always encourage their users to present the topic.

NOTE: Tutorial submissions are not subject to this guideline

1. No tutorial or presentation should serve as a promotional speech for one specific tool (commercial or non-commercial). Tool features may be introduced and summarized in a single slide of a presentation. After that tool screenshots can then be used to illustrate the topic. In tutorials the focus should focus on the tool philosophy - in particular differences in the approach as compared to others -, methodology, and example use cases.
2. Tool vendors should promote their tool can in the vendor track organized for event sponsors. During the vendors slot each presenter gets a min 12 minute slot for their presentation. There are no requirements or restrictions on the content of these presentations.
3. Each PC member accepts with their appointment to PC the obligation to ensure that the guidelines in this document are being followed and to notify the PC chair of any violations.