

Dear WASPAA 2025 Authors,

We are delighted to have you as participants in this year's workshop. As you prepare your submission, we would like to provide you with some guidelines to assist you.

Submission Guidelines:

Please carefully read the call for papers and these author guidelines before preparing your manuscript. Papers must be original and not previously published or simultaneously submitted elsewhere. Also, please ensure that your manuscript conforms to the provided template and formatting guidelines, which you can find [here](#). Manuscripts that do not adhere to the guidelines will be returned without review. We recommend that you edit your manuscript thoroughly before submission. All submissions should be four-page long with an additional page that only contains references.

Double-Blind Review:

Please note that the review process is double-blind. This change was introduced in 2023 to reduce bias and increase fairness in the review process. Do not identify yourself or your institution in the paper: cite your own work in the third person. Any self-identifying information should be removed from the manuscript. There will be no black-out period: you may freely choose to publish non-anonymized versions of your paper on arXiv or other sites, and/or advertise your work on social media.

Conflict of Interest:

During the submission process, you will be asked to provide a list of potential conflicts of interest. Please disclose any potential conflicts of interest to avoid compromised reviews. We appreciate your transparency in this regard.

Review Process:

Once your manuscript is submitted, it will be assigned to a group of reviewers for evaluation (at least three reviewers per paper). The reviewers will provide feedback on the quality and suitability of your manuscript for the workshop.

Rebuttal Process:

After receiving the reviews, you will have an opportunity to submit a short text to point out to meta-reviewers any issues with the reviewers' assessments. Only meta-reviewers will be able to view the rebuttal.

Final Decision:

The TPC chairs will make the final decision on the acceptance of your manuscript based on the reviews, meta-reviews, and the rebuttal text. We appreciate your patience during the review process. Thank you for engaging with the technical program committee as needed.

We hope that these guidelines provide you with a clear understanding of the submission and review process for WASPAA 2025. If you have any questions or concerns, please do not hesitate to contact us. We look forward to receiving your manuscript and working with you. Thank you for your valuable contribution to the workshop.

Timeline	Action Item
4/23	Abstract/title deadline (authors)
4/30	Full paper deadline (authors)
	Meta-reviewer assignments complete (TPC chairs)
5/07	Reviewer assignments complete (meta-reviewers)
6/04	Review deadline (reviewers)
6/11	Reviews released to the authors (TPC chairs)
6/18	Rebuttal deadline (authors)
6/25	Meta-reviews deadline (meta-reviewers)
7/02	Final notifications (TPC chairs)

Warm regards,
WASPAA 2025 Organizers