

Dear WASPAA 2023 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 the submission 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.

**Blind Review:**

Please note that the review process is double-blind. This change has been introduced 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 third person. Any self-identifying information should be removed from the manuscript. We acknowledge that you may choose to post your paper on arXiv, but we discourage advertising your work on social media until accepted.

**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. Please note that the review process is rigorous, and reviewers may ask for clarifications during the rebuttal period.

**Rebuttal Process:**

After receiving the reviews, you will have an opportunity to submit a one-page rebuttal letter that succinctly addresses the reviewers' comments. The purpose of the rebuttal is to address issues raised in the reviews and propose revisions if the paper is accepted. Please keep in mind that only minor revisions are typically allowed for the camera-ready version of the paper. Any suggestion of a major revision in the rebuttal should be backed by evidence and only considered in special circumstances.

**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 letter. We appreciate your patience during the review process, as it may take some extra work from your end to communicate with the reviewers and meta-reviewers. 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 2023. 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
4/21	Abstract/title deadline (for authors)
4/24-5/3	Paper bidding (for reviewers / meta-reviewers)
4/28	Full paper deadline (for authors)
5/5	Meta-reviewer assignments complete (for TPC chairs)
5/12	Reviewer assignments complete (for meta-reviewers)
6/2	Review deadline (for reviewers)
6/12	Reviews released to the authors
6/23	Rebuttal deadline (for authors)
7/4	Discussion period ends (reviewers / meta-reviewers)
7/7	Meta-reviews deadline (meta reviewers)
7/12	Final notifications (TPC chairs)

Warm regards,  
WASPAA 2023 Organizers