

# CSIT Paper Award Procedures

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## 1. Scope.

The Canadian Society of Information Theory (CSIT) annual paper award is to award the best conference paper that has been accepted by either Biennial Symposium on Communications (BSC) or Canadian Workshop on Information Theory (CWIT).

## 2. Purpose.

The CSIT Paper Award is to recognize the high quality contributions to the two CSIT sponsored conference events: BSC and CWIT. It is hoped that such an award will encourage high quality submissions and increase participation for both events.

## 3. Definitions.

- a. **Conflict of Interest:** A conflict of interest exists for anyone who has a personal or professional interest in the outcome of the award competition; has a personal or professional relationship with one of the co-authors of the candidate paper; or has a direct or indirect financial interest in the award. For clarity:
  - i. Individuals who have been in a supervisor-trainee relationship are in conflict of interest for life.
  - ii. Research collaborators are in conflict of interest if the collaboration is ongoing, or occurred within the last six years.
  - iii. A “relationship” may include, for examples, colleagues from the same institute, a serious dispute or a notable history of animosity.
- b. An arm’s length referee is a referee who has no conflict of interest with the authors of the candidate paper.

## 4. Selection Criteria.

- a. The paper makes a novel contribution based on a timely research topic or makes a fundamental contribution to an important open problem in the fields that are of interest to CSIT.
- b. The paper must be well written.
- c. A paper that receives a high score from the review process may be favorably considered; however, there is no guarantee such a paper will receive the award.
- d. The award is based on the paper itself only.

## 5. Award Committee.

- a. The award committee makes a recommendation to the CSIT Board of Directors (the “Board”).
- b. The award committee shall consist of three people, including:
  - i. The Chair or a Co-chair of either BSC or CWIT in the previous year (who chairs the award committee);
  - ii. The TPC Chair or a TPC Co-chair of the current year BSC or CWIT (who is responsible for documents and record-keeping related to the award); and
  - iii. One committee member appointed by the President of CSIT. This committee member is usually someone who is senior and does not have any perceived conflict of interest.
- c. If an award committee member has a serious conflict of interest or is unavailable, he or she must notify the President of CSIT who will make an appropriate action and appoint a new committee member if necessary. The new committee will start the selection process afresh.
- d. The current year conference chair or a conference co-chair will chair the Paper Award committee in the following year.
- e. Currently serving officers and directors of the CSIT may not form a majority of the award committee.
- f. The award committee members have the responsibility to keep the award result confidential until its official announcement.

## 6. Award Procedure.

- a. One CSIT Paper Award will be awarded annually at BSC in even years or at CWIT in odd years.
- b. Once the award committee makes a decision, the chair of the award committee will write to the Board for approval.
- c. Once approved, the chair of the Paper Award committee will notify the current year conference chair(s) who will announce the award at the annual meeting of CSIT.
- d. The award consists of a certificate as well as a check in the amount of \$1,000 (Canadian currency) payable to the first author who will distribute among the co-authors. If there is a delay, the certificate may not be presented to the authors at the conference. Both the certificate and the check will be mailed to the authors.
- e. As an award condition, the awarded paper must be presented by one of the co-authors at either BSC or CWIT.
- f. CSIT reserves the right not to give such an award if no suitable paper is identified by the award committee.