**IISW CONFIDENTIALITY AGREEMENT**

**Each member of the IISW 2019 International Technical-Program Committee (“ITPC”) will be receiving abstracts and papers to review via the Web, CD and/or other means. All files of abstracts, papers and proposals submitted for review are to be used only for the purpose of evaluation for possible publication and presentation at IISW 2019.**

I understand that a condition of membership in the IISW 2019 ITPC is that:

1. I will not transfer any of the files to another storage medium, except where absolutely necessary to facilitate the process of my review. In the event of a necessary transfer, I must take care to maintain the privacy, confidentiality and integrity of all copies, including their complete erasure when the reviewing task is complete.

2. I will not distribute nor make accessible to others any of the abstracts or supporting material or embodied concepts/ideas either electronically, verbally, by paper, by a shared folder on a file server, or by any other means.

3. I will make no more than one paper copy of any paper submission or part thereof (to facilitate an easier reviewing action).

4. If I seek advice from colleagues, I agree to utilize the single paper copy and not circulate that copy to more than two individuals within my organization. I will request that they retain confidentiality. In particular, they must not make another copy, must not disclose the material to others, and must return the review copy. I will record their names, and report to the IISW 2019 Program Chair, if requested.

5. In addition, I will not circulate partial or complete paper versions or electronic versions of submitted abstracts or supporting material outside my organization without permission of the IISW 2019 Program Chair. In this event, all conditions noted in #4 above must be fulfilled.

6. Upon completion of the Technical Program, I will destroy the paper copy and all electronic versions that have been produced as part of the review process. I will destroy any record of the reviewed information, and all electronic versions that have been produced as part of the review process.

8. I understand that all material provided to me during the review process, and not ultimately published at IISW 2019, is proprietary, that is, not to be revealed in any way except by explicit permission of the originating author, as outlined in #2 above.

9. The decisions of the ITPC, including review scores, remain confidential. The selected Technical Program remains confidential until publication on the IISW website.

10. ITPC membership is on a personal basis. My affiliated organization(s) has no rights to the confidential information provided to me (including the abstracts to be reviewed).

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Signature Date Print Name   
(or type: I agree)