

Guidelines

Version 1.0, adopted by the steering committee of NMR on 01.04.2025

1 General

- Each NMR workshop has two co-chairs.
- The NMR steering committee consists of chairs of the four most recent NMR workshops and the most recent past head or co-head of the committee.
- The head and co-head serve until they rotate out, at which point one of them remains on the committee as past head or past co-head. The head and co-head jointly select who stays as the past head. If there is no co-head or a disagreement, the head becomes the new past head
- The rotation occurs immediately after an NMR workshop.
- If, after the rotation, the steering committee head rotates out, the new committee elects the head. The head represents NMR on the KR advisory board. The head can nominate a co-head in the steering committee. The head serves until he or she rotates out. If the co-head rotates out, the head can nominate a new one.

2 Finances

Each NMR workshop should be self-financed. Details should be discussed with the local chair of the host venue (usually KR). NMR also maintains some limited budget with KR.inc, the contact person for inquiries about that is the treasurer of the KR steering committee. The co-chairs of an NMR workshop can use this money to fill gaps in the budget, but the steering committee should be notified for all withdrawals above 1000 EUR.

3 Conflicts of interest and publication ethics

In order to decide conflicts of interest in all matters but in particular for deciding whether a reviewer has a conflict of interest with the authors of a paper he/she is assigned to review, NMR uses the CoI-policy of the ACM (<https://www.acm.org/publications/policies/conflict-of-interest>) per default.

Moreover, NMR also adopts the KR policies for *Publication Ethics and Malpractice Statement* (<https://kr.org/ethics.html>).

4 Checklist for co-chairs

These are the main responsibilities of the co-chairs are to:

- Create a website (per default, this should be hosted at <http://nmr.krportal.org/YEAR>)
- Assemble the PC
- Issue the CFP
- Set up a conference management system for reviewing (such as EasyChair)
- Make sure the reviews are done in a timely way
- Line up invited speakers
- Create the final program
- Organise a workshop dinner
- Conduct a best paper award process
- Produce the final proceedings in the correct camera ready format (per default, proceedings should be published via CEUR)