

## IJCAI Conflict of Interest Policy

A potential conflict of interest exists when a person is involved in making a decision in which that person, a close associate of that person or that person's institution or company have an interest (e.g. when a person may gain professionally such as by the selection of a paper for a conference).

A conflict of interest merely requires that the person's professional judgment might be affected and does not suppose direct gain.

A close associate includes but is not limited to:

- employed at the same institution or company, or applying for employment at the institution or company;
- advisor or current or recent graduate student (within last 60 months)
- co-author within the last 48 months;
- investigator on a current grant or research project;
- sponsor or funding agency;
- actively working on a project together or on the same topic;
- related by birth, marriage or friendship;
- in deep personal animosity;
- any other relationship that might affect their judgment.

If a person is aware or suspects a conflict of interest exists, they should declare this to the chair of the relevant decision making body. The chair should declare any possible conflicts that they have to their deputy or the whole body itself.

A person who has a conflict of interest should not participate in the discussion or voting related to that decision unless the chair decides that the conflict is sufficiently minor.

For instance, a person involved in the reviewing of submissions to an IJCAI conference as a Reviewer, Program Committee member, Senior Program Committee member, or Area Chair should declare any potential conflict of interest to the IJCAI Program Chair as soon as any potential conflict becomes known, and should not participate in the reviewing, discussion or decision making for any submission with which they have a conflict.

Similarly, if an IJCAI Trustee has a conflict of interest (e.g. a recent student of theirs is nominated for an award) then they should declare this to the President of the Trustees, and they should excuse themselves from the discussion and voting on this matter unless the President decides that the conflict is sufficiently minor.

*Approved by the IJCAI Board of Trustees in Montpellier, France on August 26, 2012.*