

## Quick Guide for Reproducibility Committee Members

1. The chair of the committee will suggest papers for you to review. Before accepting to review a paper take a look at the experiments, specifically at the hardware and software required to ensure you can fulfill the basic requirements.
2. The chair of the committee will put you in touch with the contact author of the paper you agreed to review. If necessary initiate a discussion with the authors to ensure you are at the same page regarding specific details in the experiments that may not be clear.
3. After you receive access to code, datasets, and scripts, quickly verify that the submission is complete and has enough documentation before proceeding further.
4. Encourage authors to use repro-zip that makes it easier to handle software dependencies.
5. When an issue appears, immediately contact the authors to help resolve it. The authors' collaboration is both welcome and expected because they know and understand the specifics of their algorithms and code. In most cases, issues have to do with automating a script (e.g., making it path independent) or dealing with dependencies.
6. The goal is both to go through the process of reproducing the results and to provide enough feedback to the authors so that they can create a sharable instance of their code and experiments.
7. When running experiments eliminate any interference in your systems, i.e., make sure, unless otherwise stated by the authors, that the machines used are dedicated to the reproducibility experiments.
8. If the results you gathered during the reproducibility process do not support the claims, contact the authors to address this. This may be due to issues that have to do with the set-up of the experiments or the hardware specifications.
9. Write a short report (1-2 pages) to document the results and whether you were able to reproduce the results. If you can reproduce only part of the results please indicate that in your document. Also, make a note of any specific details regarding the set-up or analysis that are important. Communicate this report to the authors to make sure they think this is a fair result and take into account any suggestions.
10. If a paper cannot be reproduced contact the chair.

This is a quick guide. Please read the db-reproducibility webpage for more details and good practices we expect authors to follow (<http://db-reproducibility.seas.harvard.edu/>).