

Conference Generative AI Policy Template

Practical rules for submissions and peer review

Use this pack to decide what authors and reviewers may do with generative AI, add the right questions to your Dryfta forms, and publish one clear policy before submissions open.

Prepared for: [Conference or organization]

Policy owner: [Role or committee]

Working version: [Number]

Review date: [Date]

This template is a practical starting point, not legal advice. Check any rules set by your proceedings publisher, sponsor or institution before you publish it.

How to use this template

1. Choose one rule for each activity in the table below.
2. Replace the bracketed fields in the policy wording and delete alternatives you do not need.
3. Add the author and reviewer questions to the relevant Dryfta forms.
4. Publish the same policy wherever authors and reviewers receive instructions.

The decisions your committee must make

Activity	Recommended starting rule	Your choice
Spelling and grammar	Allow when the tool only corrects the author's own wording and does not change the meaning.	☐ Allow without disclosure ☐ Require disclosure ☐ Do not allow
Translation or substantial rewriting	Allow only when the author discloses the use and checks the final text.	☐ Allow with disclosure ☐ Approval required ☐ Do not allow
Generated text, code, analysis or images	Require disclosure and human verification. Apply any stricter publisher or discipline rule.	☐ Allow with disclosure ☐ Approval required ☐ Do not allow
Reviewer use of outside AI tools	Do not allow reviewers to place submissions, reviews or scores in a public or unapproved AI tool.	☐ Do not allow ☐ Allow only a named approved tool for a named task
Dryfta Virtual Reviewers	Treat the review as advice. Use the conference review form and keep the final decision with people.	☐ Not used ☐ Used with a notice to participants

Copy ready conference policy

Replace the bracketed text, keep the choices your committee approved, and delete the drafting notes before publication.

Purpose and scope

[Conference name] permits the responsible use of generative AI only under the rules below. The policy applies to [abstracts, papers, posters, panels, supporting files and reviews] submitted for [event name and year]. Human authors, reviewers and committee members remain responsible for their work and decisions.

Rules for authors

- Authors may use generative AI only for the activities allowed by this policy.
- Authors must check the accuracy of every statement, reference, quotation, calculation, image and result in the submitted work.
- Authors must disclose any use that produced or substantially changed text, code, analysis, data, images or other submitted content.
- Authors must not list an AI tool as an author or use one to fabricate references, evidence, data, findings or images.
- Authors must not place confidential, restricted or personal information in an outside AI service unless the conference or their institution has approved that exact use.

Author disclosure

I used [tool or service] for [purpose]. It affected [part of the submission]. I reviewed the output, checked the sources and accept responsibility for the submitted work. [If no disclosure is required: I did not use generative AI in a way that requires disclosure under this policy.]

Rules for reviewers

- Reviewers must not upload a submission, supporting file, review, score or committee discussion to a public or unapproved AI tool.
- Reviewers must complete the evaluation themselves and must not ask an AI tool to decide the score, recommendation or acceptance outcome.
- A reviewer may use a named tool for a limited task only when the conference has approved that use in writing and the task does not expose confidential material.
- Reviewers must report any accidental disclosure or prohibited use promptly to [conference contact].

Reviewer declaration

I completed this review myself. I did not place the submission, my review or my score in a public or unapproved AI tool. If I used an approved tool, I used it only for [approved task] and followed the conference instructions.

If the conference uses Dryfta Virtual Reviewers

[Conference name] uses Dryfta Virtual Reviewers to provide an additional advisory review using the conference review form and scoring criteria. The program committee compares this advice with human reviews. A person or committee makes every acceptance, rejection and policy decision. Questions about this use may be sent to [contact].

If a rule may have been broken

The conference will check the relevant policy, disclosure and available records, then give the author or reviewer a reasonable opportunity to explain. Depending on the facts, the conference may request a corrected disclosure, replace or repeat a review, remove affected material, issue a warning, or reject or withdraw the submission under the conference's published rules. An AI detector result alone will not prove a breach.

A request to reconsider the process or outcome may be sent to [contact] within [number] days. The request should identify a procedural error or material new information. Disagreement with academic judgement by itself is not enough.

Set up the policy in Dryfta

Dryfta lets you create separate submission forms, custom fields and review questions for different submission types. Use those controls to collect only the information the committee will actually review.

Submission form

Field	Suggested wording
Required confirmation	Have you used generative AI in a way that this conference requires you to disclose? ☐ Yes ☐ No
Tool and purpose	Name the tool and explain briefly what you used it for.
Content affected	Which part of the submission did the tool create or substantially change?
Author confirmation	I checked the output and accept responsibility for the accuracy, originality and permissions of this submission. ☐ I agree

Review form

Field	Suggested wording
Reviewer declaration	I followed the conference rule on generative AI and confidentiality. ☐ I agree
Approved use disclosure	If you used an approved tool, name the tool and the limited task.
Concern about a disclosure	Do you need the chair to check an AI disclosure or possible policy issue? ☐ Yes ☐ No Comments:

Review settings

- Choose the single, double or triple blind setting that matches the published review model.
- Keep author disclosure wording anonymous when reviewers should not know the author's identity.
- Build the review form with the conference's real criteria and scoring scale.

- Assign reviewers manually or use Dryfta's automated assignment settings, then check conflicts and workload before reviews begin.
- Use automated notifications to send the policy, deadline and support contact to authors and reviewers.
- If Virtual Reviewers are enabled, use the same review criteria where appropriate and compare their advisory scores with human reviews before a committee decision.

Final checklist before submissions open

- ☐ The allowed and prohibited uses are clear.
- ☐ The author disclosure in Dryfta matches the published policy.
- ☐ The reviewer declaration appears in the review form.
- ☐ Blind review settings and disclosure wording do not reveal author identity.
- ☐ Review questions and scoring criteria have been tested with a sample submission.
- ☐ Reviewer assignments, limits and deadlines have been checked.
- ☐ Participants have been told whether Dryfta Virtual Reviewers will be used.
- ☐ A human committee remains responsible for final decisions.
- ☐ The contact for questions, reports and reconsideration requests is published.
- ☐ The same dated policy version appears in the call for papers, submission instructions and reviewer guidance.

Policy details

Item	Entry
Conference	[Name and year]
Policy owner	[Role or committee]
Version and effective date	[Version] [Date]
Questions and reports	[Email or form]
Reconsideration requests	[Email or form and deadline]
Next review date	[Date]

Sources to check before adoption

These pages informed the template and were last checked on 19 October 2026. Product settings and external policies can change, so confirm the requirements that apply to your event.

- [Dryfta abstract management software](#)
- [Dryfta single, double and triple blind review settings](#)
- [Dryfta Virtual Reviewers](#)
- [ICMJE use of artificial intelligence in publishing](#)
- [IEEE submission and peer-review policies](#)
- [NIH generative AI peer-review notice](#)