Guidelines for carrying out anonymous TAC elections with the free online voting tool Adoodle.

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- Polls and elections created with Adoodle are anonymous in the sense that neither the participants nor the election chairs (vote/poll creator) can see the choices made by the voters.
- Polls and elections carried out with Adoodle are transparent to all participants in the sense that all participants can see the email addresses of all invited voters and voters can only vote once.
- Adoodle is free of charge.
- The tool can also be used for other TAC related polls such as polls for the Best Paper and Awards selection in the TACs.
- For each question (or election) a separate poll needs to be created. A question (or election) can contain multiple choices (or candidates). It is not possible to carry out multiple elections in one poll.

1. Go to www.adoodle.org
Fill in the general information in Section 1:

a. Choose language and time zone (language and time zone)
b. Select the title of the vote/survey (Title of the vote/survey)
c. Provide the name(s) of the poll creator(s) (Creator of the vote)
d. Write down instructions for the election (Question which the choice(s) below must answer).

Create a survey or vote

It is a good practice to have a look first at the recommendations to vote creators in the Help tab.

Then please choose on the left the language and time zone (sorted by continent, then city) of the interface and of the sent emails. The emails always contain an English version.

Please use only the buttons on this web page, not the Back and Forward buttons of your browser, which functions have been altered for security reasons.

1. General information
   - Title of the vote/survey
     - TAC number election 20xx
       - This will be the subject of the sent emails. Choose a distinctive title.
   - Creator of the vote
     - Marcus Pessaento
       - For the information to the participants.
   - Question which the choice(s) below must answer
     - 8 candidates have been nominated for the EURASIP TAC xxx. Their names are displayed in alphabetical order below. Please select at most 5 candidates to be elected to the TAC by checking the boxes next to your preferred candidates. The 5 candidates with the largest number of votes will be elected for a 3 years term in the TAC.

The voters will select an answer corresponding to this question. If you need to display a new line, type "\n".
Section 2: Fill in the names of the candidates nominated for the election in a desired order (e.g., alphabetic):

e. Use a separate field/row for each candidate
f. Specify how many candidates each voter can select (in the example below the voters are requested to select at most 5 candidates)
Section 3: Fill in the information in the “Participants” section:

Subsection 3.1

- Please provide a list of email addresses of the voters that you want to invite, i.e., the email addresses of the TAC members (one for each line or in comma separated form or else).

(In the example below, we have the “example email addresses” of 12 TAC members that will be invited to place their votes).

The voter will receive an email containing a unique personal vote ticket and two links to vote and to display the results of the vote. Naturally a voter can only vote once. All the links with email address are erased from the vote machine memory at first use, hence the anonymity.

- Make sure that you check carefully the emails. All emails must exist and be valid and must not block emails from ADOoodle.org. Do not use group email addresses, hence do not use the EURASIP mailing lists!

An excellent practice with this list is for you to send an announcement message to the participants (using your own email account), before creating this vote. It will help you detect defective addresses. Once the vote created, note that the email addresses can no longer be changed.

Subsection 3.2

This field is not required – you can leave it blank. If desired, you can also put the email addresses of independent observes that are permitted to see the result but not permitted to participate in the votes.

3. Participants

3.1 Voters
Please give a list of emails (one for each line or in comma separated form or else).
The voter will receive an email containing a unique personal vote ticket and two links to vote and to display the results of the vote. Naturally a voter can only vote once. All the links with email address are erased from the vote machine memory at first use, hence the anonymity.

tac-member1@ieee.org,
tac-member2@ieee.org,
tac-member3@ieee.org,
tac-member4@ieee.org,
tac-member5@ieee.org,
tac-member6@ieee.org,
tac-member7@ieee.org,
tac-member8@ieee.org,
tac-member9@ieee.org,
tac-member10@ieee.org,
tac-member11@ieee.org,
tac-member12@ieee.org

NB: Check carefully the list. All emails must exist and be valid and must not block emails from ADOoodle.org. Do not use group email addresses. An excellent practice, with this list, is for you to send an announcement message to the participants (using your own email account), before creating this vote. It will help you detect defective addresses. Once the vote created, note that the email addresses can no longer be changed. See ‘Help’ tab about vote creators.

3.2 Observers
Please give a list of emails. The observers will receive a link to display the results of the survey. An observer does not vote.
All the links with email address are erased from the vote machine memory at first use, hence the anonymity.

If you create the vote and do not vote, then put your email here to follow the results.

NB: All emails must exist and be valid and must not block emails from ADOoodle.org. You may use group email addresses. See ‘Help’ tab about vote creators.
Section 4: Specify the voting period

- Select the starting and end dates. The starting date should not be more than 2 minutes old as compared to the current time when the poll is created. Otherwise you will be asked to adjust the state time if necessary.

Please note that it is NOT possible to prolong the voting period once the vote is started.

4. Dates

Remove date limits

Voting is only possible after the start date and before the end date. The results are not available until the end date. The results will be disclosed only after the end date.

Present date and time is Thursday 24 March 2022 at 18h 13min 56s i.e. last time this page was loaded. Please note that "time" means [(UTC+01:00) Paris] time zone accounting for winter/summer time change.

Start date

The start date will be checked to be no more than 2 minutes old as compared to current time when the vote will be created. No worry, you will be asked to adjust the start time if necessary.

End date

Please let enough delay for the people to vote, and for the vote emails - sent immediately - to reach the voters. Depending on the participant email servers, it can take from a few seconds up to several tens of minutes, but usually a few minutes (A-Doodle.org has no control over this delay).

Section 5: Select the options

- Check the first box to permit all participants (including the creator) to monitor all participation rates. This is useful to see if additional email reminders are required before the end of the poll.
Hence, this option is recommended.

Check the second box if you want to display the results as soon as the last TAC member has casted the votes.

5. Options

Please review carefully the other parameters of your vote.
A check mark means that the option is active, otherwise the option will not be applied.

- Participation rates available at all times for the people involved in the vote.
- Results as soon as all the voters have voted, without waiting for the end date.
If you select this option, consider possible indirect influence on other running votes.

Option code (if any): [__] If you have got a code from support, please enter it here.
• **Section 6: Preview your data**
  Click on the „Previsualization“ button to upload and display your input data to a final check.

6. **Preview the data**

By clicking on the following Previsualize button, the input data will be checked and the vote data will be previsualized.

--- Reset  Previsualize ---

Preview page will open

• **Check the nominated candidate information.**
• Check the voter (TAC member) information

Above you see the email template that will be sent to the participants of the votes.

The email will contain a link (highlighted in yellow) to the poll and a link (highlighted in purple) to the webpage where the percentage of casted votes is displayed and where the results are displayed at the end of the poll.
• Bookmark the link to the poll that you created (highlighted in green below) for simple access to the poll in the future (in case you want to modify it later or in case you want to use the poll as a template for another poll).

If desired, you can send a test email to an address that you specify below for check (not required).

• Press the “Send emails” button to start the poll.

Emails will be sent out.

• Regularly check the status of the vote under the vote status website (link highlighted in purple above for the example we consider). Send email reminders accordingly as there is no way to prolong the voting period once the vote has been started.