

## Submission Guidelines for *Ethically Aligned Design*, Version 2

Thank you for submitting your comments and feedback regarding Version 2 of *Ethically Aligned Design: A Vision for Prioritizing Human Well-being with Autonomous and Intelligent Systems (A/IS)*. We appreciate your taking the time to read the document and provide your insights.

Please review Guidelines below as you prepare your responses. Once completed, submissions should be sent to: [EAD\\_feedback@ieee.org](mailto:EAD_feedback@ieee.org) for consideration. *Submissions sent to any other email address will not be considered.*

We will be posting all submissions received in a public document available from the website of [The IEEE Global Initiative on Ethics of Autonomous and Intelligent Systems](#) in June of 2018.

### **Submission Guidelines:**

- All submissions must be received by **7 May 2018 at 5P.M. (EST)**
- Submissions should include the name of the individual submitting, the organization they represent, and the page number(s) or Sections of *Ethically Aligned Design, v2* being referenced. When submitting potential Issues or Candidate Recommendations, background research or resources supporting comments should also be included.
- Please ensure comments provide actionable critique (*e.g.*, "On page X, I recommend adding the following resource") versus opinion without clear recommendations, (*e.g.*, "I didn't like the Issue on page X.")
- We will post messages exactly as they are received. Please make sure to list your affiliations exactly as you'd like them to appear, with embedded hyperlinks.
- Please do not send attachments. If you'd like to cite other works, please link to them with embedded hyperlinks only.
- We encourage brevity. Specifically, submissions less than 1-2 pages in length are desired. If you feel you'd like to send more, please send all feedback in one document.

- Do not send language or content protected via Intellectual Property or Patent considerations of any kind. IEEE, The IEEE Global Initiative and any/all of its subsidiaries will not be liable for any messaging received in this regard.

**As a thank you for your time and efforts we will do the following:**

- Issue a press release in May or June 2018 that will link to the document listing all comments sent regarding *Ethically Aligned Design*.
- List contributors and their affiliations as they were sent in the "Our Appreciation" section of the final version of *Ethically Aligned Design*.

**If you submitted feedback to *Ethically Aligned Design*, Version 1:**

- Thank you! Your responses [appear here in our RFI for EADv1 document](#).
- RFI feedback for EADv1 inspired the creation of the paper, [Becoming A Leader in Global Ethics](#) by Sara R. Mattingly-Jordan.
- Information about the RFI [was featured in this press release](#).
- Your name is featured in the "Our Appreciation" portion of EADv2.
- Your name appears in [The IEEE Global Initiative's Committees document](#).
- In terms of whether your feedback was included in EAD, v2:
  - Please read the "Our Process" portion of EADv2 in terms of what steps The IEEE Global Initiative is taking to create the final version of EAD.
  - We will be considering feedback from RFIs for both versions of EAD for the final version.
  - You are welcome to resubmit your original comments or send new insights.

Warm regards and thank you,

***John C. Havens***

Executive Director,

[The IEEE Global Initiative on Ethics of Autonomous and Intelligent Systems](#)