EasyChair tutorial – paper reviews

1. **Log in to conference system**
a) Go to EasyChair SOHOMA16 conference webpage:
   https://easychair.org/conferences/?conf=sohoma16
b) If you already have EasyChair account then use your User name and Password to log in.

2. **Accepting and writing a review**
a) Select the **Alerts** tab for new review assignments or notes.
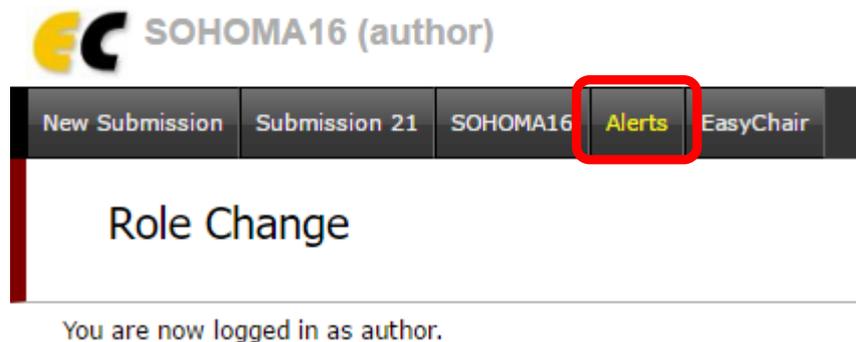
Figure 1: Alerts in the main menu will get you to the new review assignments list.

b) At the Alerts page, you can see all the reviews assigned to you (review requests). You can select the *View* option (clicking the magnifying glass icon) to access more information on the review that is requested from you. If you click at the *dismiss* cross icon, the review assignment will no longer show on the *Alerts* page. The assignment will still be accessible through an item in the main menu, you just need to change your role to sub-reviewer (see below) to access it. (Figure 5 and 6).
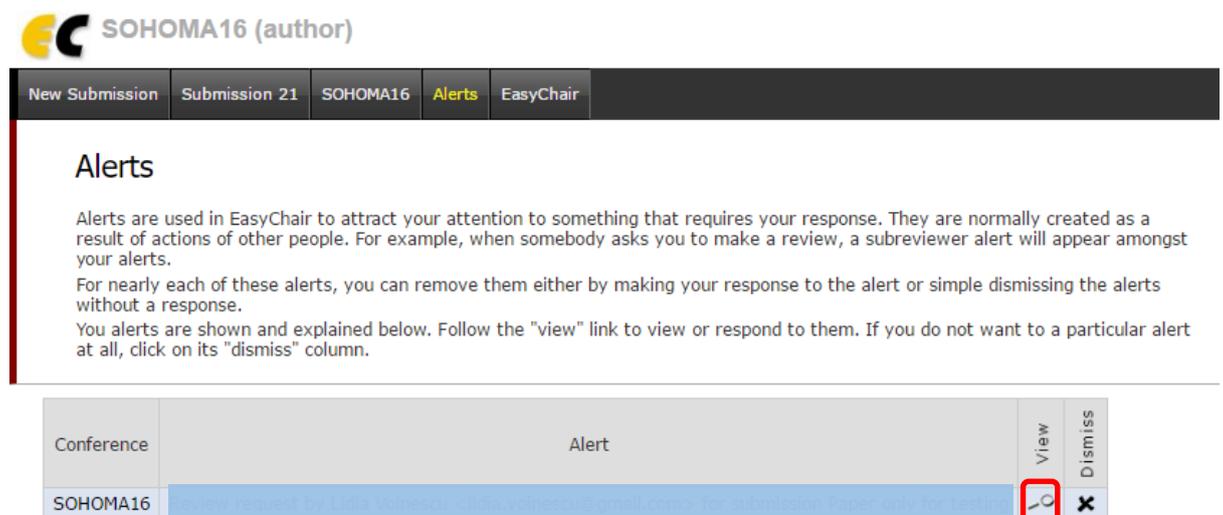
Figure 2: Alerts page with new review requests – you can view information on the paper

c) Once you access the information on the review assignment (either through the *View* option or through the main menu when you change your role to subreviewer), you can now answer

to the review request by clicking the Answer request in the right menu. You need to accept the review request in order to write the review. You can also decline the review request here. ***Please answer the request as soon as possible*** to let the person who requested your assistance with the review know, whether you are willing to review the paper or not.
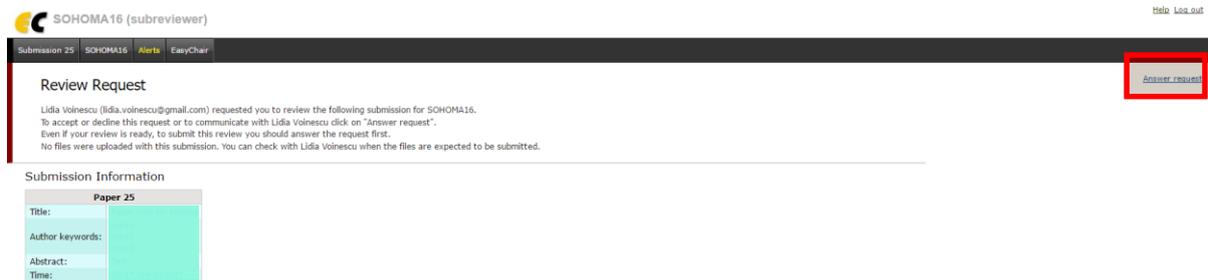
Figure 3: Answering the review request

d) When you answer the review request, you need to choose whether you accept the review assignment or not. You can also add a message to the person who requested the review from you, suggesting other possible reviewers or adding any information you deem necessary. This message (along with your decision) will be sent to the person who requested the review from you when you click the Select and/or send message button. (Figure 4)

Figure 4: Selecting the answer to a review request and sending a message to the person who requested the review.

e) You can now submit your review
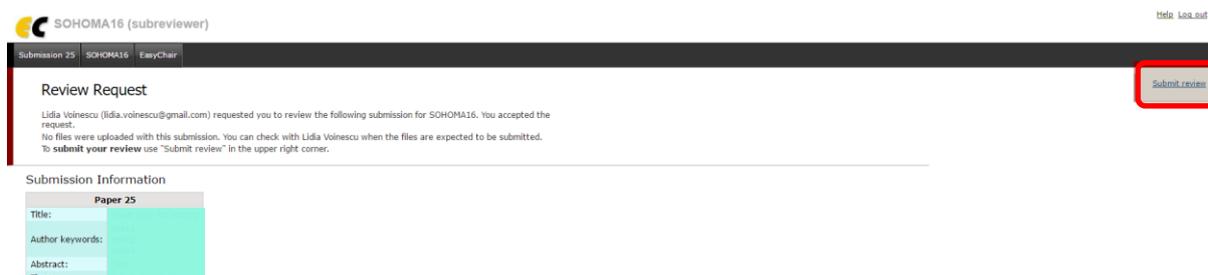
f) If you need to change your role from "*author*" to "*subreviewer*" go to SOHOMA16 → change role (Figure 5).
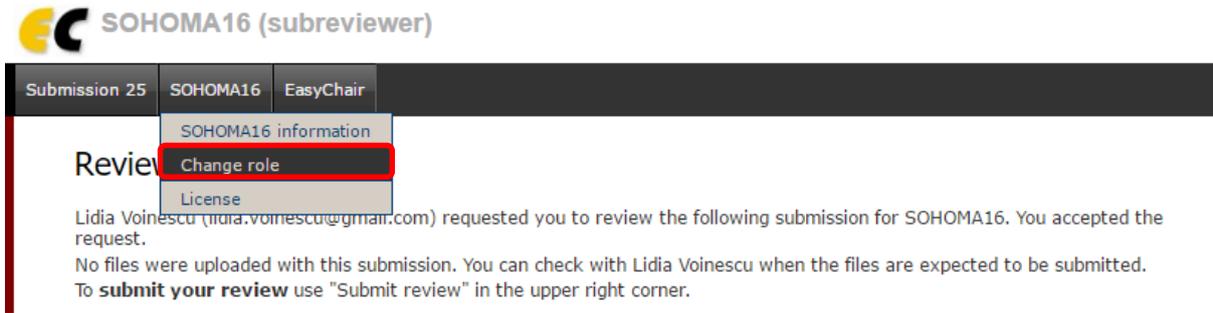
Figure 5: Changing a role in EasyChair

g) Select *Subreviewer* (Figure 6)
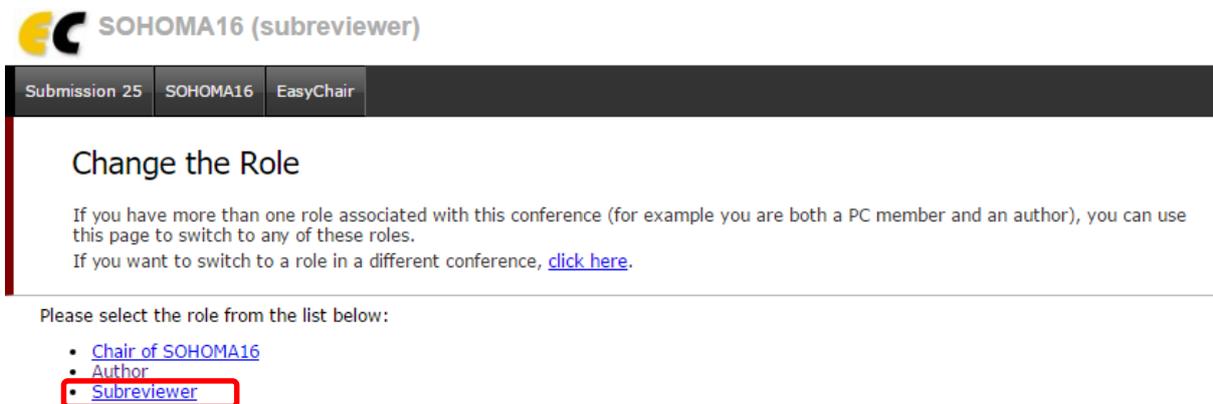
Figure 6: Selecting subreviewer role

h) Now you can access the submissions you have agreed to review through the Submission # items in the main menu (# indicates the number of the submission).
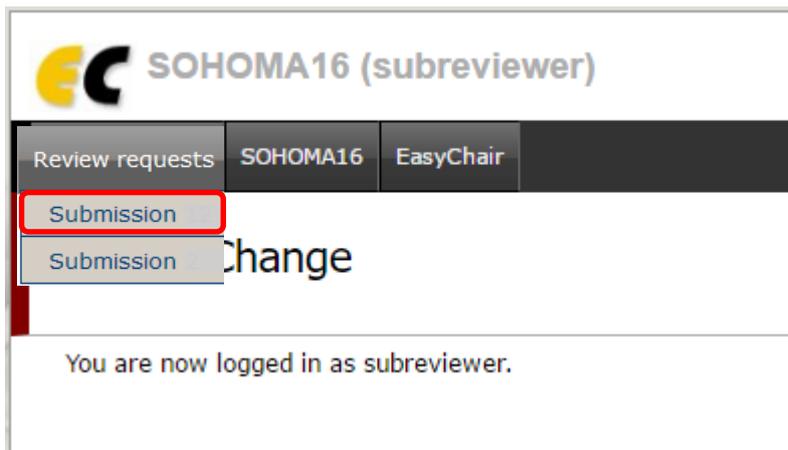
Figure 7: Accessing a submission as a subreviewer

i) Once you select a submission, you can download the paper (clicking the "*download submission*" in the right menu), submit you review (clicking the "*submit review*" in the right menu (Figure 8).
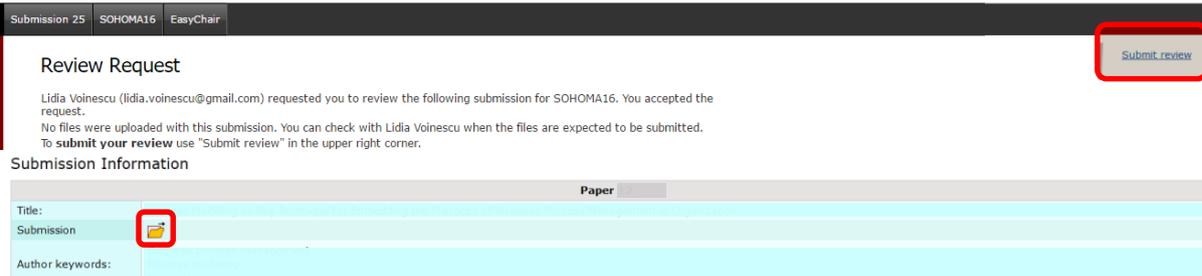
Figure 8: Downloading a paper for review and submitting the review menu

j) Once you are ready to submit your review, click the "***submit review***". A review form appears, where you need to evaluate several aspects of the paper and provide final decision (figure 9). ***Please DO NOT use the "no decision" option!*** At least for the evaluations marked with an asterisk, please provide some comments for the authors of the paper or the reason for rejecting the paper. You can also provide a confidential message to the IPC, which will not be visible to the authors of the paper (figure 9). **Do not forget to click the Submit review button when you are finished with the review.**
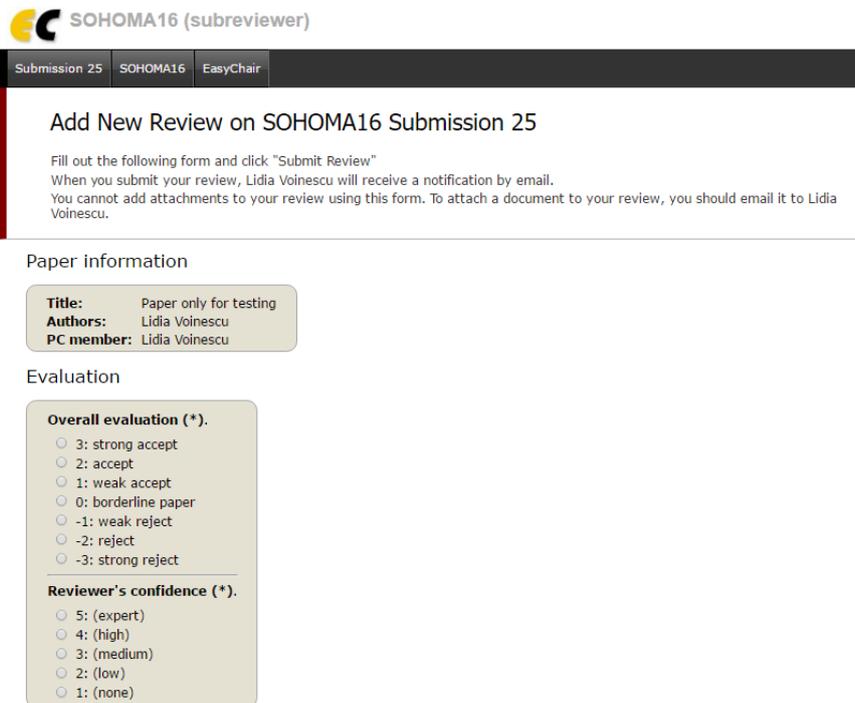
Figure 9: Evaluation form – first part

Figure 9: Evaluation form – part 2, comments to the authors (review) and confidential remarks for the programme committee

We thank you for your cooperation and help reviewing the papers for SOHOMA16!