EasyChair Instructions for Track Chairs/Reviewers

The review of papers submitted to I3M 2021 will be managed through EasyChair. This system gives you, the track chair/reviewer, complete control over the submissions assigned to you. The Scientific Committee will review all draft papers with the help of track chairs and two or more anonymous referees and notify the results to authors.
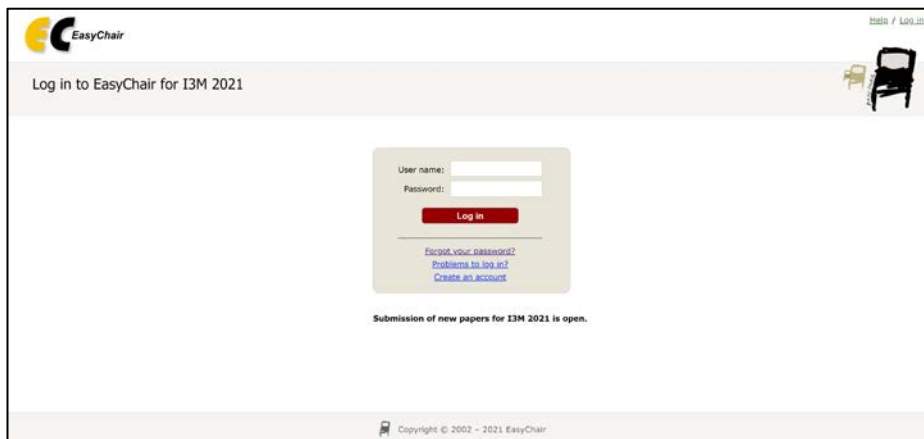
This guide is intended to support track chairs and reviewers during the review process. It has four parts:

- Create an account
- Access the assigned submissions
- Track chairs: managing/reviewing the assigned submissions
- Reviewers: reviewing the assigned submissions

While the procedure is quite simple and thus we do not anticipate users running into trouble, we are happy to help if you encounter problems. In the event that you do need help, please contact the technical chair at f.longo@unical.it.
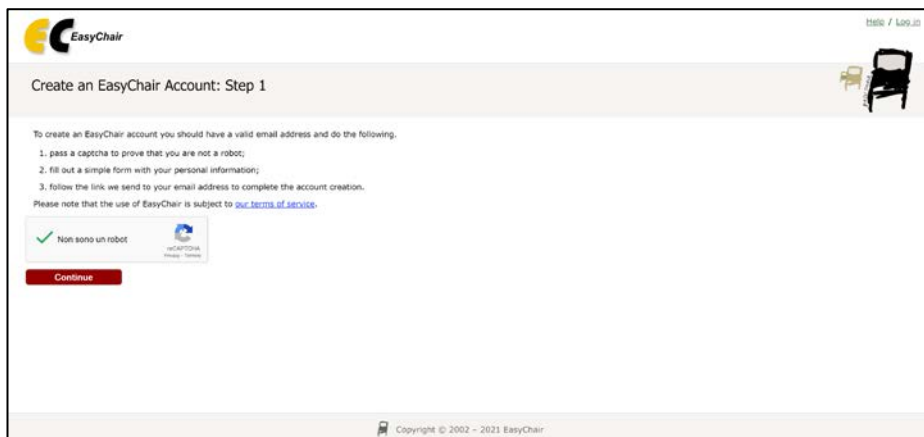
Create an account as an author

First, you will need to set up an account (username and password). Go to https://easychair.org/conferences/?conf=i3m2021. You will then be automatically directed to the page shown in Figure 1. Click on "Create an account" to start the process. Follow then the on-screen procedure displayed in Figure 2. Fill out the form displayed in Figure 3. After registering, you will receive an email to confirm your email address. Click on the link provided in the email to continue the account registration process.

Figure 1. Log-in/Create an account

Figure 2. Start the registration process

Figure 3. Fill in the form

In the last step to create your account, you are asked to complete the form shown in Figure 4 with the information about your Organization, your Country, the username and the password. To finalize the account registration process, click on "Create my account". Now, you can go back to https://easychair.org/conferences/?conf=i3m2021 and log in with your credentials.

Figure 4. Create an account

Note: If your username appears taken, it is possible that you have signed up for EasyChair in the past for another conference. In this case, you simply need to ask the system to remind you of your password based on your username.

Access the assigned submissions

In order to access the assigned submissions, enter the I3M 2021 paper management system from https://easychair.org/conferences/?conf=i3m2021.. After logging in with your account, you may click on your role "PC member" link located in correspondence of the I3M 2021 Conference. Please note that you may be a PC member in more than one I3M conference/workshop, therefore you have to select the specific conference/workshop to access the papers submitted to them (as shown in Figure 5).
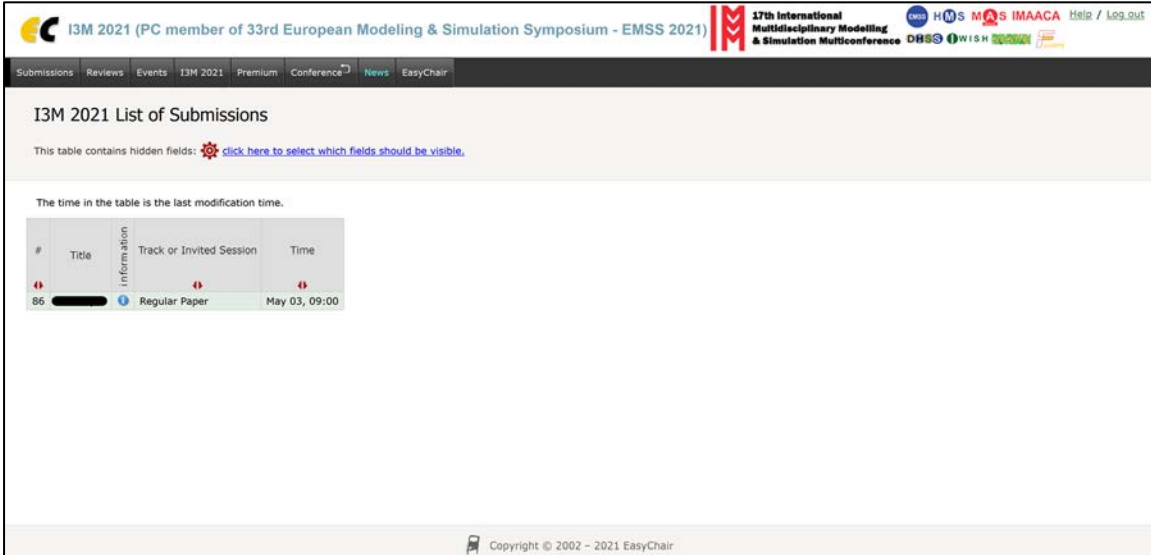
Figure 5. The main page for track chairs/reviewers

Once you access the system as PC member, the list of submissions assigned to you will be shown (see Figure 6).

Figure 6. List of assigned submissions

Track chairs: managing/reviewing the assigned submissions

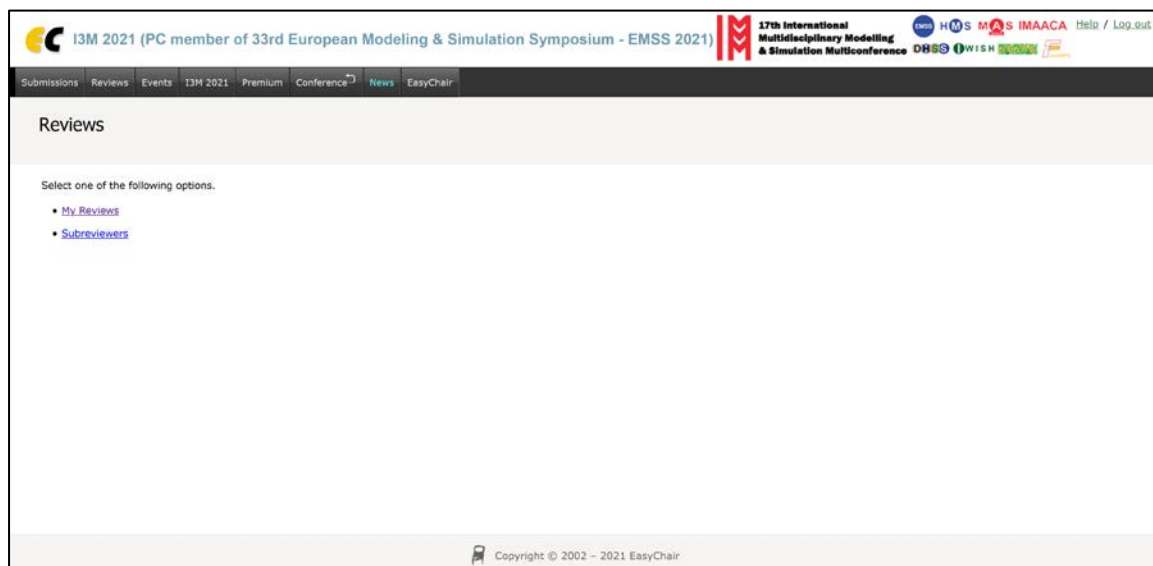Click now on the "Reviews" tab in the menu on top to access your Reviews (Figure 7).

Figure 7. Your reviews

If you select the option "My Review", as track chair, you will be able to:

- add your own review;
- send one or more review requests to subreviewers
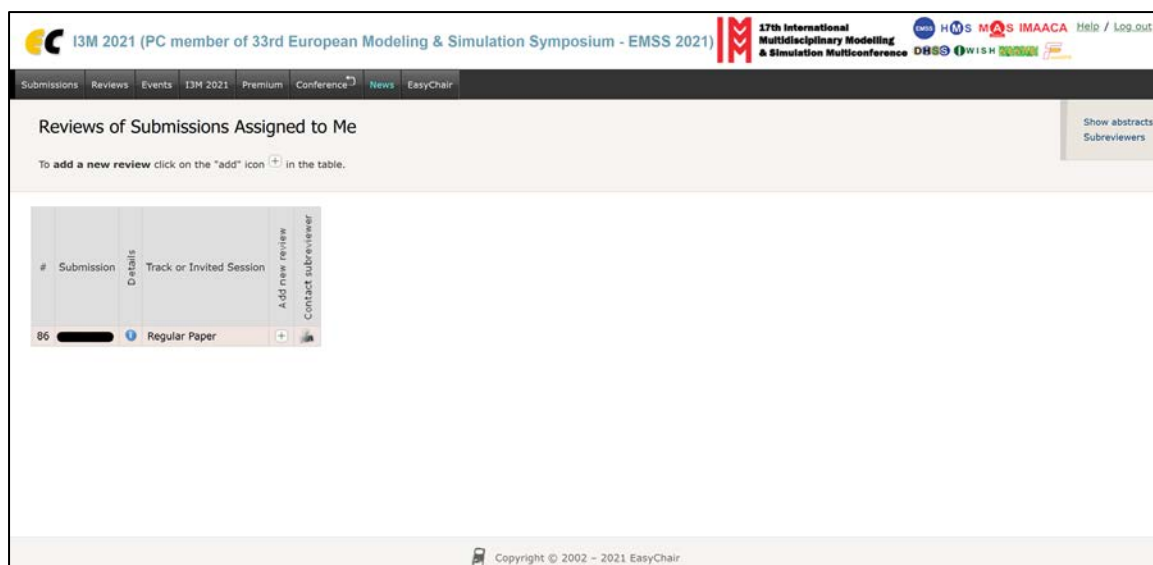
for every paper assigned to you.

Figure 7. List of papers assigned to you

To add your own review, click on the "add" (+) icon in the table. The review form for the submission will be displayed. Please complete the form, then click on "Submit review".

Figure 8. Review form

If you are a track chair and wish to assign the reviews to other experts, click on the "person" icon in the table in Figure 7. To make a new review request, you must:

- fill out the information about the subreviewer;

- configure the default email template if needed;
- and, press "Send Request".

As a general consideration, <u>we do not recommend to change the email template</u>, but you can do it if you are familiar with EasyChair. If the review request has been completed successfully, the message **"The review request has been sent!"** will appear (Figure 10).

Figure 9. Send review request

Figure 10. Review request has been sent

Once you sent the review request to the subreviewer, you can monitor the status of the review from the list of reviews. For example, a question mark (?) is shown next to the subreviewer's name if the request is pending the subreviewer's decision (see Figure 11). If further details are needed, click on the "information" (i) icon in the table. From this view (Figure 12), you can access all the requests associated to the submission and, if needed, re-send the request or send other requests.

Figure 11. List of papers assigned to you (with subreviewer)

Figure 12. Info about the review request

Reviewers: reviewing the assigned submissions

Click now on the "Reviews" tab in the menu on top to access the menu (Figure 7) from which you can open your review form.
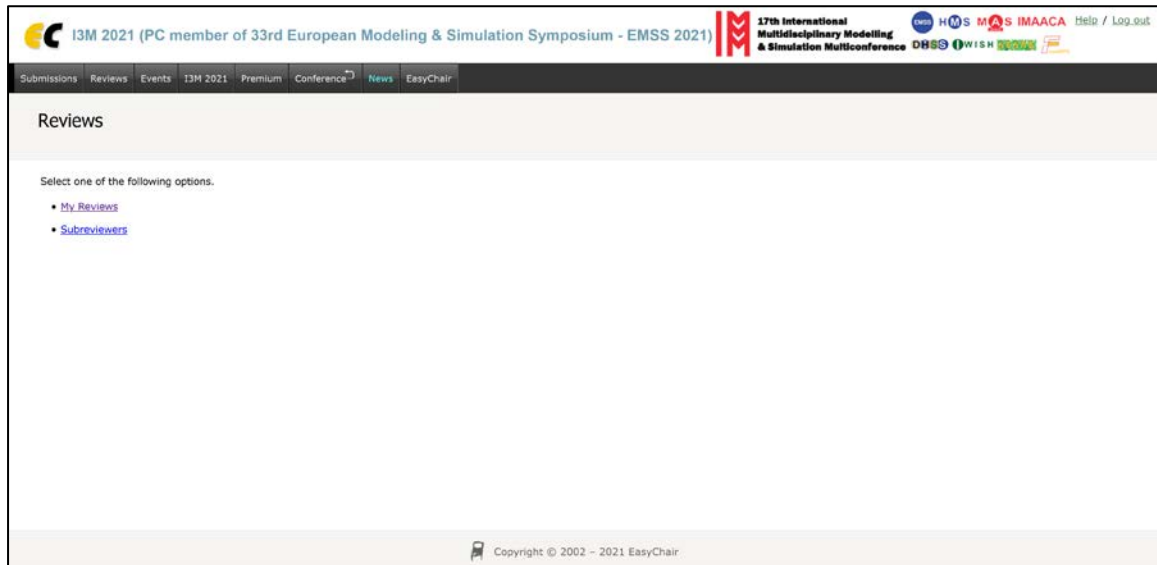

Figure 13. Access your assigned papers

Select the option "My Review" to access the list of reviews that you have been asked to do.

Figure 14. List of reviews assigned to you

To add your own review, click on the "add" (+) icon in the table. The review form for the submission will be displayed. Please complete the form, then click on "Submit review".

Figure 15. Review form

If you cannot complete the review and wish to assign the reviews to other subreviewers, click on the "person" icon in the table in Figure 14. To make a new review request, you must:

- fill out the information about the subreviewer;

- configure the default email template if needed;
- and, press "Send Request".

As a general consideration, <u>we do not recommend to change the email template</u>, but you can do it if you are familiar with EasyChair. If the review request has been completed successfully, the message **"The review request has been sent!"** will appear (Figure 17).

Figure 16. Send review request

Figure 17. Review request has been sent

Once you sent the review request to the subreviewer, you can monitor the status of the review from the list of reviews. For example, a question mark (?) is shown next to the subreviewer's name if the request is pending the subreviewer's decision (see Figure 18). If further details are needed, click on the "information" (i) icon in the table. From this view (Figure 19), you can access all the requests associated to the submission and, if needed, re-send the request or send other requests.

Figure 18. List of papers assigned to you (with subreviewer)

Figure 19. Info about the review request