



**International Multidisciplinary
Modelling & Simulation
Multiconference**



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.

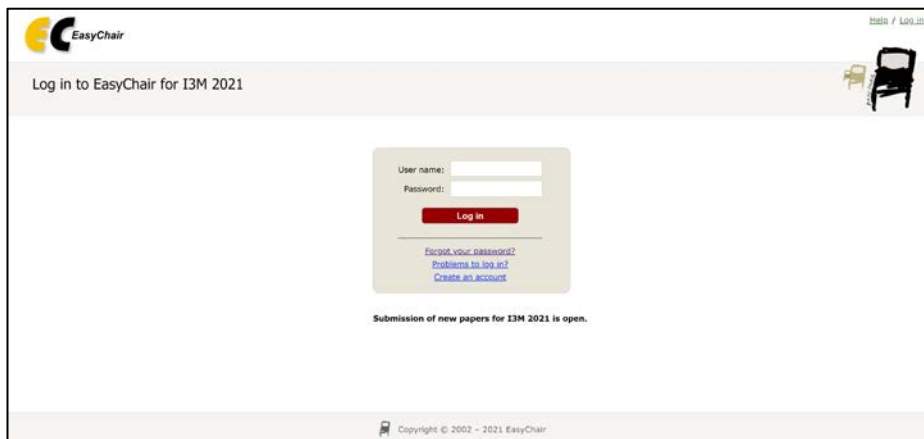
This guide is intended to support track chairs and reviewers during the review process. It has four parts:

- [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.

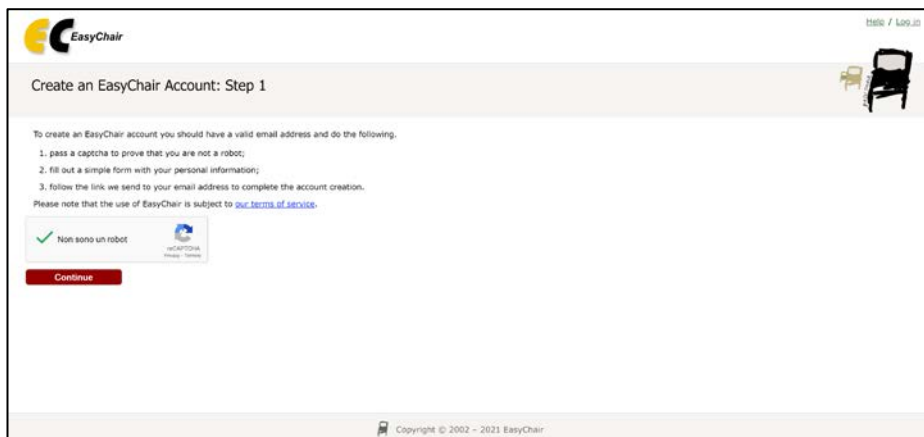
Create an account as an author

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.



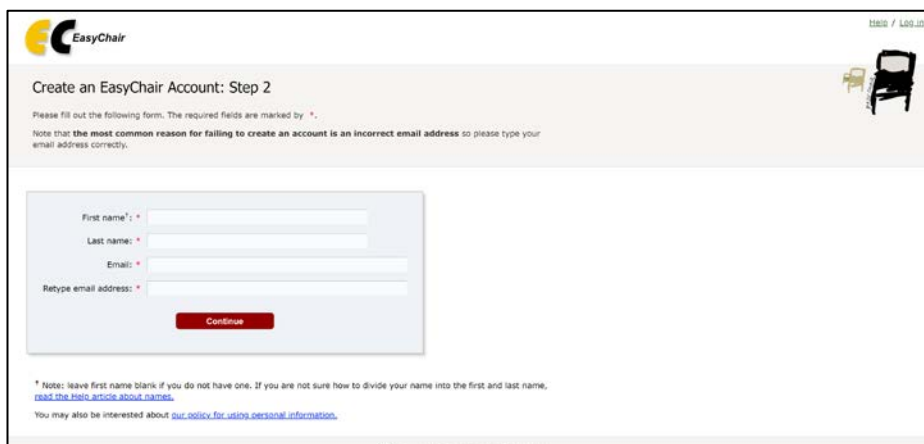
The screenshot shows the EasyChair website's login page for the I3M 2021 conference. At the top left is the EasyChair logo. The main heading is "Log in to EasyChair for I3M 2021". In the top right corner, there are links for "Home" and "Log in" next to a small icon of a chair. The central focus is a login form with two input fields: "User name:" and "Password:". Below these fields is a red "Log in" button. Underneath the button, there are three links: "Forgot your password?", "Problems to log in?", and "Create an account". A message below the form states "Submission of new papers for I3M 2021 is open." At the bottom of the page, there is a copyright notice: "Copyright © 2002 - 2021 EasyChair".

Figure 1. Log-in/Create an account



The screenshot shows the "Create an EasyChair Account: Step 1" page. It features the EasyChair logo and navigation links at the top. The main heading is "Create an EasyChair Account: Step 1". Below this, there is a list of instructions: "To create an EasyChair account you should have a valid email address and do the following: 1. pass a captcha to prove that you are not a robot; 2. fill out a simple form with your personal information; 3. follow the link we send to your email address to complete the account creation." A note below the instructions says "Please note that the use of EasyChair is subject to our terms of service." The main content area contains a CAPTCHA challenge with a green checkmark and the text "Non sono un robot" next to a reCAPTCHA logo. Below the CAPTCHA is a red "Continue" button. At the bottom, there is a copyright notice: "Copyright © 2002 - 2021 EasyChair".

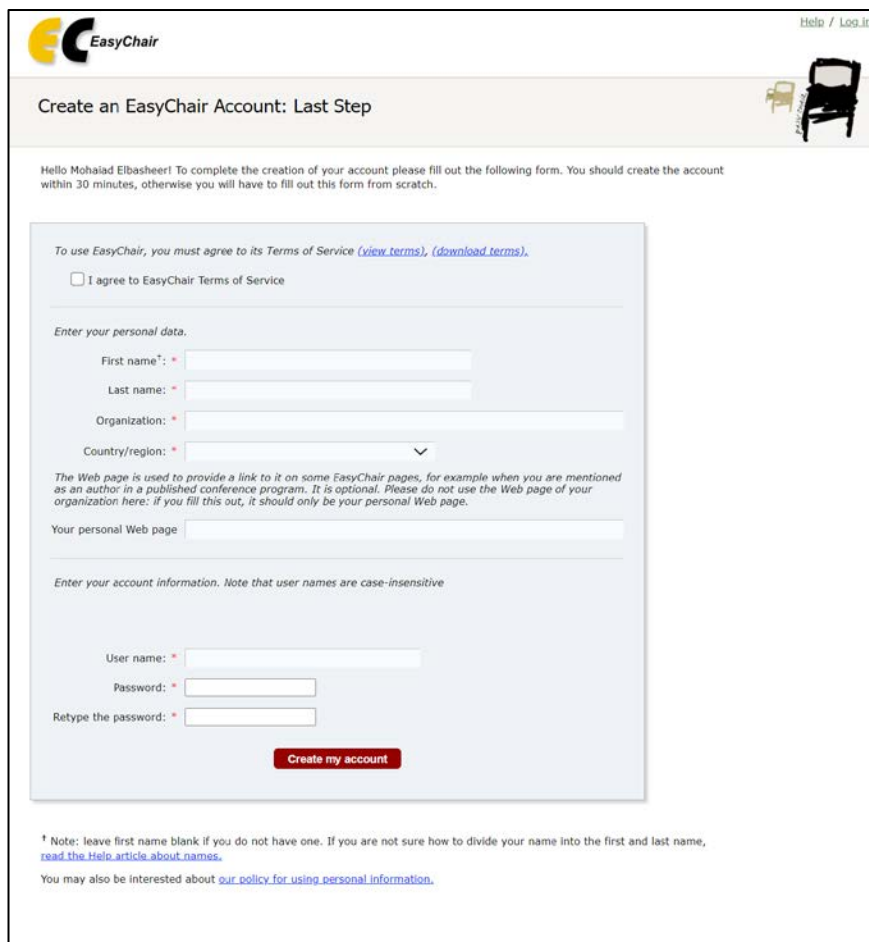
Figure 2. Start the registration process



The screenshot shows the "Create an EasyChair Account: Step 2" page. It features the EasyChair logo and navigation links at the top. The main heading is "Create an EasyChair Account: Step 2". Below this, there is a note: "Please fill out the following form. The required fields are marked by *." Another note below says "Note that the most common reason for failing to create an account is an incorrect email address so please type your email address correctly." The main content area contains a registration form with four input fields: "First name*", "Last name*", "Email:", and "Retype email address:". Each field has a red asterisk indicating it is required. Below the form is a red "Continue" button. At the bottom, there are two footnotes: "* Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, read the help article about names." and "You may also be interested about our policy for using personal information." At the bottom, there is a copyright notice: "Copyright © 2002 - 2021 EasyChair".

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.



The screenshot shows the 'Create an EasyChair Account: Last Step' page. At the top left is the EasyChair logo, and at the top right are links for 'Hello / Log In' and a chair icon. The main heading is 'Create an EasyChair Account: Last Step'. Below this, a message reads: 'Hello Mohaiad Elbasheer! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.'

The form itself is a light blue box containing the following elements:

- A checkbox labeled 'I agree to EasyChair Terms of Service' with a link to 'view terms' and 'download terms'.
- A section titled 'Enter your personal data.' with input fields for 'First name:', 'Last name:', 'Organization:', and 'Country/region:' (with a dropdown arrow).
- A paragraph explaining the 'Web page' field: 'The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.'
- An input field for 'Your personal Web page'.
- A section titled 'Enter your account information. Note that user names are case-insensitive' with input fields for 'User name:', 'Password:', and 'Retype the password:'.
- A red button labeled 'Create my account'.

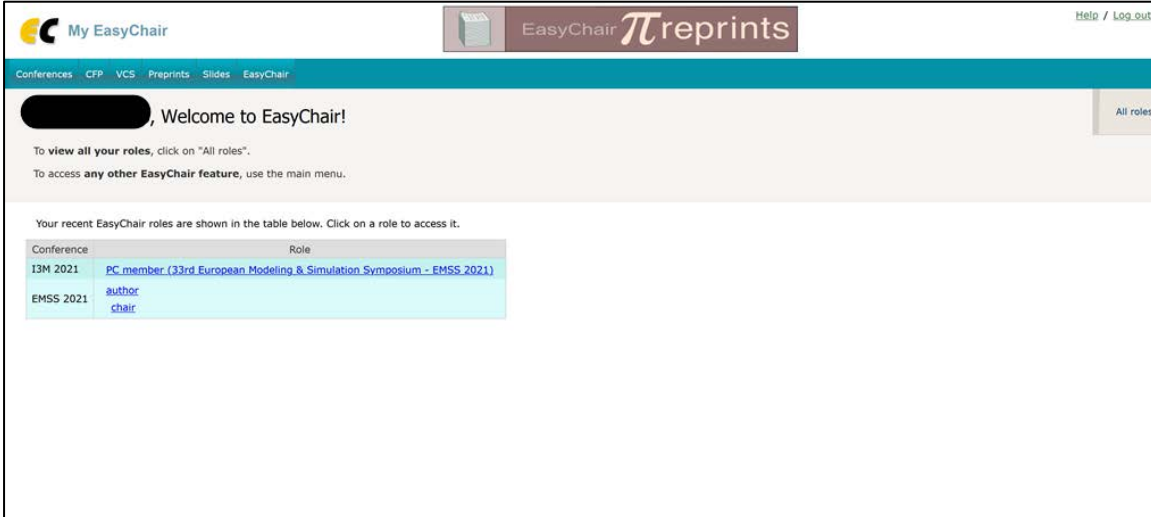
Footnote: ¹ Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, read the [Help article about names](#). You may also be interested about [our policy for using personal information](#).

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).



My EasyChair

EasyChair π reprints

Conferences CFP VCS Preprints Slides EasyChair

██████████, Welcome to EasyChair!

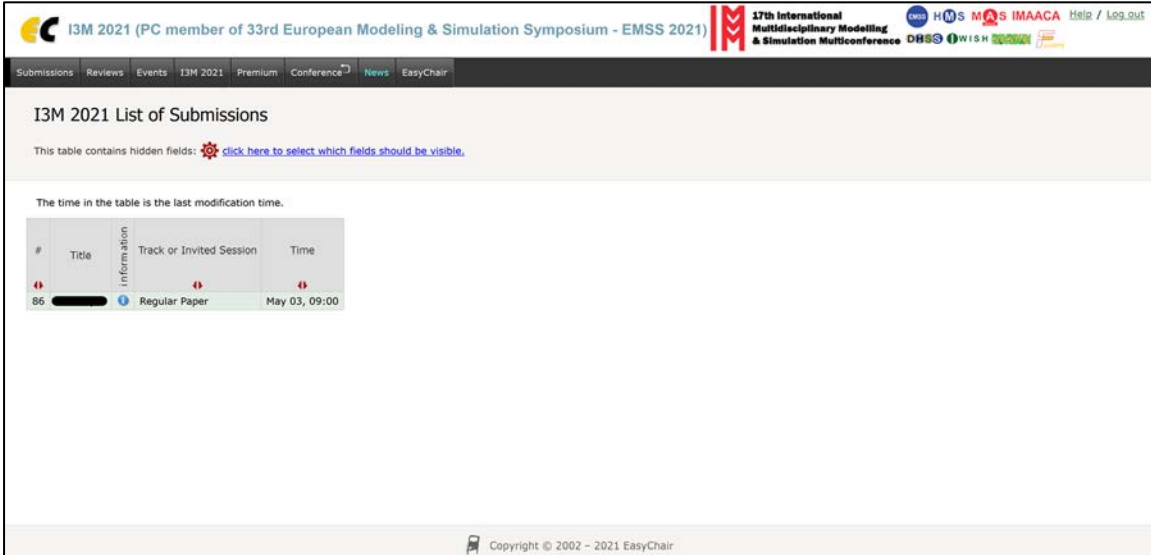
To view all your roles, click on "All roles".
To access any other EasyChair feature, use the main menu.

Your recent EasyChair roles are shown in the table below. Click on a role to access it.

Conference	Role
I3M 2021	PC member (23rd European Modeling & Simulation Symposium - EMSS 2021)
EMSS 2021	author
	chair

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).



I3M 2021 (PC member of 33rd European Modeling & Simulation Symposium - EMSS 2021)

17th International Multidisciplinary Modelling & Simulation Multiconference

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I3M 2021 List of Submissions

This table contains hidden fields: [click here to select which fields should be visible.](#)

The time in the table is the last modification time.

#	Title	Track or Invited Session	Time
86	██████████	Regular Paper	May 03, 09:00

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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).

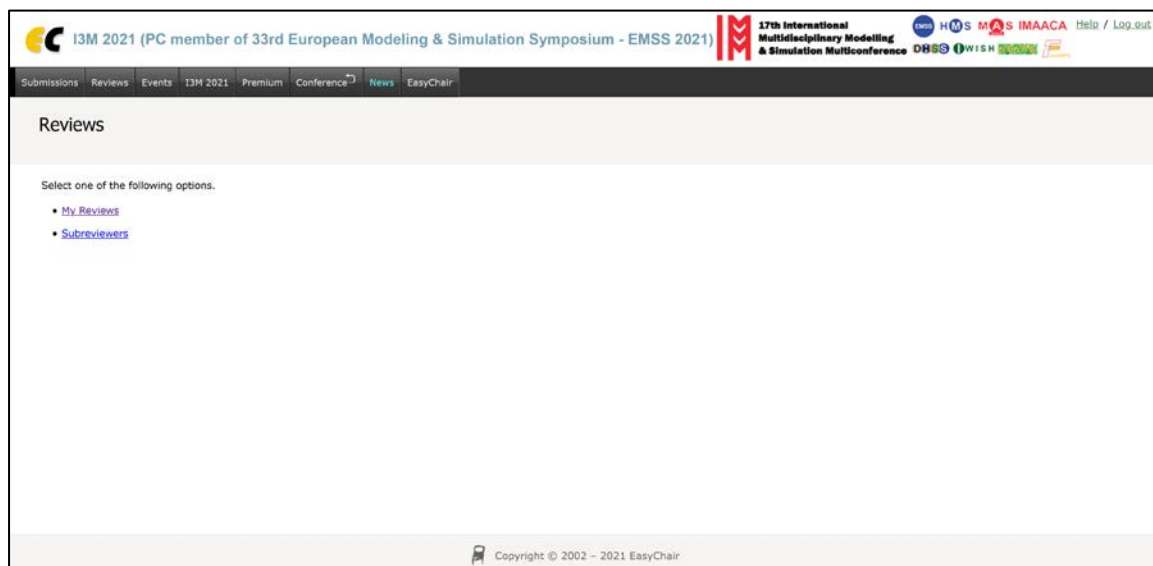


Figure 7. Your reviews

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.

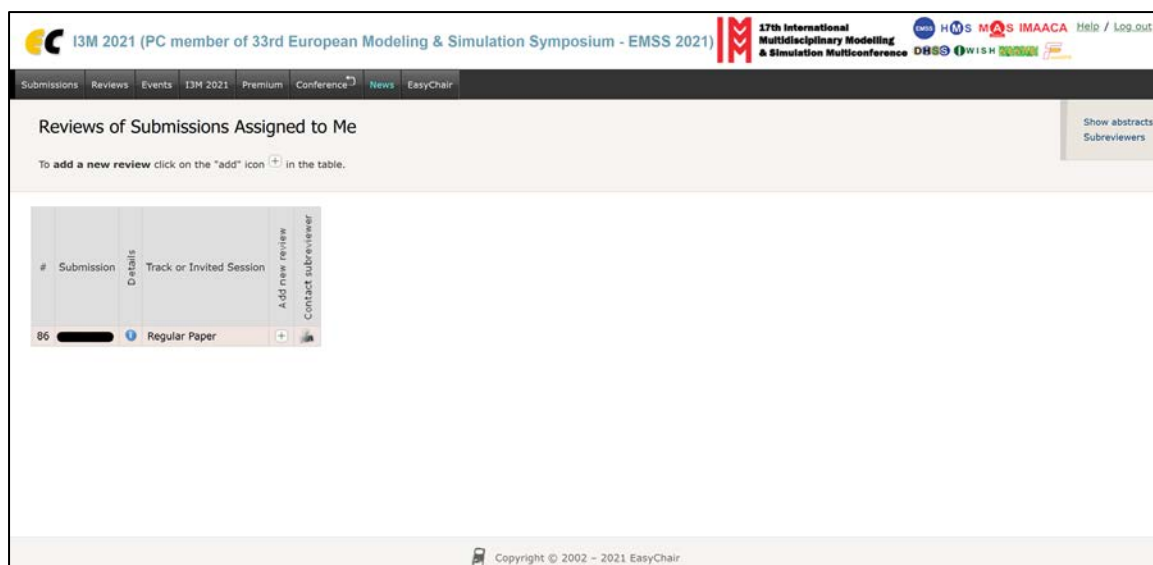


Figure 7. List of papers assigned to you

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”.

I3M 2021 (PC member of 33rd European Modeling & Simulation Symposium - EMSS 2021) 17th International Multidisciplinary Modelling & Simulation Multiconference HOS MAS IMAACA Help / Log out

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Add Review on I3M 2021 Submission 86 [View submission](#)
[Add associate](#)

To ensure independent and unbiased reviews, EasyChair does not show reviews of other PC members to a PC member who is assigned this submission but did not enter her or his review yet. As a consequence of this policy, if you enter a review and then revise it so that the score changes, EasyChair will show both the original and the revised reviews.

For this reason, please **make sure that the first review you enter for the submission is a valid review and not a draft** and that the scores you give to the submission are the intended scores. If you revise a review and change the scores, we recommend to add a note for PC members explaining the reason for changing the scores.

Submission and Reviewer Information

Title: [redacted]
 Authors: (anonymous)
 PC member: [redacted]

Enter subreviewer information. Leave these fields empty if reviewed by yourself
 Click on "Add associate" in the context menu to add your associate as a reviewer.

First name: * [input]
 Last name: * [input]
 Email: * [input]

Evaluation

Overall Evaluation and Comments to the Authors. * Please provide a detailed review, including a justification for your scores. Both the score and the review text are required.

3: strong accept
 2: accept
 1: weak accept
 0: borderline paper
 -1: weak reject
 -2: reject
 -3: strong reject

[text area]

Reviewer's confidence. * Please specify your level of confidence in the topic of the paper.

5: (expert)
 4: (high)
 3: (medium)
 2: (low)
 1: (none)

Confidential Remarks for the Program Chairs. If you wish to add any remarks intended only for the conference Program Chairs please write them below. These remarks will only be seen by the Program Chairs having access to reviews for this submission. They will not be sent to the authors. This field is optional.

[text area]

Attachment. If your review is in a non-text format, for example, a PDF file, upload it here:
 Nessun file selezionato.

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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, we do not recommend to change the email template, 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).

New Review Request

To make a **new review request** for submission 86 (Test Paper), fill out the information about the subreviewer and press 'Send Request'.

You can select a subreviewer from your **previous associates** using the menu in the upper right corner.

Subreviewer Information and Message

Your email exchange with subreviewers will not be visible to the chairs. However, the chairs will see the list of your subreviewers and the status of all requests.

EasyChair will append to this letter detailed instructions for the subreviewer on how to answer it and how to accept or decline the review request.

You can personalize the subject and body by using variables like `{*FIRST-NAME*}` and `{*LAST-NAME*}`. Click here: [to view all variables that can be used in this template.](#)

The subject and body of the email below contain the **review request text recommended by this conference.**

Subreviewer's first name: *

Subreviewer's last name: *

Subreviewer's email address: *

Subject: * `[[*ACRONYM*]] Review request for submission [*PAPER-ID*]`

Message: *

Dear `{*FIRST-NAME*}` `{*LAST-NAME*}`,

we have received the following manuscript(s) to be considered for publication in the Proceedings of the `{*ACRONYM*}` and kindly invite you to provide a review to evaluate its/their suitability and quality:

 Paper id: `{*PAPER-ID*}`

Send Request

Figure 9. Send review request

My Review Requests

Using this page you can monitor your work with subreviewers.

To make a new review request, click on "New request".

To view all review requests for a submission click on the submission number.

To view the history of a request or edit information on it click on the status of the request.

The review request has been sent!

#	Submission	Subreviewer	Requested	Status	Status Date
86			May 03	submission not accessed	May 03

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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.

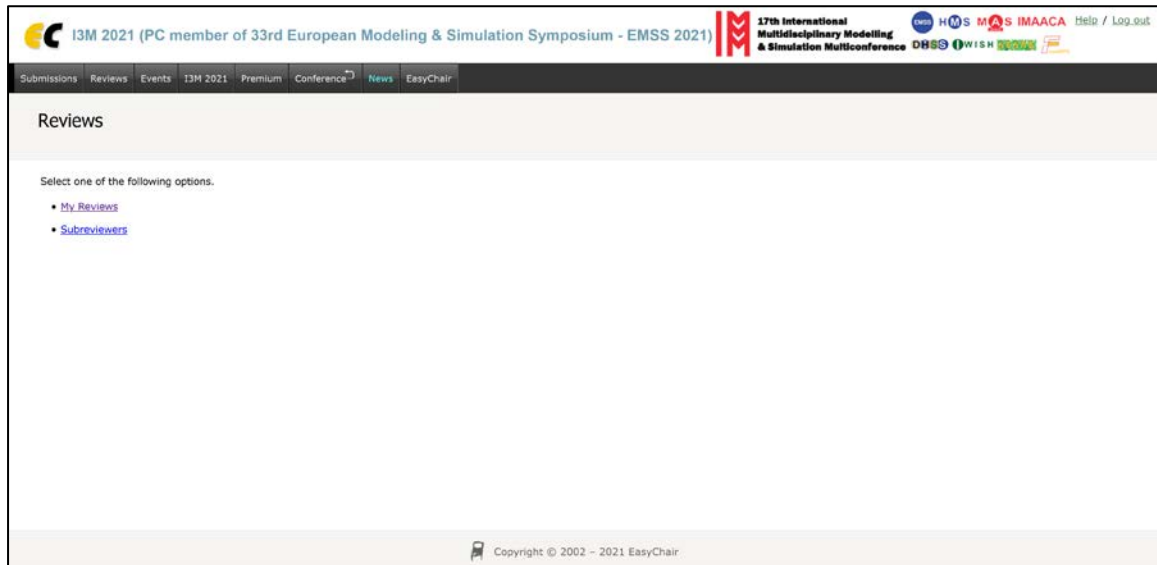







Figure 13. Access your assigned papers

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”.


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[Add associate](#)

Add Review on I3M 2021 Submission 86

To ensure independent and unbiased reviews, EasyChair does not show reviews of other PC members to a PC member who is assigned this submission but did not enter her or his review yet. As a consequence of this policy, if you enter a review and then revise it so that the score changes, EasyChair will show both the original and the revised reviews.

For this reason, please **make sure that the first review you enter for the submission is a valid review and not a draft** and that the scores you give to the submission are the intended scores. If you revise a review and change the scores, we recommend to add a note for PC members explaining the reason for changing the scores.

Submission and Reviewer Information

Title:

Authors: (anonymous)

PC member:

Enter subreviewer information. Leave these fields empty if reviewed by yourself
 Click on "Add associate" in the context menu to add your associate as a reviewer.

First name:

Last name:

Email:

Evaluation

Overall Evaluation and Comments to the Authors. * Please provide a detailed review, including a justification for your scores. Both the score and the review text are required.

3: strong accept
 2: accept
 1: weak accept
 0: borderline paper
 -1: weak reject
 -2: reject
 -3: strong reject

Reviewer's confidence. * Please specify your level of confidence in the topic of the paper.

5: (expert)
 4: (high)
 3: (medium)
 2: (low)
 1: (none)

Confidential Remarks for the Program Chairs. If you wish to add any remarks intended only for the conference Program Chairs please write them below. These remarks will only be seen by the Program Chairs having access to reviews for this submission. They will not be sent to the authors. This field is optional.

Attachment. If your review is in a non-text format, for example, a PDF file, upload it here:

Maximal file size: 10 MB

Submit review

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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, we do not recommend to change the email template, 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).

New Review Request

To make a **new review request** for submission 86 (Test Paper), fill out the information about the subreviewer and press 'Send Request'.

You can select a subreviewer from your **previous associates** using the menu in the upper right corner.

Subreviewer Information and Message

Your email exchange with subreviewers will not be visible to the chairs. However, the chairs will see the list of your subreviewers and the status of all requests.

EasyChair will append to this letter detailed instructions for the subreviewer on how to answer it and how to accept or decline the review request.

You can personalize the subject and body by using variables like `{*FIRST-NAME*}` and `{*LAST-NAME*}`. Click here: [to view all variables that can be used](#) in this template.

The subject and body of the email below contain the **review request text recommended by this conference**.

Subreviewer's first name: *

Subreviewer's last name: *

Subreviewer's email address: *

Subject: * `[[*ACRONYM*]] Review request for submission [*PAPER-ID*]`

Message: *

Dear `{*FIRST-NAME*}` `{*LAST-NAME*}`,

we have received the following manuscript(s) to be considered for publication in the Proceedings of the `{*ACRONYM*}` and kindly invite you to provide a review to evaluate its/their suitability and quality:

 Paper id: `{*PAPER-ID*}`

Send Request

Figure 16. Send review request

My Review Requests

Using this page you can monitor your work with subreviewers.

To make a new review request, click on "New request".

To view all review requests for a submission click on the submission number.

To view the history of a request or edit information on it click on the status of the request.

The review request has been sent!

#	Submission	Subreviewer	Requested	Status	Status Date
86			May 03	submission not accessed	May 03

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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.

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Reviews of Submissions Assigned to Me

To **add a new review** click on the "add" icon (+) in the table.

Explanation of annotations:
(?) - the request is pending subreviewer's decision

#	Submission	Details	Track or Invited Session	Add new review	Contact subreviewer	Subreviewers
86	[Redacted]	[i]	Regular Paper	[+]	[User Icon]	(?) A.P.

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

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Review Request History for Submission 86

[Redacted] did not respond to your request.
To **send a letter** to the subreviewer or enter her or his response click "Send email".

Information About the Request

Request made:	May 3 2021, 10:11
Request accessed by subreviewer:	never
Submission downloaded by subreviewer:	never

Previous Letters

All times shown in the headers are GMT

Time: May 03, 10:11 [send_email_and_quote_this_letter](#)
Who: you-> [Redacted] [re-send_to_another_subreviewer](#)
Subject: [I3M 2021] Review request for submission [Redacted]

Dear [Redacted],

we have received the following manuscript(s) to be considered for publication in the Proceedings of the 33rd European Modeling & Simulation Symposium - EMSS 2021 and kindly its/their suitability and quality:

 Paper id: 86
 Title: [Redacted]

*

Figure 19. Info about the review request