



3<sup>rd</sup> International Conference on  
Industry 4.0 and Smart Manufacturing  
17-19 November 2021  
<http://www.msc-les.org/ism2021/>



## EasyChair Instructions for Program Committee members

The EasyChair system gives you, the Program Committee (PC) member, the possibility to give your advice on the manuscript(s) assigned to you.

As a PC member, a certain number of regular papers and invited papers will be assigned to you by the ISM 2021 Organizing Committee. For each paper assigned to you, you are kindly asked to **provide your own review on the assigned submissions**.

If you cannot complete the review on time or you have been assigned several papers (for example, because you are a track chair), you also have the possibility to ask one or more external expert reviewers to make the review on your behalf. In this case, you only need to make sure she/he completes the review **within 14 days** from your request.

In general, the review process must be fully completed within the *Notification of Acceptance & Review Reports Deadline* reported on the ISM website (<http://www.msc-les.org/ism2021/about/#key-dates>). After you completed the required actions on the papers assigned to you and at least two reviews per each paper have been received, the ISM 2021 Organizing Committee will collect all the reviews made by the anonymous referees, verify their quality and notify the results to authors.

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This guide is intended to support PC members with the following steps:

- Create an Easychair account;
- Option 1: Complete your own review of the assigned submissions;
- Option 2: Assign the paper to an external expert reviewer.

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 [antonio.padovano@unical.it](mailto:antonio.padovano@unical.it).

# Create an EasyChair account

First, you will need to set up an account (username and password). Go to <https://easychair.org/conferences/?conf=ism-2021>. You will then be automatically directed to the page shown in Figure 1.

To log in to EasyChair, you must have an EasyChair account.

If you already have an EasyChair account, enter your User name and Password. If you have an EasyChair account but forgot your user name or password, you can retrieve your credentials by clicking on “Forgot your password?”.

If you do not have one, click on “Create an account”. 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.

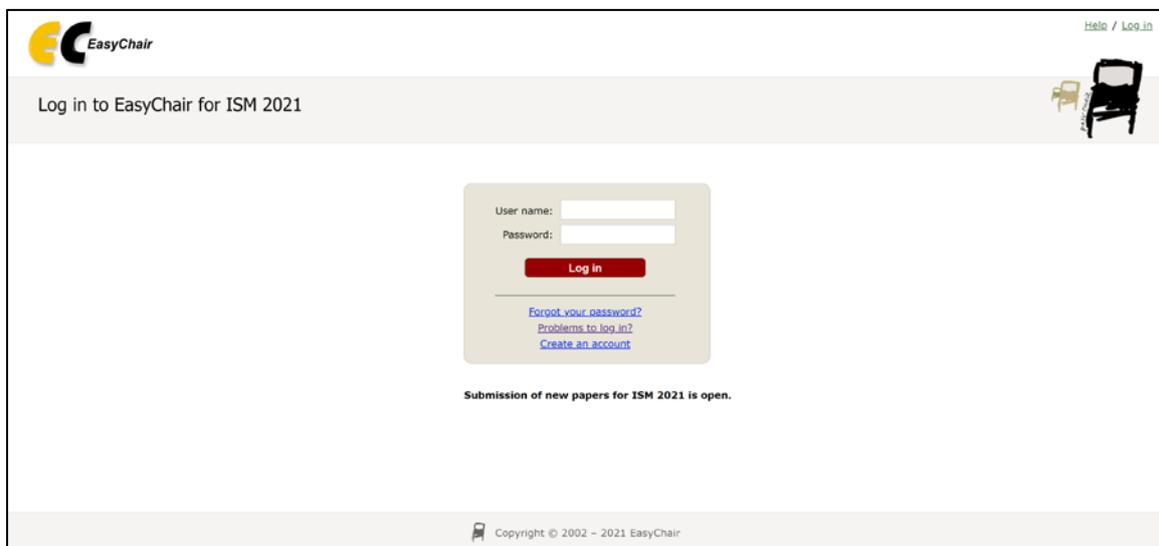


Figure 1. Log-in/Create an account

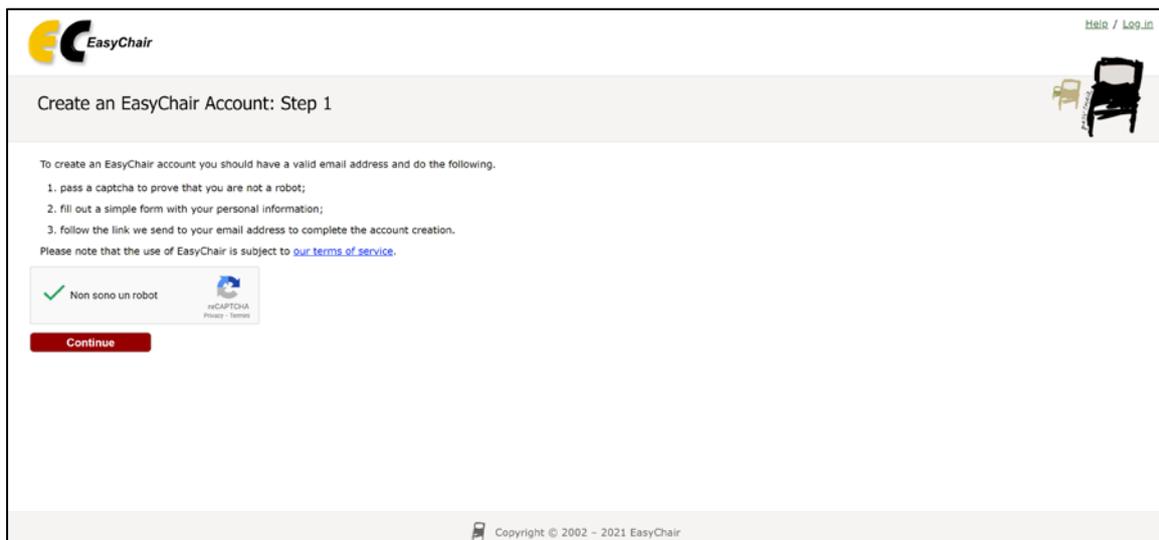


Figure 2. Create an EasyChair account

EasyChair

Help / Log in

### Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by \*.

Note that the **most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

First name\*:

Last name\*:

Email:

Retype email address:

**Continue**

† 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 3. Fill in the EasyChair registration 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=ism-2021> and log in with your credentials.

EasyChair

Help / Log in

### Create an EasyChair Account: Last Step

Hello William Shakespeare! 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.

To use EasyChair, you must agree to its [Terms of Service \(view terms\)](#), [\(download terms\)](#).

I agree to EasyChair Terms of Service

Enter your personal data.

First name\*:

Last name\*:

Organization:

Country/region:

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.

Your personal Web page:

Enter your account information. Note that user names are case-insensitive

User name:

Password:

Retype the password:

**Create my account**

† 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](#).

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.

# Option 1: Complete your own review of the assigned submissions

In order to access the submissions that have been assigned to you, you must enter the ISM 2021 paper management system from <https://easychair.org/conferences/?conf=ism-2021>.

Here you have the possibility to select the specific ISM 2021 track and check the papers assigned to you there.

**IMPORTANT: Please note that you may be asked to review either regular papers or invited papers (i.e. papers submitted to a specific track).** To visualize all the papers assigned to you, you have to check all the links in Figure 5 – e.g. PC member (Regular Paper), or PC member (The Industrial Operator 4.0: Human-Technology Integration and Collaboration), etc. – under the Reviewer section. In fact, when you enter the specific track, you will only visualize the papers belonging to that track that have been assigned to you. So, **please be sure to navigate all the available tracks to ensure you have completed all your assignments.** In the example case illustrated in Figure 5, the PC member has been assigned both regular papers as well as papers submitted to the track “The Industrial Operator 4.0: Human-Technology Integration and Collaboration”.



Figure 5. The main page for PC Members

Once you access the system as PC member, the list of submissions assigned to you will be shown (see Figure 6). You can download the submission PDF from the buttons highlighted in Figure 6.



Figure 6. List of assigned submissions

Click on the “Reviews” tab in the menu on the upper part to access the interface (Figure 7) from which you can open your review forms.



Figure 7. Your reviews interface

If you select the option “My Reviews” you will be able to check the information of the submissions assigned to you and add your own review.

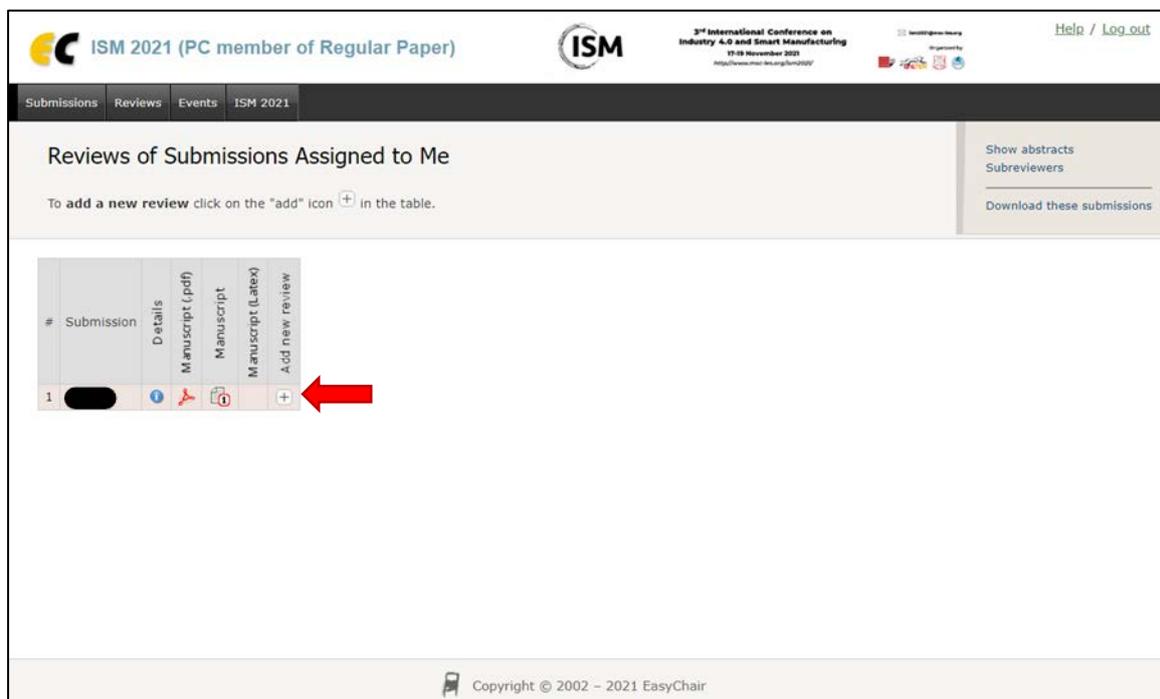


Figure 7. Add your review/Contact subreviewer

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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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]

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Enter subreviewer information. Leave these fields empty if reviewed by yourself

First name: \*

Last name: \*

Email: \*

### Evaluation

**Overall Evaluation.** \* 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

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**Comments to the authors.** \* Please provide here your feedback and comments about the paper. Instructions and informations on how to carry out the review according to the ISM policy can be found here: <http://www.msc-les.org/ism2021/call-for-papers/#ethics-policy>

**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:

Nessun file selezionato

Figure 8. Review form

Once you submit your review, a notification message will be displayed confirming the correct submission

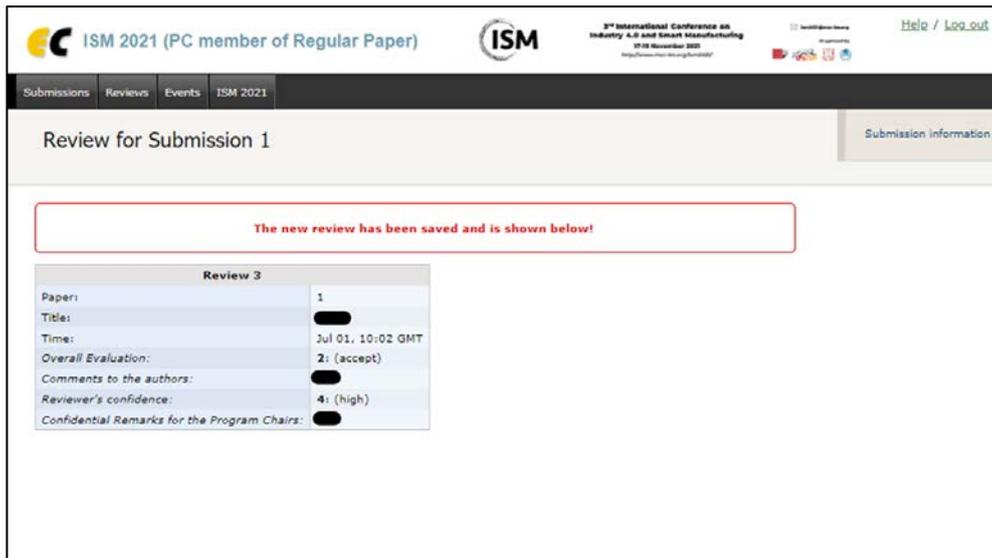


Figure 9. Review submission confirmation

## Option 2: Assign the paper to an external expert reviewer

If you have troubles to complete your own review on time, you can ask an external expert reviewer to help you with the review. An *external expert reviewer* can be any other researcher, scientist or practitioner who is not a member of the ISM 2021 Program Committee and who is expert in the subject of the manuscript, familiar with conferences review process and with the ISM quality standards. Please consider that the selection of the external expert reviewer is a critical step and the ISM 2021 Organizing Committee will consider his/her review only if it is valid and of high quality.

In order to assign the manuscript to other external expert reviewers, click on the “person” icon in the table in Figure 10 next to the paper of your interest.

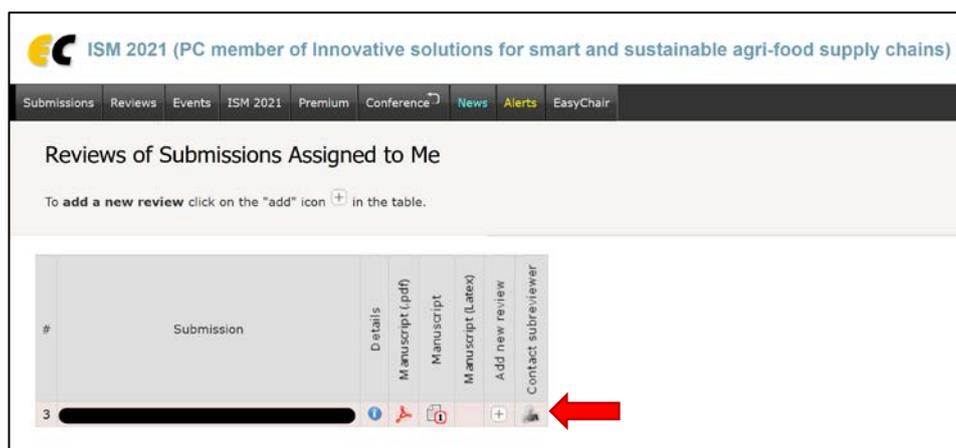


Figure 10. Submissions assigned to you

To make a new review request, you must (see Figure 11):

- 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.

Once the review request has been sent, you will receive a confirmation message. From the same interface, you can also monitor the status of the review request (Figure 12).

**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 `{*PAPER*}` and kindly invite you to provide a review to evaluate its/their suitability and quality:  
 -----  
 Paper id: `{*PAPER-ID*}`

**Send Request**

Figure 11. New 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	<a href="#">submission not accessed</a>	May 03

Figure 12. Review request status page

The PC member will be notified by email from EasyChair when the subreviewer will accept the review or complete the review. The status change can be also noted in the Review request status page as illustrated in Figure 13.

**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.

#	Submission	Subreviewer	Requested	Status	Status Date
1			Jul 01	<a href="#">review added to EasyChair</a>	Jul 01

Figure 13. Review request status change

To send a reminder to the external reviewer or send the request to another reviewer, you can make a completely new request, click on the status of the request to view the history of a request (Figure 14) or click on the number of the submission in the status page to view all requests related to that submission.

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### Review Request History for Submission 1

The review has been added to EasyChair. You can use "Send email" to thank the reviewer if you have not done so yet.  
To **send a letter** to the subreviewer click "Send email".

#### Information About the Request

Request made:	Jul 1 2021, 10:07
Request accessed by subreviewer:	Jul 1 2021, 10:11
Submission downloaded by subreviewer:	never
This status is achieved on:	Jul 1 2021, 10:24

#### Previous Letters

All times shown in the headers are GMT

**Time:** Jul 01, 10:07 [send\\_email\\_and\\_quote\\_this\\_letter](#)  
**Who:** you-> [redacted] [re-send\\_to\\_another\\_subreviewer](#)  
**Subject:** ISM 2021 submission review request

Dear [redacted],

I am a PC member of ISM 2021. Could you please write a review for me on the following paper submitted to ISM 2021:

-----  
Paper id: 1  
Title: Test 1  
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The instructions on how to answer this review request can be found at the bottom of this letter.

I need to receive the review by ...

Figure 14. Review request history