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.

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.
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
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.

**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](image)

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](image)

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

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).

![Figure 11. New review request](image1)

![Figure 12. Review request status page](image2)

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.

![Figure 13. Review request status change](image3)
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.

**Figure 14. Review request history**