EasyChair Instructions for Reviewers

The EasyChair system gives you, the reviewer, the possibility to give your advice on the manuscript(s) assigned to you.

As a reviewer, you are kindly asked to provide your feedback within 14 days from the receipt of the request and, in general, 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, 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 reviewers with the following steps:

- Create an EasyChair account;
- Access the assigned submissions and answer the review request;
- Complete the review of the assigned submission.

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.
Access the assigned submissions and answer the review request

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.

Alternatively, you can enter EasyChair and view all your roles from https://easychair.org/my/conferences/. After logging in with your account, you may click on your role “subreviewer” link located in correspondence of the ISM 2021 Conference. Please note that you may have a role in more than one conference/workshop and even more than one track inside the ISM 2021, therefore you have to select the correct conference/workshop and track to access the papers submitted to them (as shown in Figure 5).

Figure 5. The main page for track chairs/reviewers

Once you access your subreviewer role at ISM 2021, you will be able to visualize all your review requests.

If you click on the ID of the paper you have been asked to review (in this case “1”), you will access the manuscript information and you will be able to answer this review request.

Figure 6. Your review requests
If you click on “Answer request” on the top right corner of the screen in Figure 7, you will be able to notify the Program Committee that you agree or do not agree to review the manuscript.

When the subreviewer accepts, a confirmation email is sent to the subreviewer and the Program Committee member.
Figure 9. Your review request decision
Complete the review of the assigned submission

If you accepted to review the paper, you can submit your comments using the context menu in the upper right corner. The review form in Figure 10 can be then accessed and used.

![Figure 10. Your review form](image)

After you click on submit review, you will receive a confirmation message with a summary of your review.

![Figure 11. Submitted review notification](image)