



**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 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.

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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](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.

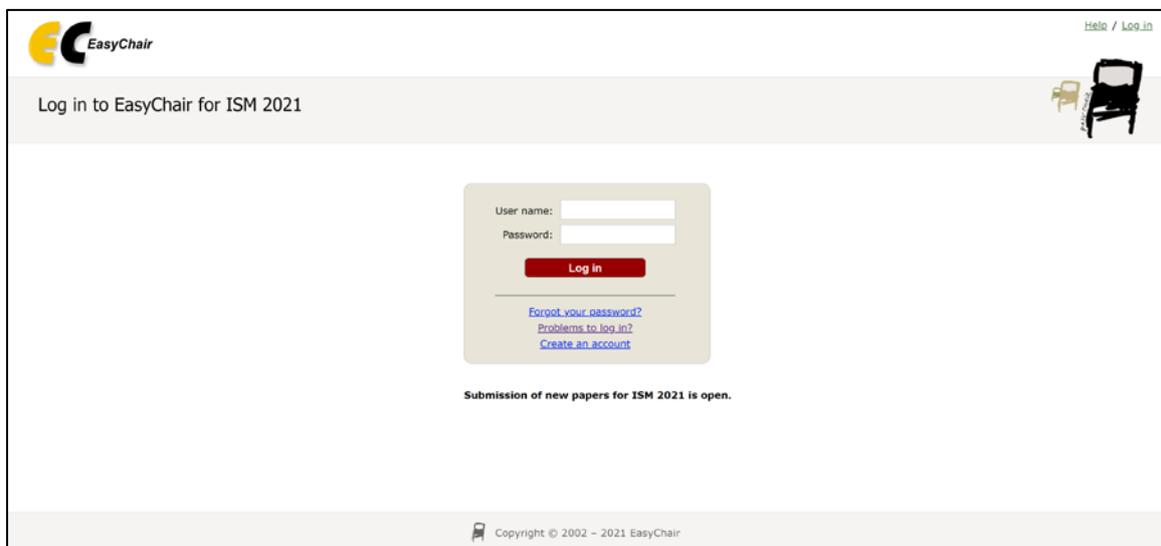


Figure 1. Log-in/Create an account

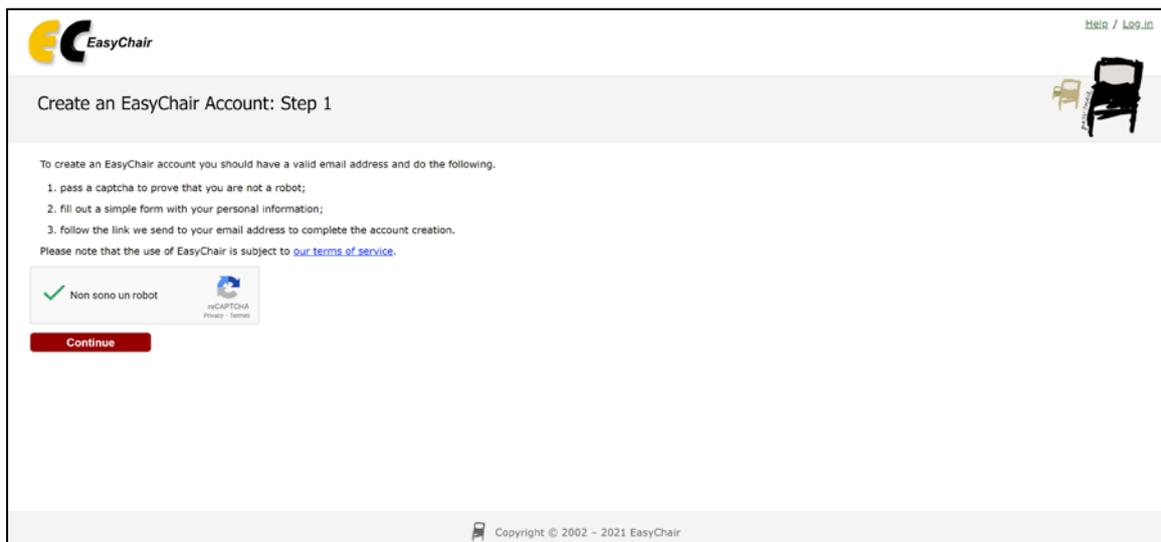


Figure 2. Create an EasyChair account

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:

† 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:

† 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.

# 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).

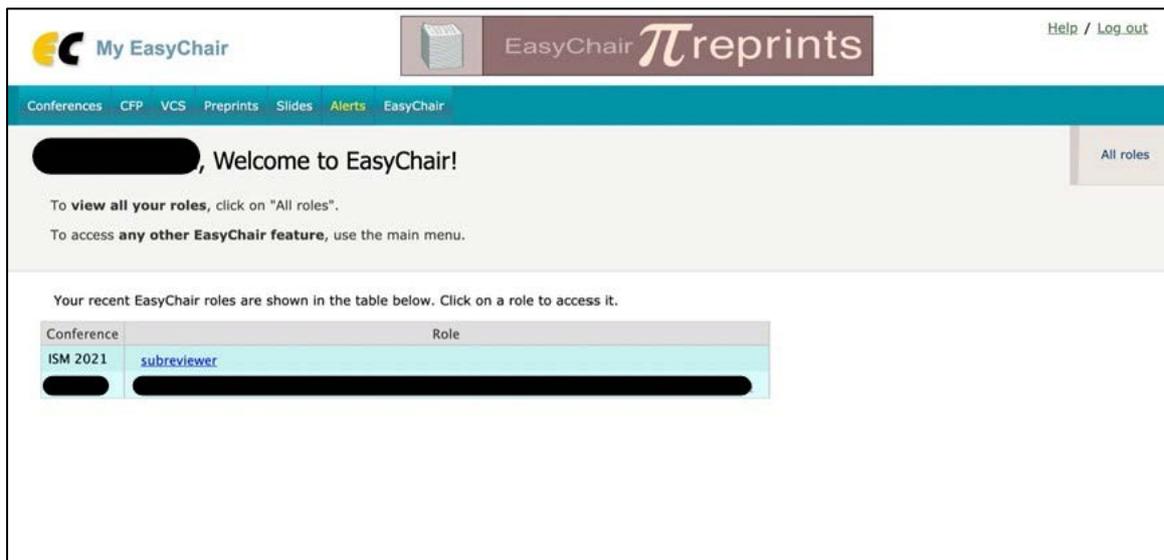


Figure 5. The main page for track chairs/reviewers

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

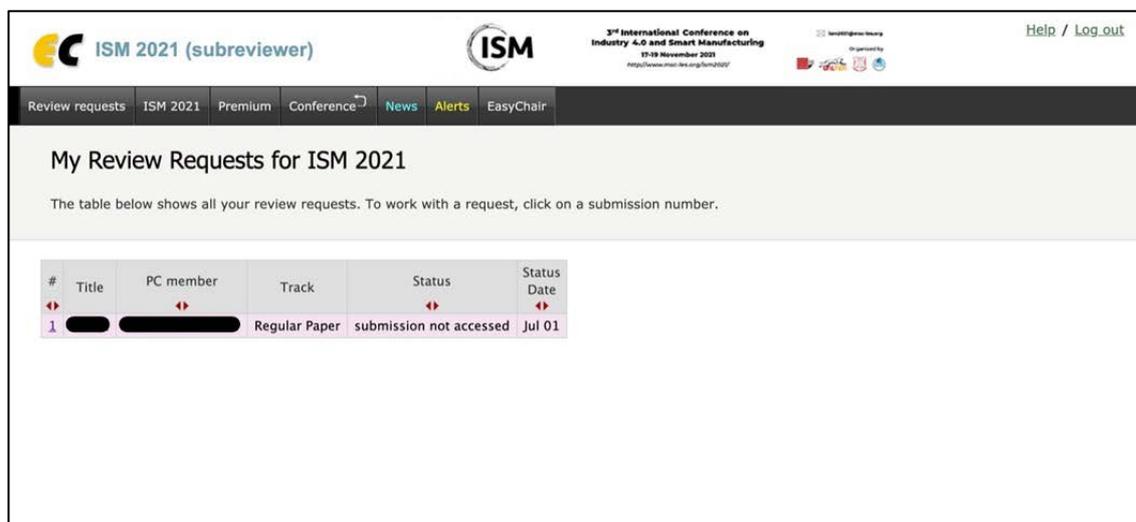


Figure 6. Your review requests

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.

**Review Request**

██████████ requested you to review the following submission for ISM 2021.  
 To accept or decline this request or to write to ██████████ click on "Answer request".  
 Even if your review is ready, to submit this review you should answer the request first.

**Submission Information**

Submission 1	
Title:	██████████
Manuscript (.pdf):	██████████ (Apr 26, 07:59 GMT)
Manuscript:	██████████ (Apr 26, 07:59 GMT)
Track:	Regular Paper
Author keywords:	Key1 Key2 Key3
Abstract:	██████████
Submitted:	Apr 26, 07:59 GMT
Last update:	Apr 26, 07:59 GMT
Conflicts of interests	

Figure 7. Your review request info

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.

**Answer Review Request**

To answer the review request you should choose the appropriate action and write a message to ██████████. The message will be sent by email to ██████████ with a copy to you. You ██████████ and you will have access to the text of the message. If you choose not to send the message, ██████████ will receive a notification about your decision.

You can choose one of the following actions.

**Agree to review**  
 In this case you should select "I agree". The message is optional.

**Not agree to review**  
 In this case you should select "I do not agree". The message is optional, however, you may think of suggesting names of other potential reviewers.

**Postpone your decision**  
 Select "I will decide later". The message is then required. You can, e.g., ask Mohamad Ebtasheer for further information in the message.

Subject: Your review request for ISM 2021 submission 1

Message:

Decision:  I agree to review this submission  
 I do not agree to review it  
 I will decide later

send email

The name specified for you by ██████████ is not the same as the name associated with your account. Please choose below which of the names you prefer to use in relation to this review:

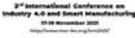
Name:  ██████████  
 ██████████

Select and/or Send Email

Figure 8. Answer the review request

When the subreviewer accepts, a confirmation email is sent to the subreviewer and the Program Committee member.

 ISM 2021 (subreviewer)
 



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## Review Request Accepted

[Submit review](#)

To submit your review use the context menu in the upper right corner.

The review request has been registered as accepted. Mohaiad Elbasheer will be notified about your decision by email.

### Submission Information

Submission 1	
Title:	██████████
Manuscript (.pdf):	 (Apr 26, 07:59 GMT)
Manuscript:	 (Apr 26, 07:59 GMT)
Track:	Regular Paper
Author keywords:	Key1 Key2 Key3
Abstract:	██████████
Submitted:	Apr 26, 07:59 GMT
Last update:	Apr 26, 07:59 GMT
Conflicts of interests	

Emails

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.

ISM 2021 (subreviewer)

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### Add Review on ISM 2021 Submission 1

This conference is configured so that external reviewers cannot update submitted reviews.  
For this reason, please **make sure that the review you enter below is a valid review and not a draft.**

Submission and Reviewer Information

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

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

**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.mscl-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:  
[Scagl file] Nessun file selezionato

Submit review

Figure 10. Your review form

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

ISM 2021 (subreviewer)

ISM 3rd International Conference on Industry 4.0 and Smart Manufacturing 01-03 November 2020

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### Review for Submission 1

Submission information

**The new review has been saved and is shown below!**

Review 4	
Paper:	1
Title:	[redacted]
Time:	Jul 01, 10:24 GMT
Overall Evaluation:	2: (accept)
Comments to the authors:	[redacted]
Reviewer's confidence:	3: (medium)
Confidential Remarks for the Program Chairs:	[redacted]

Figure 11. Submitted review notification