

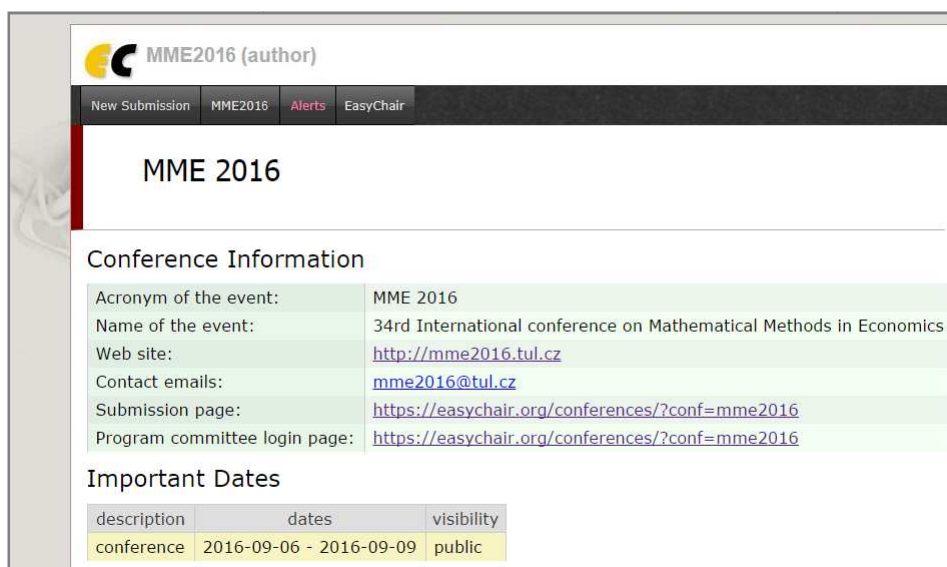
EasyChair tutorial (paper reviews)

1. Log in to conference system

- Go to EasyChair MME2016 conference webpage: <https://easychair.org/conferences/?conf=mme2016>
- If you already have EasyChair account then use your User name and Password to log in.
- If you do not have EasyChair account then follow the first part of instruction (how to create an EasyChair account): <http://mme2016.tul.cz/tutotrials/EasyChair%20abstract.pdf> As your email address you have to use the one on which you received the review request!

2. Accepting and writing a review

- Select the Alerts for new review assignments or notes. (Figure 1).



MME2016 (author)

New Submission MME2016 Alerts EasyChair

MME 2016

Conference Information

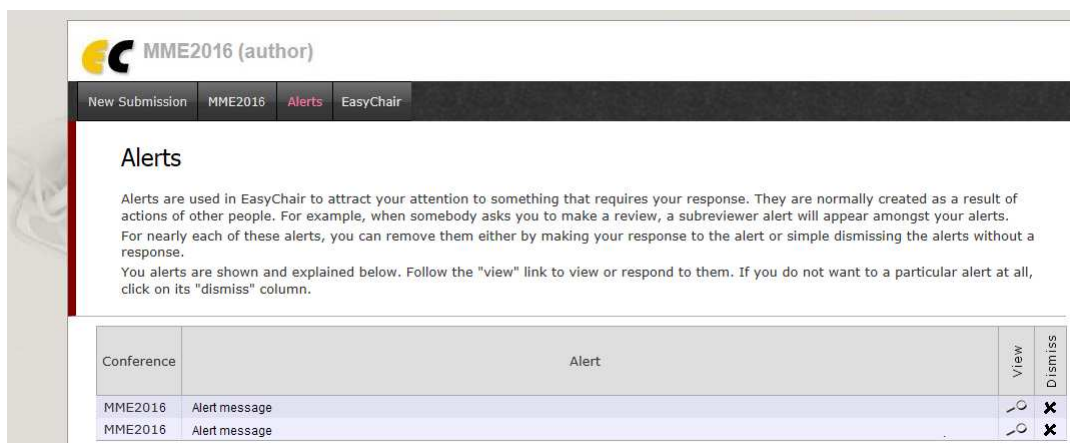
Acronym of the event:	MME 2016
Name of the event:	34rd International conference on Mathematical Methods in Economics
Web site:	http://mme2016.tul.cz
Contact emails:	mme2016@tul.cz
Submission page:	https://easychair.org/conferences/?conf=mme2016
Program committee login page:	https://easychair.org/conferences/?conf=mme2016

Important Dates

description	dates	visibility
conference	2016-09-06 - 2016-09-09	public

Figure 1: Alerts in the main menu will get you to the new review assignments list.

- At the *Alerts* page, you can see all the reviews assigned to you (review requests). You can select the View option (clicking the magnifying glass icon) to access more information on the review that is requested from you. If you click at the dismiss cross icon, the review assignment will no longer show on the Alerts page. The assignment will still be accessible through an item in the main menu, you just need to change your role to subreviewer (see below) to access it.(Figure 5 and 6)



MME2016 (author)

New Submission MME2016 Alerts EasyChair

Alerts

Alerts are used in EasyChair to attract your attention to something that requires your response. They are normally created as a result of actions of other people. For example, when somebody asks you to make a review, a subreviewer alert will appear amongst your alerts. For nearly each of these alerts, you can remove them either by making your response to the alert or simple dismissing the alerts without a response. You alerts are shown and explained below. Follow the "view" link to view or respond to them. If you do not want to a particular alert at all, click on its "dismiss" column.

Conference	Alert	View	Dismiss
MME2016	Alert message		
MME2016	Alert message		

Figure 2: Alerts page with new review requests – you can view information on the paper.

- Once you access the information on the review assignment (either through the View option or through the main menu when you change your role to subreviewer), you can now answer to the review request by clicking the Answer request in the right menu (Figure 3). You need to accept the review request in order to write the review. You can also decline the review request here. **Please answer the request as soon as possible** to let the person who requested your assistance with the review know, whether you are willing to review the paper or not.



Figure 3: Answering the review request.

- When you answer the review request, you need to choose whether you accept the review assignment or not. You can also add a message to the person who requested the review from you, suggesting other possible reviewers or adding any information you deem necessary. This message (along with your decision) will be sent to the person who requested the review from you when you click the Select and/or send message button. (Figure 4).

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 Miroslav Vavroušek for further information in the message.

Subject: Your review request for MME2016 submission 4

Message: Yes, I will do it.

Message:

I agree to review this submission
 I do not agree to review it
 I will decide later
 Send message

Select and/or Send Message

Figure 4: Selecting the answer to a review request and sending a message to the person who requested the review.

- You need to change your role from "author" to "subreviewer" to be able to access the paper and submit your review. To do so, go to MME 2016→change role (Figure 5).

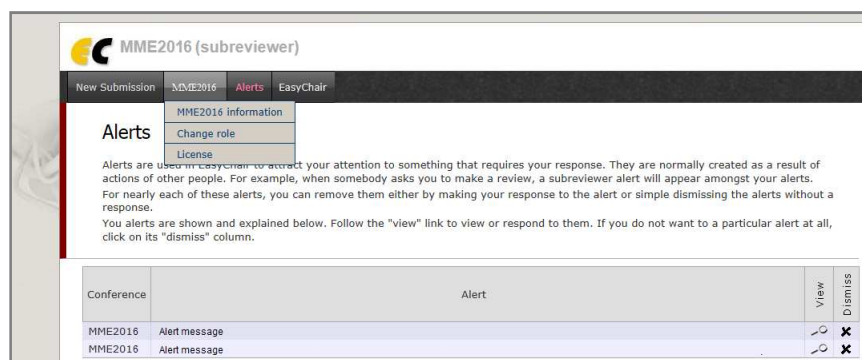


Figure 5: Changing a role in EasyChair.

- Select Subreviewer(Figure 6).

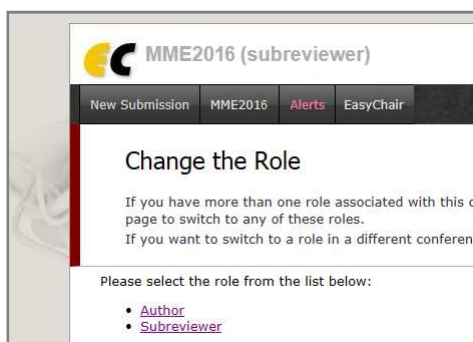


Figure 6: Selecting subreviewer role.

- Now you can access the submissions you have agreed to review through the Submission # items in the main menu (# indicates the number of the submission).



Figure 7: Accessing a submission as a subreviewer.

- Once you select a submission, you can download the paper (clicking the “download submission” in the right menu), submit you review (clicking the “submit review” in the right menu. (Figure 8)

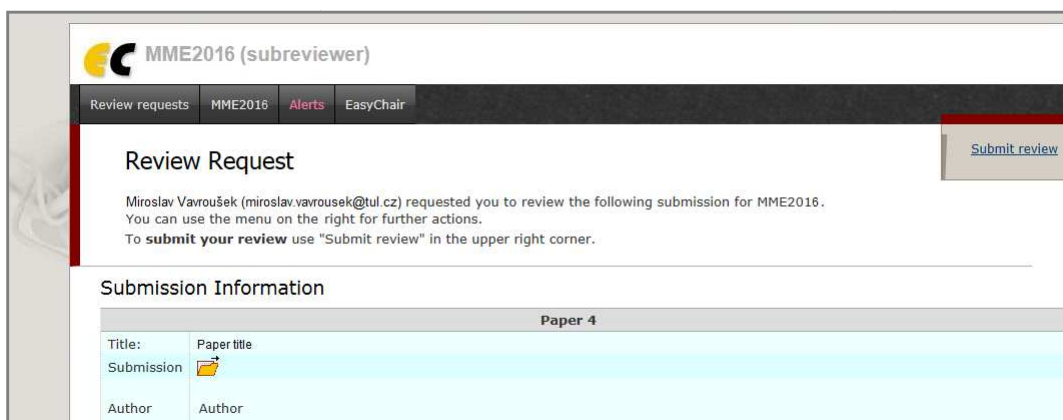


Figure 8: Downloading a paper for review and submitting the review menu.

- Once you are ready to submit your review, click the “submit review”. A review form appears, where you need to evaluate of the paper and provide final decision (figure 9). At least for the evaluations marked with an asterisk, please provide some comments for the authors of the paper or the reason for rejecting the paper. You can also provide a confidential message to the programme committee, that will not be visible to the authors of the paper (Figure 9).
- **Do not forget to click the Submit review button when you are finished with the review.**
- **We thank you for your cooperation and help reviewing the papers for MME 2016!**

The screenshot shows the 'Add New Review on MME 2016 Submission 1' page in the EasyChair system. The page header includes the MME 2016 (chair) logo and navigation links like 'Review requests', 'MME2016', 'Alerts', and 'EasyChair'. A 'Help Log out' link is in the top right. A button 'Add associate as a reviewer' is located in the top right corner of the main content area.

Paper and reviewer information

Title: Paper title
Authors: Authors
PC member: František Koblasa

Evaluation

Overall evaluation (*).

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

Reviewer's confidence (*).

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

Review

Review (*). Please provide a detailed review, including justification for your scores. This field is required unless you add an attachment.

Confidential remarks for the program committee. If you wish to add any remarks intended only for PC members please write them below. These remarks will only be seen by the PC members 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:
 Soubor nevybrán

Figure 10: Evaluation form