



Easy Chair Online Conference Submission, Tracking and Distribution Process: Getting Started

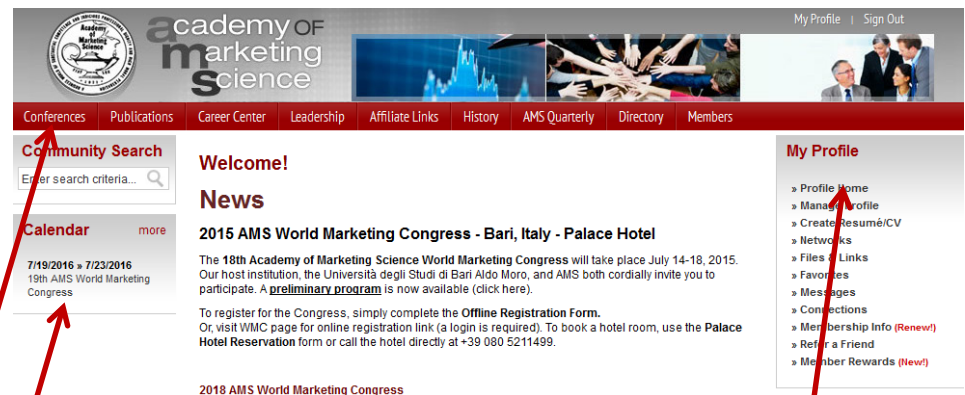
**AMS WMC and AMS Annual
Conferences**

Click on play to begin show

AMS Conference Information

- You can always access information about the Conferences through the [AMS home page](#)

Example Home Page



The links to AMS Conferences can be found in the Upcoming Events Frame

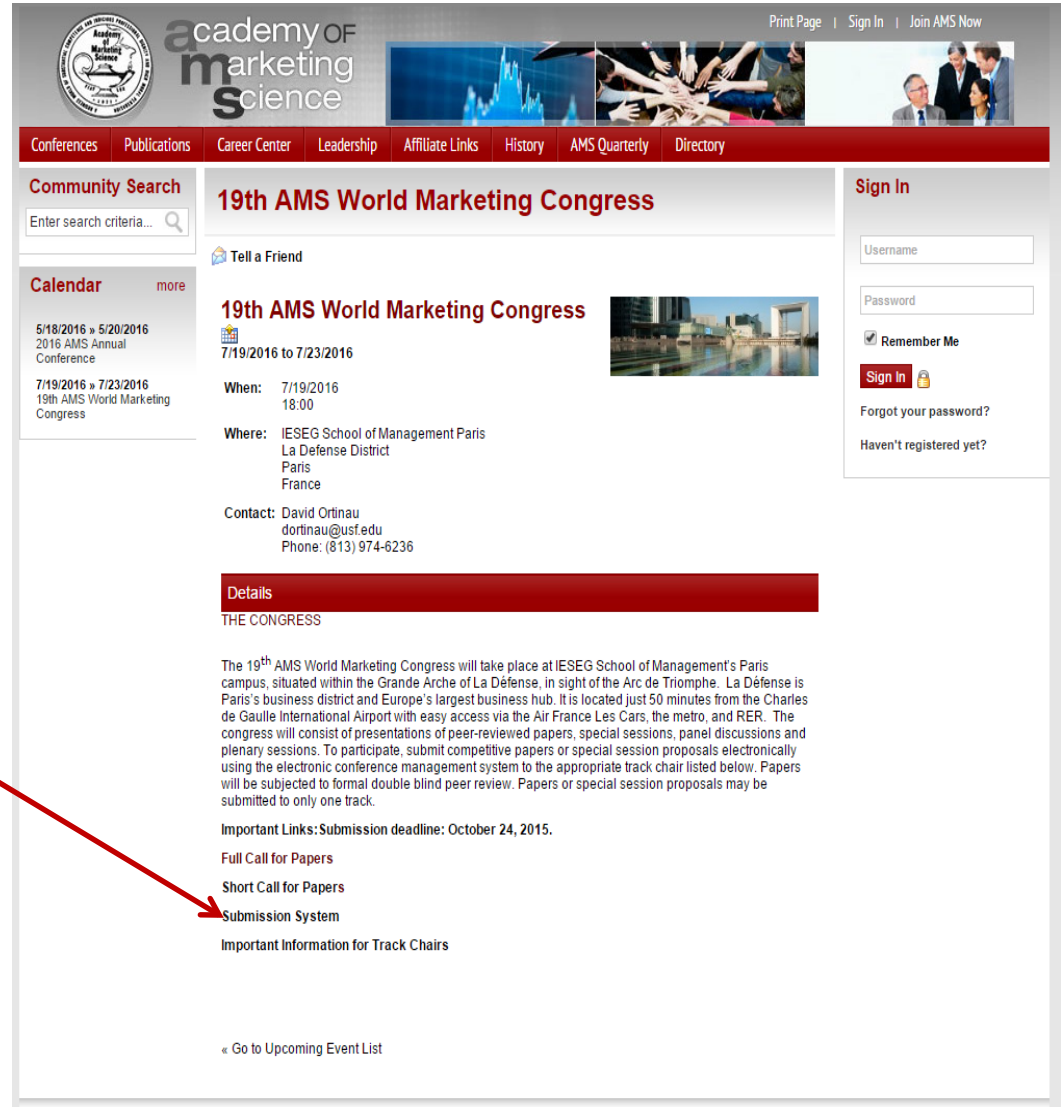
Find the conference and click to view its page

In this area, you will see a place to login to the AMS site -- all active members can log in. A membership is not necessary to proceed to the conference page.

AMS Conference Home Page

You'll find a link to the conference management system on this page.

Clicking here takes you to the login for the management system.



The screenshot displays the AMS Conference Home Page. At the top, the AMS logo is on the left, and navigation links for 'Print Page', 'Sign In', and 'Join AMS Now' are on the right. Below the header is a red navigation bar with links: 'Conferences', 'Publications', 'Career Center', 'Leadership', 'Affiliate Links', 'History', 'AMS Quarterly', and 'Directory'. The main content area features a 'Community Search' box on the left, a 'Calendar' section listing the '19th AMS World Marketing Congress' (7/19/2016 to 7/23/2016), and a 'Sign In' section on the right. The central focus is the '19th AMS World Marketing Congress' details, including the dates, location (IESEG School of Management Paris), and contact information (David Ortinau). A red arrow points from the text 'Clicking here takes you to the login for the management system.' to the 'Submission System' link in the 'Important Links' section.

19th AMS World Marketing Congress

19th AMS World Marketing Congress
7/19/2016 to 7/23/2016

When: 7/19/2016
18:00

Where: IESEG School of Management Paris
La Defense District
Paris
France

Contact: David Ortinau
dortinau@usf.edu
Phone: (813) 974-6236

Details

THE CONGRESS

The 19th AMS World Marketing Congress will take place at IESEG School of Management's Paris campus, situated within the Grande Arche of La Défense, in sight of the Arc de Triomphe. La Défense is Paris's business district and Europe's largest business hub. It is located just 50 minutes from the Charles de Gaulle International Airport with easy access via the Air France Les Cars, the metro, and RER. The congress will consist of presentations of peer-reviewed papers, special sessions, panel discussions and plenary sessions. To participate, submit competitive papers or special session proposals electronically using the electronic conference management system to the appropriate track chair listed below. Papers will be subjected to formal double blind peer review. Papers or special session proposals may be submitted to only one track.

Important Links: Submission deadline: October 24, 2015.

Full Call for Papers

Short Call for Papers

Submission System

Important Information for Track Chairs

« Go to Upcoming Event List

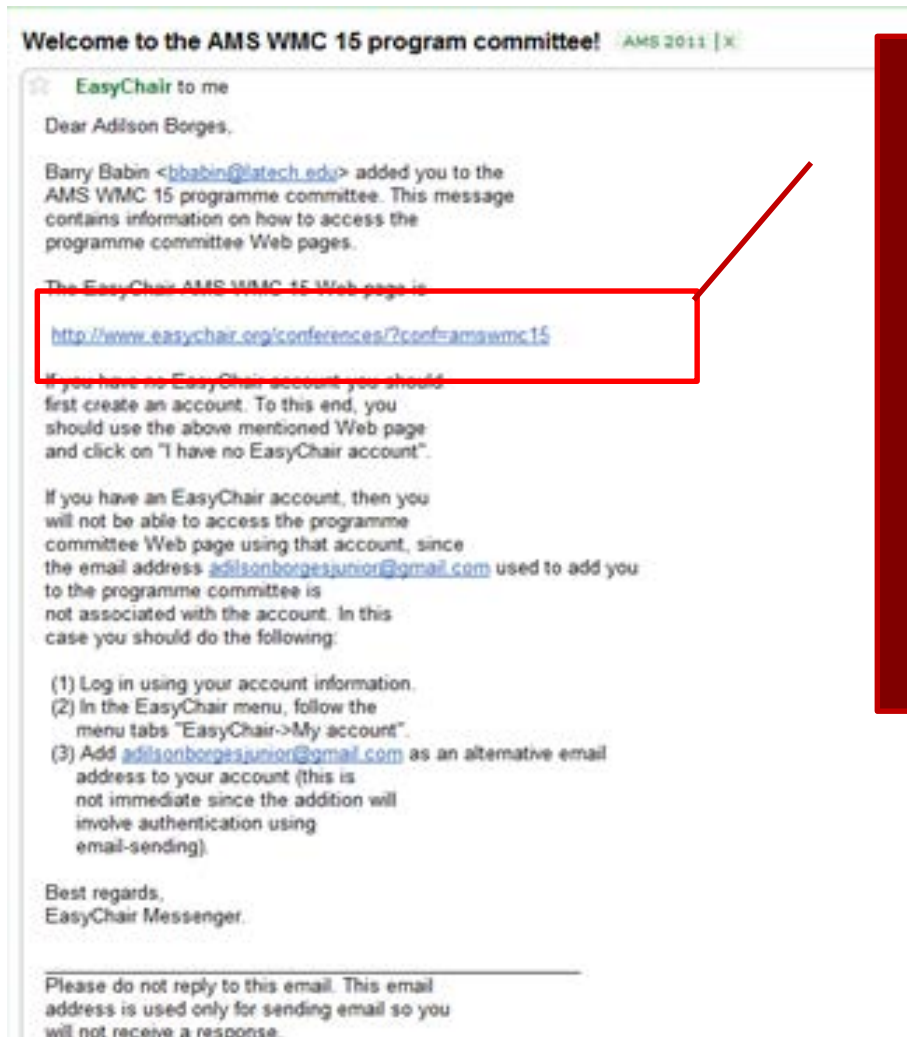
For Track Chairs

- This slide show will illustrate:
 - How to set up your login for the Easy Chair system
 - Introduce you to the interface that you will use to manage your track
 - Process your submissions
 - Send papers to reviewers
 - Monitor progress of reviewers
 - Make decisions
 - Introduce you to other screens of interest

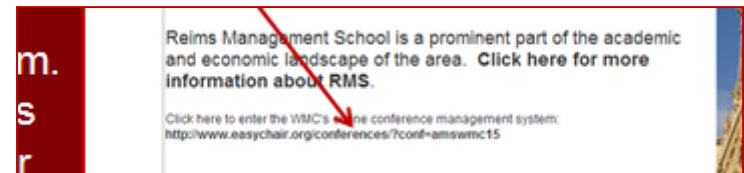
Navigation

- You are currently in the track chair section.
- If you are a track chair who already has an easychair account and are familiar with how to set up an account, you may wish to skip ahead to the log-in screen.
- Track Chair Outline
 - [Start](#)
 - [Setting up an account](#)
 - [Logging In](#)
 - [Listing Reviewers/ Reviewer Instruction/ Tracking Reviews](#)
 - [Making Accept/Reject Recommendations](#)

Step 1 Click in the link in the e-mail you will get (got) from the Program Chairs sent through the Easy Chair system – or the link on the conference page.



As a Track Chair, you will first access the conference management system through an email link or (by the time you get the email you may already have accessed it) via the web page shown on the previous screen.



Step 2 Create a user name and password

In creating your account, use the same login and password that you use to login to the AMS website

EasyChair Login Page for AMS WMC 15 - Microsoft Internet Explorer

Fichier Edition Affichage Favoris Outils ?

Adresse <https://www.easychair.org/account/signin.cgi?conf=amswmc15>

EasyChair Login Page for AMS ... Ajouter un onglet pdf

Academy of Marketing Science

EasyChair Login Page for AMS **AMS41**

Use your EasyChair account to sign in.

User name:

Password:

If you have no EasyChair account, [sign up for an account](#)

If you have problems to sign in [then click this link](#)

EasyChair
conference system

Just sign in if you already have an account

First time users, use the option to sign up for an account

démarrer

chair.ppt Présentation1 FR Adresse 09:24

Step 3 Type the two words in the box and click on continue



Signing up for EasyChair: Step 1

To use EasyChair, one should first create an account. This is done to prevent misuse of the system. The procedure for obtaining an account is the following.

1. You should type the two words that you see in the image below and click on "Continue".
2. If you type the words correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to create an account.

Please enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service. If you are not sure what the words are, either enter your best guess or click the reload image  next to the distorted words.

Type the two words:

britter **entire**

reCAPTCHA™
stop spam.
read books.

Continue

Setting up the account is easy;
this is probably the most difficult
part (reading the words)

Step 4 Enter your name, e-mail address and click on continue

Signing up for EasyChair: Step 2 - Microsoft Internet Explorer

Fichier Edition Affichage Favoris Outils ?

Précédente Recherche Favoris

Adresse <https://www.easychair.org/account/signup.cgi> OK Liens >>

Signing up for EasyChair: Step 2 Ajouter un onglet pdf Recherche 0 PDF

Signing up for EasyChair: Step 2

Please fill out the following form. The required fields are marked by (*)
Note that **the most common reason for failing to sign up is an incorrect email address** so please type your email address correctly.

First name(+):

Last name (*):

Email (*):

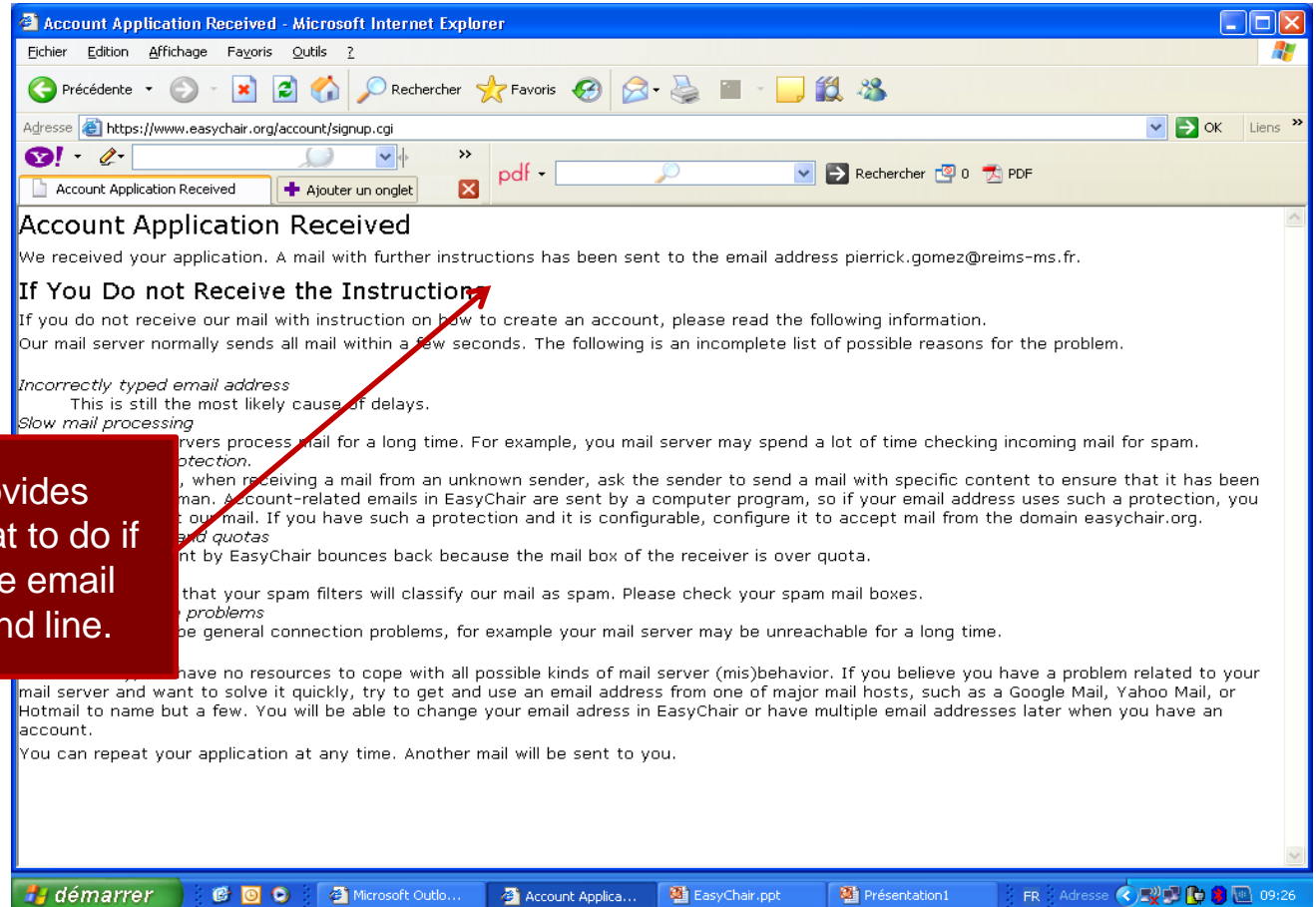
Continue

(+) 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.](#)

démarrer Microsoft Outlo... Signing up for E... EasyChair.ppt Présentation1 FR Adresse 09:25

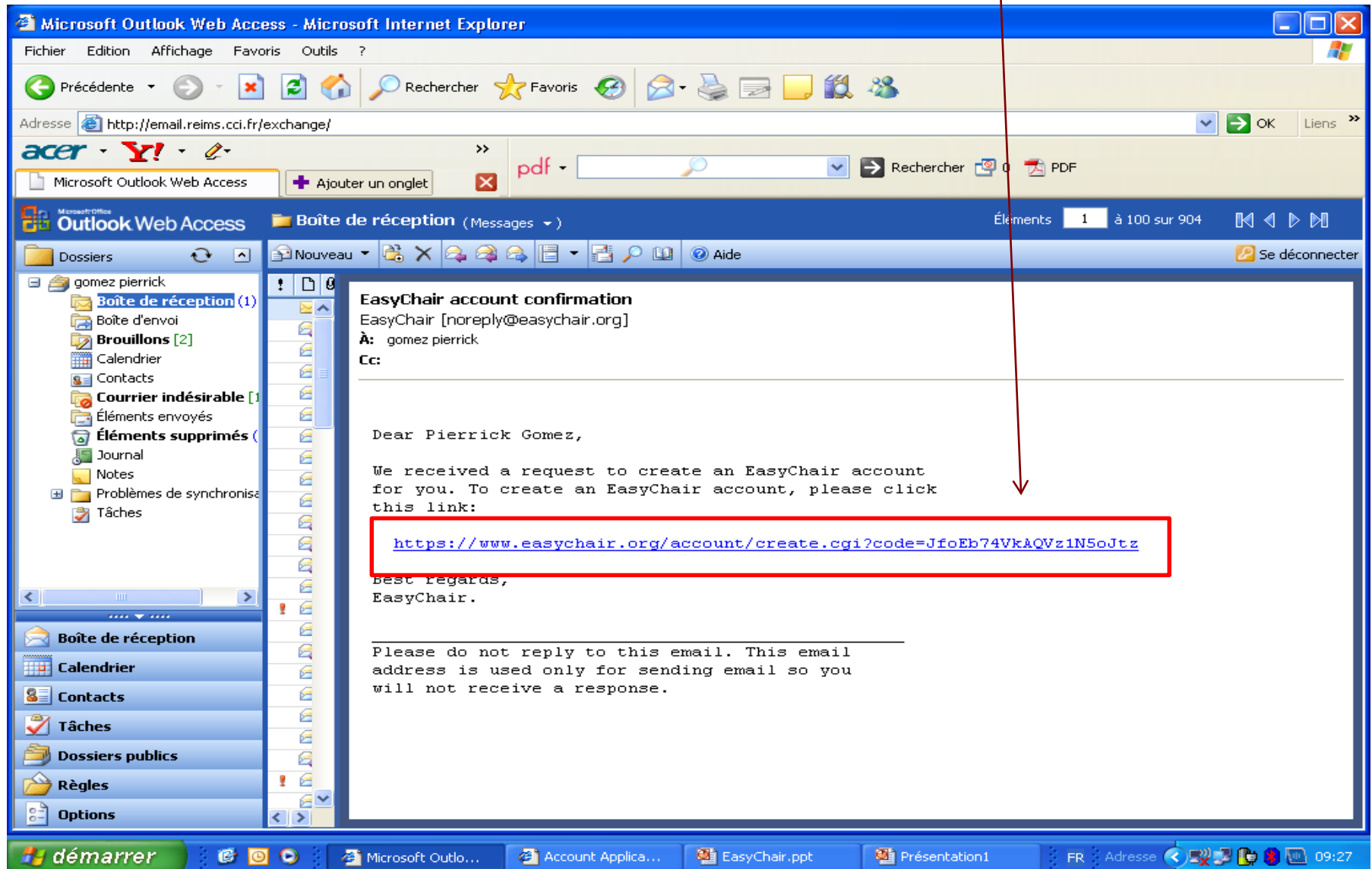
Step 5 Your application is received: you will receive another e-mail



This screen just provides information saying what to do if you do not receive the email indicated in the second line.

Step 6

When you receive your e-mail, please click on the link



Step 7 Complete the form and click on create my account

Signing Up for EasyChair: Last Step - Microsoft Internet Explorer

Fichier Edition Affichage Favoris Outils ?

Adresse <https://www.easychair.org/account/create.cgi?code=JfoEb74WkAQVz1N5oJtz> OK Liens >>

acer Y! pdf Rechercher 0 PDF

Signing Up for EasyChair: Last Step

Hello Pierrick Gomez! To complete the creation of your account please fill out the following form.

User names are case insensitive

User name (*): pierrick.gomez

User name Pierrick is available!

First name (*): Pierrick

Last name (*): Gomez

Country (*): France

Company/organisation (*): Reims Management School

Homepage:

Phone (*): 33684373110

Address for correspondence (*):
Reims Management School
59, rue Pierre Taittinger BP 302 51061 Reims
Cedex

Password (*):

Retype the password (*):

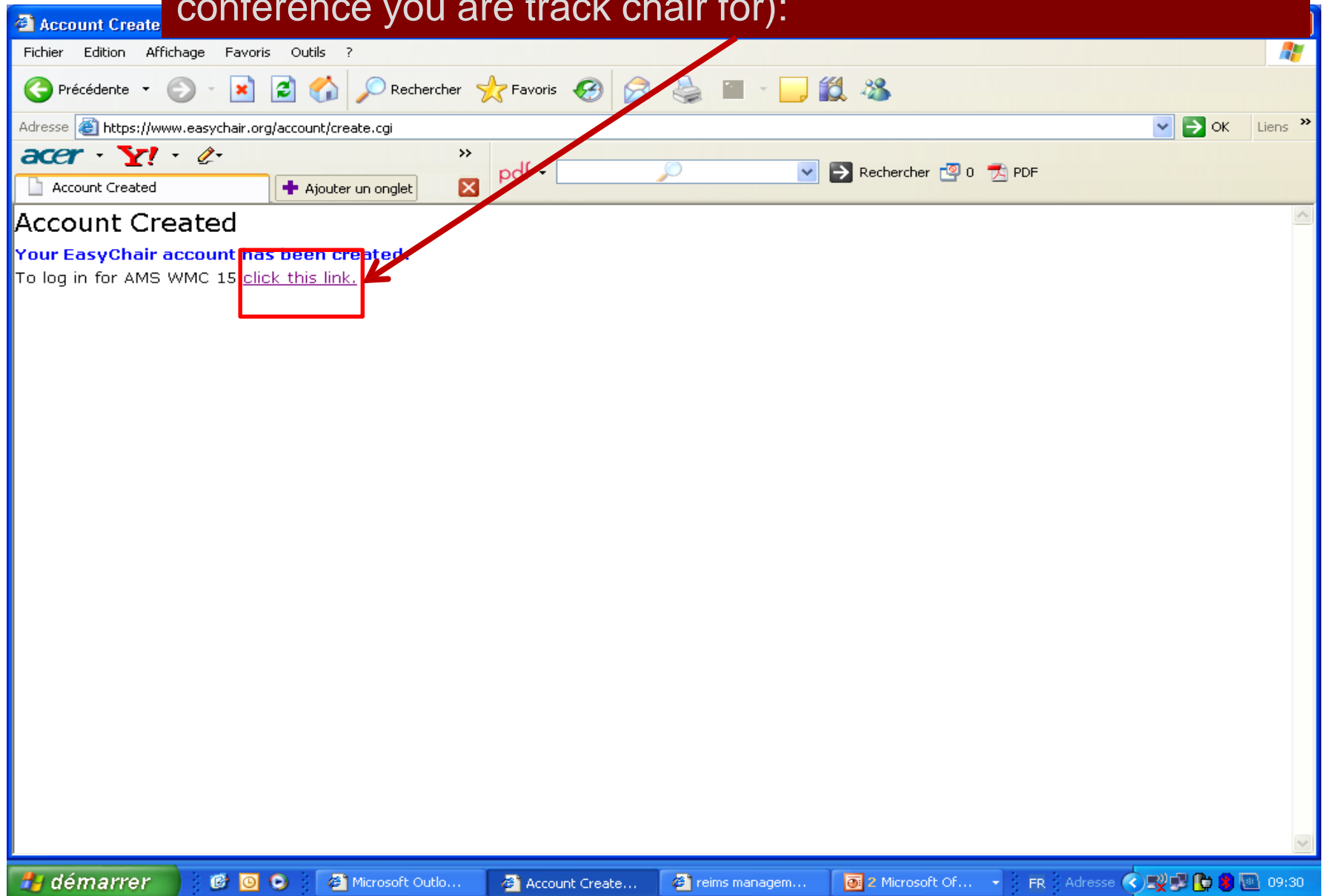
Create my account

Remember to use the same ID and password as you do for AMS

CAPS LOCK: ON

démarrer Microsoft Outlo... Signing Up for E... reims managem... 2 Microsoft Of... FR Adresse 09:29

Step 8 Your account is created, now click on the AMS WMC 19 (or the conference you are track chair for):



Step 9 Enter your login and password and click on sign in



Log in to EasyChair for WMC19_Paris

EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org**.

User name:
Password:

Log in

If you have no EasyChair account, [create an account](#)

Forgot your password? [click here](#)

Problems to log in? [click here](#)

Step 10 Now you are on the conference website

The screenshot shows the EasyChair website for WMC19_Paris. A red box highlights the top navigation bar containing links: Submissions, Reviews, Status, Assignment, PC, Events, Email, Administration, WMC19_Paris, Support, Alerts, and EasyChair. A red arrow points from a text box to the 'WMC19_Paris' link. Another red arrow points from a text box to the 'WMC19_Paris' link in the navigation bar. A third red arrow points from a text box to the 'WMC19_Paris' link in the navigation bar.

WMC19_Paris (track chair of Committee Track)

Help Log out

WMC19_Paris Login for Kevin Bacon

Obinna Obilo, welcome to EasyChair! You are logged in as track chair.
This session will expire after two hours of inaction.
If you log in and cannot find information you are looking for, for example, you are a PC member but EasyChair only recognizes you as an author, please read the [Help page on frequently asked questions](#).

Conference Information

Acronym of the event:	WMC19_Paris
Name of the event:	19th AMS World Marketing Congress
Web site:	http://www.ams-web.org/events/event_details.asp?id=636154
Contact email addresses:	ams@latech.edu
Submission page:	https://easychair.org/conferences/?conf=wmc19-paris
Program committee login page:	https://easychair.org/conferences/?conf=wmc19-paris

Important Dates

Description	Dates
conference	2016-07-20 - 2016-07-23

You can choose to access your previous conferences listed below.

1. [AMS 2014](#): track chair
2. [AMS41](#): PC member, author, proceedings author
3. [AMS42](#): author
4. [WMC17 ESAN](#): PC member
5. [WMC19 Paris](#): track chair

Donate to EasyChair
[Download conference calendar](#)

This tool bar is the guide for most of the conference activities. Each "role" will see a different tool bar.

If you roll over this, you see you can change roles from program track chair (PC) to author ...

Easy Chair Navigation



Add Track Chair

[Add yourself](#)
[Add associate\(s\)](#)

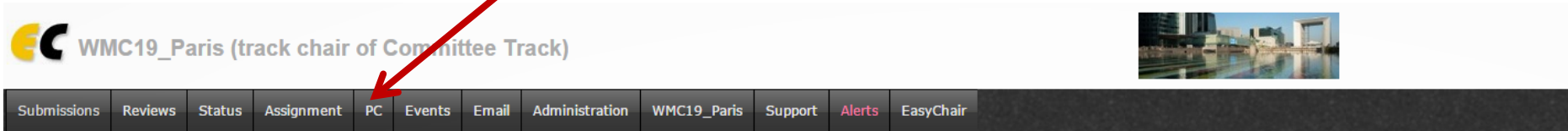
Use the form below to add a chair for **Cause and Health Related Marketing**. When you add the track chair, she will receive information on

- Submissions Tab allows authors to submit papers and track status. You can see all your papers listed here.
- Reviews Tab allows you to see progress of reviews for which you have responsibility.
- Status Tab will become very important for tracking progress on paper submissions and entering decisions. Provides an instant overview of progress at any given time.
- Assignment Tab facilitates paper assignments to PC members as reviewers
- PC is the program committee listing where you can see when and if someone has logged in
- Events Tab is a listing of events
- Email stores all email and allows group emails to be sent
- Administration provides various access to key functions
- WMC_19 Paris allows templates to be modified among other things
- Support gives a link to the help desk
- Easy Chair is the about and allows you to access any conference you have logged in for.

How to include your reviewers?

Step 1

Click on PC in the main menu



WMC19_Paris Login for Kevin Bacon

Obinna Obilo, welcome to EasyChair! You are logged in as track chair.

This session will expire after two hours of inaction.

If you log in and cannot find information you are looking for, for example, you are a PC member but EasyChair only recognizes you as an author, please read the [Help page on frequently asked questions](#).

Conference Information

Acronym of the event:	WMC19_Paris
Name of the event:	19th AMS World Marketing Congress
Web site:	http://www.ams-web.org/events/event_details.asp?id=636154
Contact email addresses:	ams@latech.edu
Submission page:	https://easychair.org/conferences/?conf=wmc19-paris
Program committee login page:	https://easychair.org/conferences/?conf=wmc19-paris


Important Dates


Description	Dates
conference	2016-07-20 - 2016-07-23

You can choose to access your previous conferences listed below.

1. [AMS 2014](#): track chair
2. [AMS41](#): PC member, author, proceedings author
3. [AMS42](#): author
4. [WMC17 ESAN](#): PC member
5. [WMC19_Paris](#): track chair

Step 2 Choose Add a new PC member from menu in the upper right corner

 WMC19_Paris (track chair of Committee Track)



[Help](#) [Log out](#)

SubmissionsReviewsStatusAssignmentPCEventsEmailAdministrationWMC19_ParisSupportAlertsEasyChair

Program Committee

Below you will find the table of all PC members in your track ordered by the time of their last access to the PC Web page. All times are GMT.

To get more information about a PC member, edit this information or delete the PC member, click [i](#), [u](#), or [x](#).

To log in as another PC member (that is, see the view of the PC member and/or make actions on his behalf), click [↔](#).

To send an email or login instructions to a subset of PC members, select these PC members and use the menu in the top right corner.

[Invitations to PC](#)
[Add a new PC member](#)
[Send login instructions](#)
[Send email](#)
[Missing reviews](#)
[Overview](#)
[Email addresses](#)
[PC in Excel](#)

Warning: there are PC members who have never accessed the WMC19_Paris Web pages (see the table below). It is possible that emails sent by EasyChair never reached these PC members. There are two possible reasons for this. First, the email address may be incorrect. Second, there might be an email delivery problem: mail servers are trying to fight spam mail and so are becoming increasingly hostile and unreliable. We recommend you to check the email addresses of these PC members using the 'Email addresses' menu item in the upper right corner and, if they are correct, try to contact these PC members directly to check if they received any email. You can click on the question mark in the table to obtain more information about a PC member.

	first name	last name	email	organization	role	last access	info	update	delete	login as
<input type="checkbox"/>	Kevin	Bacon	knb006@sixdeg.edu	AMS	track chair	Aug 14, 16:02	i	u		
<input type="checkbox"/>	Christian	Bushardt	cab088@latech.edu	Louisiana Tech University	track chair	Aug 11, 16:53	i	u	x	
<input type="checkbox"/>	Nina	Krey	nlk002@latech.edu	AMS	track chair	Aug 02, 18:16	i	u	x	
<input type="checkbox"/>	Barry	Babin	bbabin@latech.edu	Louisiana Tech University	track chair	never ?	i	u	x	

Step 3 Add all reviewers that have agreed to review in your track

Submissions Reviews Status Assignment PC Events Email Administration WMC19_Paris Support Alerts EasyChair

Add a New PC member

You should use this page to add new PC members only if **they already agreed** to be on the program. For PC members it is normally easier to [invite them using EasyChair](#). If you add people to your program without their consent and they complain to us, we reserve the right to block access to your conference. You can add one or more persons from your **previous associates** by clicking on "Add Associates".

Adding Several PC Members at Once.

To add several people to the program committee, write down each PC member in a separate line using the following format:

```
FirstName LastName <EmailAddress>
```

If a first name[†] or a last name consists of more than one word, put it in double quotes. If there is no first name, use an empty string. Examples are given below.

```
Andrei Voronkov <andrei@easychair.org>
"Juan Antonio" "Navarro Perez" <juan@easychair.org>
"" Simon <simon@easychair.org>
```

Here 'Navarro Perez' is a last name. Write information about the new PC members in the following area, select their intended role and press the button below.

New member role:

Add PC Members

You can enter all the reviewers at once. Be sure you put only reviewers that have agreed to serve in the conference.

All your reviewers will receive an e-mail and will follow the same procedure you did to log into the easychair management system.

How to assign submissions?

1. Use your PC Member Reviewers to Review Papers

Submissions

Reviews

Status

Assignment

PC

Events

Email

Administration

WMC19_Paris

Interactive Paper Assignment

To assign or unassign papers click on PC member names. For more information about this page click on "Help".

The following PC members have not entered their bids:

- Laurie Babin
- Silke Bambauer-Sachse
- Cécile Collin
- Olivier Droulers
- Renaud Frazer
- Alina Geiger
- Claas Christian Gommelmann
- Brian T Hart
- Priska Heinze
- Reinhard Kunz
- Tobias Langner
- Ying-Ching Lin
- Pablo Neder
- Po-Lin Pan
- Michael Schade
- Maximilian Stieler
- Ralf Terlutter
- Kai-Yu Wang
- Miguel Angel Zúñiga

The automatic paper assignment will not be fair to these PC members. We correct this by clicking on the following links:

- You can simply [enter bids for these PC members](#)

5.									
Babin (1:0)	Bambauer-Sachse (0:0)	Collin (0:0)						Heinze (0:0)	
Kunz (0:0)	Langner (0:0)	Lin (0:0)	Neder (0:0)	Pan (0:0)	Schade (0:0)	Stieler (0:0)	Terlutter (0:0)	Wang (0:0)	
Zúñiga (0:0)									
26. Silke Bambauer-Sachse and Priska Heinze. CONSUMER REACTANCE AFTER CONTACT WITH COMPARATIVE ADVERTISING – THE ROLE OF INDEPENDENT TEST RESULTS AND PREDISPOSITION TO SHOW STATE									

Submission bounds for PC

[Automatic assignment](#)

[Exclude submissions](#)

[Edit short names](#)

[Find conflicts](#)

[Send assignment](#)

Click on “Assignment” and then “Interactive Assignment” to Arrive here. Your reviewers should be listed.

Clicking on the parentheses by the person’s name assigns the reviewer – see next slide

Interactive Assignment

Clicking here places a “1” in this column assigning Bushardt his/her first paper to review.

Bambauer-Sachse (0:0)	Bushardt (1:0)	Colin (0:0)
Kunz (0:0)	Langner (0:0)	Lin (0:0)
Zúñiga (0:0)		

[Submission bounds for PC](#)
[Automatic assignment](#)
[Exclude submissions](#)
[Edit short names](#)
[Find conflicts](#)
[Send assignment](#)

A zero means no reviews assigned yet. A “2” would mean 2 reviews assigned to this reviewer. The second number indicates how many reviews are complete.

When finished, click on “send assignment,” then you can use the email template that comes up to inform your reviewers.

Step 1

Click on Status in the main menu

WMC19_Paris (track chair of committee Track)

[Help](#) [Log out](#)

Submissions Reviews **Status** Assignment PC Events Email Administration WMC19_Paris Support Alerts EasyChair

Current Status of Papers

To **change a decision** on a submission, click on the decision column for this submission. You can change decisions for several submissions simultaneously by selecting them. To **select or unselect** a set of submissions, either click on the corresponding rows, or press the mouse button and move the mouse over table rows.
To **see reviews** on a paper click on the paper title.

For more information about this page, click on **Help**.

Shortcuts to papers: 3

☒ Untick this box to hide shortcuts to papers

☐ Show paper authors.

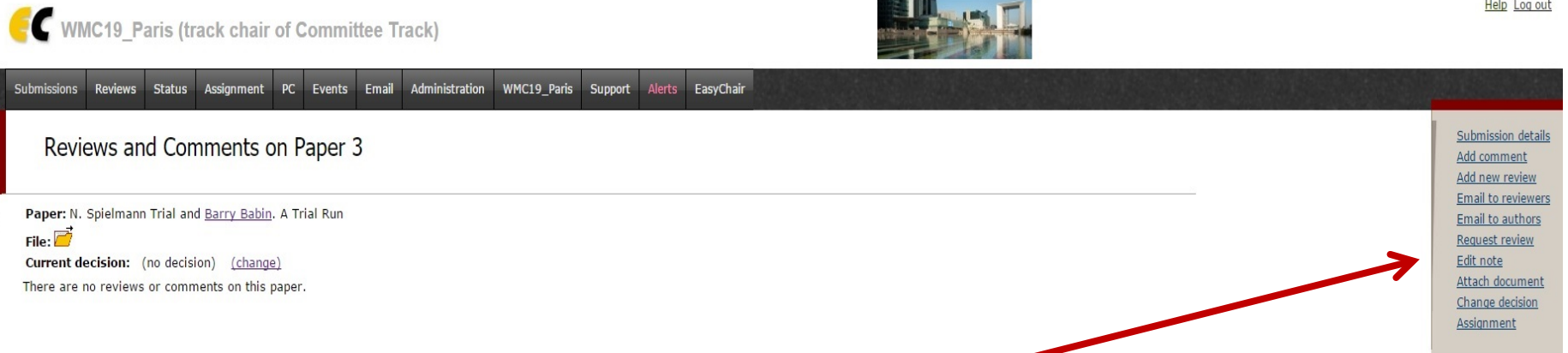
#	title	scores	average	decision
3	A Trial Run		0.0	

Explanations of the decisions		
decision	explanation	papers
ACCEPT	accept	0
accept?	probably accept	0
	no decision	1
Poster Only	Acceptable as Poster More than Presentation in Session	0
reject?	possibly reject	0
REJECT	probably reject	0

Once you have submissions, all of the papers will be listed here based on either the title of the file or any name that you assign

After, click on the paper you want to send out for review

Alternative Method Using Subreviewers




The screenshot shows the EasyChair website interface. At the top, there is a navigation bar with links: Submissions, Reviews, Status, Assignment, PC, Events, Email, Administration, WMC19_Paris, Support, Alerts, and EasyChair. The 'WMC19_Paris' link is highlighted. Below the navigation bar, the page title is 'Reviews and Comments on Paper 3'. The main content area displays the paper title 'Paper: N. Spielmann Trial and Barry Babin. A Trial Run' and the file icon. Below this, it shows the current decision: '(no decision) (change)'. A red arrow points from a text box below to the 'Request review' link in the right-hand sidebar. The sidebar contains links: Submission details, Add comment, Add new review, Email to reviewers, Email to authors, Request review, Edit note, Attach document, Change decision, and Assignment.

WMC19_Paris (track chair of Committee Track)

Submissions Reviews Status Assignment PC Events Email Administration WMC19_Paris Support Alerts EasyChair

Reviews and Comments on Paper 3

Paper: N. Spielmann Trial and Barry Babin. A Trial Run

File: 

Current decision: (no decision) (change)

There are no reviews or comments on this paper.

Submission details
Add comment
Add new review
Email to reviewers
Email to authors
Request review
Edit note
Attach document
Change decision
Assignment

Click on “request review”

Although this method also is simple, it is NOT RECOMMENDED. You lose some advantages of automatically tracking and easily reminding late reviewers to submit their review. Easychair strongly recommends using PC members as reviewers!!!

Request Review

New Review Request

To make a **new review request** for submission 3 (*A Trial Run*), 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 program chairs or anyone else. However, the chairs will see the list of your subreviewers and the status of the 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 [*FIRST-NAME*], [*LAST-NAME*] and [*NAME*]. For details [click here](#). You can also use variables [*NUMBER*] and [*TITLE*] denoting the submission number and title.

Each request has an expiry date. If not answered by that date, the request will automatically expire.

Expiry date:

Subreviewer's first name* (*):

Subreviewer's last name (*):

Subreviewer's email address (*):

Email subject (*):

Email text: (*)

Dear [*FIRST-NAME*],

I am a PC member of WMC19_Paris. Could you please write a review for me on the following paper submitted to WMC19_Paris:

Number: [*NUMBER*]
Title: [*TITLE*]

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 ...

If you cannot review this paper, could you please suggest names and email addresses of 2-3 possible reviewers?

Best regards,
Dr. Obi Obilo Obilo <obilolo@cmich.edu>

1. Enter Reviewer's first name, last name and email address.

2. Edit the request text as you see fit (recall earlier we sent some example reviewer requests). Enter the date by which you would like the review. Remind to avoid "offline form." Use "add review."

3. Click send request

What Reviewers See

Overall evaluation

- ☐ 3: strong accept
- ☐ 2: accept
- ☐ 1: weak accept
- ☐ 0: borderline paper
- ☐ -1: maybe reject
- ☐ -2: lean to reject
- ☐ -3: reject

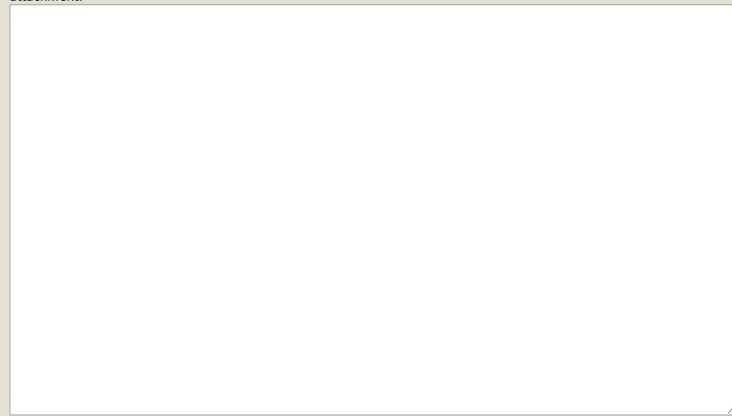
Reviewer's confidence

- ☐ 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.

- Reviewers will see a form like this
 - They make a recommendation that will be automatically recorded
 - They provide comments that can be released to authors by program chairs






Remind reviewers to log in to the system before submitting a review!! Otherwise, the review will not be recorded automatically and you will have to cut and paste from an email.

Keeping Records

 WMC19_Paris (track chair of Committee Track)

Submissions Reviews Status Assignment PC Events Email Administration WMC19_Paris Support Alerts EasyChair

Reviews

#	submission	details	paper	show reviews	add new review	contact subreviewer
3	N. Spielmann Trial and Barry Babin. <i>A Trial Run</i>					

Rolling over the Reviews tab and selecting All papers will bring you to this page

All papers officially **assigned** to a reviewer will show up here.

Select the information button to see details of any paper

Track chairs see the papers in their track with the names of the reviewers beside them.

THERE IS A SEPARATE PLACE TO CLICK TO SEE LIST OF SUBREVIEWERS AND WHO HAS RETURNED REVIEWS

Keeping Records

Clicking on information brings you to this page.


WMC19_Paris (track chair of Committee Track)

Help Log out

Submissions Reviews Status Assignment PC Events Email Administration WMC19_Paris Support Alerts EasyChair

Submission 3

The submission information is shown below.

Paper 3	
Title:	A Trial Run
Paper:	
Track:	Committee Track
Author keywords:	Trial Marketing Terroir Champagne
EasyChair keyphrases:	competitive advantage (90), place designation (50), value proposition (40)
Abstract:	An excerpt from a longer paper on terroir for illustration in the system.
Time:	Aug 09, 21:27 GMT
Address:	Department of Marketing & Analysis College of Business / Louisiana Tech University Ruston, LA, LA 71272 USA
Decision:	
Bidding and assignment information	
Assigned to:	nobody
Conflict of interest:	nobody
Bid:	yes: none maybe: none

Authors						
first name	last name	email	country	organization	Web site	corresponding?
N.	Spielmann Trial	bhabin@latech.edu	United States of America	AMS		✓
Barry	Babin	barryjamesbabin@gmail.com	United States of America	Louisiana Tech University	http://www.ams-web.org	✓

Update information
Update authors
Update file
Delete the submission
Email to authors
Email to reviewers
Show reviews
Request review
Assignment
Edit note
Attach document

All details about the paper are shown here; including assigned reviewers.

Please, use these tabs to update information and update assignment (includes who is reviewing paper and who has returned reviews).

Clicking on assignment allows you to

Keeping Records

 WMC19_Paris (track chair of Committee Track)





Submissions Reviews Status Assignment PC Events Email Administration WMC19_Paris Support Alerts EasyChair

Assignment View or Update for Submission 3

The following table summarizes the assignment and bidding information for submission 3: *N. Spielmann Trial and Barry Babin, A Trial Run*.

Use checkboxes to assign or unassign this submissions.

To see the current assignment for a PC member, click on her or his name.

PC member	Assigned	Review?	Comments	Total assigned	View
Barry Babin	<input type="checkbox"/>				
Christian Bushardt	<input type="checkbox"/>				
Nina Krey	<input type="checkbox"/>				
	<input type="checkbox"/>				

From the assignment page, you can view the review status of the submission. You can also reassign the submission to reviewers by clicking in the assigned box.



This page also give AMS a list of reviewers to credit in the Proceedings.

If reviewers can not see the papers they have, please check if they are correctly assigned here!

Keeping Records

- You may receive an email indicating a reviewer has submitted a review. The email content may ask you to “accept” the review. Just go ahead and “accept” reviews.

Missing Reviewers

 WMC19_Paris (superchair) 

Help Log out

Submissions Reviews Status Assignment PC Events Email Administration WMC19_Paris Support EasyChair

Missing Reviews

Using this page you can view which reviews are missing and send a reminder to the PC members whose reviews are missing. You can exclude any PC member from receiving this message by unchecking the corresponding check box below.

You can personalize the subject and body by using variables [*FIRST-NAME*], [*LAST-NAME*] and [*NAME*]. For details [click here](#). Use the attachment field if you want to add a file as an attachment to this letter. The variable [*PAPERS*] will be replaced by the list of of submissions assigned to this PC member for which he submitted no review. Remove this variable from the text if you do not want the list to be sent.

Subject (*): WMC19_Paris review reminder

Dear [*FIRST-NAME*],

The deadline for reviews is
Please find enclosed the list of papers
for which we did not receive your review yet.

Best regards.

----- LIST OF PAPERS -----
[*PAPERS*]

Message (*):

In the reviews tab, clicking on “missing reviews” takes you here. From here, you can send reminders to PC members who have not yet completed their review!

How to make decisions and
notify the authors using the
system

Click on Status in the main menu to bring you to this page

Current Status of Papers

To **change a decision** on a submission, click on the decision column for this submission. You can change decisions for several submissions simultaneously by selecting them. To **select or unselect** a set of submissions, either click on the corresponding rows, or press the mouse button and move the mouse over table rows.
To **see reviews** on a paper click on the paper title.

For more information about this page, click on [Help](#).

[Shortcuts to papers:](#) 3

☒ [Untick this box to hide shortcuts to papers](#)

☐ [Show paper authors.](#)

#	title	scores	average	decision
3	A Trial Run		0.0	

Explanations of the decisions		
decision	explanation	papers
ACCEPT	accept	0
accept?	probably accept	0
	no decision	1
Poster Only	Acceptable as Poster More than Presentation in Session	0
reject?	possibly reject	0
REJECT	probably reject	0

Click on the paper for which you wish to update the submission status.

Click on “change decision”



WMC19_Paris (track chair of Committee Track)



[Help](#) [Log out](#)

[Submissions](#) [Reviews](#) [Status](#) [Assignment](#) [PC](#) [Events](#) [Email](#) [Administration](#) [WMC19_Paris](#) [Support](#) [Alerts](#) [EasyChair](#)

Reviews and Comments on Paper 3

Paper: N. Spielmann Trial and [Barry Babin](#). A Trial Run

File: A small yellow icon representing a file or document.

Current decision: (no decision) ([change](#))

There are no reviews or comments on this paper.

[Submission details](#)
[Add comment](#)
[Add new review](#)
[Email to reviewers](#)
[Email to authors](#)
[Request review](#)
[Edit note](#)
[Attach document](#)
[Change decision](#)
[Assignment](#)

Click on “change decision”



WMC19_Paris (track chair of Committee Track)



[Help](#) [Log out](#)

[Submissions](#) [Reviews](#) [Status](#) [Assignment](#) [PC](#) [Events](#) [Email](#) [Administration](#) [WMC19_Paris](#) [Support](#) [Alerts](#) [EasyChair](#)

Reviews and Comments on Paper 3

Paper: N. Spielmann Trial and [Barry Babin](#). A Trial Run

File:

Current decision: (no decision) [\(change\)](#)

There are no reviews or comments on this paper.

To change the decision select a new decision and press the "Change Decision" button below. If you think your decision is final and you want to hide the paper from the view of the PC on the status page tick the "Hide the paper" box.

- | | |
|---|--|
| <input type="radio"/> ACCEPT | accept |
| <input type="radio"/> accept? | probably accept |
| <input checked="" type="radio"/> no decision | no decision |
| <input type="radio"/> Poster Only | Acceptable as Poster More than Presentation in Session |
| <input type="radio"/> reject? | possibly reject |
| <input type="radio"/> REJECT | probably reject |

Hide the paper: ☐

Change Decision

Cancel

[Submission details](#)
[Add comment](#)
[Add new review](#)
[Email to reviewers](#)
[Email to authors](#)
[Request review](#)
[Edit note](#)
[Attach document](#)
[Change decision](#)
[Assignment](#)

Clicking change decision pops up this screen.

Make your choice here and then click “change decision.” Your choice will automatically be recorded, and the status of the paper (status tab) will automatically be updated.

Notifying Authors

- This job is set to a Program Co-Chair (Super Chair) responsibility. Program Chairs normally send these out so that they all go out together. Track chairs should only use the notification procedure if allowed to do so by the Program Co-Chair team.

We are looking forward to help
you if you have any problem to
understand the easy chair system