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

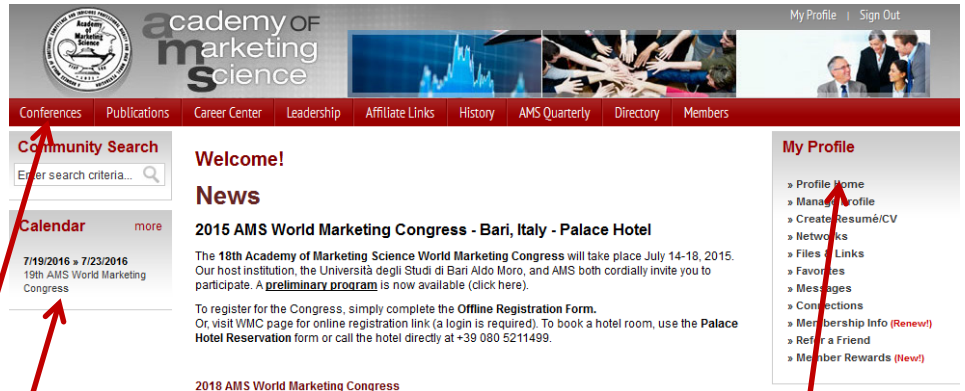
AMS WMC and AMS Annual Conferences

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

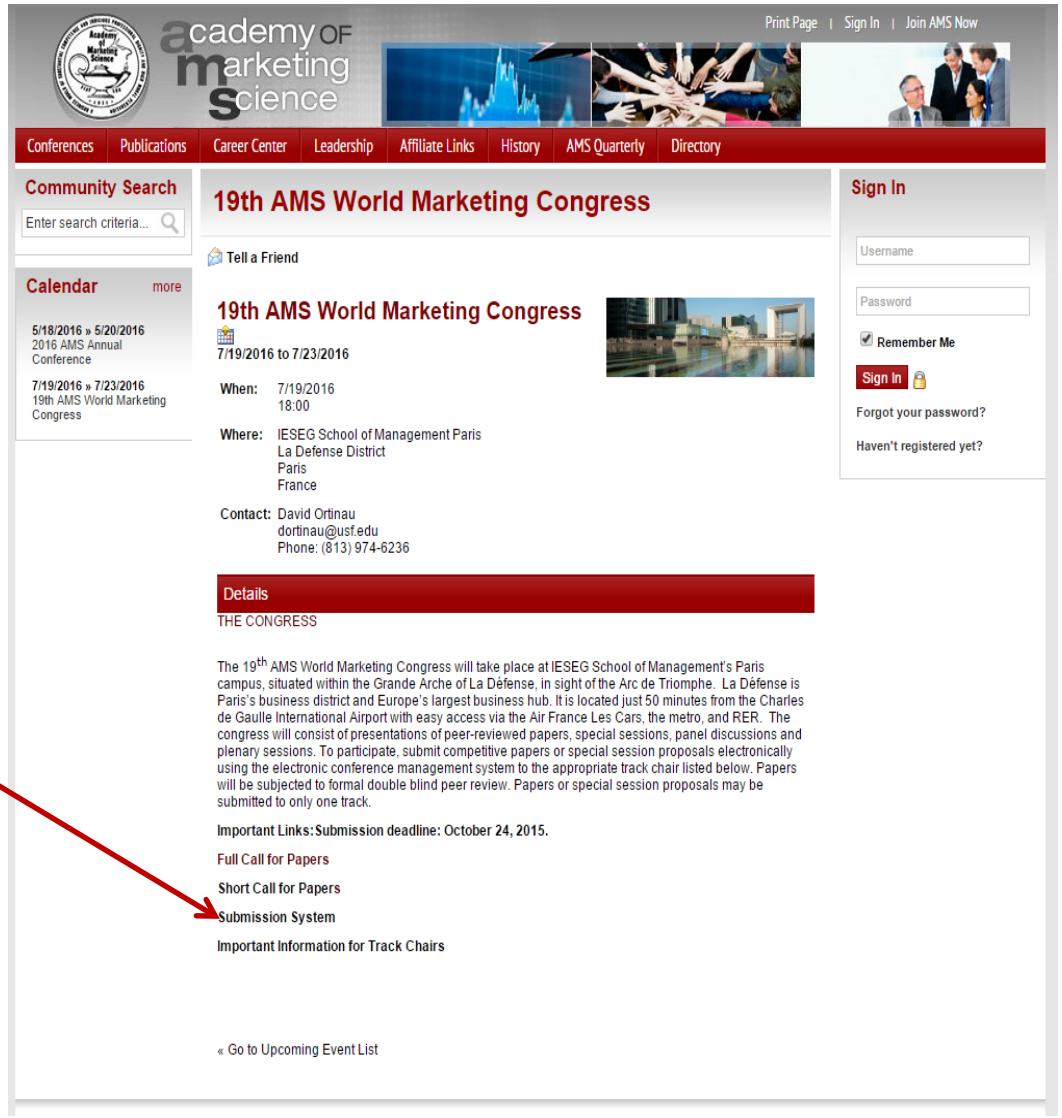
Find the conference and click to view its page

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.



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.

Welcome to the AMS WMC 15 program committee! AMS 2011 | x

EasyChair to me

Dear Adilson Borges,

Barry Babin <bbabin@latech.edu> added you to the AMS WMC 15 programme committee. This message contains information on how to access the programme committee Web pages.

The EasyChair AMS WMC 15 Web page is:

http://www.easychair.org/conferences/?conf=amswmc15

If you have no EasyChair account you should first create an account. To this end, you should use the above mentioned Web page and click on "I have no EasyChair account".

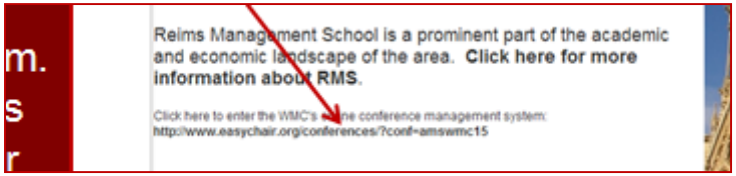
If you have an EasyChair account, then you will not be able to access the programme committee Web page using that account, since the email address adilsonborgesjunior@gmail.com used to add you to the programme committee is not associated with the account. In this case you should do the following:

(1) Log in using your account information.
(2) In the EasyChair menu, follow the menu tabs "EasyChair->My account".
(3) Add adilsonborgesjunior@gmail.com as an alternative email address to your account (this is not immediate since the addition will involve authentication using email-sending).

Best regards,
EasyChair Messenger.

Please do not reply to this email. This email address is used only for sending email so you will not receive a response.

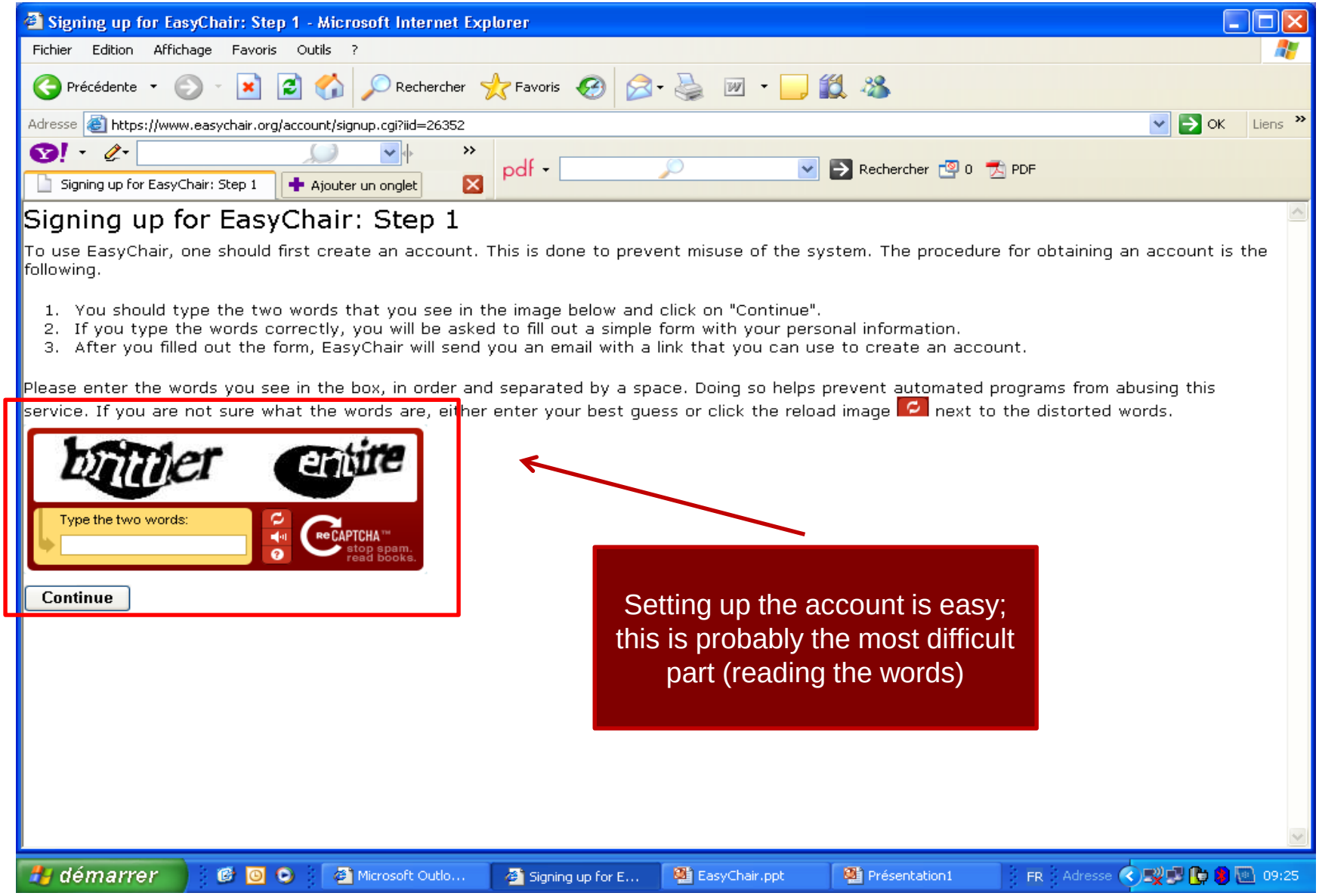
As a Track Chair, you will first access the conference management system through an email link or (by the time you get the email you may already have accessed it) via the web page shown on the previous screen.



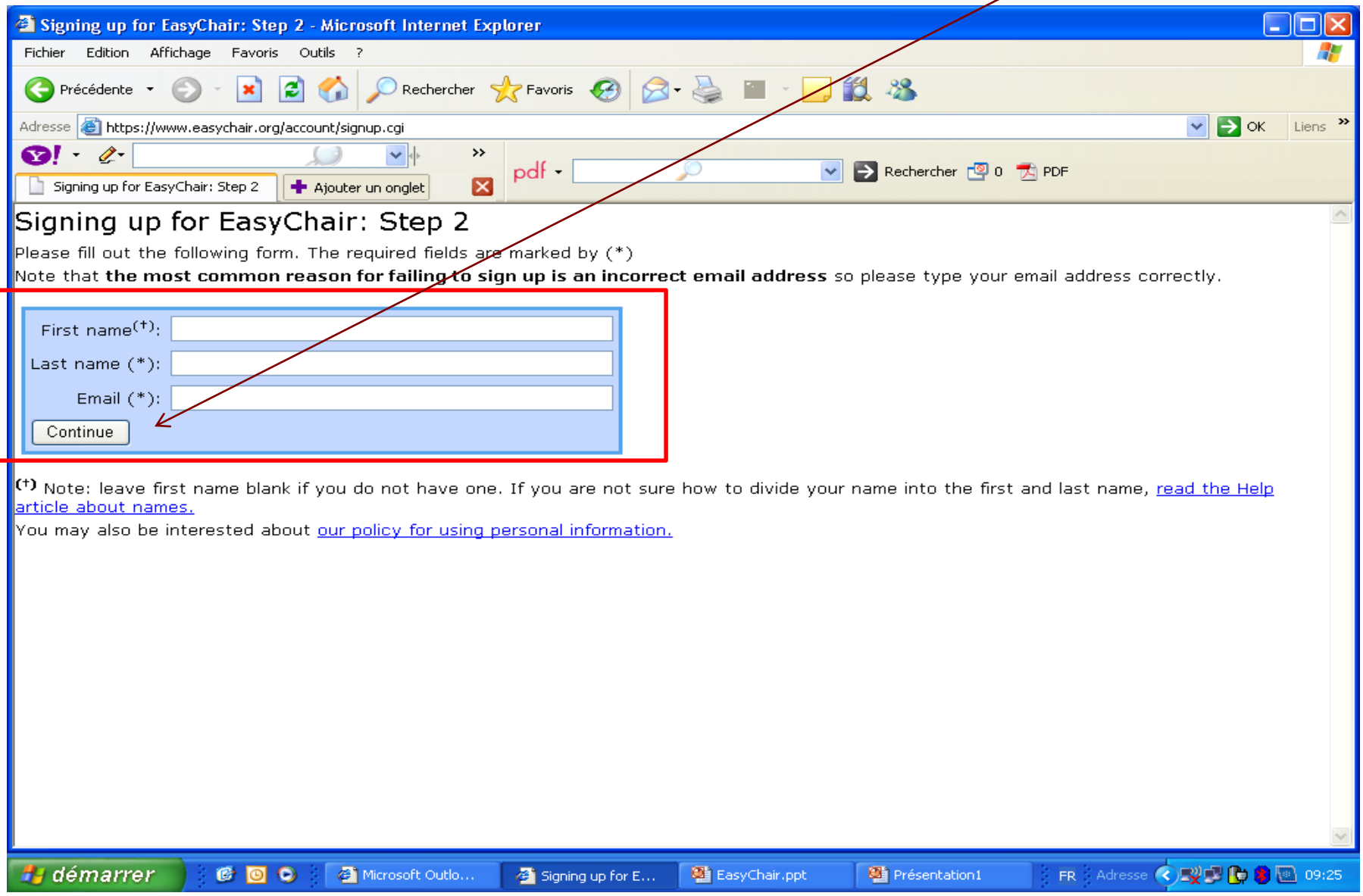
Step 2 Create a user name and password

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

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

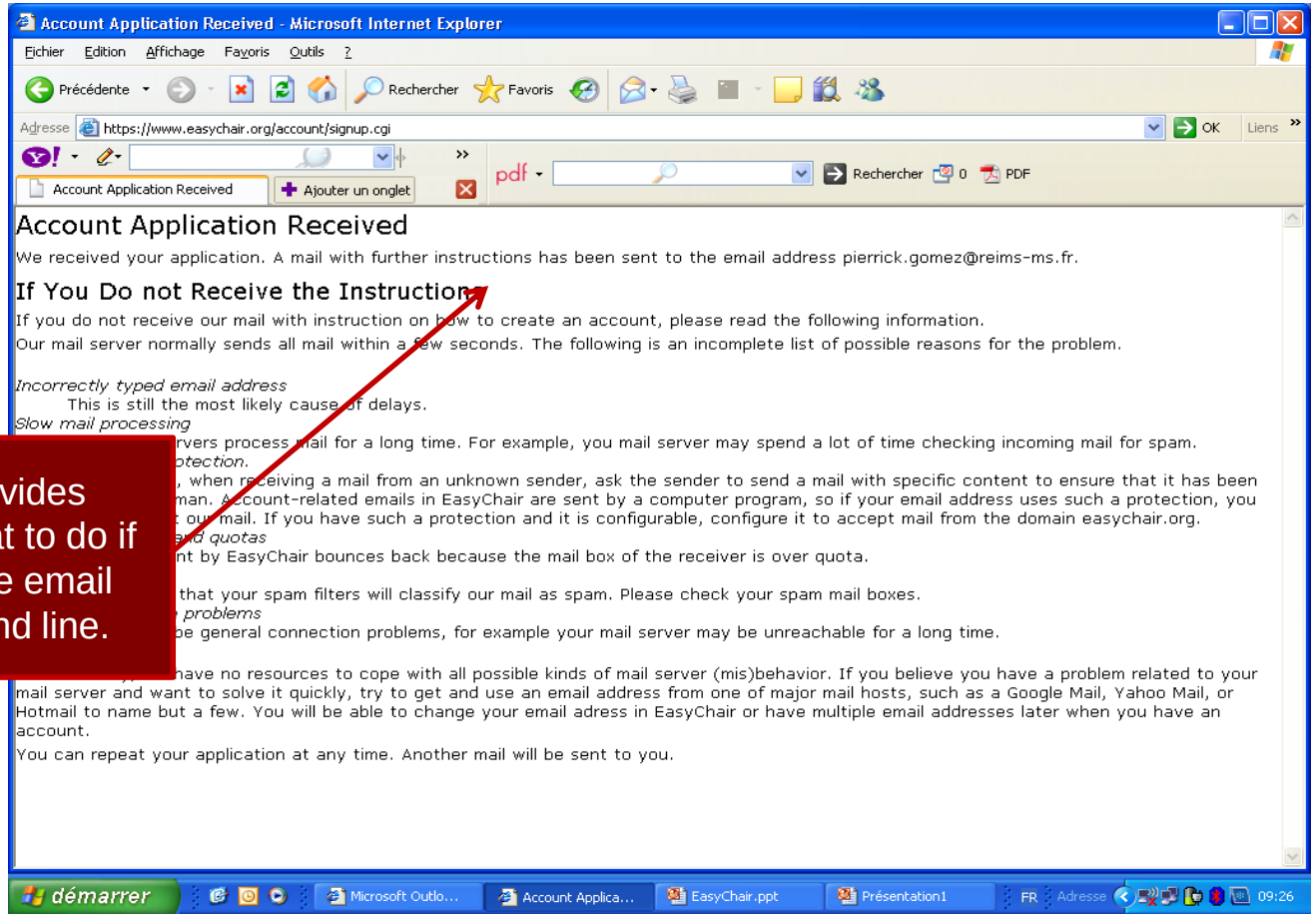


Step 4 Enter your name, e-mail address and click on continue



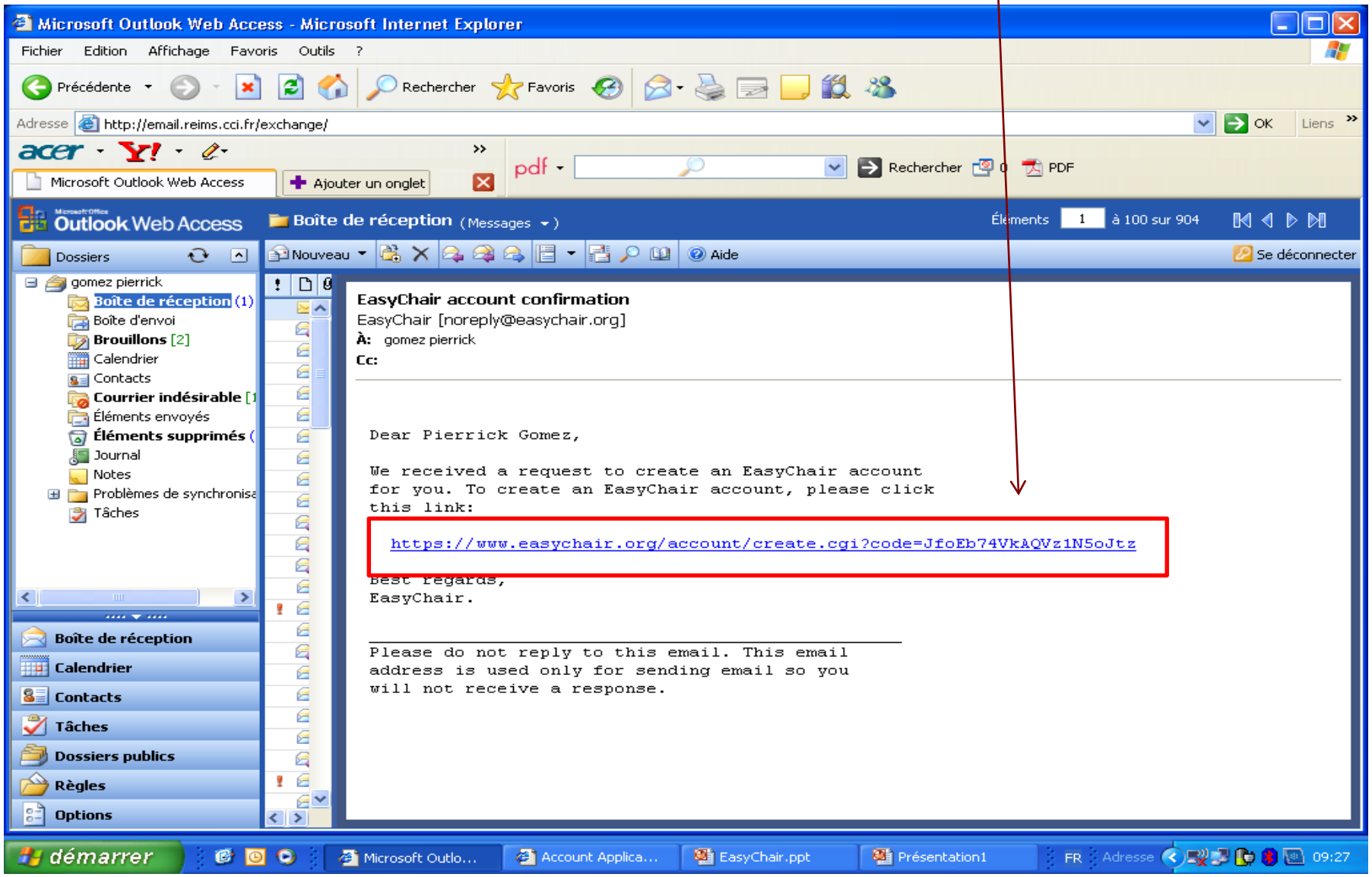
Step 5 Your application is received: you will receive another e-mail

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

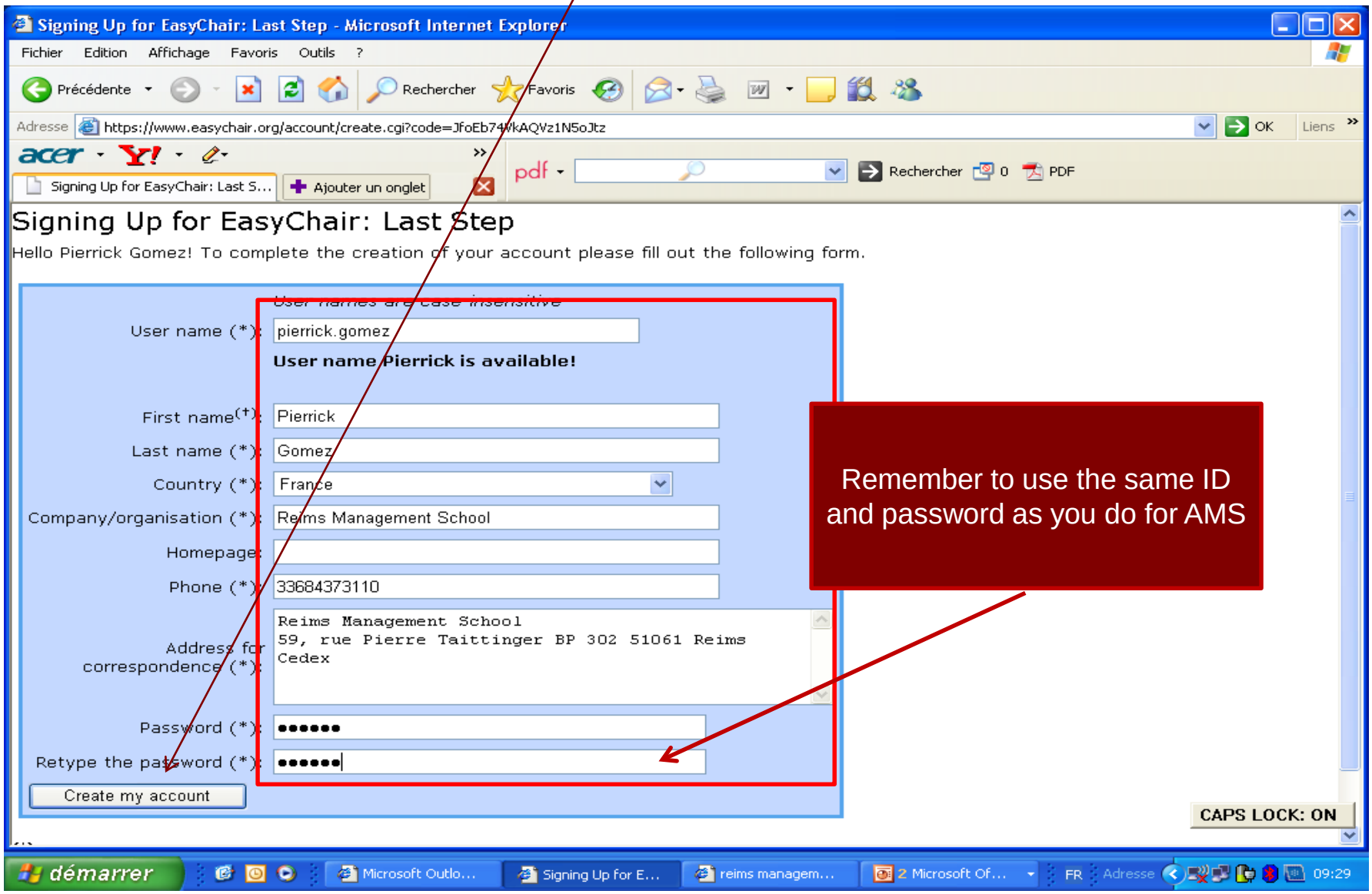


Step 6

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

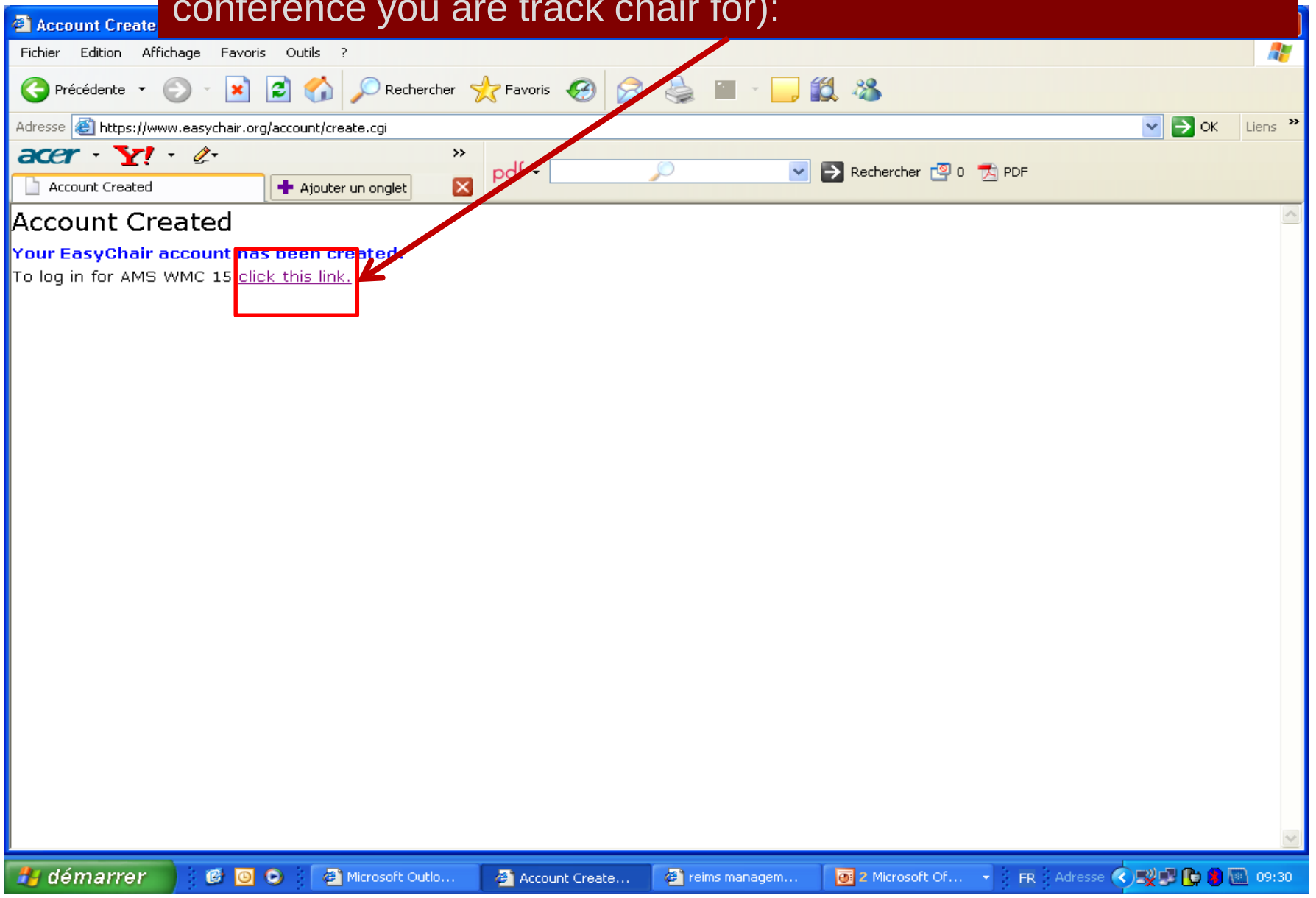


Step 7 Complete the form and click on create my account

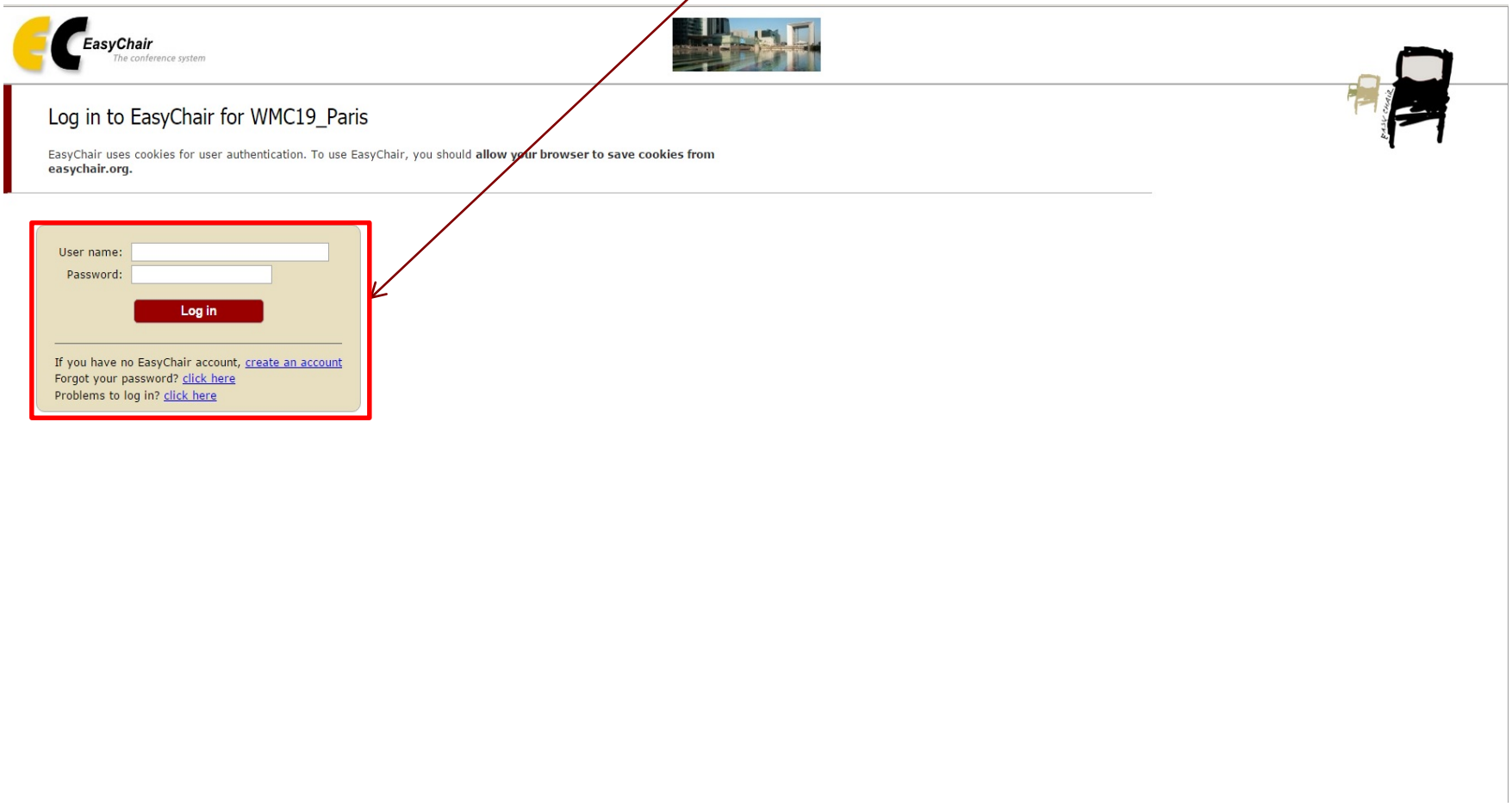


Step 8

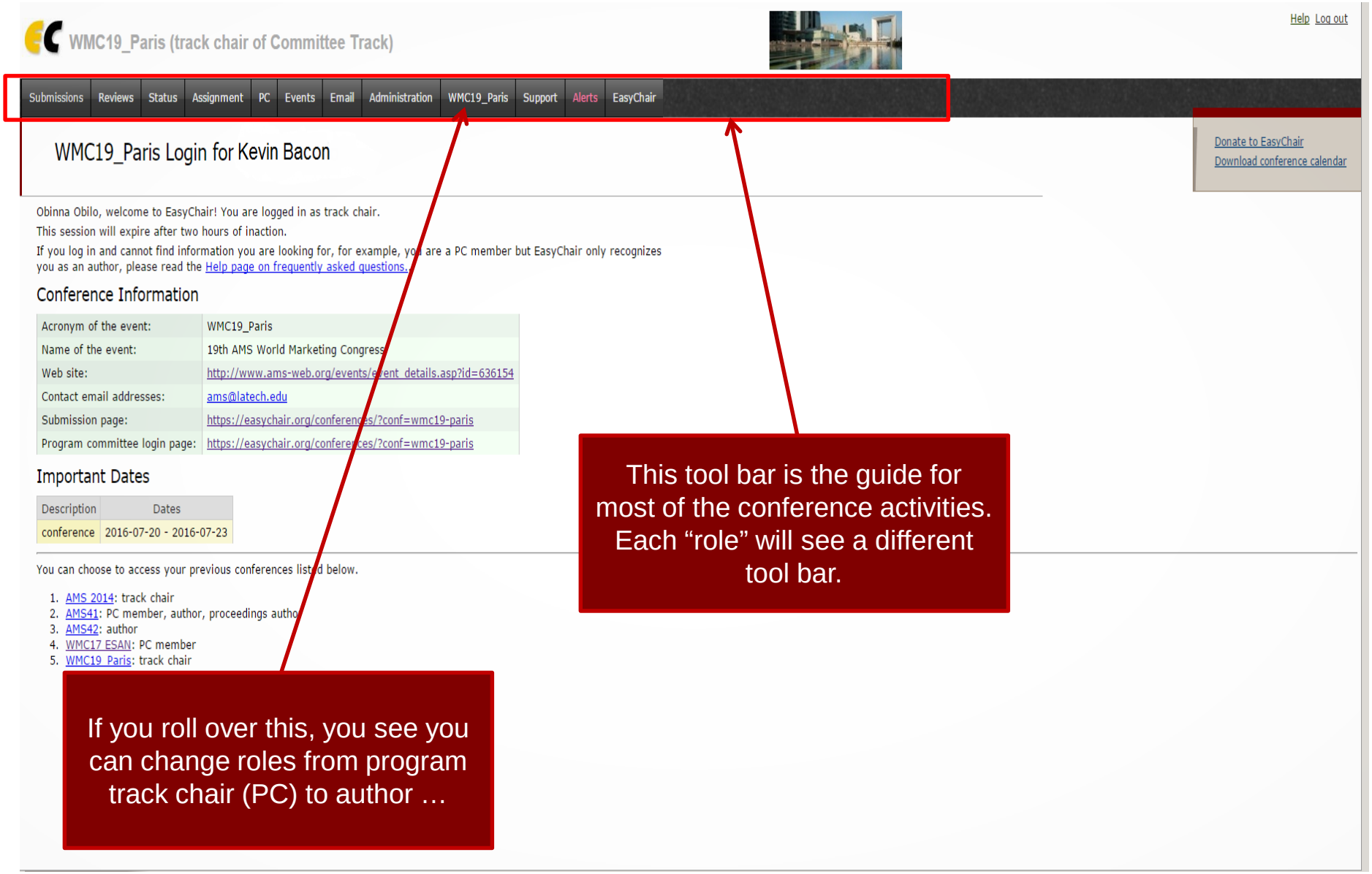
Your account is created, now click on the AMS WMC 19 (or the conference you are track chair for):



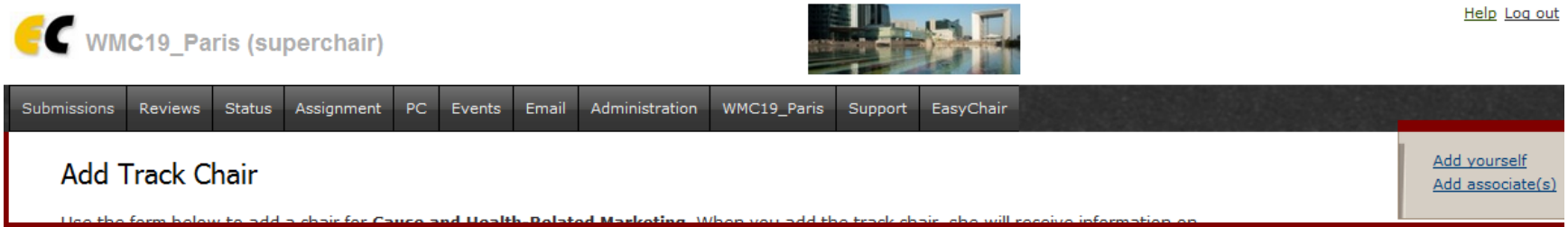
Step 9 Enter your login and password and click on sign in



Step 10 Now you are on the conference website



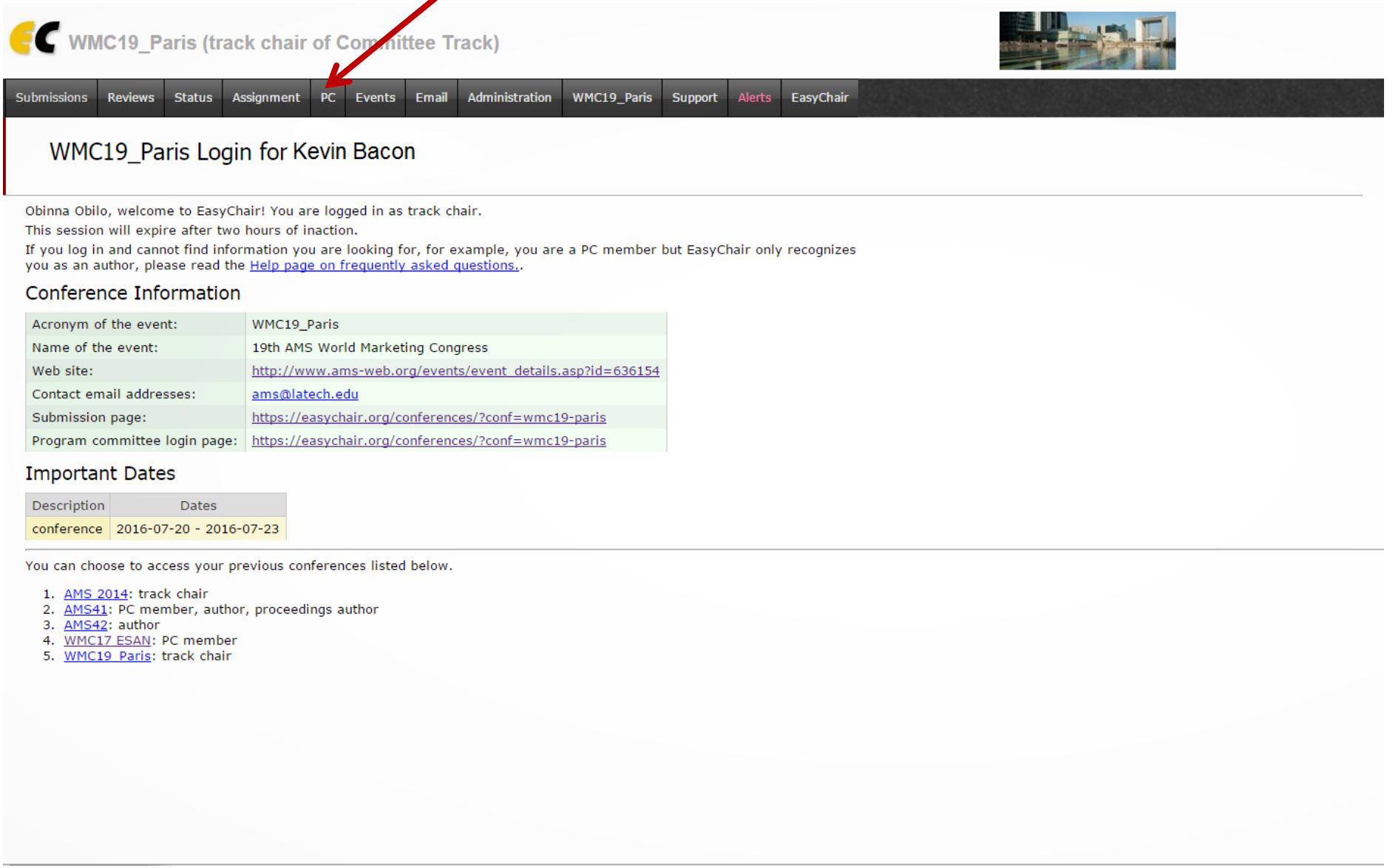
Easy Chair Navigation



- 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**



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

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

- Invitations to PC
- Add a new PC member
- Send login instructions
- Send email
- Missing reviews
- Overview
- Email addresses
- PC in Excel

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 , , or .

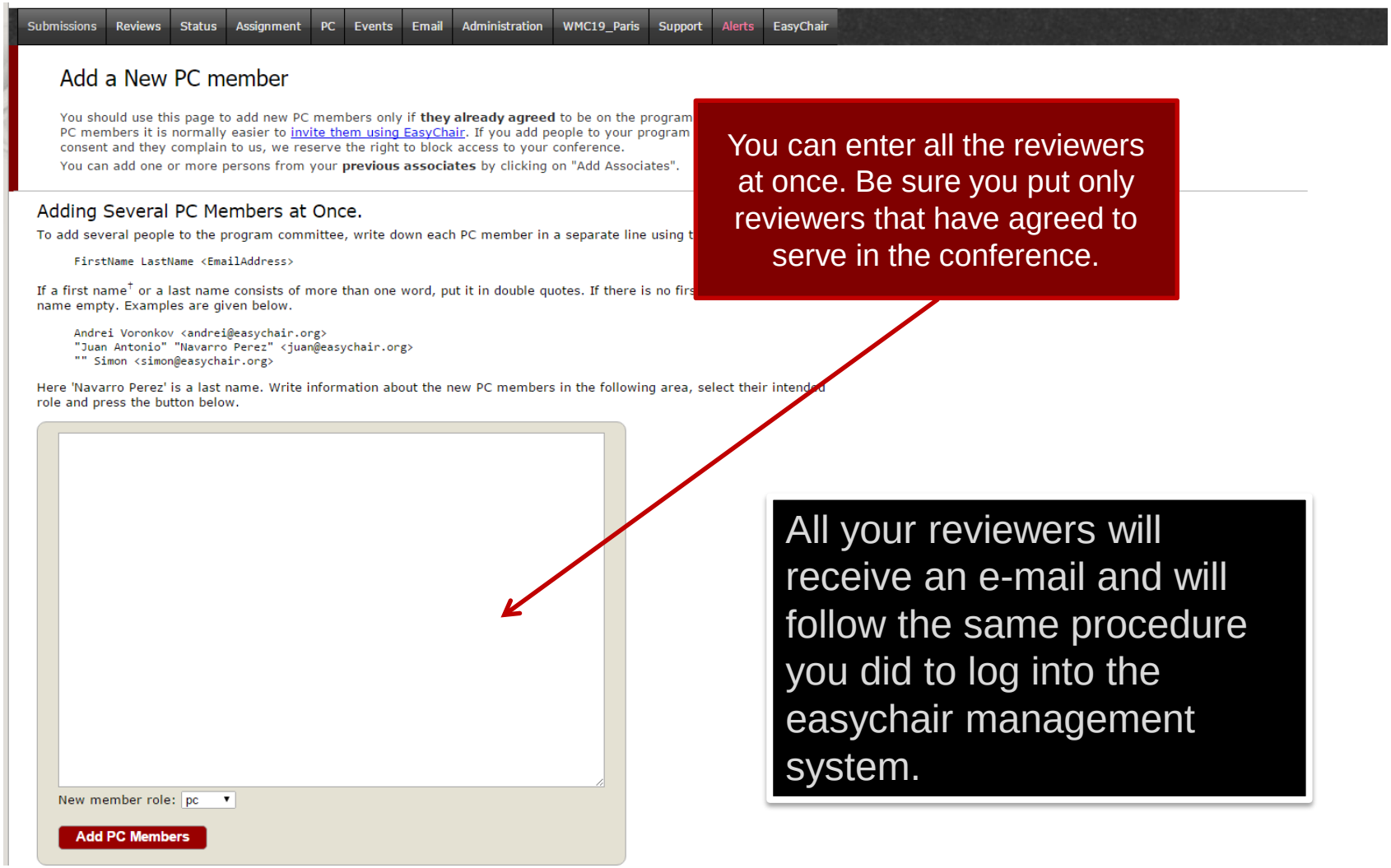
To log in as another PC member (that is, see the view of the PC member and/or make actions on his behalf), click .

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.

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
☐	Kevin	Bacon	knb006@sixdeg.edu	AMS	track chair	Aug 14, 16:02				
☐	Christian	Bushardt	cab088@latech.edu	Louisiana Tech University	track chair	Aug 11, 16:53			✘	
☐	Nina	Krey	nlk002@latech.edu	AMS	track chair	Aug 02, 18:16			✘	
☐	Barry	Babin	bbabin@latech.edu	Louisiana Tech University	track chair	never			✘	

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

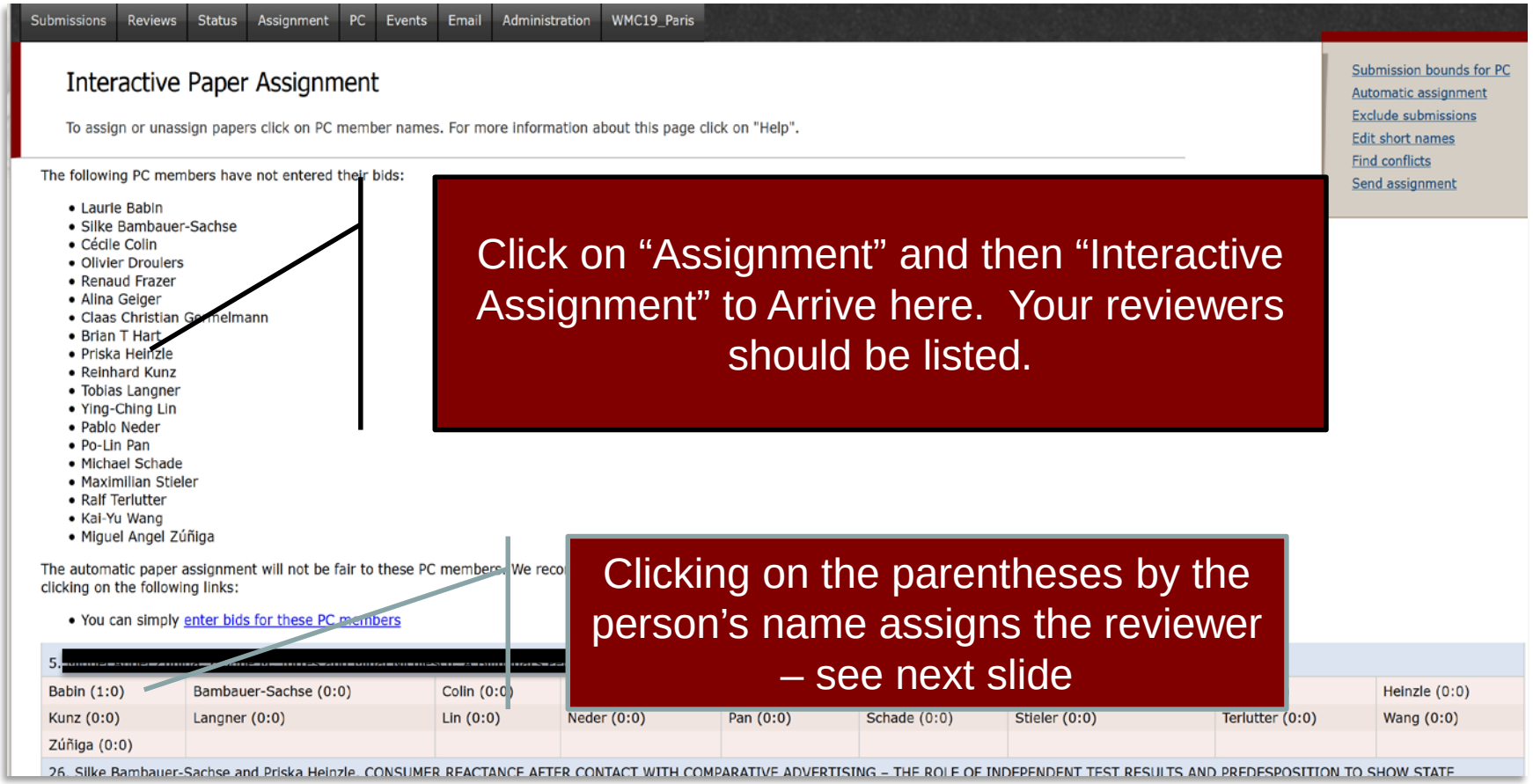


You can enter all the reviewers at once. Be sure you put only reviewers that have agreed to serve in the conference.

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

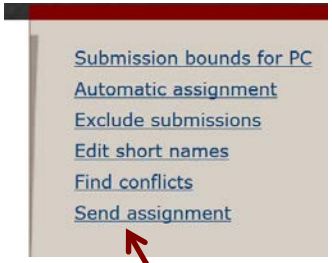
How to assign submissions?

1. Use your PC Member Reviewers to Review Papers



Interactive Assignment

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



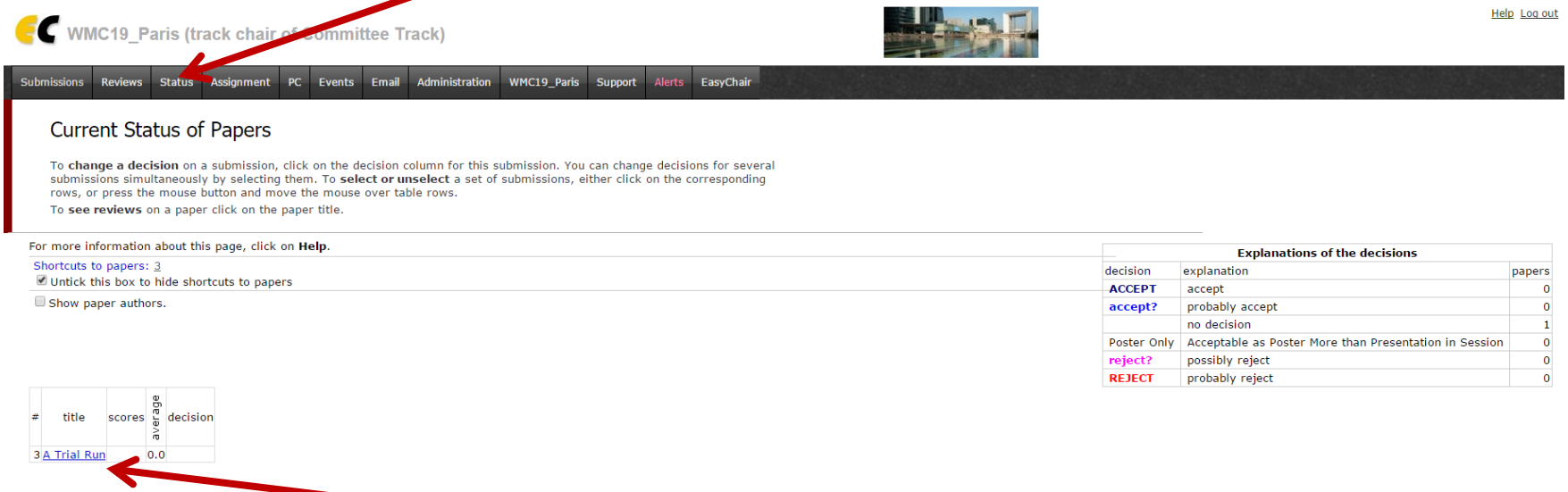
Bambauer-Sachse (0:0)	Bushardt (1:0)	Colin (0:0)
Kunz (0:0)	Langner (0:0)	Lin (0:0)
Zúñiga (0:0)		

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

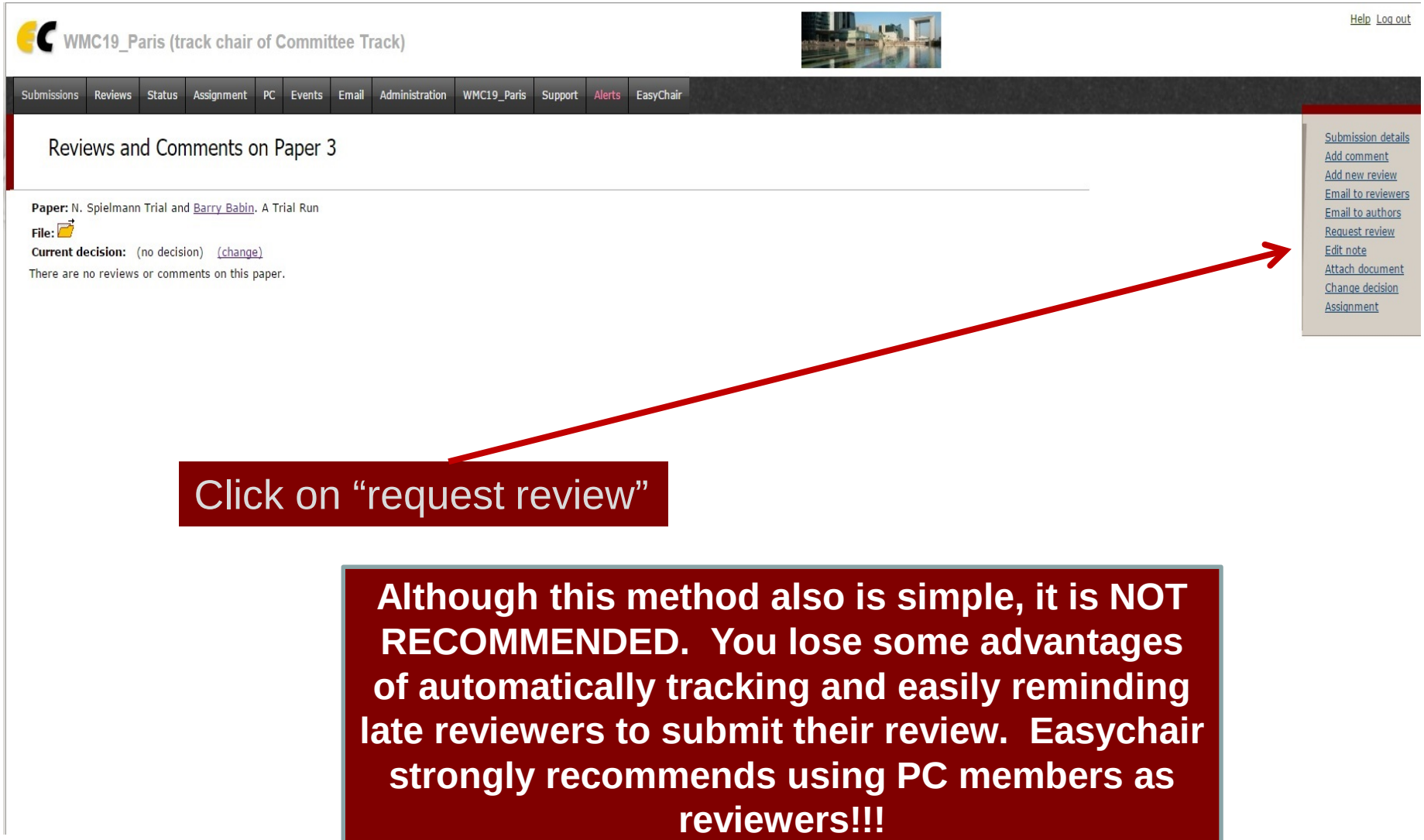
Click on Status in the main menu



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

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

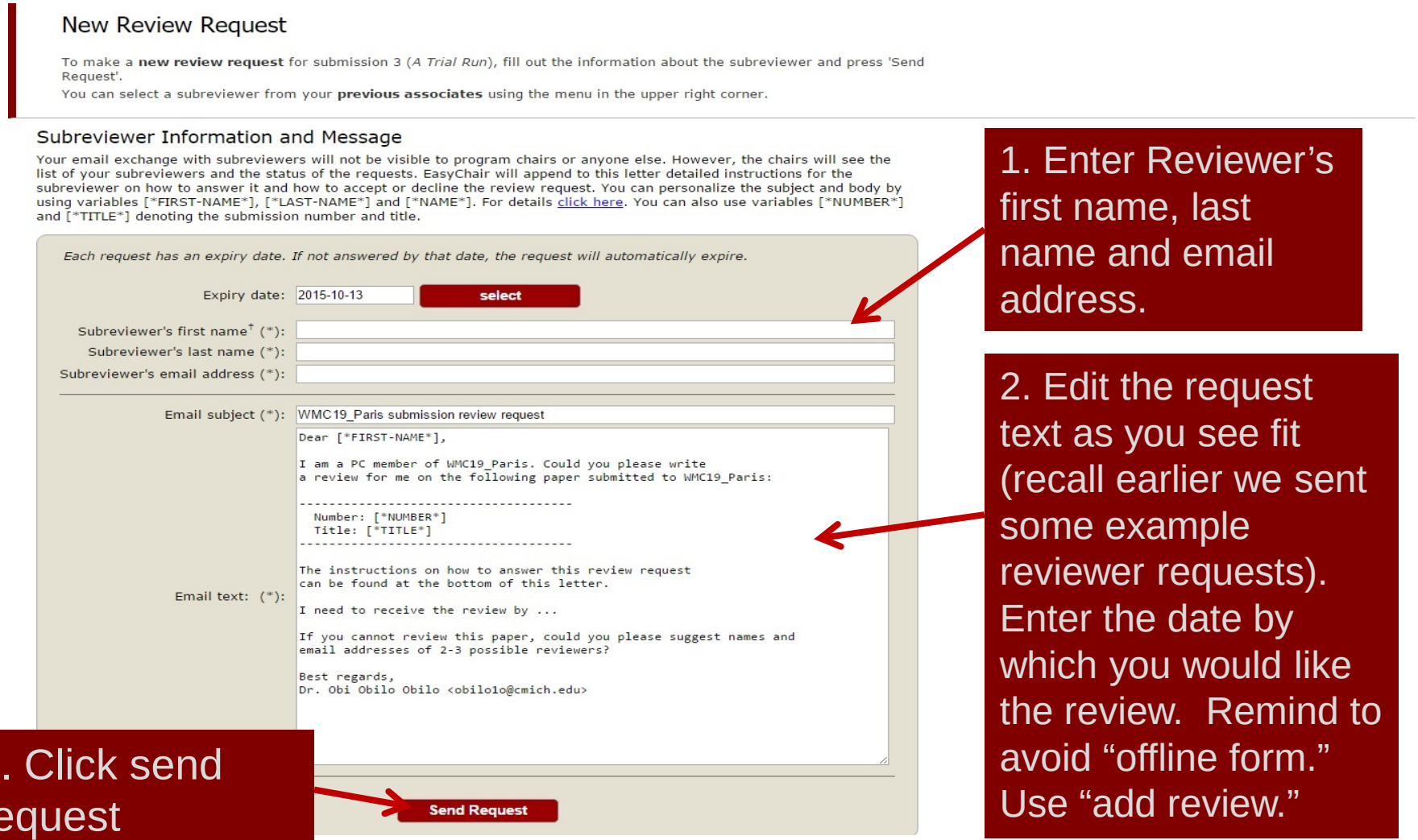
Alternative Method Using Subreviewers



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: 2015-10-13 select

Subreviewer's first name† (*):

Subreviewer's last name (*):

Subreviewer's email address (*):

Email subject (*): WMC19_Paris submission review request

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 <obilo1o@cmich.edu>
```

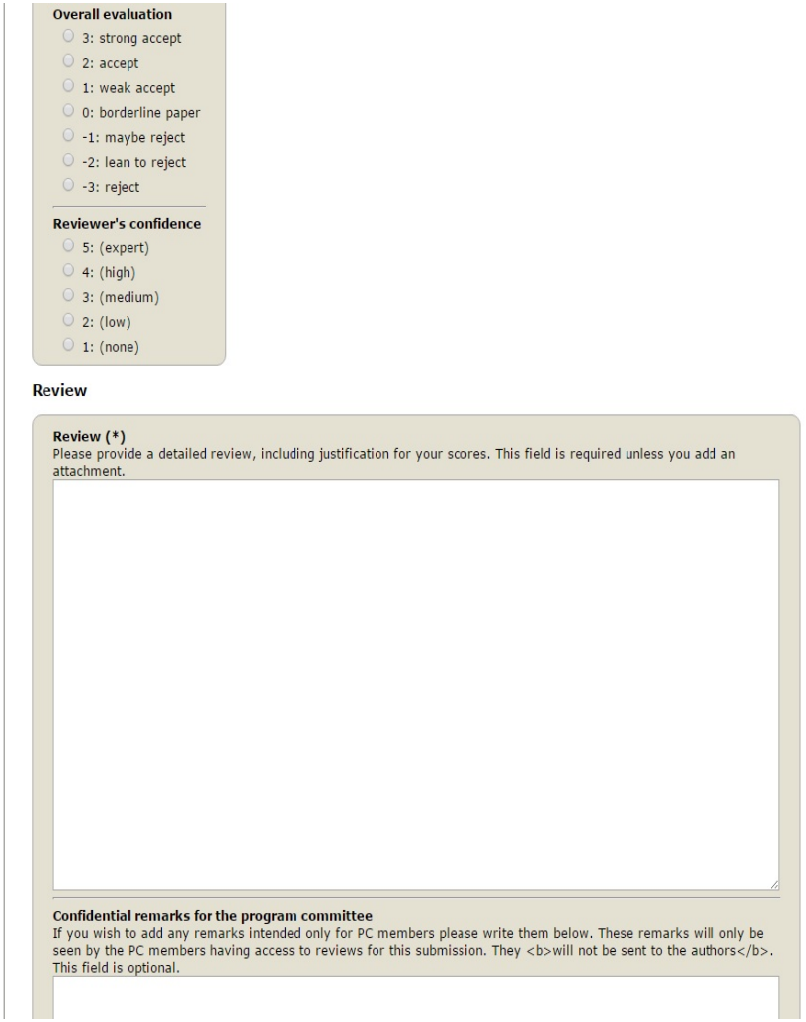
Send Request

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

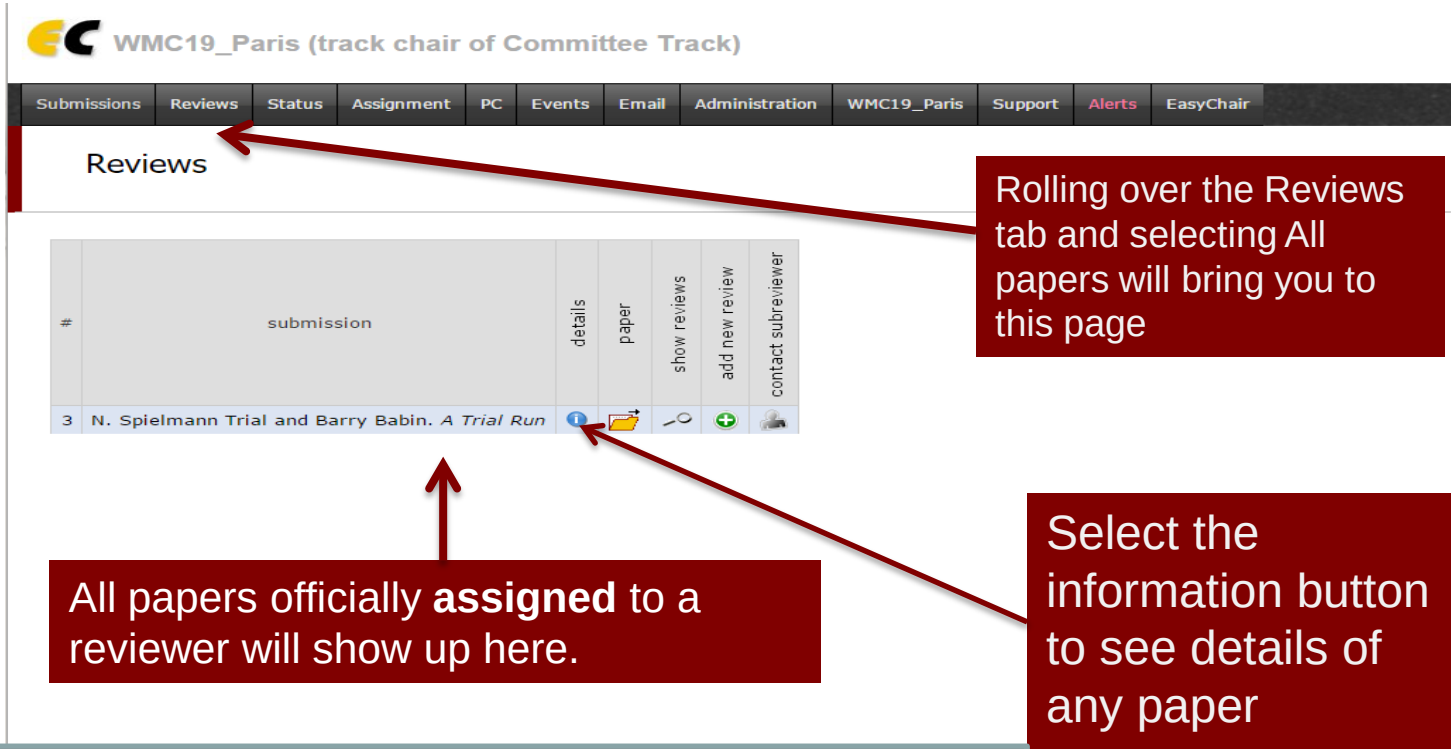
What Reviewers See



- 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



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.

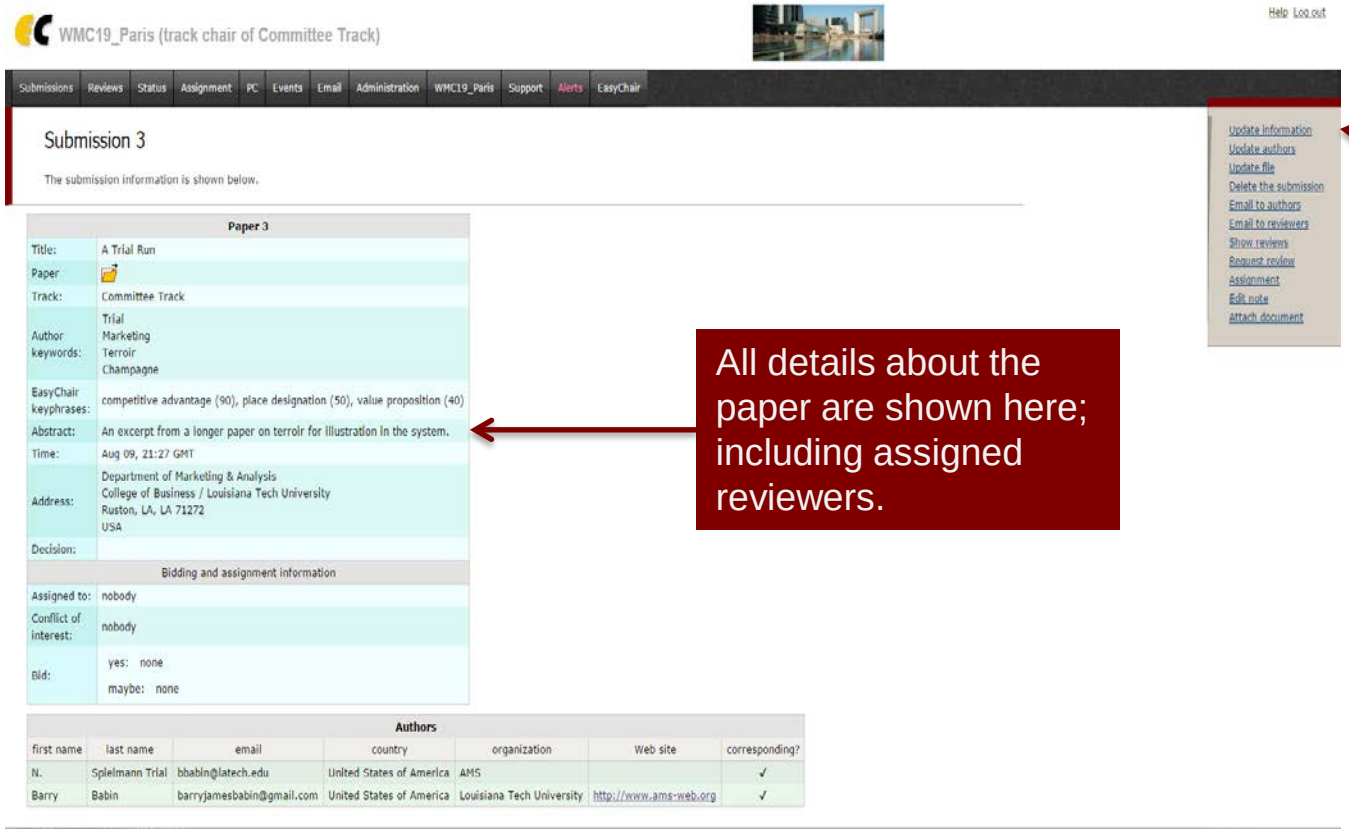
Select the information button to see details of any paper

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.

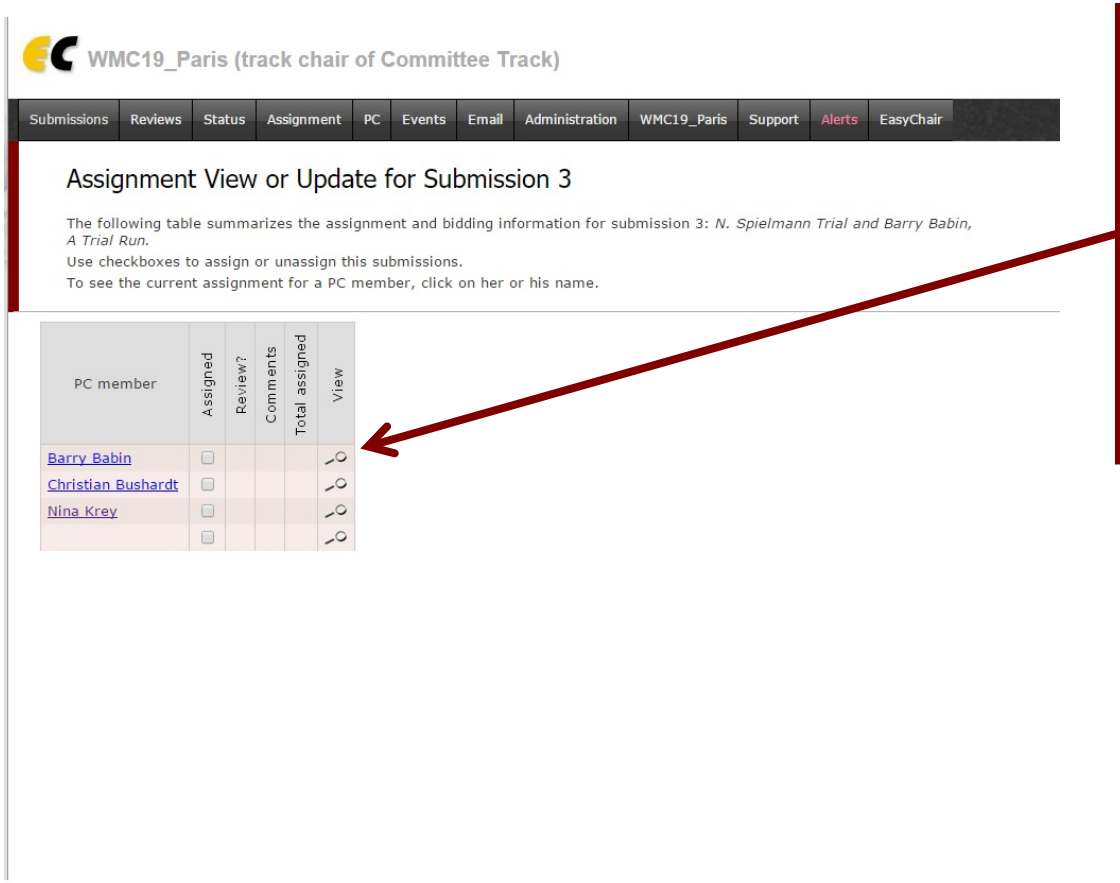


All details about the paper are shown here; including assigned reviewers.

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



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.

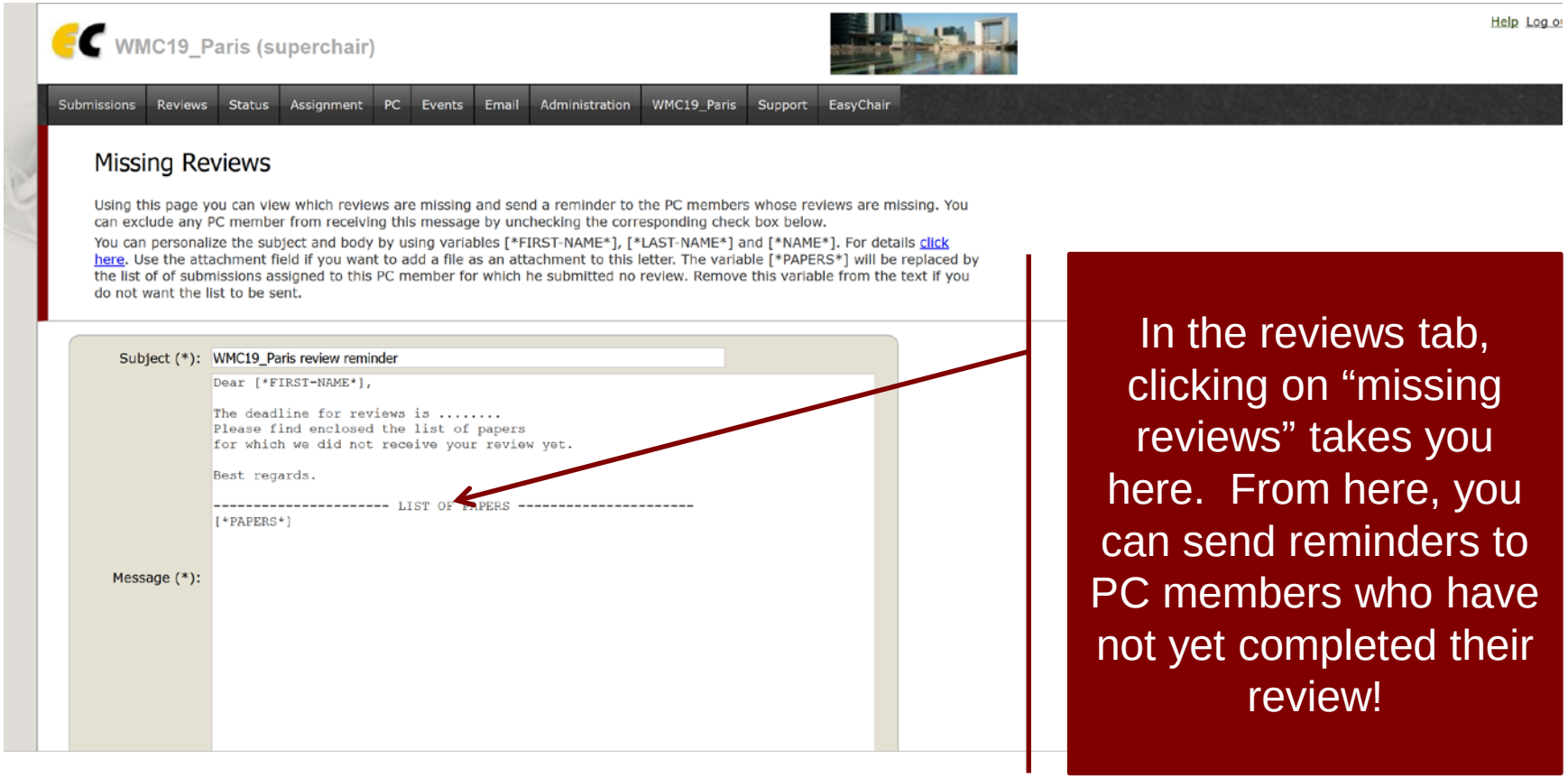
This page also give AMS a list of reviewers to credit in the Proceedings.

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.

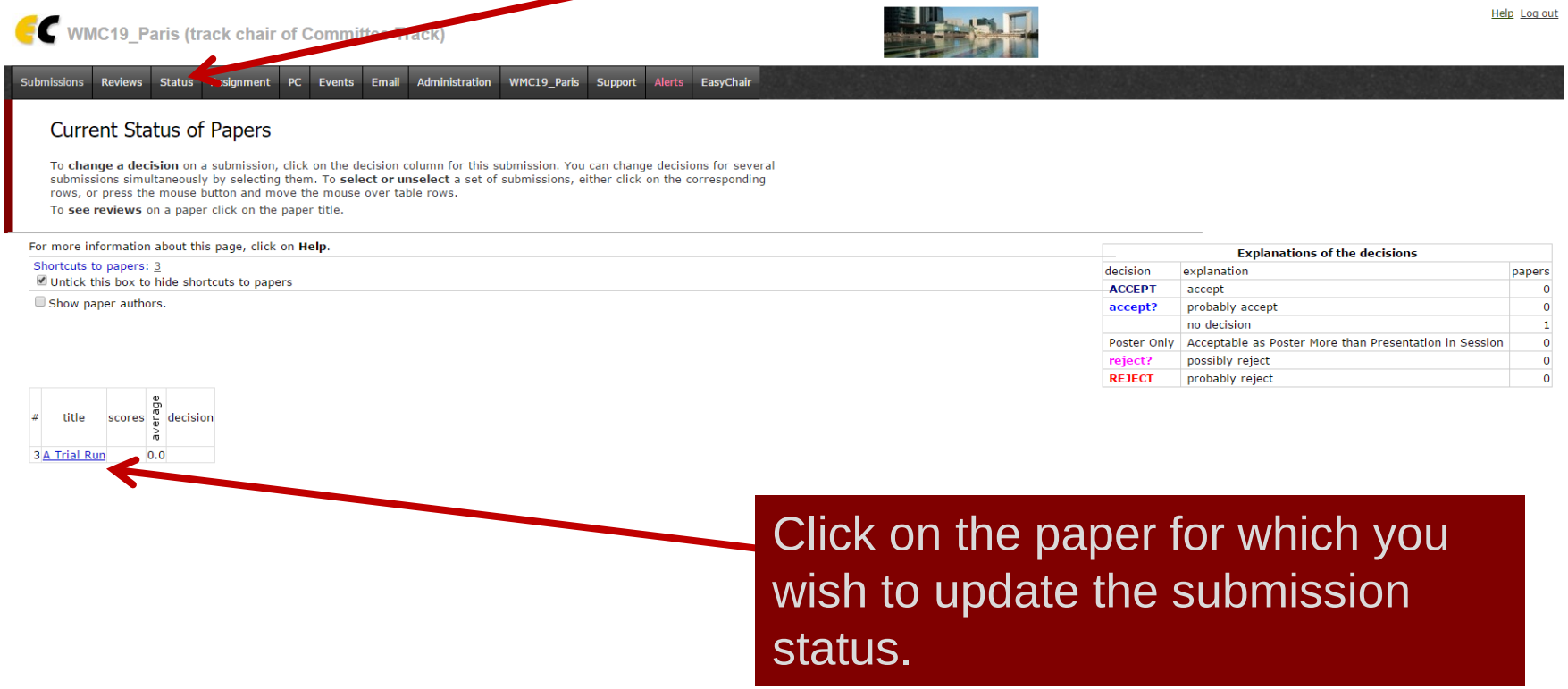
Missing Reviewers



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!

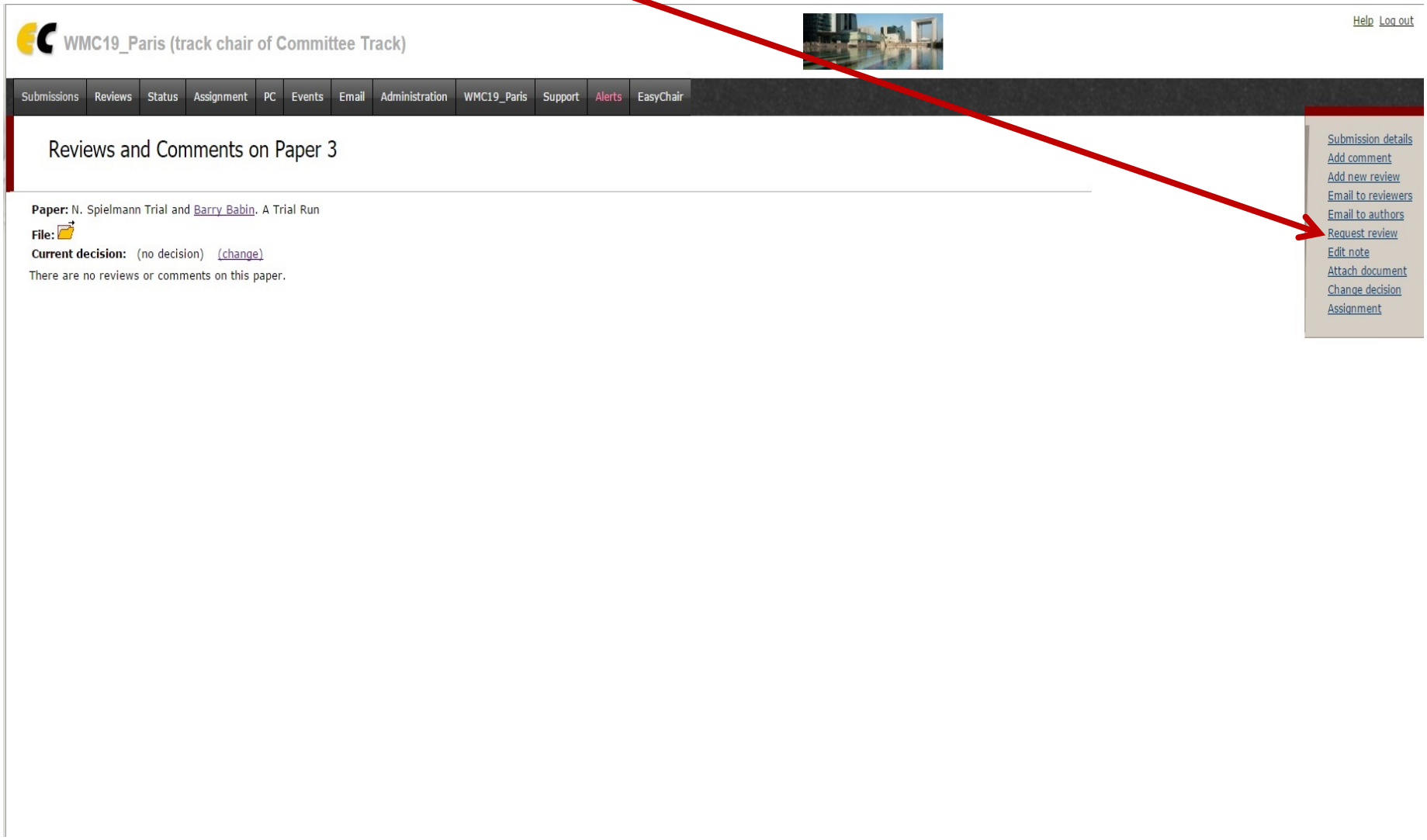
How to make decisions and notify the authors using the system

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

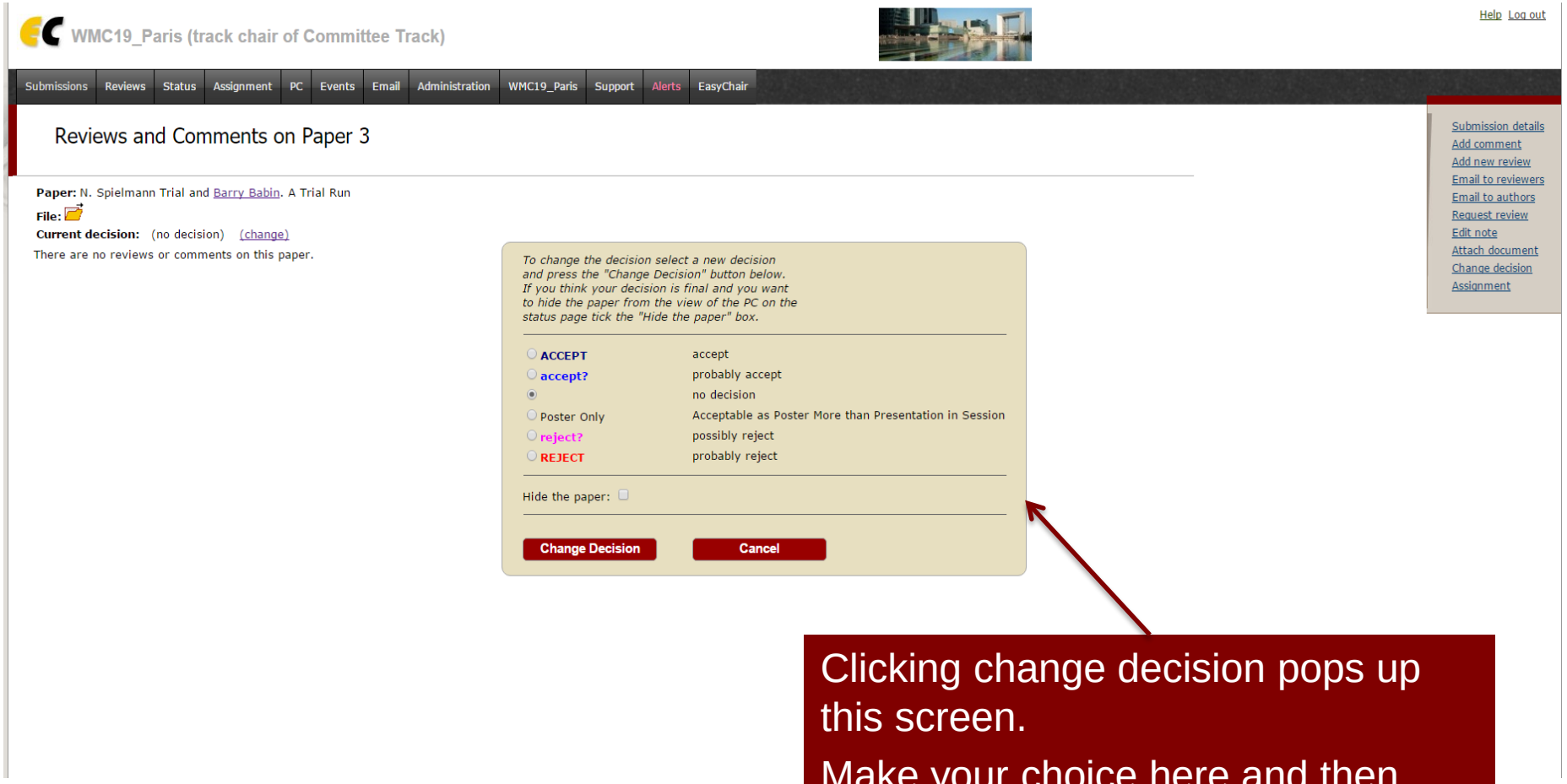


Click on the paper for which you wish to update the submission status.

Click on “change decision”



Click on “change decision”



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