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.

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

Academy of Marketing Science

EasyChair Login Page for AMS

Use your EasyChair account to sign in.
User name:
Password:
Sign in

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

Just sign in if you already have an account
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.
Step 4 Enter your name, e-mail address and click on continue

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.
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

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

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

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

<table>
<thead>
<tr>
<th>Acronym of the event:</th>
<th>WMC19_Paris</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the event:</td>
<td>19th AMS World Marketing Congress</td>
</tr>
<tr>
<td>Contact email addresses:</td>
<td><a href="mailto:ams@latech.edu">ams@latech.edu</a></td>
</tr>
<tr>
<td>Submission page:</td>
<td><a href="https://easychair.org/conferences/?conf=wmc19-paris">https://easychair.org/conferences/?conf=wmc19-paris</a></td>
</tr>
<tr>
<td>Program committee login page:</td>
<td><a href="https://easychair.org/conferences/?conf=wmc19-paris">https://easychair.org/conferences/?conf=wmc19-paris</a></td>
</tr>
</tbody>
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Important Dates

<table>
<thead>
<tr>
<th>Description</th>
<th>Dates</th>
</tr>
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<tbody>
<tr>
<td>conference</td>
<td>2016-07-20 - 2016-07-23</td>
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</tbody>
</table>

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
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

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.

<table>
<thead>
<tr>
<th>Bambauer-Sachse (0:0)</th>
<th>Bushardt (1:0)</th>
<th>Colin (0:0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kunz (0:0)</td>
<td>Langner (0:0)</td>
<td>Lin (0:0)</td>
</tr>
<tr>
<td>Zúñiga (0:0)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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.

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

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.

Select the information button to see details of any paper.

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

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.

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

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