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

AMS WMC 2014

Click on play to begin show
AMS Conference Information

- You can always access information about the Conferences through the AMS home page or the AMS conference 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

A page like this will be created by AMS home office and will be the main interface for all conference participants. You’ll find a link to the conference management system on this page. For now, it is located just below the opening information. For many, this will be their first interface with the conference management system. Clicking here takes you to the login for the management system.
NOTE

• We have not replaced all the images that were taken from the AMS WMC XV held in Reims. However, the process works the same.
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 Recommendation

• Program Chair Screen
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.

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

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
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:

https://www.easychair.org/account/create.cgi?code=JfcEB7kWkAVoJ3z

Best regards,
EasyChair.

Please do not reply to this email. This email address is used only for sending email so you will not receive a response.
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 15

Account Created

Your EasyChair account has been created. To log in for AMS WMC 15 click this link.
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 …
How to include your reviewers?
Step 1

Click on PC in the main menu
Step 2

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 (see step 1).
How to assign submissions?
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
Step 2

**Click on “request review”**

Add any comment you need here.
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
• TELL REVIEWERS TO AVOID THE “DOWNLOAD FORM” OR “OFFLINE FORMS” TO MAKE THINGS SIMPLER FOR YOU. THE FORMS ARE OLD FASHIONED HTML FILES THAT MOST PEOPLE DO NOT REMEMBER HOW TO EDIT. THE INTERACTIVE FORM WORKS FINE AND IS VERY MUCH LIKE ANY EDITORIAL MANAGERS SYSTEM THEY USE FOR JOURNAL REVIEWS.
Keeping Records

- For each submission that you get, click on "information."
- Click on "assignment."

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

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.
• From the assignment page, check off the reviewers you selected and click on update assignment. This will allow the track chair(s) (and program chairs) to have access to reviewer information. You can update this at any time including any time when reviewers have to be reassigned. This will also give us 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!
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.

If reviewers cannot see the papers they have, please check if they are correctly assigned here!
Updating Submission Status

Click on status and you can find a listing of your papers.

Click on the decision status in the far right corner and you can make or change a decision on the paper.
How to make decisions and notify the authors using the system
Click on any paper to get to its status. Then, to make or change a decision, choose “Change Decision.”

Usually, more than one way exists to accomplish certain tasks.
Making Decisions

- Make your choice here and then click “change decision.” Your choice will automatically be recorded.
• Click on Status
  – Here you can check the status of all papers and access each paper in your track
  – After accessing a paper, you can send reviewers reminders, assign reviewers, make a decision, etc.
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.
Notifying Authors

- To notify authors of acceptance
  - Choose notify and/or send reviews from the menu above
Notifying Authors of Acceptance

The following screen will appear. The instructions are listed at the top.

Select the appropriate boxes to send the reviews and notify the authors.

Use the built-in macros to customize the email notifications. Use appropriate wording in the body of the email. This file ([click here](#)) contains links to templates for acceptance and rejection letters. Those templates provide a guide for the wording.
Selecting Accepted Papers from List

- Place a check box next to the accepted papers. Send accept notices by checking send at the bottom of the screen.
Notifying Authors of Rejection

Please send rejection notices out only after at least one week after the acceptance notices.

Follow the same procedure, but adjust the wording of the email.

Select the appropriate boxes to send the reviews and notify the authors.

Use the built-in macros to customize the email notifications. Use appropriate wording in the body of the email. This file (click here) contains links to templates for acceptance and rejection letters. Those templates provide a guide for the wording.

Then select the rejected papers as you did for the accepted papers.

Thank you for submitting your paper, [*Title*], to the AMS WMC. Over 400 papers were submitted. Unfortunately, your paper...

AMS WMC 15 (superchair)
Submission Review Status PC Events Email Administration AMS WMC 15 EasyChair
Send Notification and/or Reviews to Authors

Email and Information

You can choose to send notifications, reviews, or both:
- [ ] Notifications
- [ ] Reviews

If you sent reviews, consider if you should include additional information:
- Include:
  - Reviewer's scores
  - Reviewer's confidence

You can use the following template variables in the subject and the body of the email:
- [NUMBER]: submission number. This variable is mandatory.
- [LAST-MAKE]: author's last name
- [FIRST-MAKE]: author's first name
- [NAME]: author's full name
- [TITLE]: submission title

Subject: AMS WMC 15 notification for paper [NUMBER]

Message:

Thank you for submitting your paper, [*Title*], to the AMS WMC. Over 400 papers were submitted. Unfortunately, your paper...
We are looking forward to help you if you have any problem to understand the easy chair system.

All the submission and reviewing process will be managed here.
• The status window becomes very important in tracking what your track chairs are doing with each paper. You can access all the papers here.

• Click either place to get access to a submission.

Program Co-Chairs/Directors
Notifying Authors

• Program co-chairs typically notify all authors of decisions once all the results are in. To see how to notify authors, see the section at the end of the track chair instructions or click here.

• Top