



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Computing Proceeding
Faculty of Computing

Reviewer's Guide to EasyChair

The submission and review of paper for the UTM-FC 2018 proceeding will be managed through an online conference paper management system called EasyChair. This manual provides an overview of how to use the EasyChair system to complete the review progress. Divided into two sections:

Section 1: Review and Submit Reports (For registered EasyChair User)

Section 2: Sign up for an account (For unregistered EasyChair User)

If you have any problems using EasyChair, please contact the Editorial Committee for assistance:

yusliza@utm.my

nzah@utm.my

lizawati@utm.my

zurifah@utm.my

Section 1: Review and Submit Reports (For registered EasyChair User)

- 1) If you have an EasyChair account from another conference, you can use that account for UTM-FC 2018 Proceeding review login. Access the online submission site at:

<https://easychair.org/conferences/?conf=utmfc2018>

- 2) To answer the review request please log in to your EasyChair account as shown in Figure 1 associated with your email address.

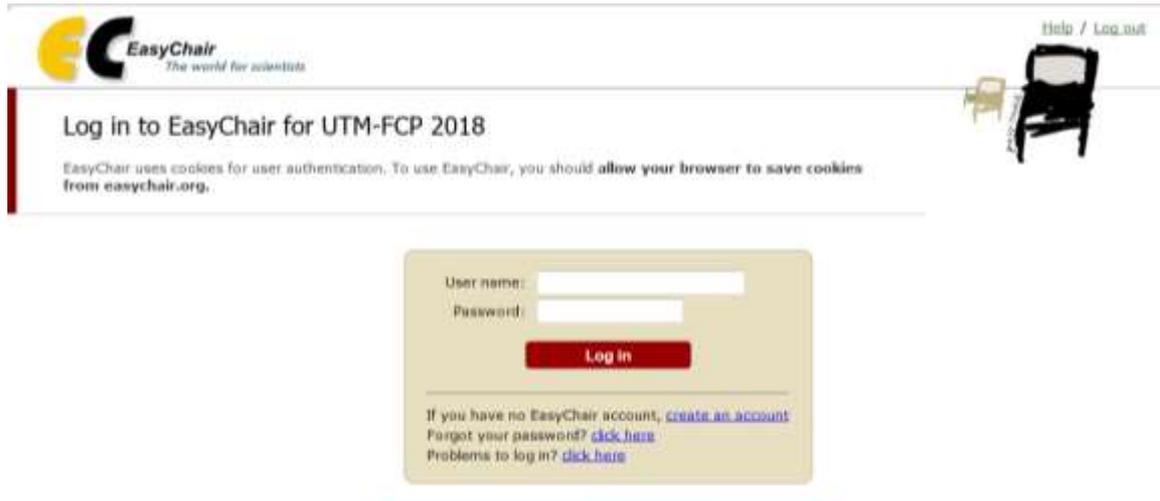


Figure 1

3) Choose *subreviewer* link to accept the review request as shown in Figure 2.



Figure 2

4) You will also find the review invitation either under the *Alerts* (Figure 3) menu tab, or by following tab; *EasyChair -> My Conferences -> UTM-FCP 2018*.

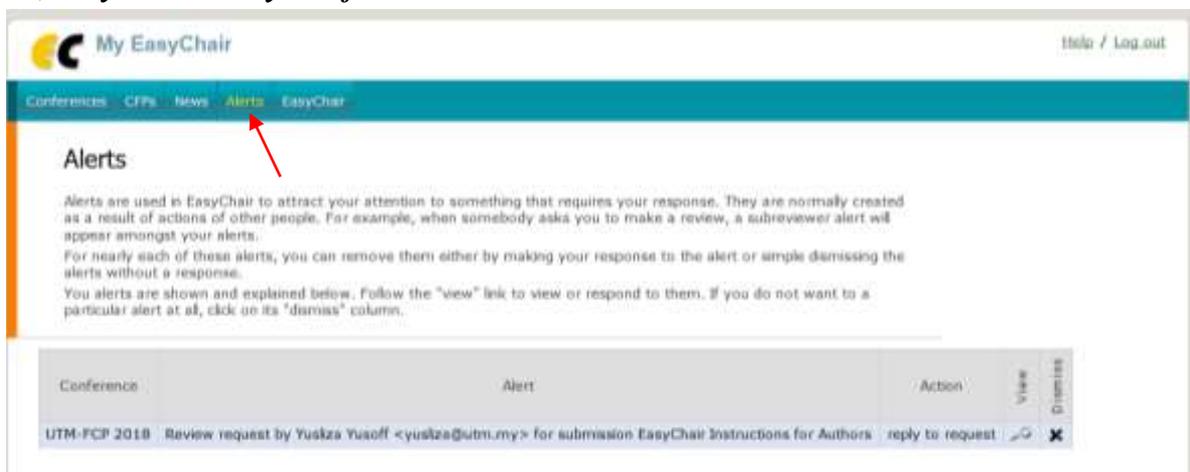


Figure 3

- 5) You will be directed to the review request page and you will see a list of submissions you have been invited to review. Click on the submission number (Figure 4) to view the request to review the submission.

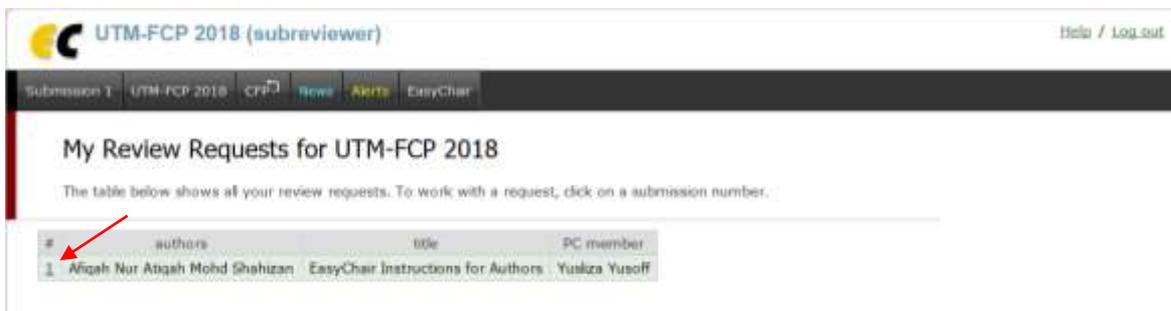


Figure 4

- 6) Click on **Answer request** (Figure 5) in the top right hand corner of the screen to accept or reject the submission.

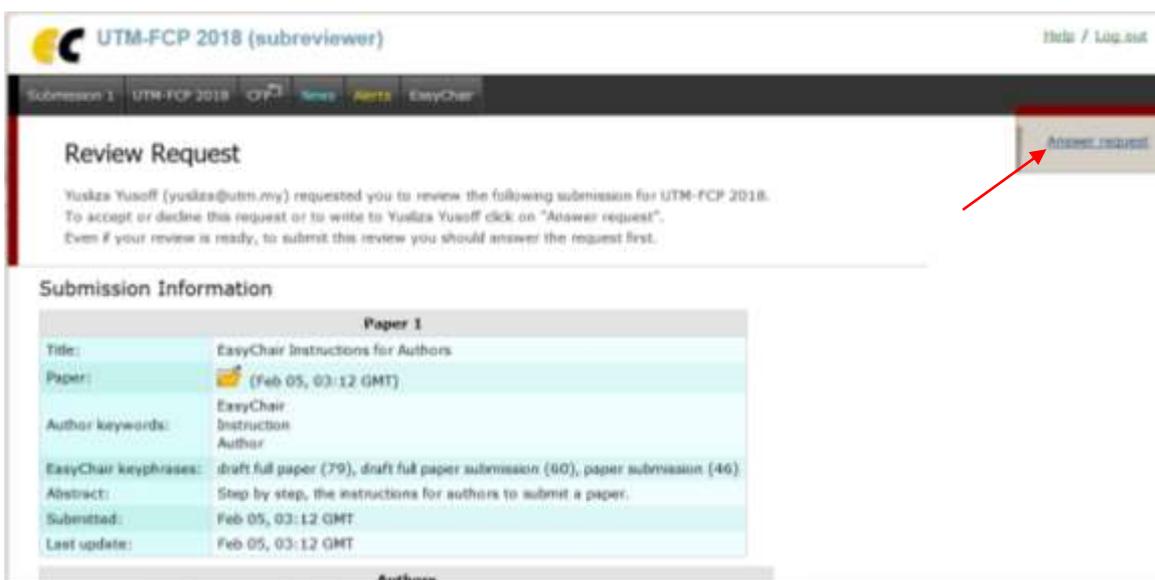


Figure 5

- 7) Choose either *I agree to review the submission* or *I do not agree to review it* (Figure 6). If you agree to review the submission, there's no need to send the committee a message. However, please note, you must untick the *Send message* box or you will get an error message. If you are rejecting the invitation to review because of a conflict of interest, please note this in the message box and make sure the *Send message* box is ticked. Please accept the invitations to review the submissions as soon as possible within 2 days so that we can re-allocate reviews if necessary.

Review Request

To answer the review request you should choose the appropriate action and add a message to Yusliza Yusoff. The message will be sent by email to Yusliza Yusoff with a copy to you. Only Yusliza Yusoff and you will have access to the text of the message. If you choose not to send the message, Yusliza Yusoff will receive a notification about your decision.

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 Yusliza Yusoff for further information in the message.

Subject: Your review request for UTM-FCP 2018 submission []

Message:

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

Figure 6

- 8) Once you have the submitted the review request, you will be directed to the submission information page. Click the *Submit review* link at the top right of the screen once you are ready to submit your review (Figure 7).

UTM-FCP 2018 (subreviewer) info / Logout

Submission > UTM-FCP 2018 > Home > EasyChair > EasyChair

Review Request

To submit your review use the menu in the upper right corner.

The review request has been registered as accepted. Yusliza Yusoff will be notified about your decision by email.

Submission Information

Paper 1

Title:	EasyChair Instructions For Authors
Paper:	(Feb 05, 03:12 GMT)
Author keywords:	EasyChair Instruction Author
EasyChair keywords:	draft full paper (7K), draft full paper submission (8K), paper submission (4K)
Abstract:	Step by step, the instructions for authors to submit a paper.
Submitted:	Feb 05, 03:12 GMT
Last update:	Feb 05, 03:12 GMT

Authors

first name	last name	country	organization	web page	corresponding?
Alfahri Nur Alfahri	Muhammad Shafiq	Malaysia	Universiti Teknologi Malaysia		<input checked="" type="checkbox"/>

Emails

Below you will find the email exchange between you and Yusliza Yusoff concerning this paper. All times are GMT.

Title:	Feb 07, 01:17
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[Submit review](#)

Figure 7

- 9) Complete the review form (Figure 8). You will be required to rate the submission against the six criteria for selection using a five point scale (5: Excellent – 1: Very Poor).

The screenshot shows a review form with the following sections:

- Paper information:** Title (Research on...), Author(s) (...), PC number (...).
- Evaluation:** Six criteria, each with a five-point scale (5: excellent, 4: good, 3: fair, 2: poor, 1: very poor):
 - Alignment to the conference theme:** How well does the proposal meet the conference focus?
 - Conceptual Quality:** What is the overall conceptual quality of the proposal?
 - Originality and innovation of the work/proposal:** Does the submission offer sufficient innovation and contribution to existing program areas?
 - Clarity, coherence and organization of writing:** Has the content of the submission been presented in a manner that is easy for the reader to follow?
 - Value/interest of the topic to a diverse range of disciplines:** Does the submission fall within a broad range of ASCE/TC conference disciplines?
 - Appropriateness of the session type for the topic:** Is the session type appropriate for the nature and content of the submission?

Figure 8

- 10) Provide an overall evaluation of the submission. Make sure you include text comments for the author/s to make revisions. You may wish to number your comments to assist the author in responding to your feedback. Check the Evaluation Criteria for tips on writing your review, including what you should cover in your comments. Remember, anything you write in this field will be visible to the authors when reviews are returned.

The screenshot shows the "Overall evaluation" section with the following content:

Overall evaluation (*). Please provide a detailed review, including a justification for your scores. Both the score and the review text are required.

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

Below the radio buttons is a large text area for providing a detailed review and justification.

Figure 9

11) If you would like to make some confidential comments to the Editorial Committee, please use the space provided (Figure 10). Click *Submit review* to finish your review.



Figure 10

Section 2: Sign up for an account (For unregistered EasyChair User)

1) You will be receiving an invitation email as shown in Figure 11.

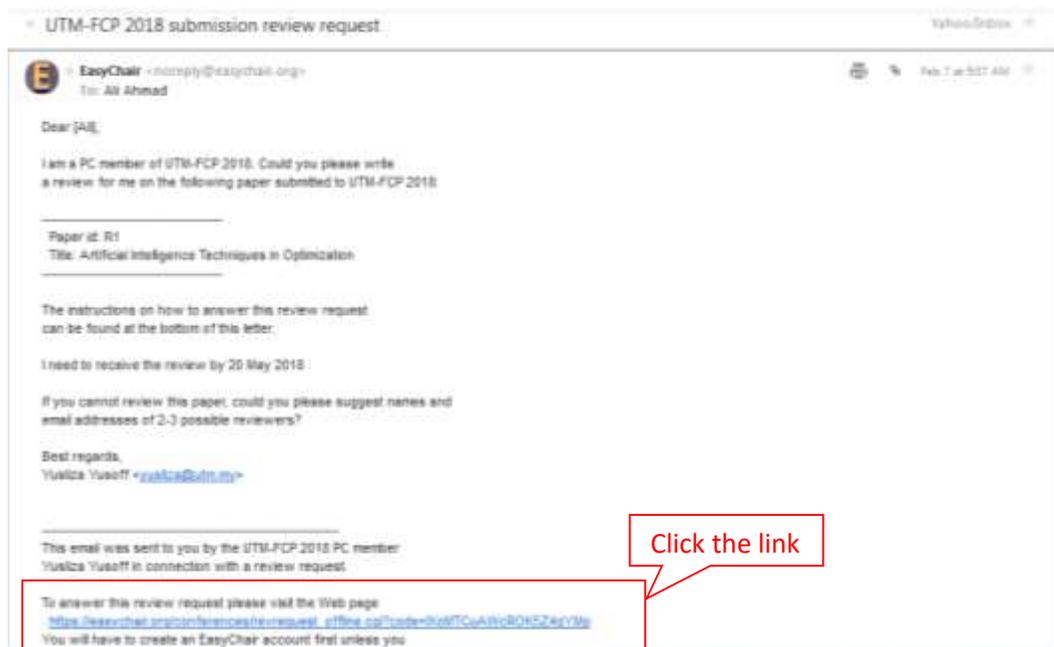


Figure 11

2) If you do not have an EasyChair account, you can create an account by clicking the link as shown in Figure 12, otherwise proceed directly to the paper, panel or tutorial submission page by signing in. (Section 1)

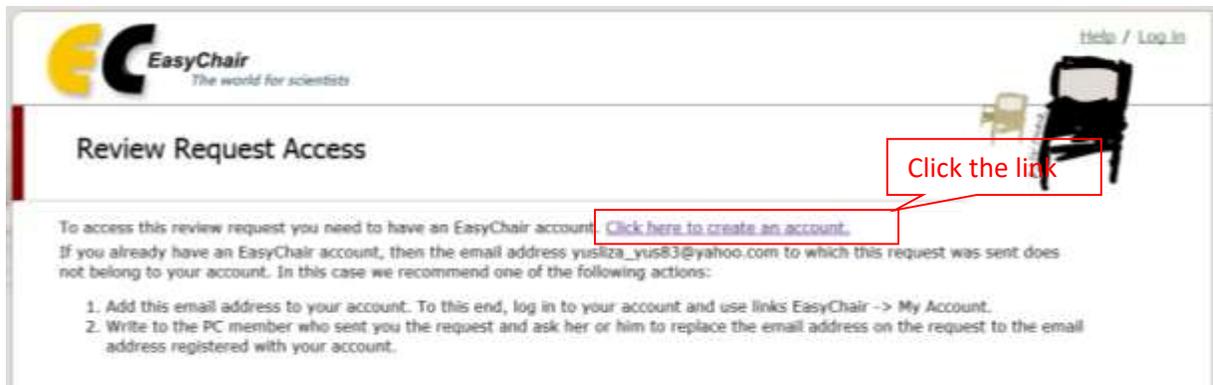


Figure 12

3) Fill in the suggested text/words in the text box as shown in Figure 13 to continue.

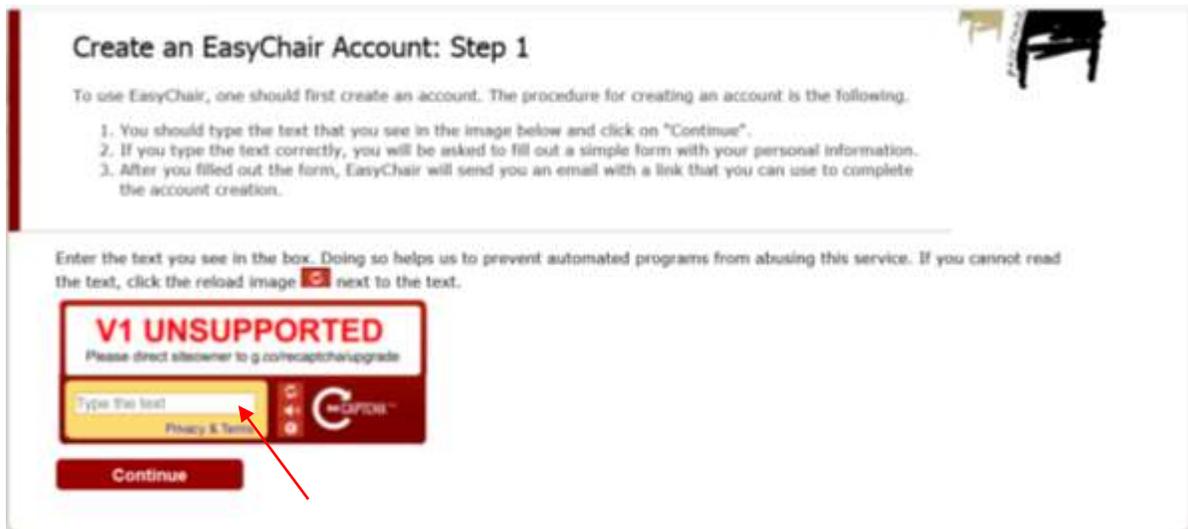


Figure 13

4) Please enter your name and email address in the given fields (Figure 14). After pressing continue you will be directed to a web screen that says "Account Application Received". Continue to your mailbox and wait for the confirmation email. It should arrive within minutes.

Figure 14

- 5) The confirmation email will look something like the email in Figure 15. Click on the link to finalize your registration to EasyChair.



Figure 15

- 6) Follow the instructions and complete the form (Figure 16). Fill in the information. Start with providing EasyChair with a unique User Name. Unless the username is unique you must change this until EasyChair gives you a confirmation of that the user name is available. Required information is marked with *.

EasyChair
The world for scientists

Help / Log in

Create an EasyChair Account: Last Step

Hello Al Ahmad! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

Enter your personal data.

First name*: Al

Last name (*): Ahmad

Organization (*):

Your personal Web page:

Enter your address.

Phone:

Address, line 1 (*):

Figure 16

- 7) After clicking on Create my account you will access the “Account Created” page (Figure17).

EasyChair
The world for scientists

Help / Log in

Account Created

Your EasyChair account has been created.

If you want to submit to a conference hosted by EasyChair, you should find the conference Web page and follow the link to the submission page of that conference.
For a general log in to EasyChair [click this link](#).

Figure 17

- 8) Now you can proceed to the UTM-FCP2018 page. Refer to **Section 1: Review and Submit Reports (For registered EasyChair User)**.

The screenshot shows the 'My EasyChair' dashboard. At the top left is the logo and the text 'My EasyChair'. At the top right are links for 'Help / Log out'. Below this is a teal navigation bar with links for 'Conferences', 'CFPs', 'News', 'Alerts', and 'EasyChair'. On the right side of the dashboard, there is a grey button labeled 'All roles'. The main content area features a welcome message: 'Ali Ahmad, Welcome to EasyChair!'. Below the message are two lines of instructions: 'To view all your roles, click on "All roles".' and 'To access any other EasyChair feature, use the main menu.'. A section titled 'Your recent EasyChair roles are shown in the table below. Click on a role to access it.' contains a table with two columns: 'Conference' and 'Role'. The table has one row with the conference name 'UTM-FCP 2018' and the role 'subreviewer'.

Conference	Role
UTM-FCP 2018	subreviewer

Thank You!

UTM-FCP 2018 Technical Review Committee