Reviewer EasyChair Instructions

Section 1: Review and Submit Reports

Step1 - Login to EasyChair

Access the online submission site at:

- https://easychair.org/conferences/?conf=incoseis2016panel
- https://easychair.org/conferences/?conf=incoseis2016paper
- https://easychair.org/conferences/?conf=incoseis2016tutorial

If you have an EasyChair account from anther conference, you can use that account for the INCOSE IS review, please login as shown below. **If you do not have an EasyChair account, please go to Section 2 for instruction on how to setup an EasyChair Account**.

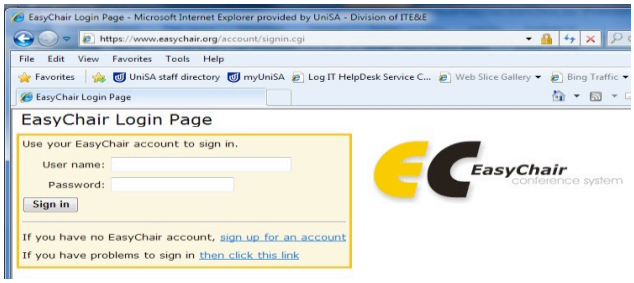

Figure 1 Login Page

Step1.1 – Select Topics/Areas of Expertise

If you did not select your topics/areas of expertise before you need to do so. This will enable EasyChair to automatically assign submissions to you for review basic on your topics of interest. You can do so by clicking on <Incose 2016 paper>, or <Incose 2016 panel>, or <Incose 2016 tutorial>; you need to do this for each of the online submission sites selected above, or only one or two depending on whether you are interested in reviewing paper and/or panel and/or tutorial submissions. This will open up a dropdown menu on which you must select <My topics>, this in turn will open the following window (Figure 2), select those topics/expertise areas relevant to you. When finished click on <Save Selection>.

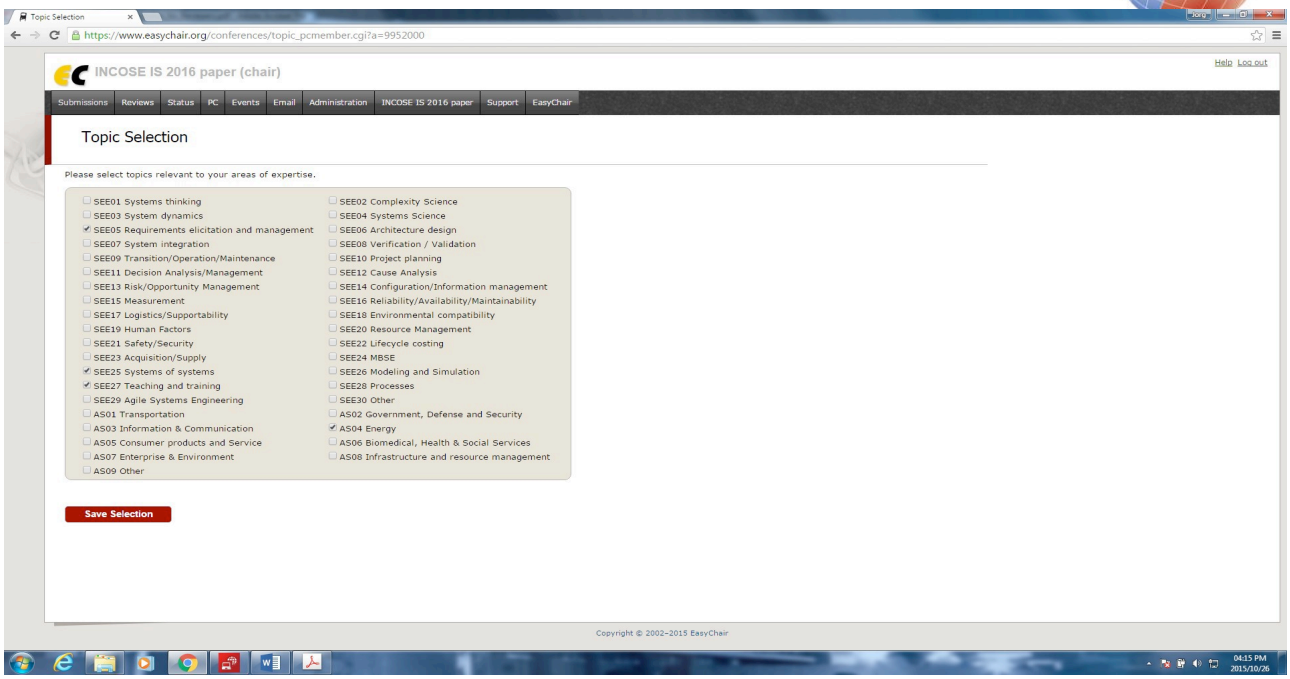

Figure 2 Topic/Expertise Area Selection

Step 2 - Access Allocated Submissions for Review

In EasyChair, please go to the Review tab and select My Papers, a list of submissions that the Technical Review Committee has allocated to you for review will be listed as shown in Figure 3. On the right-top corner you will find a list of options including the option to download the pdf version of the submission(s) for off-line reading.

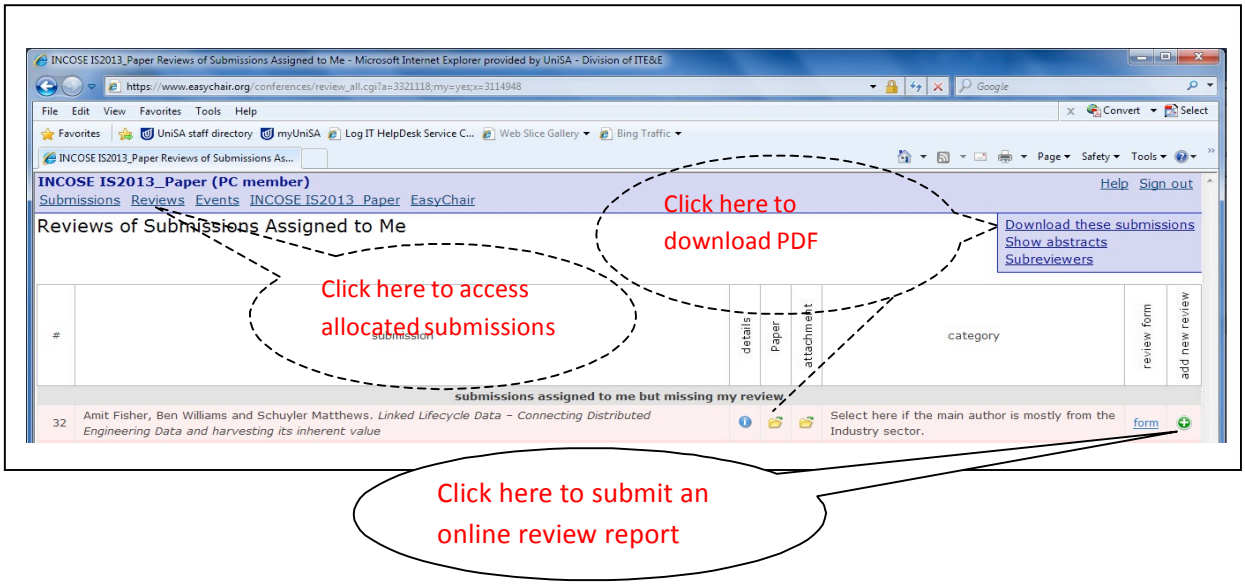

Figure 3. Access Submissions for Review

When you are ready to submit a review report, please click on the Green Cross ( ) at the bottom-right as shown in Figure 3.

Step 3 – Submit a review report

After you clicked on the Green Cross ( ) as shown in Figure 3, you will find an online review form similar to the one shown in Figure 4 below.

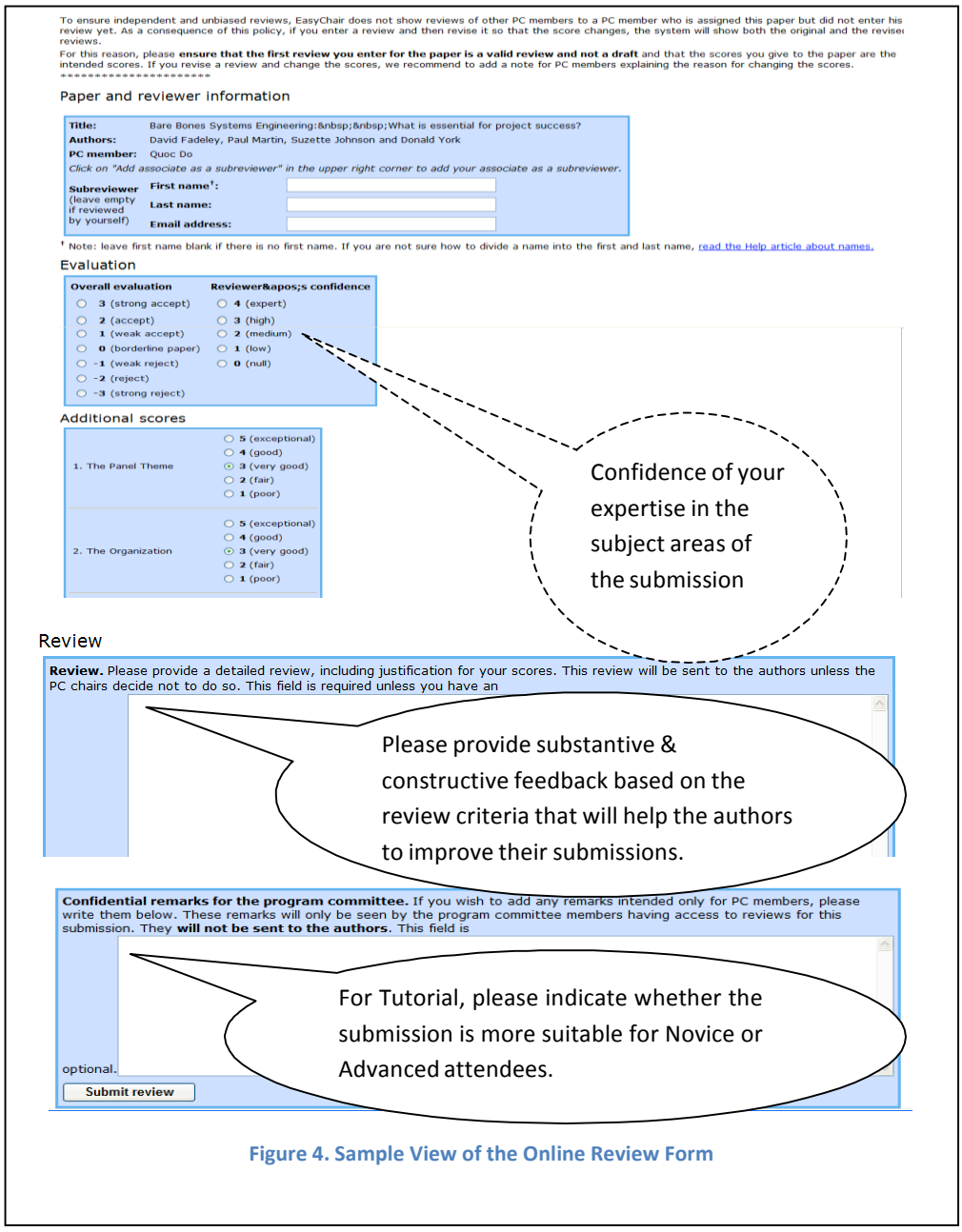

Figure 4. Sample View of the Online Review Form

Apart from the numerical cores, please provide substantive and constructive comments to be provided to authors such that they can further enhance their submissions. This can be provided in the "Review" text box.

Please indicate whether the submission is more suitable for SE Novice or Advanced. This will help the IS2016 Technical Program Committee in developing the conference program. Please provide this information in the "Confidential remarks for the program committee" text box, as shown in Figure

Section 2: Create an EasyChair Account

If you do not have an account, click on the "*sign up for an account"* link (Figure 5), otherwise proceed directly to the paper, panel or tutorial submission page by signing in. (Section 2)

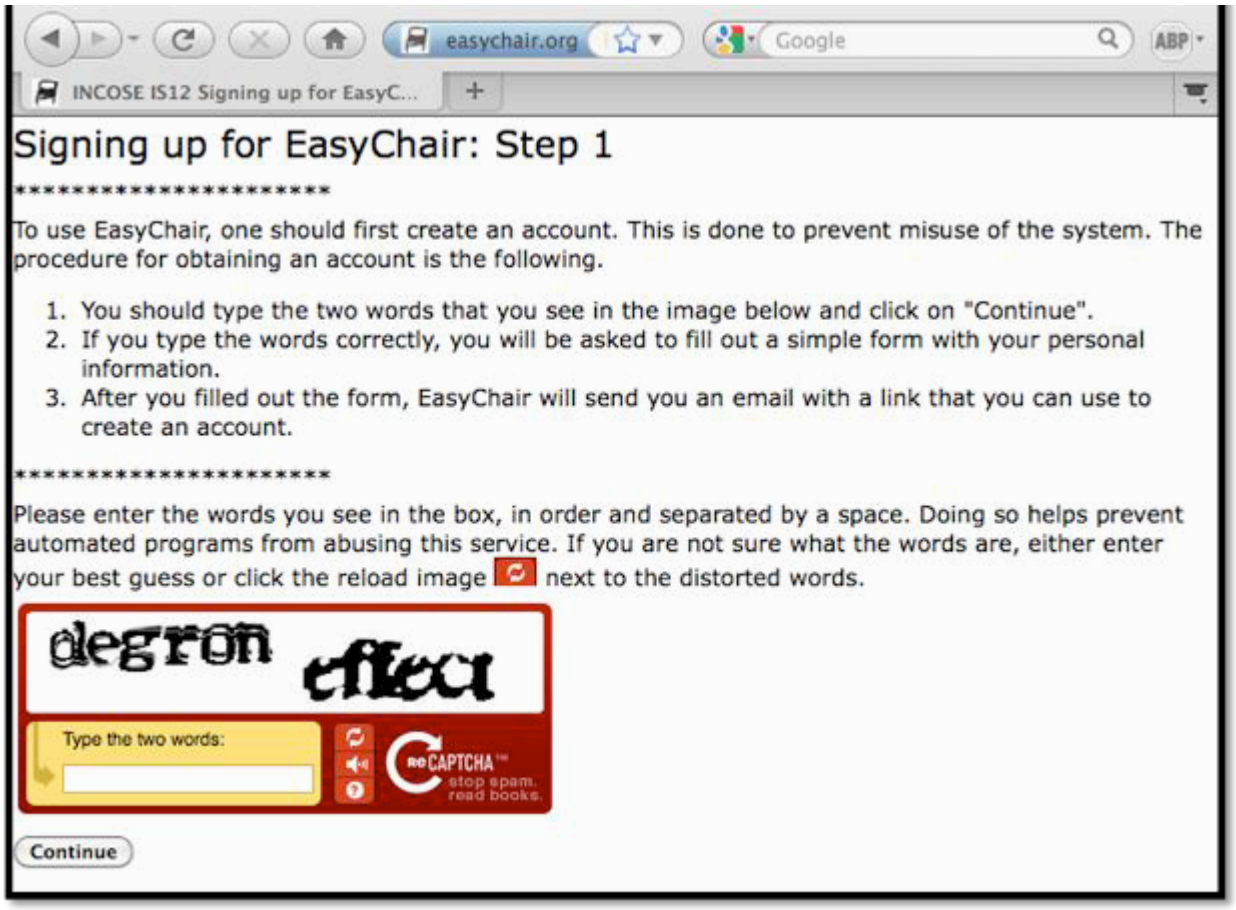

Figure 5 Signing up for EasyChair

Follow the instructions shown on the " Signing up for Easy chair: Step 1" page (figure 5). Fill in the suggested text/words in the textbox to continue.

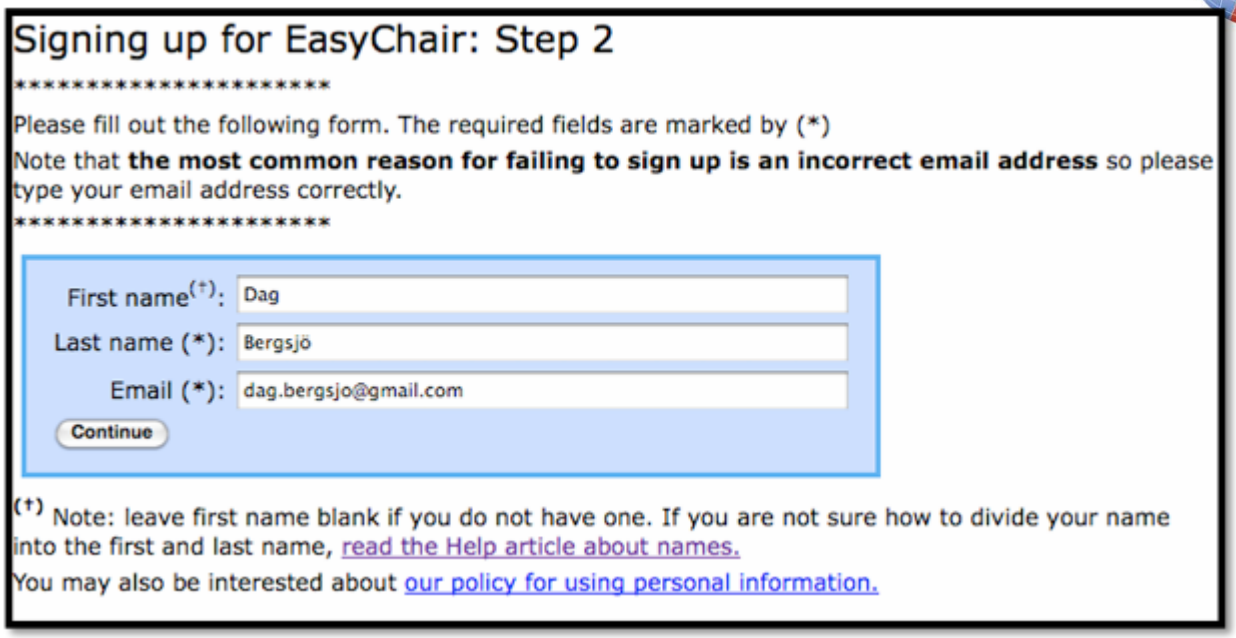

Figure 6 Signing up for EasyChair Step 2

Please enter your name and email address in the given fields (Figure 6). 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.

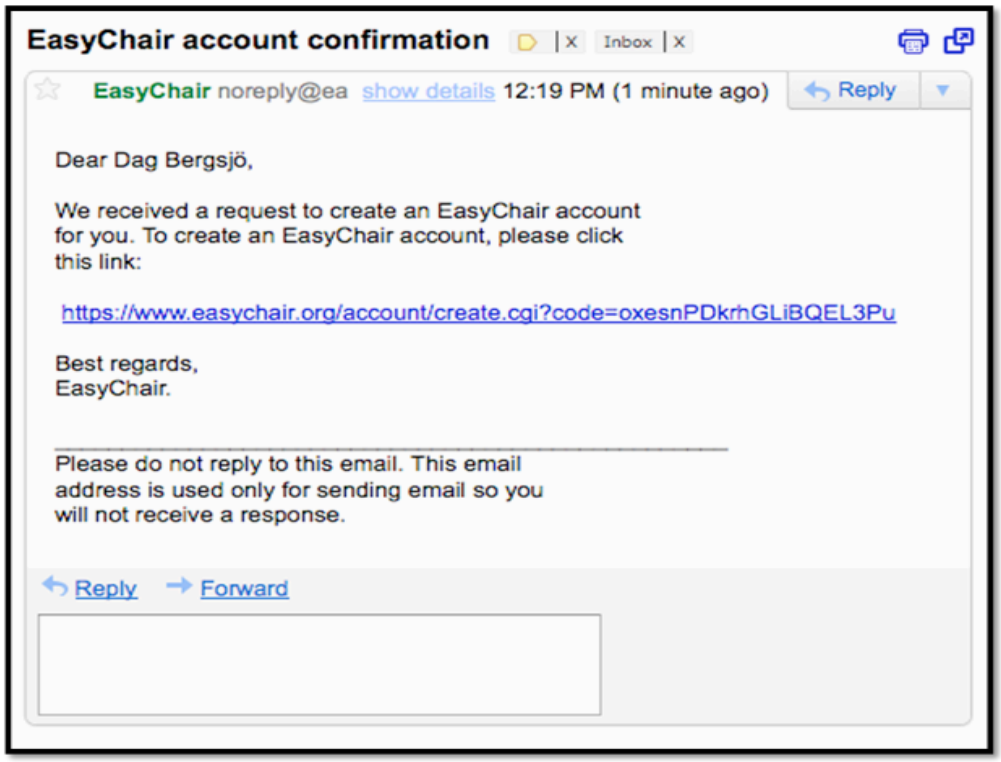

Figure 7 Confirmation e-mail

The confirmation email will look something like the email in Figure 7. Click on the link to finalize your registration to EasyChair.

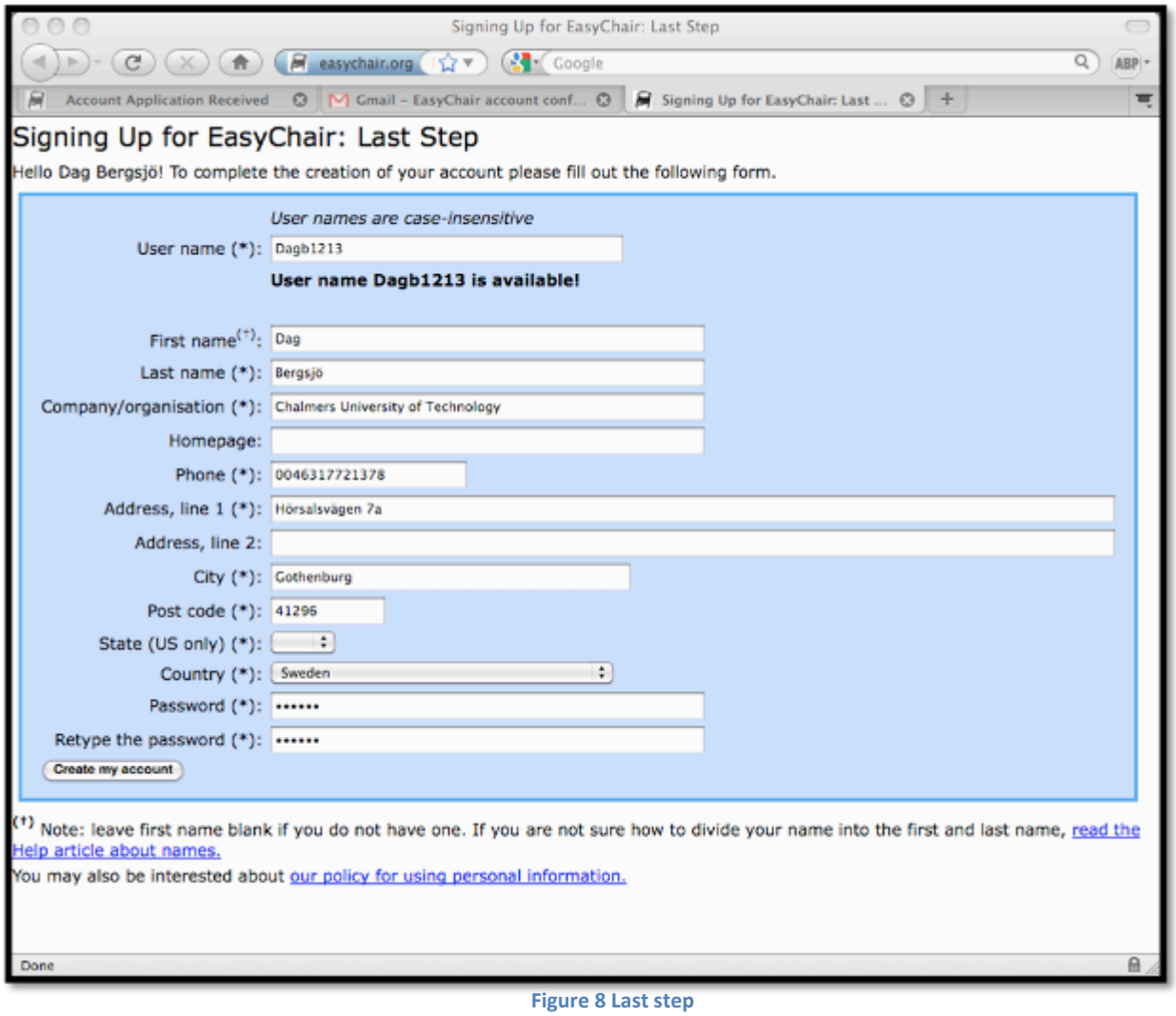

Figure 8 Last step

A new web browser window will open as depicted in Figure 8. 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.

Proceed to fill in all required and optional information. Required information is marked with *.

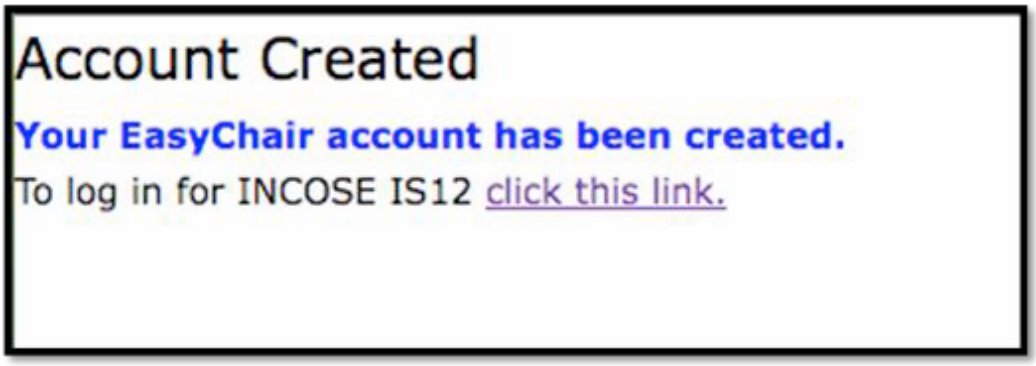

Figure 9 Sample Account created

After clicking on Create my account you will access the "*Account Created"* page (Figure 9).

Now you can proceed to the INCOSE IS2016 submission page by clicking the provided link or:

- https://easychair.org/conferences/?conf=incoseis2016panel
- https://easychair.org/conferences/?conf=incoseis2016paper
- https://easychair.org/conferences/?conf=incoseis2016tutorial

Thank You!

IS 2016 Technical Review Committee