



Section 1: Review and Submit Reports

Step1 - Login to EasyChair

Access the online submission sites as follows:

- For Papers use <https://easychair.org/conferences/?conf=is2018>
- For Panels use <https://easychair.org/conferences/?conf=is2018panel>
- For Tutorials use <https://easychair.org/conferences/?conf=is2018tutorial>

If you have an EasyChair account from another conference, you can use that account for the INCOSE IS 2018 reviews, please login as shown below. (*In this example the relevant screen display for IS2013 was used. In your browser this will show as IS 2018.*)

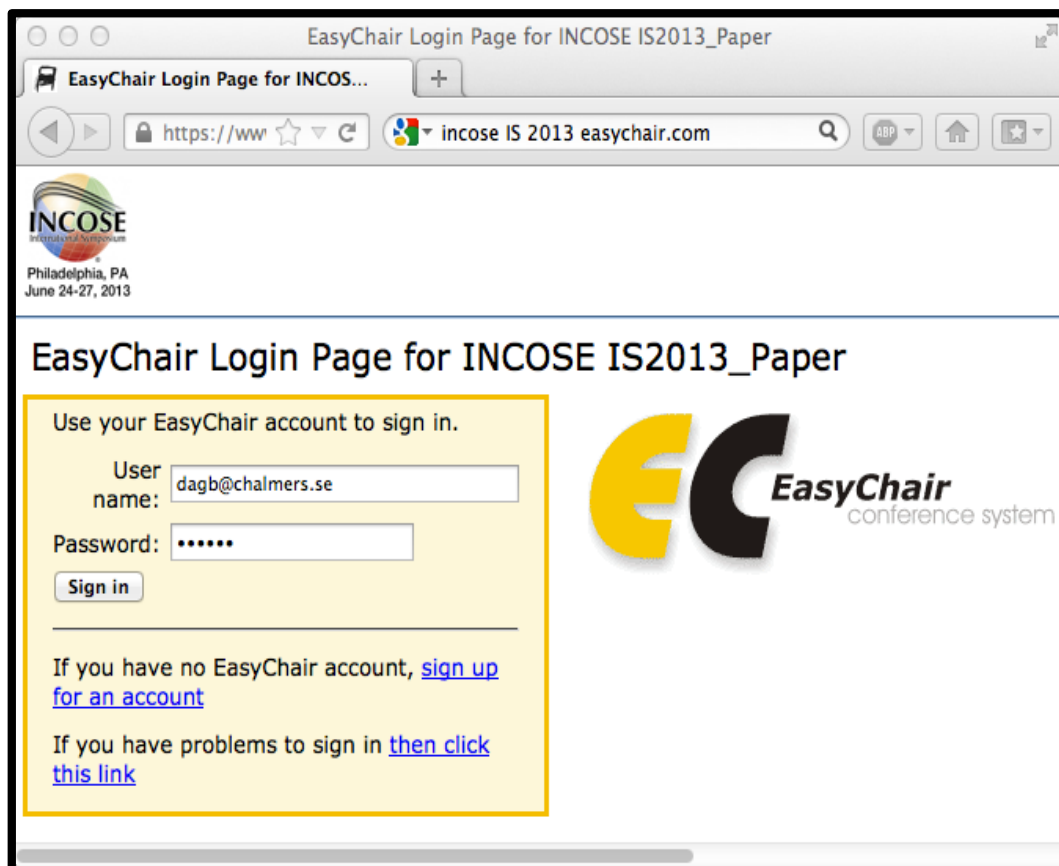


Figure 1 Login Page

If you do not have an account, click on the “*sign up for an account*” link (Figure 1), otherwise proceed directly to the paper, panels, tutorial pages by signing in.

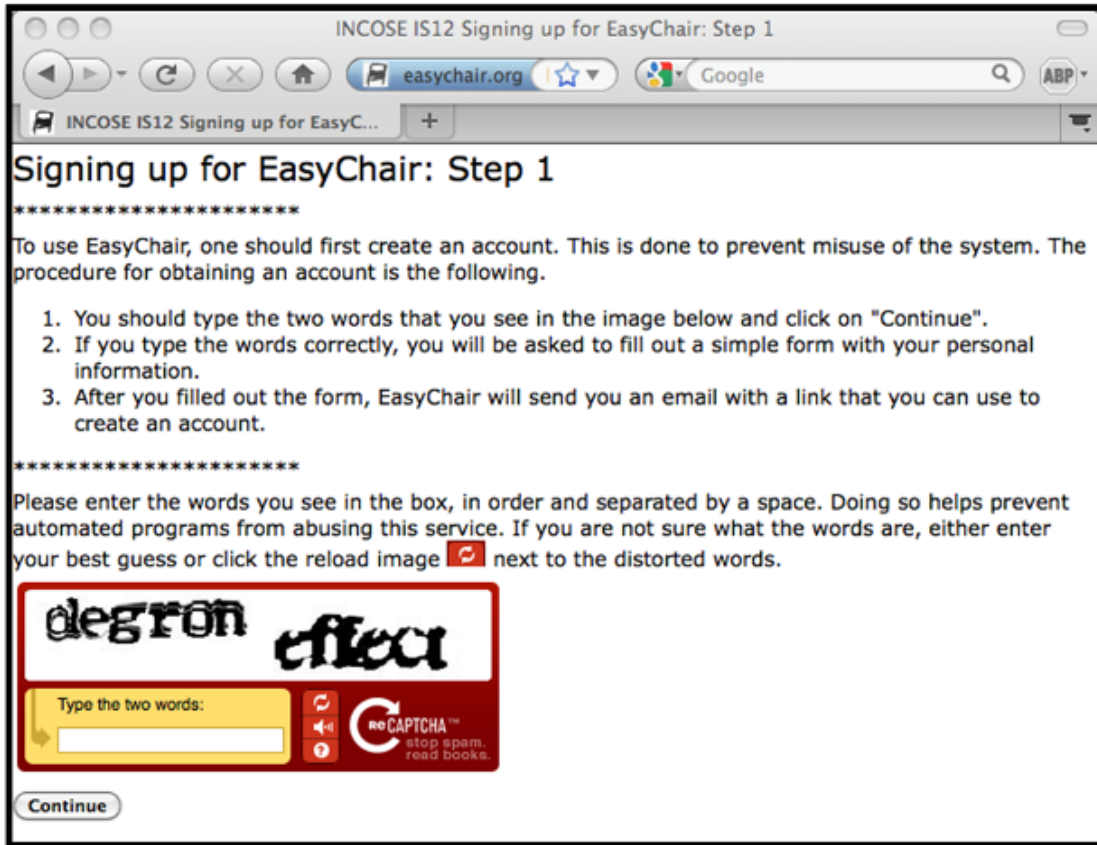


Figure 2 Signing up for EasyChair

Follow the instructions shown on the “[Sign up for Easy chair: Step 1](#)” page (figure 2). Fill in the suggested text/words in the textbox to continue.

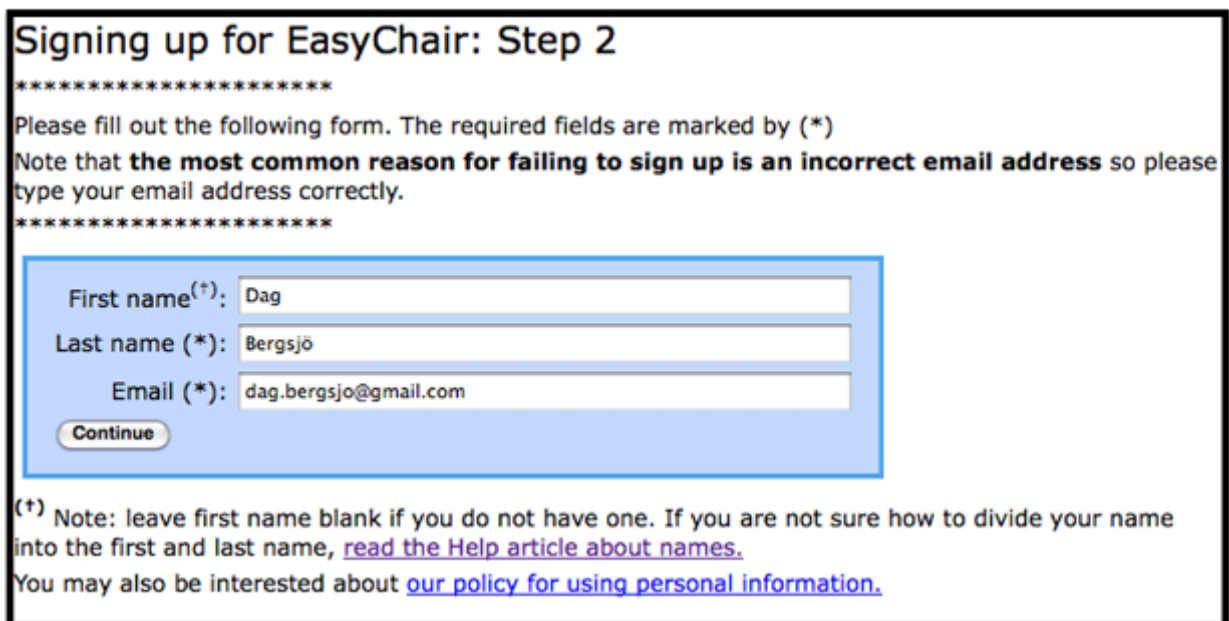


Figure 3 Signing up for EasyChair Step 2

Please enter your name and email address in the given fields (Figure 3). After clicking 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.

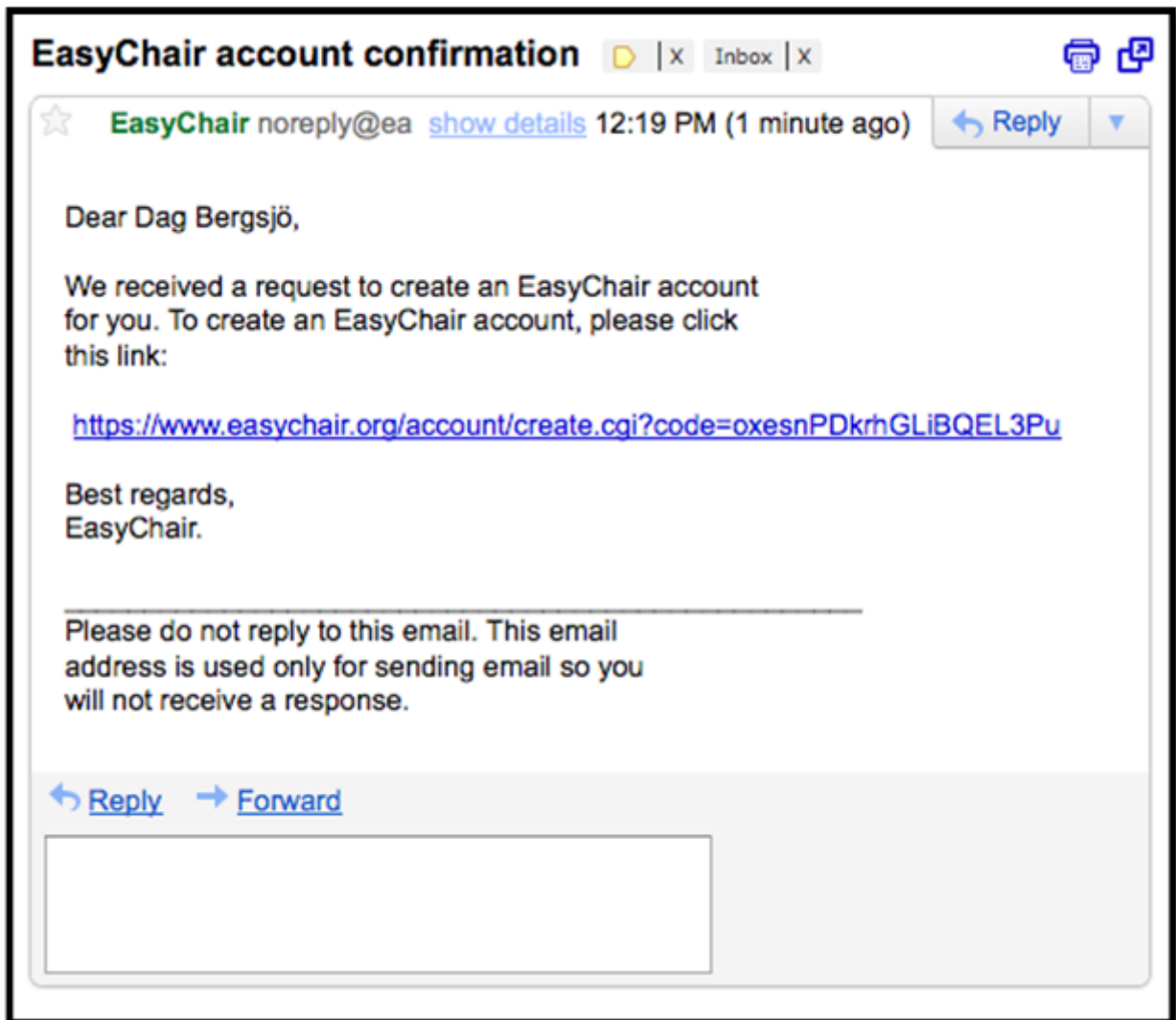


Figure 4 Confirmation e-mail

The confirmation email will look something like the email in Figure 4. Click on the link to finalize your registration to EasyChair.

Signing Up for EasyChair: Last Step

Hello Dag Bergsjö! To complete the creation of your account please fill out the following form.

User names are case-insensitive

User name (*): Dagb1213
User name Dagb1213 is available!

First name(*): Dag

Last name (*): Bergsjö

Company/organisation (*): Chalmers University of Technology

Homepage:

Phone (*): 0046317721378

Address, line 1 (*): Hörsalsvägen 7a

Address, line 2:

City (*): Gothenburg

Post code (*): 41296

State (US only) (*):

Country (*): Sweden

Password (*): *****

Retype the password (*): *****

[Create my account](#)

(*) 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.](#)

Figure 5 Last step

A new web browser window will open as depicted in Figure 5. Fill in the information. Start by providing EasyChair with a User Name. The user name must be unique; EasyChair will inform you if your chosen username is already in use (so that you can choose another), or will confirm that your chosen user name is available.

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

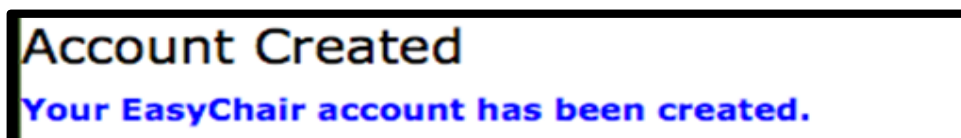


Figure 6 Account created

After clicking on Create my account you will access the “Account Created” page (Figure 6). Now you can proceed to the INCOSE IS submission page by clicking the provided link or:


<https://easychair.org/conferences/?conf=is2018>
<https://easychair.org/conferences/?conf=is2018panel>
<https://easychair.org/conferences/?conf=is2018tutorial>

Step 2 - Access Allocated Submissions for Review


In EasyChair (Papers, Panels and/or Tutorial site), please go to the Review tab and select My Papers (EasyChair calls all submissions a “paper”), a list of submissions that the Technical Review Committee has allocated to you for review will be listed as shown in Figure 7. 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 7. Access Submissions for Review

When you are ready to submit a review report, please click on the Green Cross  shown in Figure 7.

Step 3 – Submit a review report

After you clicked on the Green Cross () shown in Figure 7, you will find an online review form similar to the one shown in Figure 8 below.

