



INCOSE International Symposium EasyChair Instructions for Reviewers

Purpose

This document is intended to assist reviewers with use of the online review system for the Annual INCOSE International Symposium. To access documents and links referenced below, go to the Downloads section of the INCOSE IS website: <https://www.incose.org/symp2021/contact/downloads> .

This guideline will help you to review assigned submissions for the International Symposium through the EasyChair system. Before submitting your review, be sure to review the evaluation criteria for the type of submission to be evaluated, available from the INCOSE IS website. Independent evaluation criteria have been defined for papers, panel / roundtable / debate proposals, tutorials, and paperless presentations.

Contents

Logging into EasyChair	2
Reviewing a Submission	7



Logging into EasyChair

1. Access the online submission site for the correct type of submission. Figure 1 shows the *Login* page for an IS 2018 paper submission.

Note: Links to the online submission sites are available in the Downloads section of the INCOSE IS website.

2. If you already have an EasyChair account from another conference, you can use that account. Enter your user name and password and click **Log in**. Then proceed to the *Reviewing a Submission* section of this document.

If you do not have an account, click **create an account** and continue to Step 3.

Figure 1: Login Page



3. On the *Create an EasyChair Account: Step 1* page, click to check the *I'm not a robot* checkbox. Then click **Continue**.

Figure 2: Create an EasyChair Account: Step 1

4. Enter your name and email address in the corresponding fields on the *Create an EasyChair Account: Step 2* page (Figure 3). Then click **Continue** to display the *Account Application Received* page (Figure 4).

Figure 3: Create an EasyChair Account: Step 2

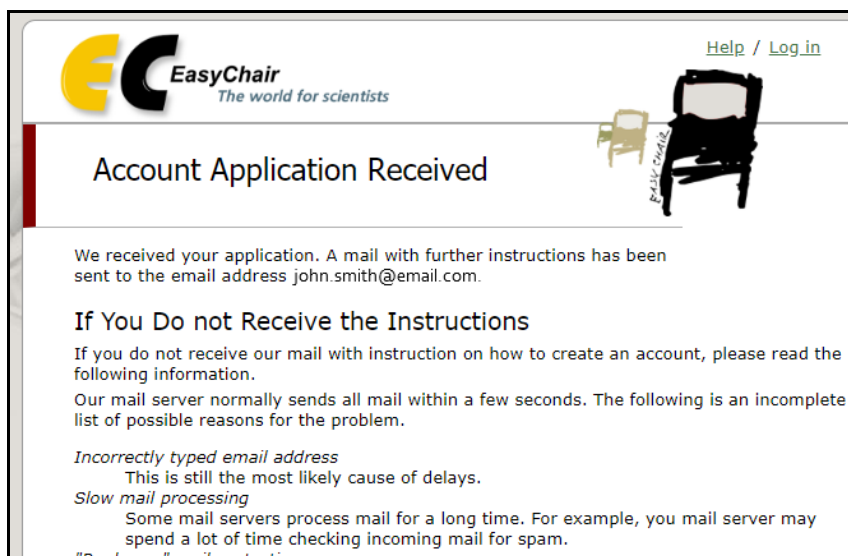


Figure 4: Account Application Received

5. Check your inbox for a confirmation email, which should arrive within minutes (Figure 5). Click the link in the email to display the *Create an EasyChair Account: Last Step* page (Figure 6).

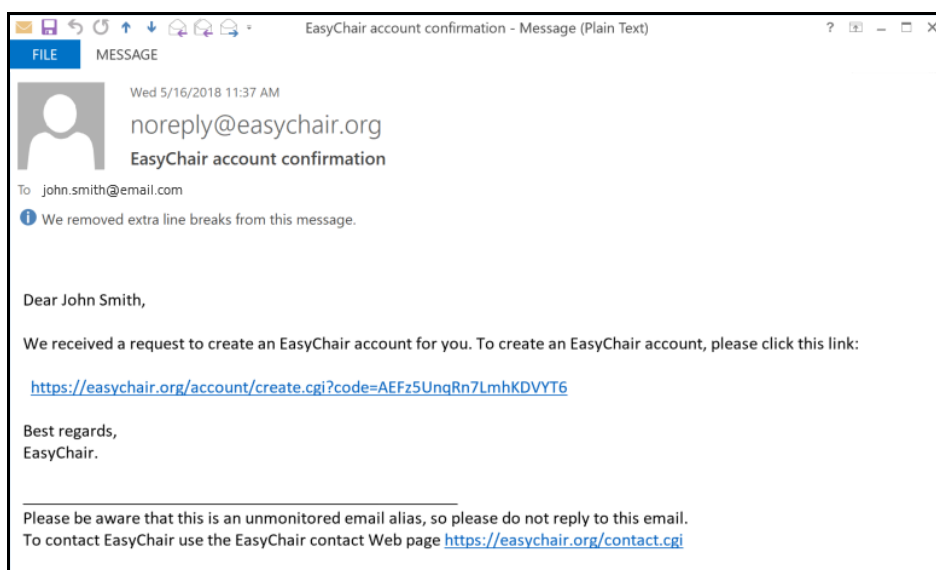


Figure 5: Confirmation Email



6. On the *Create an EasyChair Account: Last Step* page, click the appropriate link to view or download the EasyChair Terms of Service. After reviewing the Terms of Service, click to check the *I agree to EasyChair Terms of Service* checkbox.
 7. Complete the fields for personal data, address, and account information. Required fields are marked with an asterisk (*).
- Note:** The user name you enter must be unique; EasyChair will confirm that the user name you entered is available or inform you if you need to choose another user name.
8. When finished, click **Create my account** to display the *Account Created* page (Figure 7). Proceed to the *Reviewing a Submission* section of this document to review a submission for the International Symposium.

Figure 6: Create an EasyChair Account: Last Step

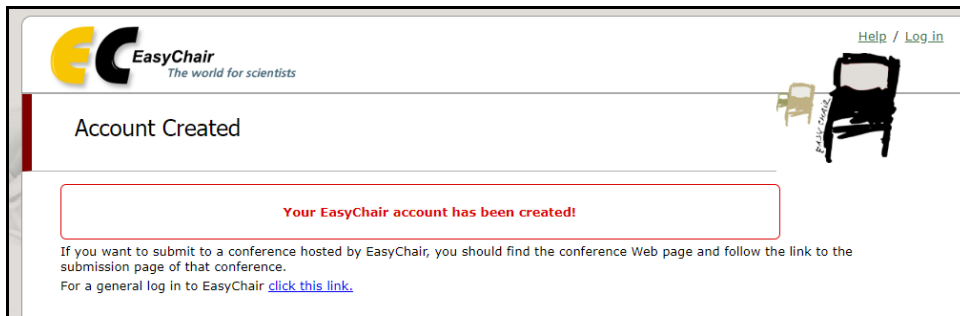


Figure 7: Account Created Page



Reviewing a Submission

The following instructions describe the review process.

1. Familiarize yourself with the evaluation criteria for the type of submission to be reviewed. The evaluation criteria documents are available in the Downloads section of the INCOSE IS website (see the link at the beginning of this document). Authors have been asked to use these evaluation criteria as guidance for preparing their submissions; for consistency, these evaluation criteria must be used to assess all submissions.
2. Access the online submission site for the type of submission to be reviewed and log in to EasyChair as described in the *Logging into EasyChair* section above. Links to the online submission sites are available in the Downloads section of the INCOSE IS website.
3. Select **Reviews > Assigned to me** to access submissions that have been assigned to you for review.








#	Submission	Details	Tutorial Agreement	Primary Sector	Expertise	Duration	Handouts	Show reviews	Add new review
1	John Smith. Tutorial title			3	Novice	4	Paper		

Figure 8: Submission List and Controls

4. Click the “i” icon  to view the details for an assigned submission. If you are reviewing a paper, click the file icon  to download the paper.

Note: The fields displayed in the submission list vary depending on the submission type. The image above shows the fields displayed for tutorials. The file icon  is only displayed for papers.

5. Read the submission quickly to get an understanding of its objective and structure.
6. Re-read the submission more thoroughly, jotting down comments.



7. When you are ready to submit your review, click the plus icon  to display the Evaluation form.

Evaluation

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

Reviewer's confidence (*). Reviewer's confidence

☐ 5: (expert)
☐ 4: (high)
☐ 3: (medium)
☐ 2: (low)
☐ 1: (none)

Confidential remarks for the program committee. If you wish to add any remarks intended only for PC members please write them below. These remarks will only be seen by the PC members having access to reviews for this submission. They will not be sent to the authors. This field is optional.

Submit review

Figure 9: Evaluation Fields

8. Assess the extent to which the submission meets each of the evaluation criteria and the overall contributions of the submission to the symposium. For the *Overall evaluation* field, select a numeric score reflecting your recommendation on whether to accept or reject the submission and enter detailed comments justifying your score. Feedback in this field will be provided to the author to help improve the submission. To maintain review integrity:

- **DO NOT** include your name or other identifying details in your review comments.
- **DO NOT** state or refer to the selected numeric score in your review comments.

Note: Provide constructive comments based on the evaluation criteria. Limit comments to suggestions on how to improve the submission.

- Opinions and conclusions of the reviewer should not be captured, unless made as a constructive “have you considered” statement.
- Comments might include recommendations such as “the section on xyz should be shortened” or “the section on abc should be expanded to provide more detail. I suggest...” Be specific.
- Words of encouragement such as, “This is a great proposal; looking forward to the presentation” are always welcome when deserved.



9. For the *Reviewer's confidence* field, identify a confidence rating regarding your expertise in the subject areas of the submission.
10. For the *Confidential remarks for the program committee* field, provide any additional comments intended only for members of the program committee. This information will help the program committee to develop the conference program. Comments entered in this field will not be shared with the author of the submission.
11. Confirm that your review is correct and complete, then click **Submit review** at the bottom of the page (see Figure 9).

Note: If you revise your review, both the original and updated reviews will be visible in EasyChair. Try to avoid revising reviews if at all possible. If you need to make an update, explain the reason for the changes in the *Confidential remarks for the program committee* field.