EasyChair tutorial – paper reviews

1. Log in to conference system
   - Go to EasyChair Infocommunications Journal webpage: https://easychair.org/conferences/?conf=infocommunications_j0urnal
   - If you already have EasyChair account then use your User name and Password to log in. Otherwise create an account.
   - To be able to access the review, you need to use the e-mail address the review invitation was delivered to!

2. Accepting the review
   - Select the Alerts tab for new review assignments or notes.

   ![Alerts in the main menu](image1)
   Figure 1: Alerts in the main menu will get you to the new review assignments list.

   - At the Alerts page, you can see all the reviews assigned to you (review requests). You can select the View option (clicking the magnifying glass icon) to access more information on the review that is requested from you. If you click at the dismiss cross icon, the review assignment will no longer show on the Alerts page. The assignment will still be accessible through an item in the main menu, you just need to change your role to subreviewer (see below) to access it.

   ![Alerts page](image2)
   Figure 2: Alerts page with new review requests – you can view information on the paper

   - Once you access the information on the review assignment (either through the View option or through the main menu when you change your role to subreviewer), you can now answer to the review request by clicking the Answer request in the right menu. You need to accept the review request in order to write the review. You can also decline the review request here.
   - Please answer the request as soon as possible to let the person who requested your assistance with the review know, whether you are willing to review the paper or not.
When you answer the review request, you need to choose whether you accept the review assignment or not.

3. **Writing the review**
   - You need to change your role from **author** to **subreviewer** to be able to access the paper and submit your review. To do so, go to INFOCOM 0 → change role.
   - Now you can access the submissions you have agreed to review through the Submission # items in the main menu.
   - Once you select a submission, you can download the paper and submit your review (clicking the **Submit review** in the right menu).
Once you are ready to submit your review, click the **Submit review**. A review form appears, where you need to evaluate several aspects of the paper and provide final decision.

We thank you for your cooperation and help reviewing the papers for Infocommunications Journal!