

QUICK GUIDE

Easy Chair conference management system for IFOST-2016

How it works?

1. Authors submit their papers.
2. Chairs assign submitted papers to PC member.
3. Chairs and PC members review papers, or invite other people to review via email.
4. Chairs make decision on reviewed papers.

All users need to create an Easy Chair account. After following the submission link provided on IFOST-2016 website, you will be directed to Easy Chair (EC) website. Link for creating account is provided on EC website.

Warning: After registration, if no instruction email sent to your university email after 1-2 minutes, your email server may block or queue EC emails. You may need to use your Gmail or Yahoo email instead.

FOR AUTHOR: How to submit your paper?

1. Login to IFOST-2016 submission page provided by EC.
2. Click on "New Submission" link on top of the screen.
3. Submission form appears, fill in with your abstract and related information.
 - At least one author is required.
 - Fill in the abstract text box, in the field for "the Abstract" put in the first line Section name and type of your publication: "IEEE" or "non-IEEE" proceedings.
4. Click on "Submit Paper" button.
5. Submitted abstract can be modified later by logging-in and click on "My submissions". The menu on the right will assist you with submission modification.

FOR CHAIR: How to assign papers to PC member?

1. Click on "Assignment" menu
2. Click on "Interactive Assignment"
3. You will see a list of submitted paper. Click on the name of the PC member you want to assign the paper (under each paper). You can also assign yourself to a paper (recommended, but not necessary since chair has full access to all papers in the track).

FOR PC MEMBER AND CHAIR: How to review a paper?

Chair can review all papers. PC member can only review papers assigned to him/her. To review a paper:

1. Move mouse over "Reviews" menu on top of the screen, and select "My papers".
2. All papers assigned to you will be displayed. You can click on "Details" to see the abstract (plain-text), "Paper" to download a paper in PDF file).
3. Click on "Add review" link (on the right menu)
4. Fill in your review information after you read the abstract.

5. Click on "submit review" button.
6. Your review can be revised later:
 - Move mouse over "Reviews" menu on top of the screen, and select "My papers".
 - Click on "Revise your review" link associated with the paper.

FOR CHAIR: How to make decision on a paper?

Chair can make decision on a reviewed paper.

1. Click on "Show reviews" link associated with the paper
2. Click on "Change decision" link.
3. Select the decision and click "Change". If no further review is needed for the paper, you can also tick on "Hide the paper".

How to request for review?

Chair can invite a reviewer as PC member by following:

1. Click on "PC" menu (on top)
2. Click on "Add a new PC member" (right menu)
3. If you choose the easy way, fill in the first text box with FirstName, LastName, Email of the reviewer (in a single line), and submit the form. Multiple reviewers can be added at the same time (each reviewer in a single line, see the example above the box).

Useful links for additional tutorials on Easy Chair:

http://www.veffa.org/science/vss2010/easychair_quickguide.htm

<https://www.youtube.com/watch?v=StvI2i48mYM>

<http://www.muelaner.com/management/easychair/>