♦ Guideline for TPC memebers and reviewers **♦**

How to accept invitation as a TPC member of the track:

1. Click the link that is sent to you by email

[IFO	ST-2017] Invitation to serve as member 📄 Inbox 🗴	ē
-	IFOST-2017 <ifost-2017-chairs@edas.info> 2:55 PM to me €</ifost-2017-chairs@edas.info>	(1 minute ago) 📩 🔸
	Dear Man,	
	You are invited to serve on the technical program committee for IFOST-2017 (12th International F Technology) in track TEST. Track descriptions can be found in http://www.ifost.org/contents/ifost/c track does not fall within your area of expertise, could you please to contact us at www.ifost.org/contents/ifost/c	orum on Strategic <u>all/</u> If the aforementioned <u>kr</u> (Dr).
_	Please indicate at the URL below whether you can serve on the TPC:	
	https://edas.info/Tyn.php?tpc=999217869 Click this link	
	Your EDAS user name isgmail.com.	our email
	For more information, please visit: <u>http://www.ifost.org/contents/ifost/call/</u>	
	Regards,	
	Prof. Incomposed Organizing Secretary IFOST2017	
2.	Log in to EDAS	
← -	C Secure https://edas.info/Tyn.php?tpc=999217869	
	EDAS Login	
	Your email address Password If you cannot remember your password, you can reset your password. If you do not have an EDAS login, you can reset your password. If you have difficulties, please contact help@edas-help.com. Documentation and other backgroup be found here.	rresponding to o log in nd information can

3. After logging in \rightarrow you will be directed to the window below

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ED Home Register My Help IFOST-2017	
Accept or decline TPC invitation for IFOST-2017	Careful : ALL tracks are selected by default
Are you able to serve on the technical program committee as member	 ✓ Applied engineering ✓ Ecology, environmental engineering, and civil engineering
Are you able to serve on the technical program committee as member *If you want to serve, which tracks do you want to review papers for? ONLY select the track you are invited	 Applied engineering Ecology, environmental engineering, and civil engineering Information and communication technologies Mechanical engineering, robotics, and automation New materials and ianotechnologies Power engineering and renewable energy TEST
Are you able to serve on the technical program committee as member "If you want to serve, which tracks do you want to review papers for? ONLY select the track you are invited	 Applied engineering Ecology, environmental engineering, and civil engineering Information and communication technologies Mechanical engineering, robotics, and automation New materials and inanctechnologies Power engineering and renewable energy TEST Accept invitation Decline to serve * denotes required field

4. Select **ONLY ONE track** for which you are invited by the TPC track chair (for example : track "**TEST**") and click "**Accept invitation**". Now, you are considered as a TPC member in this track.

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	ED Home	Register My	Help		
	IFOST-2017				
	Accept or dec	line TPC invit	ation for IFOST-2017		

Are you able to serve on the technical program committee as member?
Applied engineering
Ecology, environmental engineering, and civil engineering
Information and communication technologies
*If you want to serve, which tracks do you want to review papers for? Mechanical engineering, robotics, and automation
New materials and nanotechnologies
Power engineering and renewable energy
✓ TEST
Accept invitation
Decline to serve
aenotes required neid

After accepting to serve as a TPC member or a reviewer, the track chair may assign paper(s) for review to you.

◆◆ How to review papers and check status of review papers assigned to you ◆◆

1. <u>After the track chairs assign paper(s) to you, you will get the following invitation letter</u>. Click the link and log in to edas.info.

Dear Mrn:	
The paper "bit the cognitive radio networks" has been submitted to 12th International Forum on Strategic Technology. It has the following abstract:	
State of the set of th	>f
We believe that this paper falls within your area of expertise and would appreciate if you could serve as the TPC member responsible for handling this paper. Please confirm that you have received this assignment and indicate whether you accept at	1
https://edas.info/R.php?r=8397324 Click this link to accept the invitation	
Please kindly indicate your choice as soon as possible, but no later than three days after receiving this message	

You can find all your review assignments at <u>https://edas.info/index.php?c=23105</u>, using the EDAS user name @gmail.com.

Thanks again for your help.

The conference chairs

2. In EDAS, you accept the review invitation as follows:

ED Home Register My Help AS	
Review for #1570336041: / Review has not been saved yet. Name Affiliation Country d University n	X
Abstract: V sist of sor not scenario. The long thas re- of these ne other pecial introduces sense of the set the sense of the set the sense of the set the sense of the set th	rious ology baper - opology one noy node of one notice of applications and inear
You can decline the review and delegate the review. If you cannot do the review yourself, please indicate the reason for declining the review, and suggest somebody who could review the paper instead	Click to accept the invitation
	Decline review denotes required field

3. After accepting review, you may be directed to the following window. The meaning of each paper status: "notified" denotes "you already received an invitation review letter but hasnot accepted", "confirmed" denotes "you already accepted" and "completed" means "you already reviewed the paper". From this window, you can download manuscript and review papers.

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Review for	r #157033604 The review has be	41: /Jouroo	ou can now	write the review.	h		╢			
Conference	Type of review (accept, decline and edit review)	Paper number (show)	Authors	Paper title	Manuscript (if completed or confirmed)	Assigned by	Status (unsaved changes?)	Review due	Paper group	Total reviews completed
IFOST-2017 (TEST)	review	1670336005		green -> completed	Z		completed	Apr 11, 2017		1
IFOST-2017 (TEST)	review	1570336006	N n N K	lightblue -> notified			notified	Apr 11, 2017		O
IFOST-2017 (TEST)	review	1570336041	hde	yellow -> confirmed	B	1	confirmed	Apr 11, 2017		0
IFOST-2017 (TEST)	review	1570336046	ј F п			T **** F	notified	Apr 11, 2017		0

How to review a paper:

 Log in to edas: Depend on how you log in, you may see different interface window. However, click "Home", you will see the following window. Now, click on the paper you are going to review.

	Click Home		
ED Home	S bmit paper Travel grants	Register My	Help
EDAS Conference Click on the menu items ab	and Journal Manager	nent System	
Please indi	cate whether you want to receive ca	II-for-papers by updat	ing your areas of interest.
Your conflic yours, e.g.,	ts-of-interest have not been update because they are close friends, coll	d in the last three mon aborators, former PhD	ths. (Persons with conflicts-of-interest are those who should not review papers of 0 students or work in the same institution.)
My pending, active an	d accepted papers		
Only papers for upcoming c	onferences and journal issues are s	shown.	
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My profile 📝			

2. Download the manuscript of the paper

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Type Show document is eport paper problem i known paper problems			
Review manuscrip			
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For the terrevew and delegate the review.			
Evaluate the paper			
*Relevance and timeliness: Rate the importance and timeliness of the topic addressed in the paper within) its area of research.		
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Nonel			
*Technical content and scientific rigour. Rate the technical content of the paper (e.g.: completeness of the	analysis or		
simulation study, thoroughness of the treatise, accuracy of the models, etc.), its soundness and scientific ri	gour.		
 Excellent work and outstanding technical content. Solid work of petable importance. 			
Valid work but limited contribution			
Marginal work and simple contribution. Some flaws.			
Questi nable work with severe flaws.			
*Novelty and originality: Rate the novelty and originality of the ideas or results presented in the paper.			
A pion ering piece of work. Striking novel ideas or results.			
 Significant original work and novel results. Same attracting ideas and results on a subject well investigated. 			
 Some meresting ideas and results on a subject well investigated. Minor variations on a well investigated subject 			
It has been said many times before.			
*Quality of presentation: Rate the paper organization, the clearness of text and figures, the completeness	and accuracy of		
references.			
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3. Finish the form and click save

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	Unacceptable.		
	*Recommendation: How do you rate your recommendation?		
	Definite Accept.		
	Accept.		
	Possible Accept.		
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	*Detailed comments: Please justify your recommendation and suggest improvements in technical content or presentation.		
	Detailed comments: Please justify your recommendation and suggest improvements in technical content or presentation		
	Best Paper Award: Would you recommend this paper for Best Paper Award? (Yes/No). Why?		
	(Yes/No) Why?		
	*IEEE Publication: Do you think the paper is suitable to be published in IEEE Xplore?		
	• Yes		
	• No		
	Comments to the TPC: Confidential comments to the TPC (will not be sent to Authors).		
	Comments to the TPC:		
	h		
	Email me a copy of the review		
	Save Click to save after finished.		

4. Check the status of the paper: The status of the review is now "completed". However, the reviewer still can modify the review before the review due.

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IFOST-2017										
Review for	r #157033600	5: /								
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×	Review completed. Y	You will receive	a copy by er	mail and can change it until April 12, 2	017 00:59:00 KST.					
Conference	Type of review (accept, decline and edit review)	Paper number (show)	Authors	Paper title	Manuscript (if completed or	Assigned by	Status (unsaved	Review due	Paper	re
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