

The 12th International Forum on Strategic Technology 2017

Guidelines for TPC Track chairs

1. How to invite TPC members to serve in your track:

Login to edas.info, click “My...” → “My TPCs” → it will direct you to the window below.

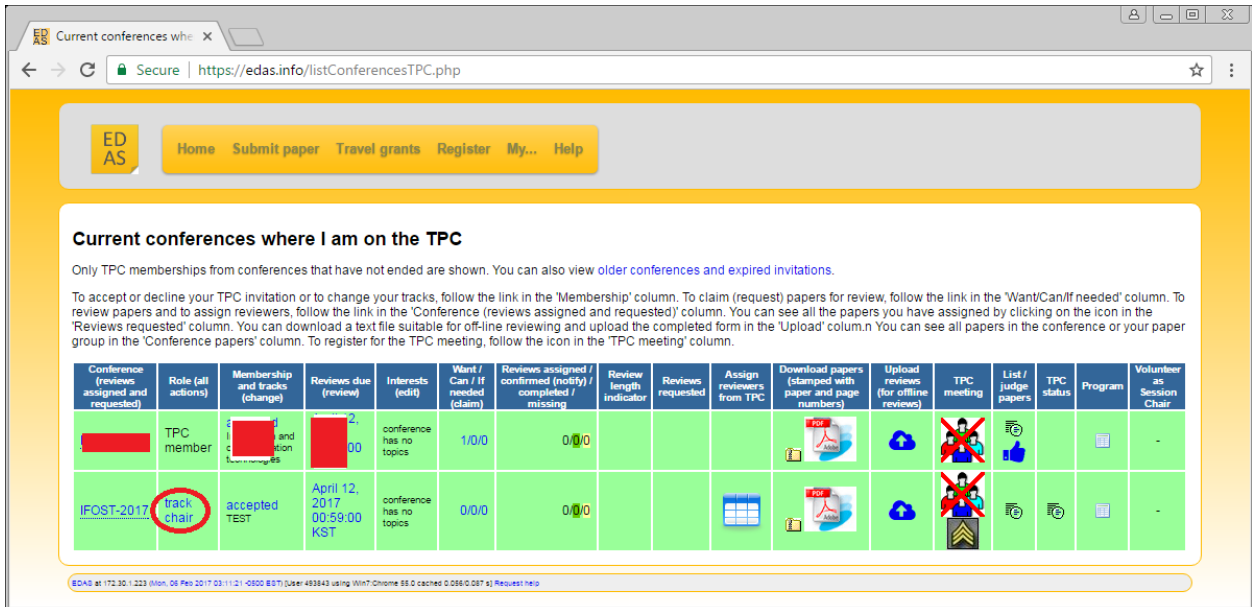


Figure 1

In column “**Role (all actions)**”, click “**track chair**”, you will be directed to the following window. To invite TPC members, go to tab “**People**”, click “**TPC**”, it shows how to invite TPC members “**individually**” or “**in bulk**” (see Fig. 3). However, it is recommended to add members individually.



Figure 2

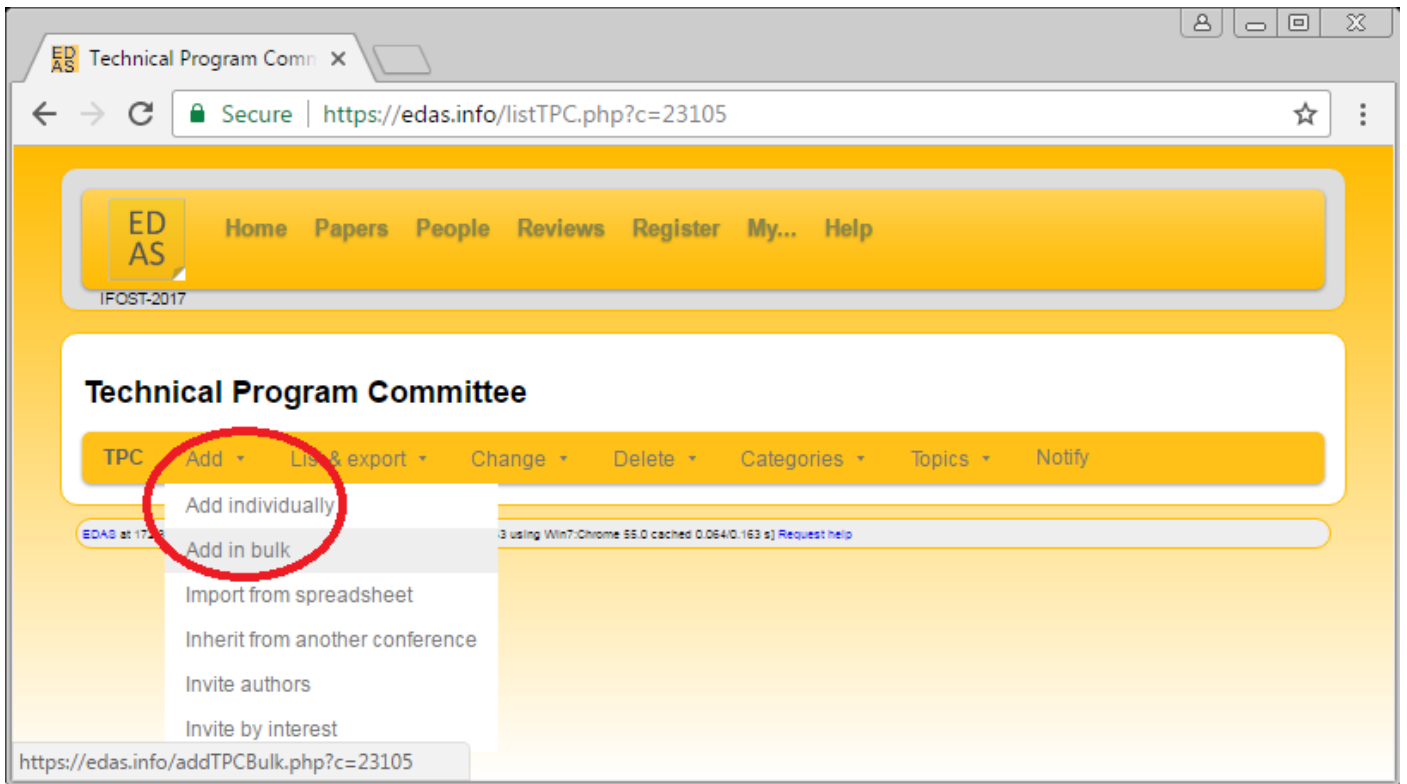


Figure 3

How to invite TPC members individually → follow instructions in the figures below:

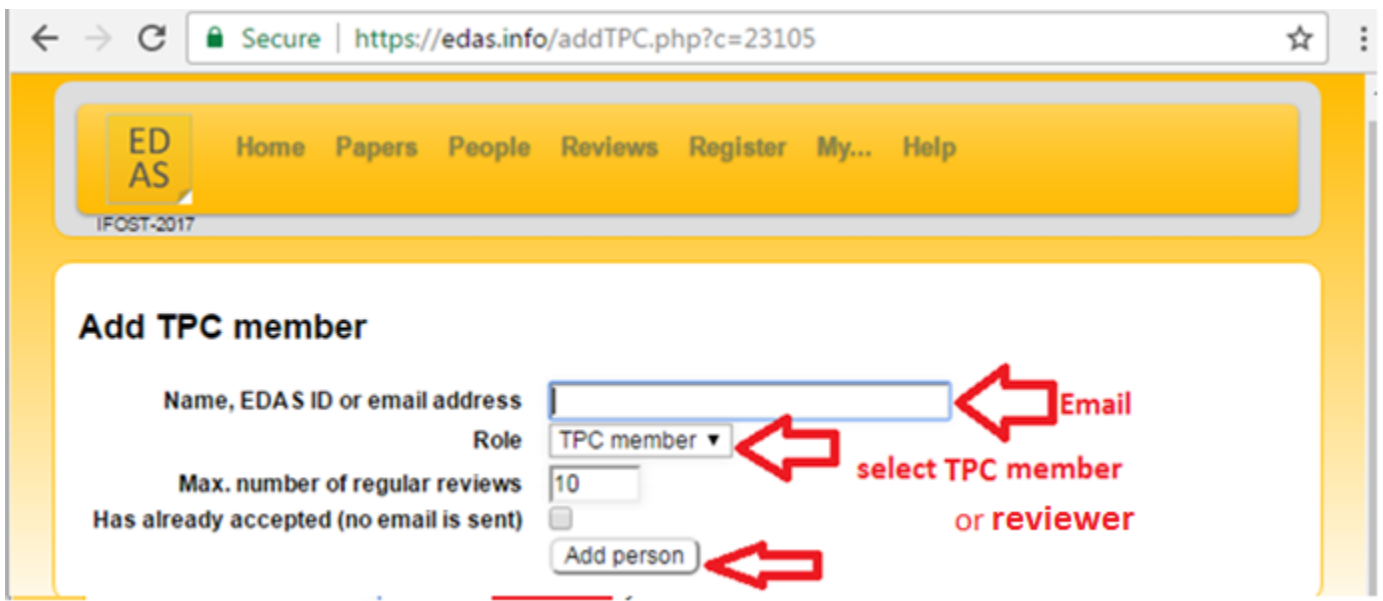


Figure 4

Note: After clicking “Add person” as shown in Fig. 4, you will be directed to Fig. 5 if the invited member have already an account on EDAS . Otherwise, you have to complete the form as shown in Fig. 6

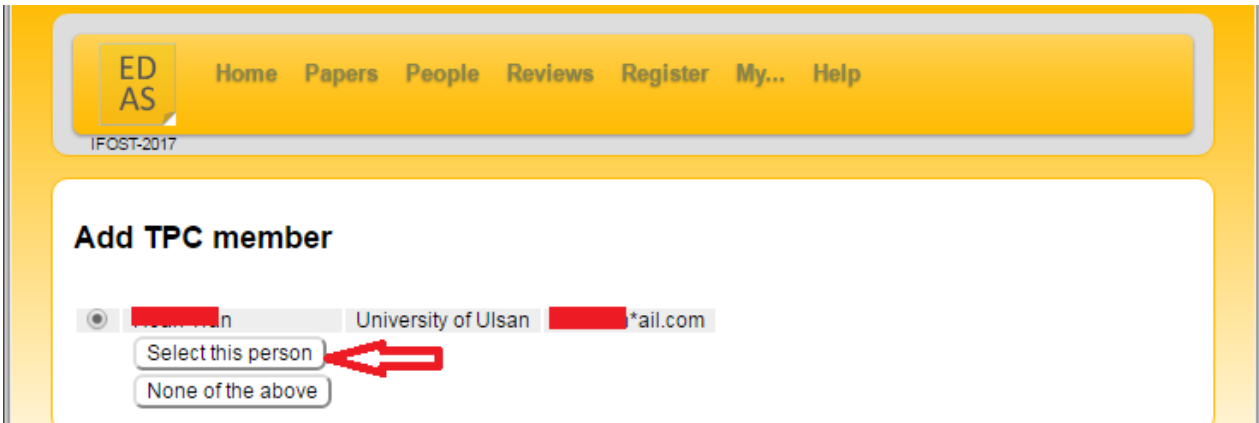


Figure 5

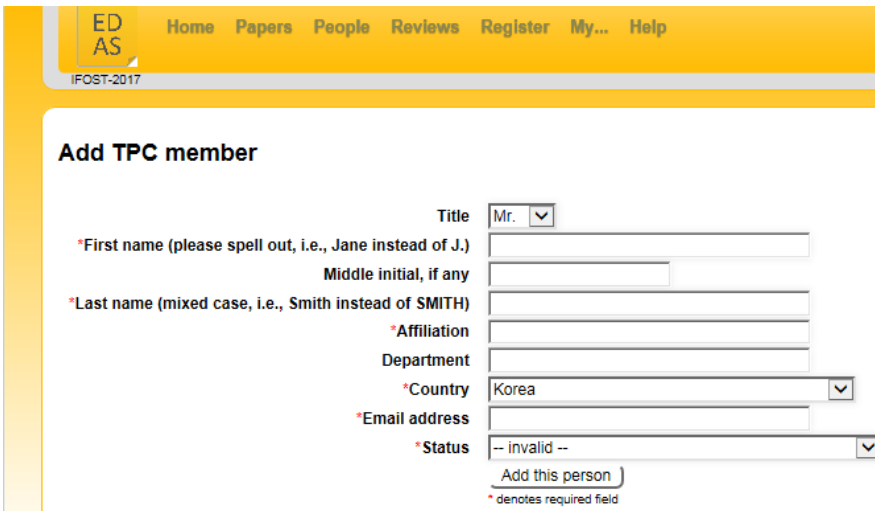


Figure 6

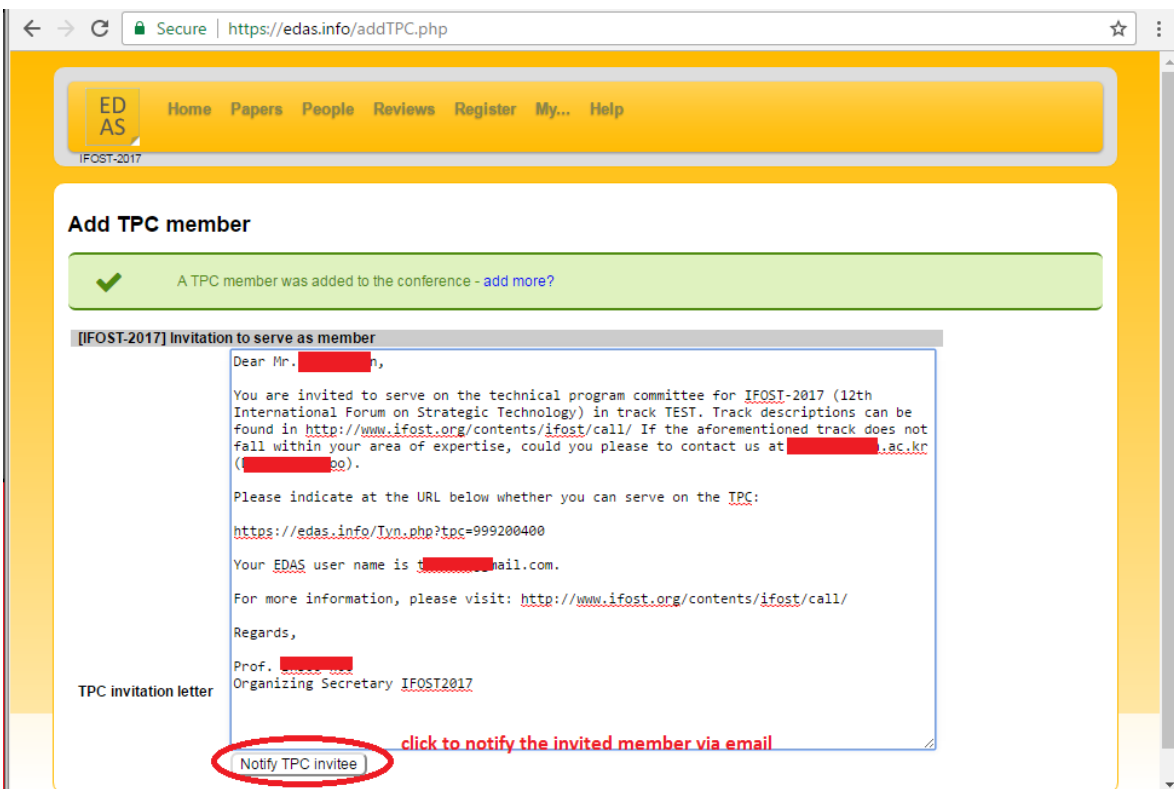


Figure 7

After finishing all steps above, click “Notify TPC invitee” as shown in Fig. 7. This will send a notification email to the invited member .

To serve as a TPC member of the corresponding track, *the invited member must follow the instructions attached with email and accept the invitation.*

2. How to list TPC members and reviewers serving in your track:

Go to tab “Reviewers”,click “Status” → show “TPC status”. Fig. 9 shows total number of TPC members and reviewers that belongs to your track.

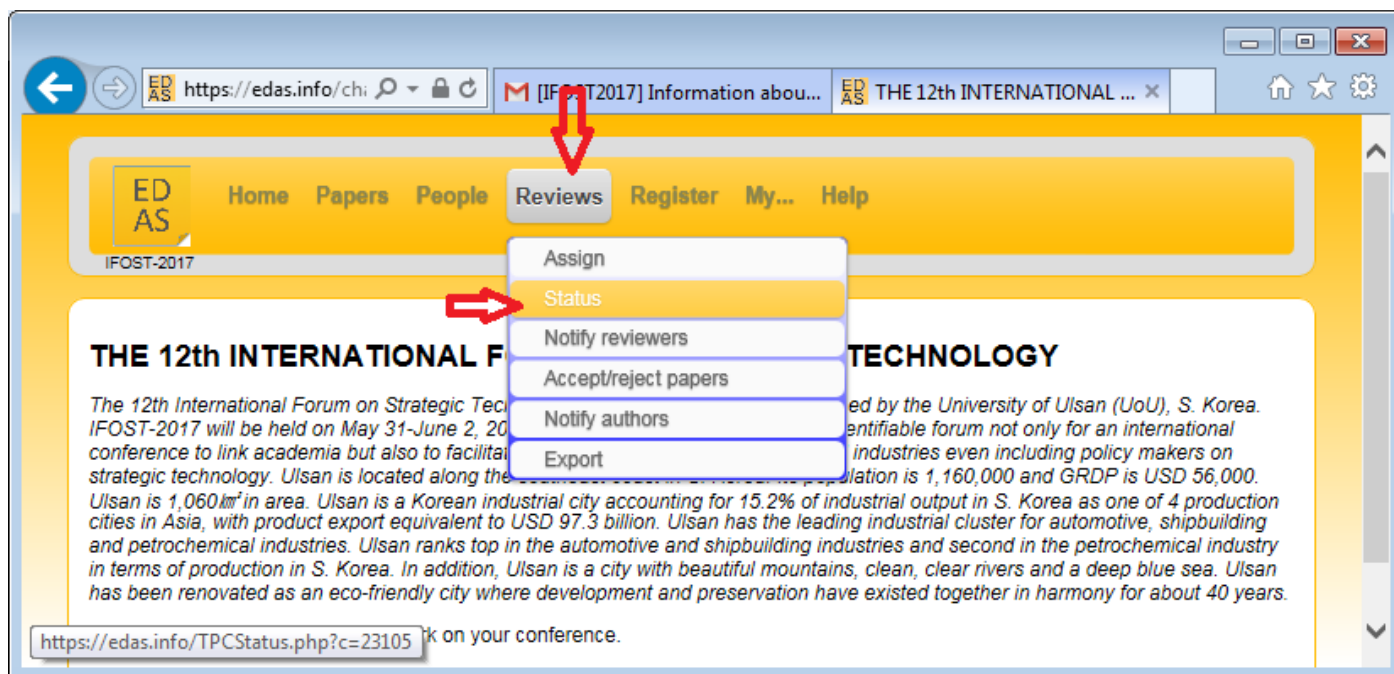


Figure 8

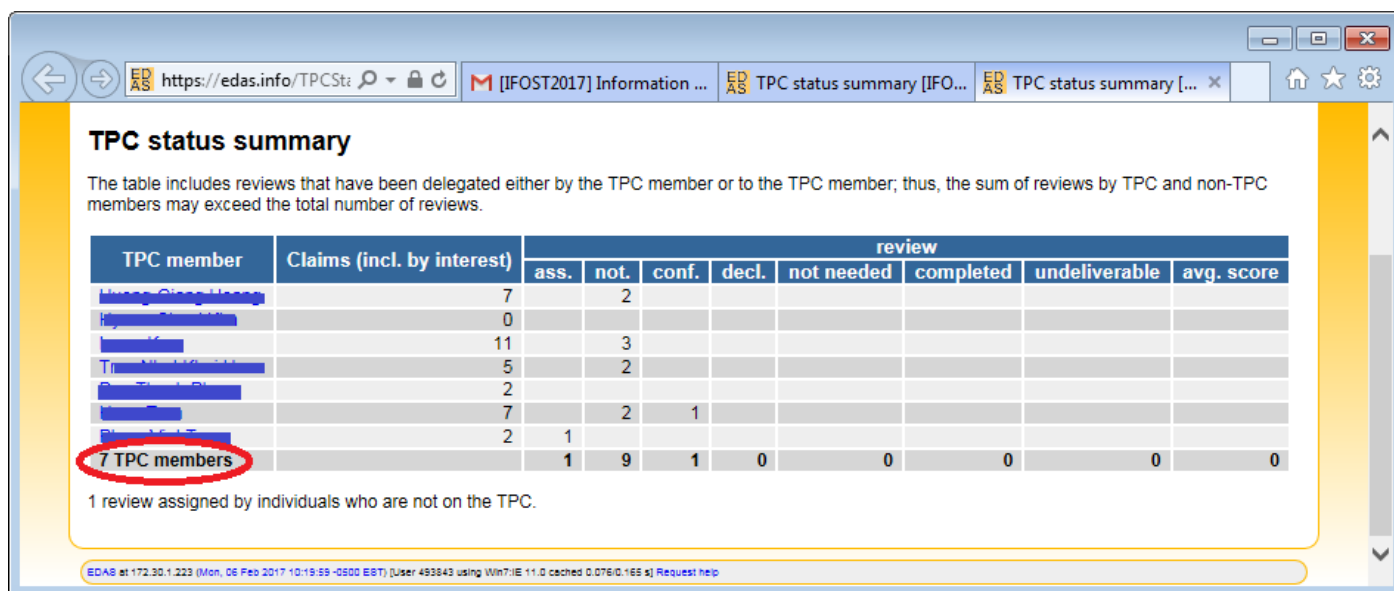


Figure 9

3. How to assign papers to reviewers

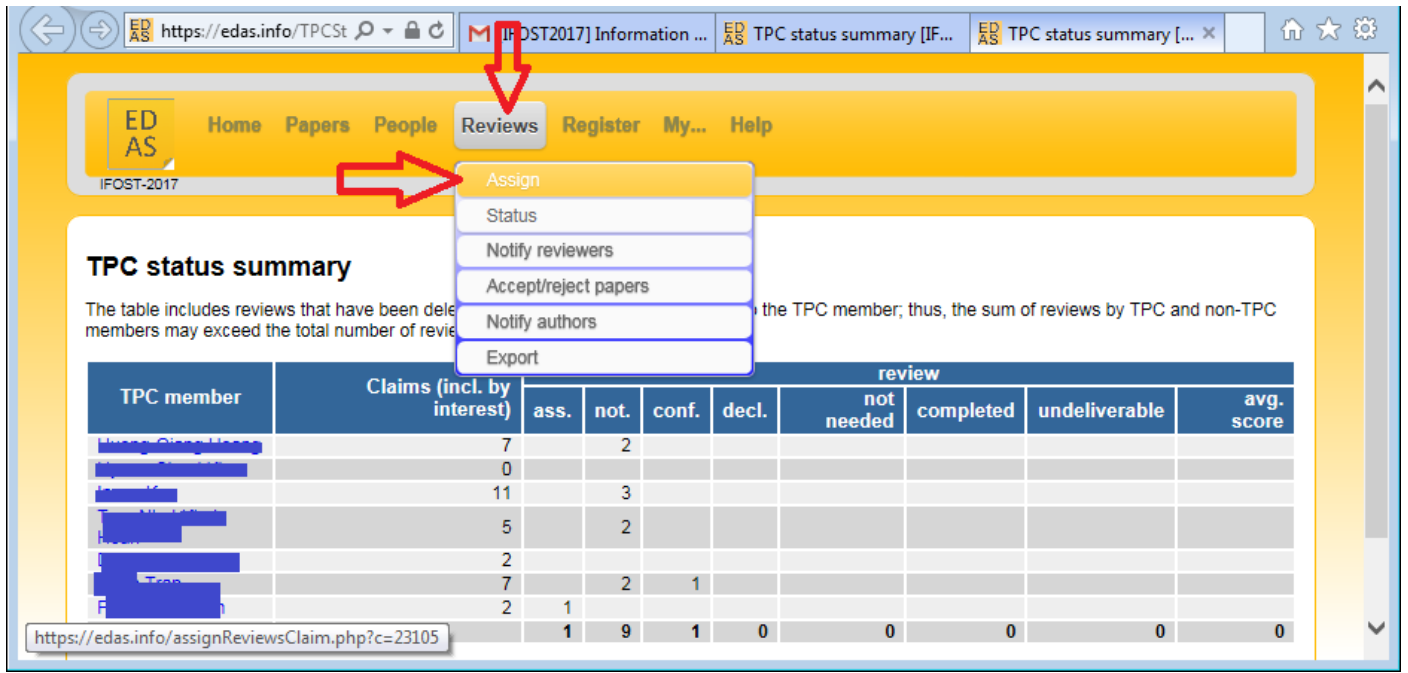


Figure 10

Go to tab “Reviews” and click “Assign”, it will direct you either to “assign manually” each paper to reviewers or to “auto-assign” all papers to all TPC members and reviewers of your track as shown in the figure below.

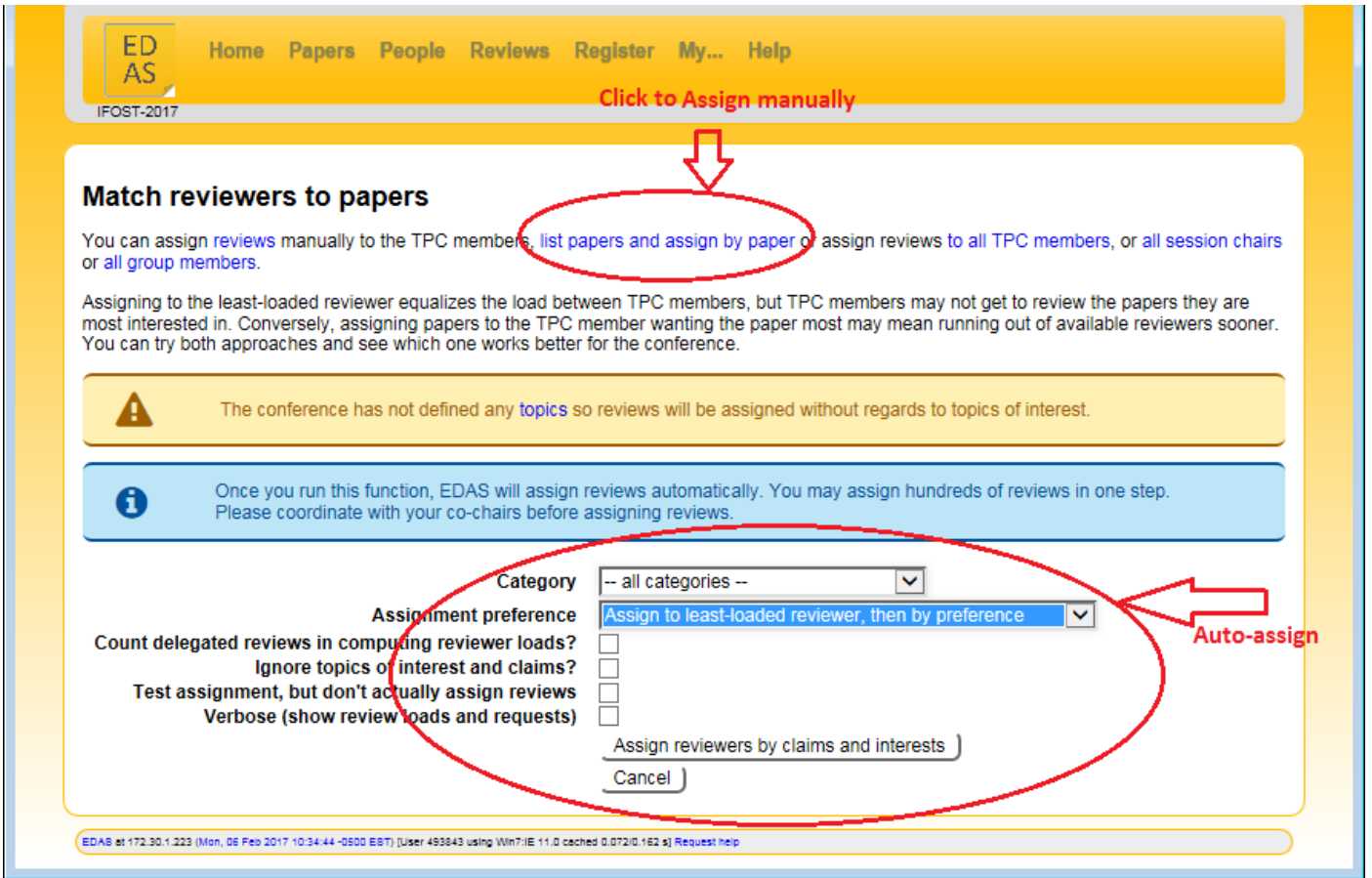


Figure 11

- 3.1. **Auto-assign** : The track chair may select auto-assign but **it is recommended to assign papers manually to reviewers.**
- 3.2. **Assign manually** : Click link **"list papers and assign by paper"** as shown in Fig. 11, then **"List papers"**, you will see a similar screen as shown in Fig. 12

#	Title	Track	Group leaders	review: reviewers	review: assigned	review: confirmed	review: completed	review: last reminded
1570336005	Robust Secure Transmit Design for S Wireless Users	TEST			3	1	0	
1570336006	Cognitive radio networks	TEST		own paper	own paper	own paper	own paper	
1570336008	Information received quantized hard normality action for c... um sensi dig... ks	TEST			1	0	0	
1570336041	Issues in Linear Wire Network	TEST			3	0	0	
1570336046	FL-COP: Energy-Efficient On... Ac... Networks	TEST			1	0	0	

Figure 12

To assign/modify reviewers for each paper, click corresponding paper ID and you will be directed to the following screen.

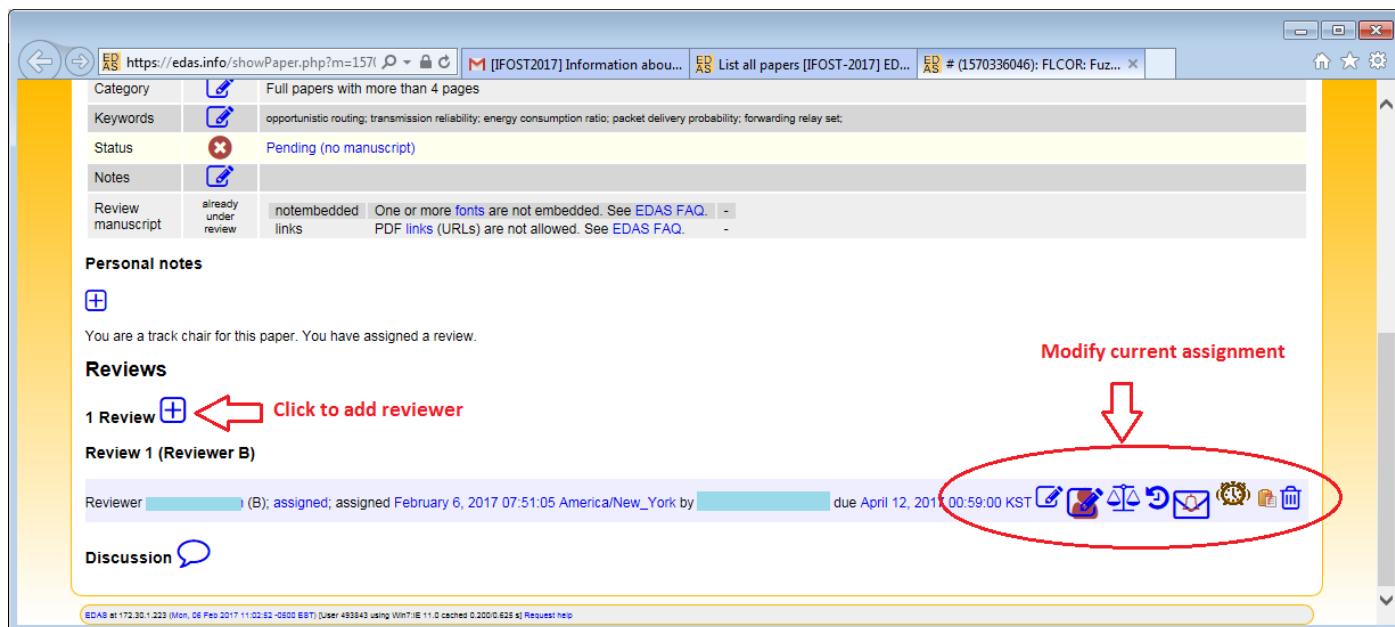


Figure 13

Fig. 13 allows you to assign more reviewers for each paper or to modify current status.

To add reviewers : click on “+” icon and follow the instructions as shown in Fig. 14 below. After clicking “Assign reviewer”, you are requested to send a notification email to the reviewer as shown in Fig. 17.

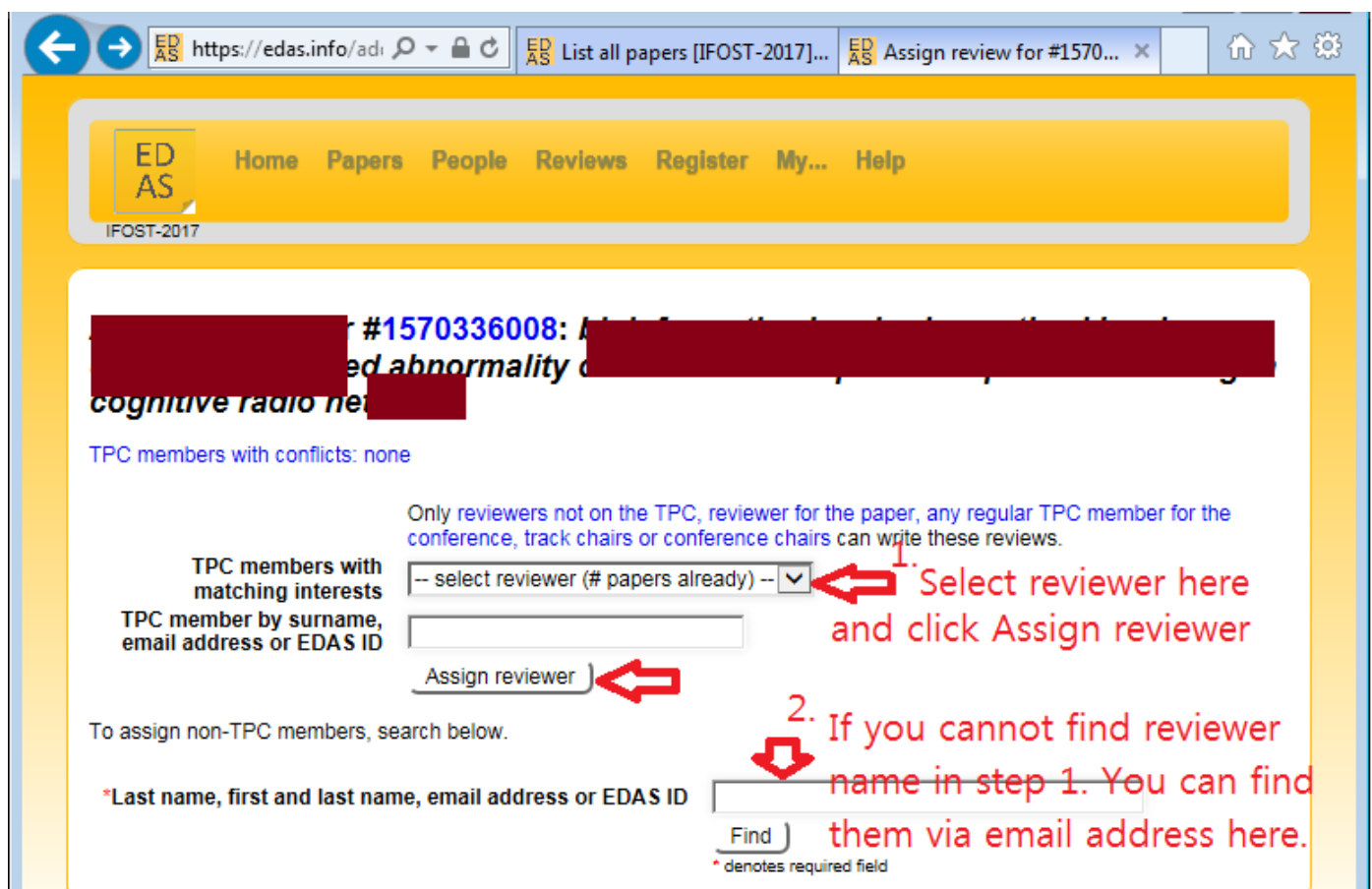


Figure 14

As shown in Fig. 14, if you find reviewer by email, you will be directed to one of windows below:

- (1) If the reviewer already had an EDAS account, you can select reviewer as shown in Fig. 15. Otherwise, you click on “None of the above” button and complete the form as shown in Fig. 16.

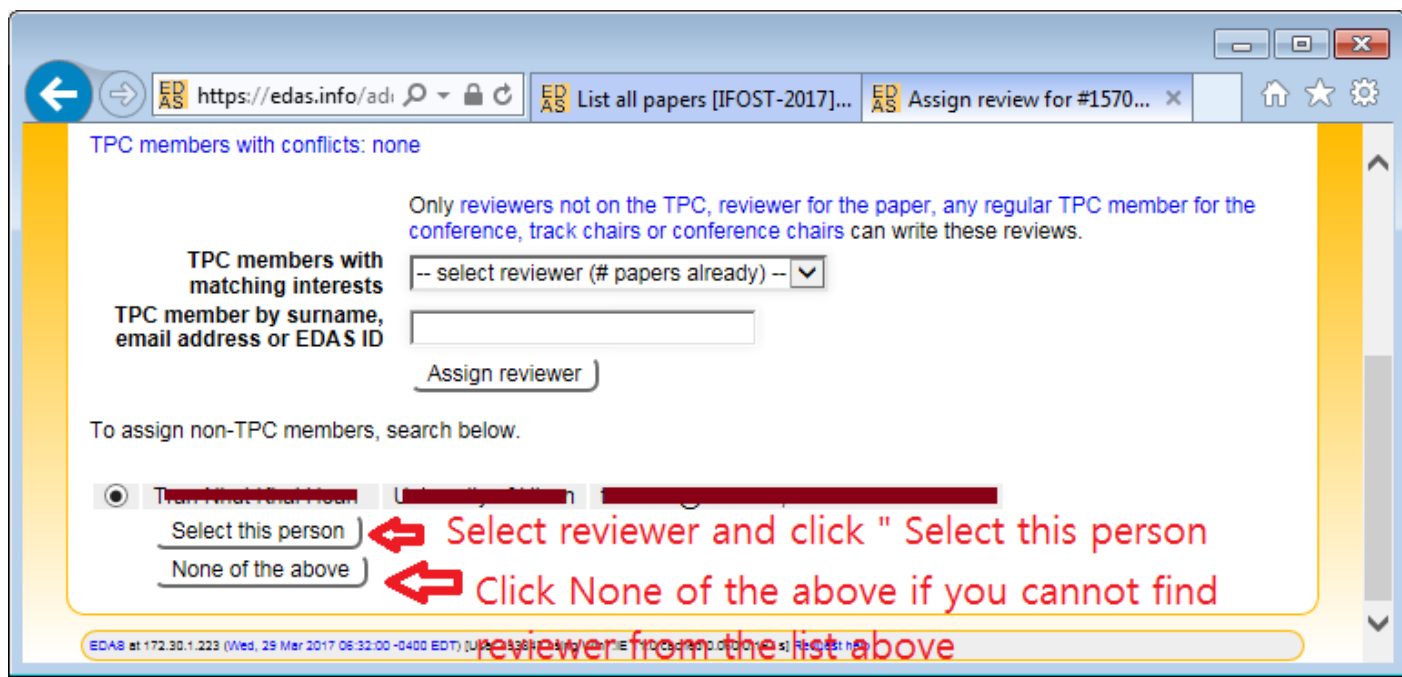


Figure 15

- (2) If the reviewer does not have an EDAS account, you have to complete the form as shown in Fig. 16.



Figure 16

After clicking “Add this person”, you are requested to send a notification email to the reviewer as shown in Fig. 17.

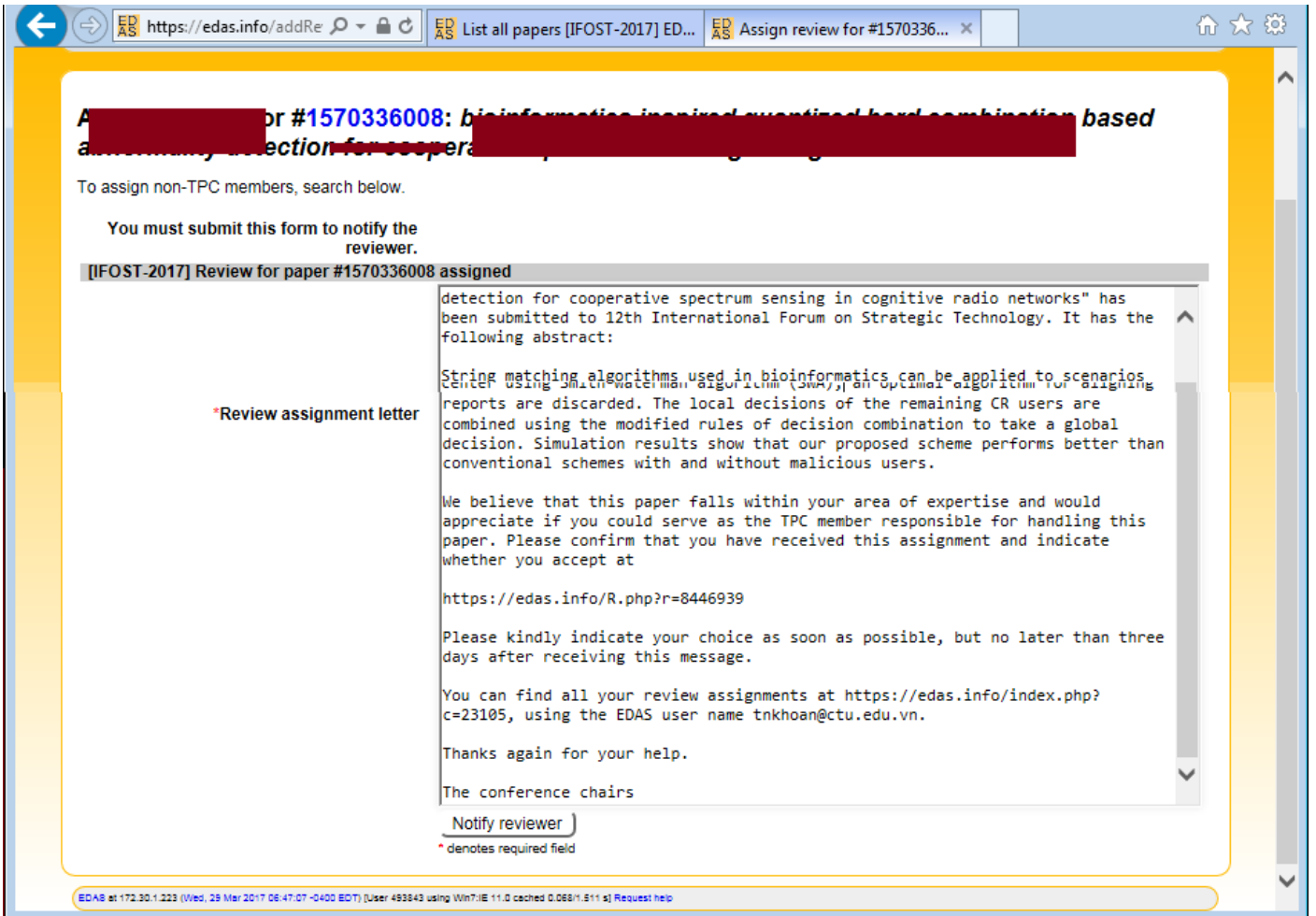


Figure 17

The invited reviewers must accept the invitation in order to start review.

Note:

- TPC track chair must keep record of review status of all the papers, and if necessary resend a notification email as a reminder to notify reviewers as shown in the figures below.

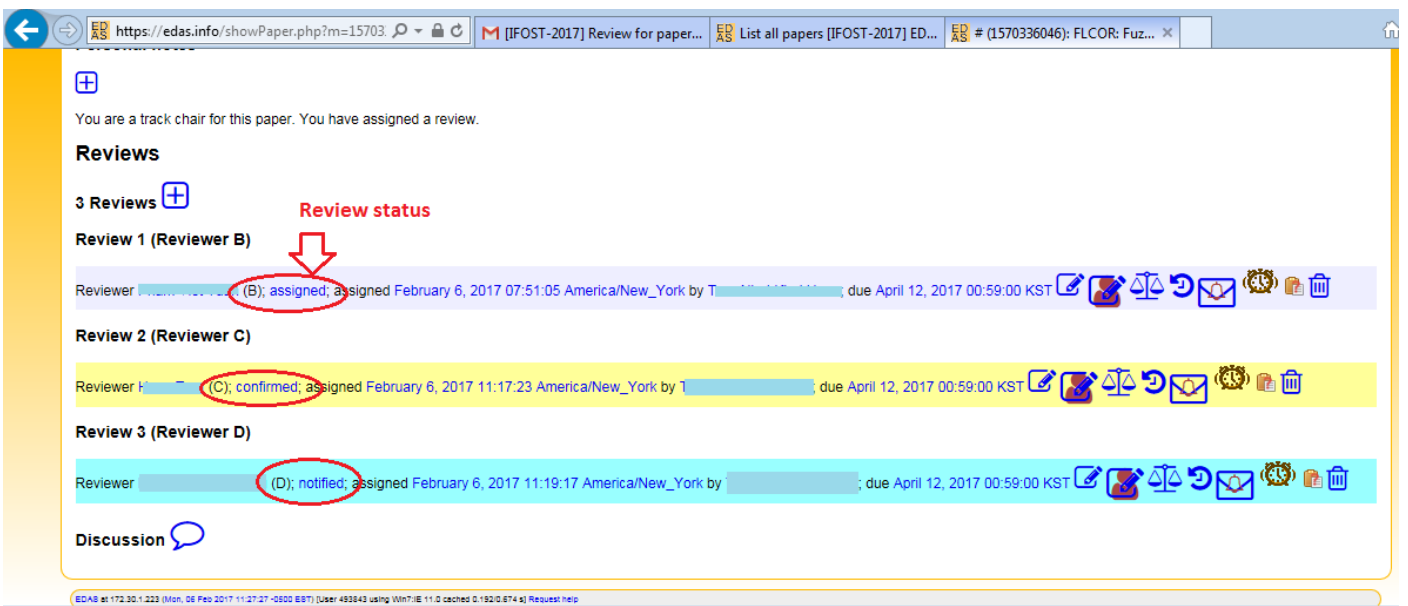


Figure 18

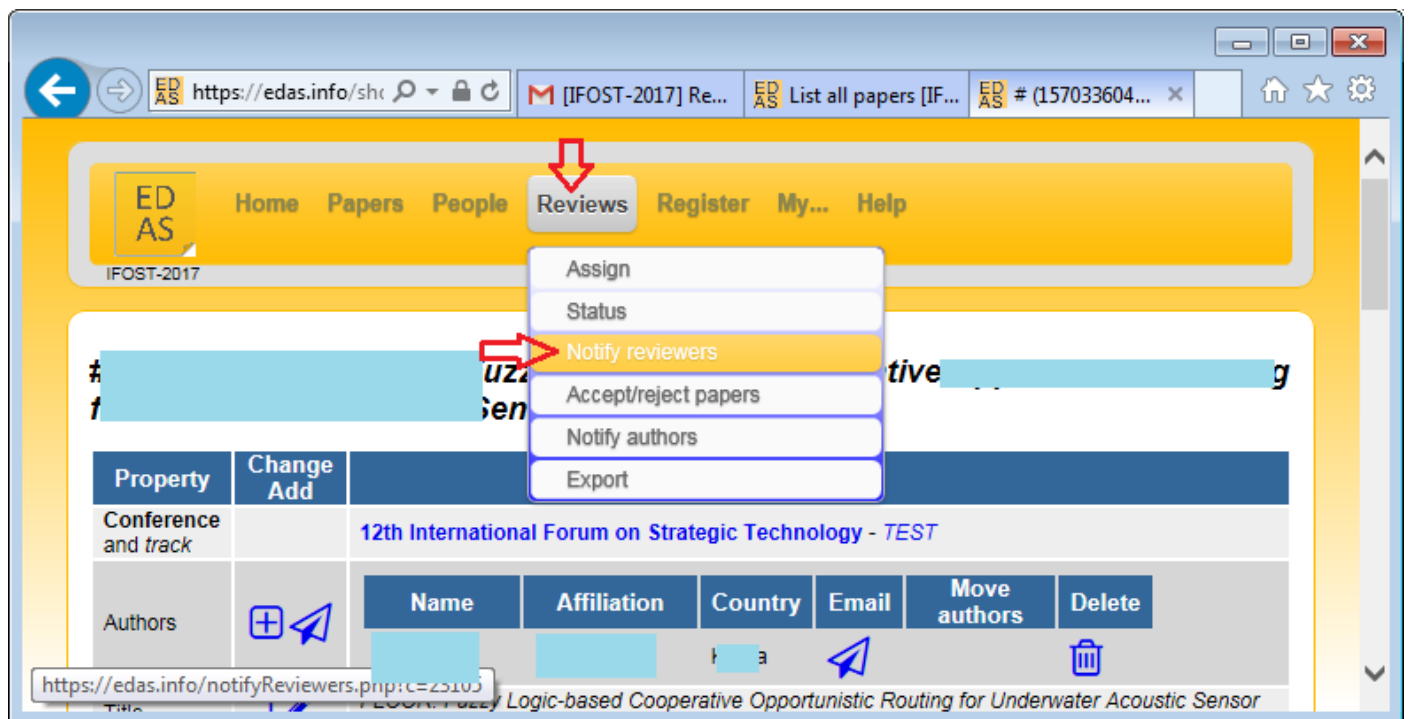


Figure 19

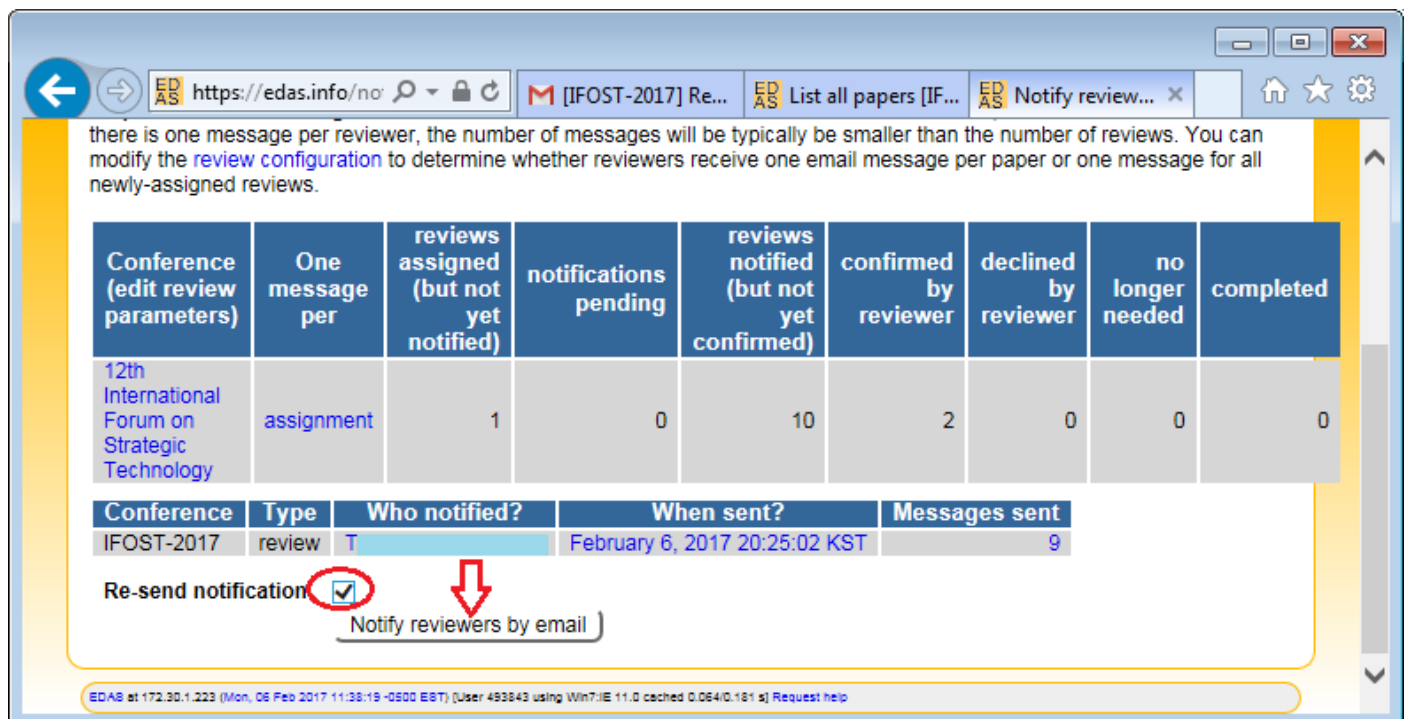


Figure 20