EasyChair for Reviewers

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Switching between tracks and roles

In EasyChair, different tracks may be used, for example for different submission types. If you are a reviewer in more than one track, it may be necessary to switch between those tracks to see the different submissions that have been assigned to you in the different tracks.

Upon logging in, the different roles for this and other conferences may already be displayed - here, you only need to choose the correct role/track in which you would like to login. Once you have selected a role, you can switch to another role by hovering over the "EasyChair" menu item and clicking on "My recent roles" in the drop down menu:

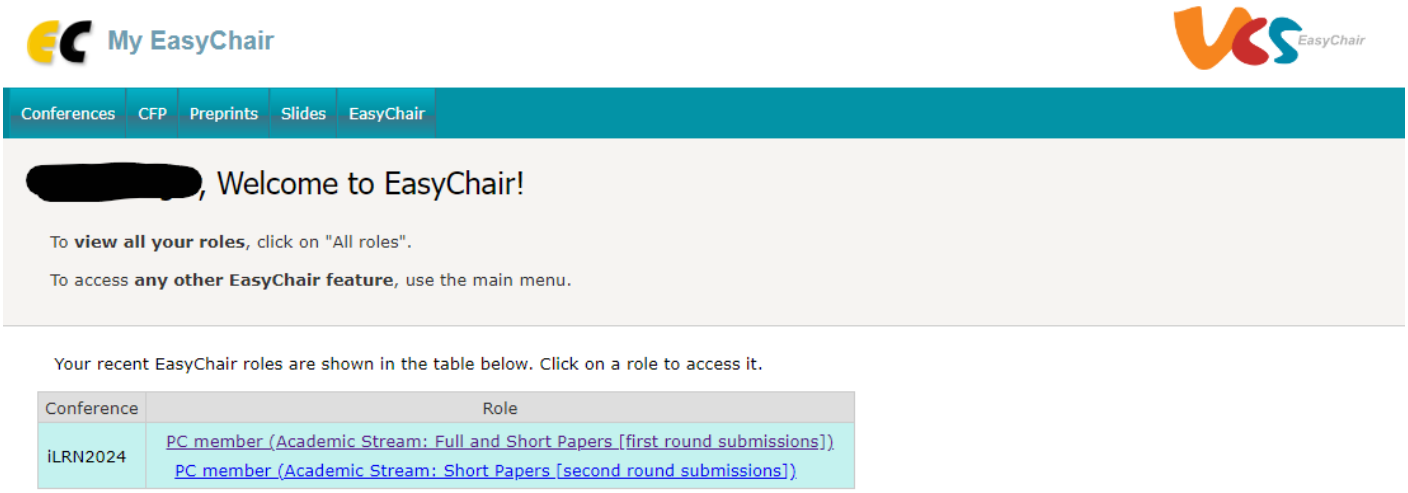


You then get back to the list of roles in the different tracks. You can now switch to the next track.

Note: if you have not visited a role in a while, you might need to click on "All Roles" in the right top corner menu on the page with the listed roles.

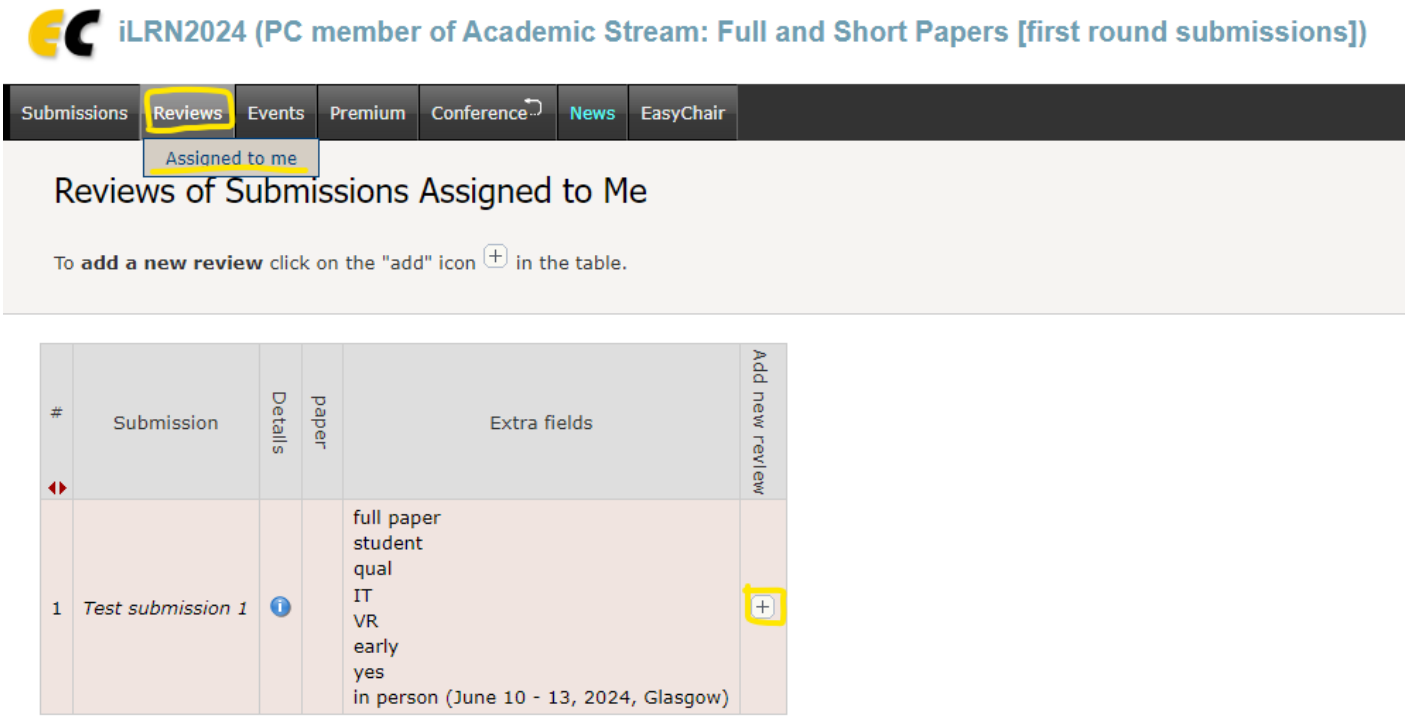
Adding your reviews as a reviewer (PC member)

When accessing EasyChair, please click on the PC member role in which you want to add a review:



If reviews have been assigned to you in more than track, you need to access the roles separately to submit reviews to those tracks.

After clicking on the respective role, you will see a list of submissions that have been assigned to you in that role. When clicking on "Assigned to me" item in the the "Review" tab in the horizontal menu, you will see this list again, but this time, a little "+" sign in the right most column gives you the option to add a new review for this submission.

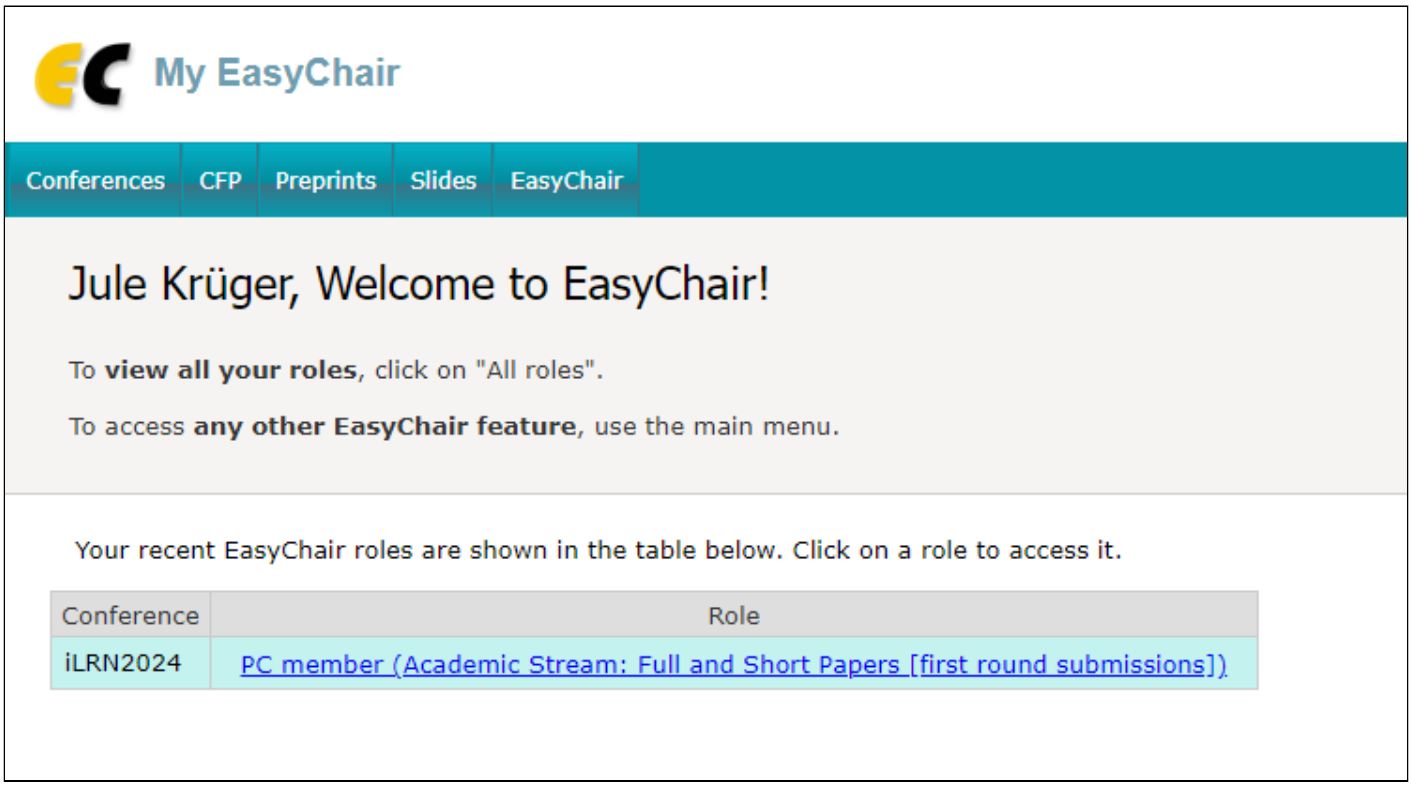


When clicking on that "+" sign, a new page with the review form will open. On top, you can find the Reviewer Instructions. In the form below, you will find review criteria to review and rate the paper, and some open text fields to describe your ratings. It is also possible to attach a document with further feedback, if you want that.

Choosing your topics as a reviewer (PC member)

The topics based on the iLRN conference tracks and branch houses (https://www.immersivelrn.org/initiatives/houses-of-application/) will be used to assign papers to you for review, so that you can review the papers which fit your areas of expertise and interest. If you do not set your topics of interest in the system, we assume that you are open to review submissions from all topics.

When you log in to EasyChair, you should be able to see the current iLRN as your conference, and your role in it as a PC member in the respective track, for example like this:



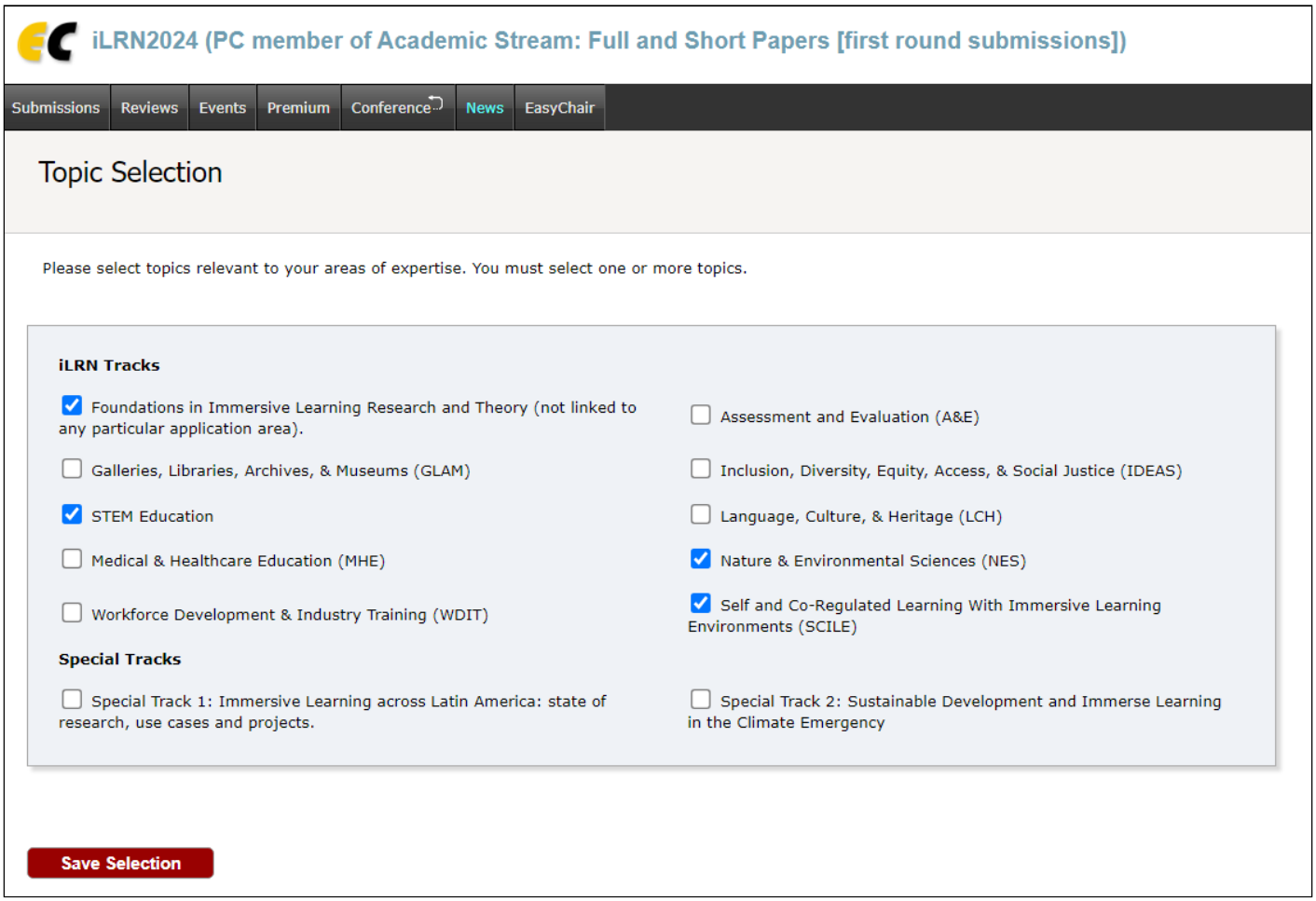
In this view, you might see more than one conference, if you have used EasyChair in other conferences, or you may see multiple roles in the iLRN conference, for example if you are a PC member in multiple tracks or also submitted a paper as an author. If you do not see the iLRN PC member role that you think you should see, try clicking the "All roles" link in the top right corner (not in this screenshot). If you still do not see the role, you might still need to accept your invitation to the Program Committee. Contact conference@immersivelrn.org if you still have issues with finding the role.

IMPORTANT: If you are a **PC member in multiple tracks**, you need to **set your topics in each of them**.

When you click on the PC member role, you get to a view with multiple horizontal menu items on top, including "Submissions", "Reviews", etc. There, you should also find the item "Conference". When you hover over it, there is a drop-down menu with the option "My topics":



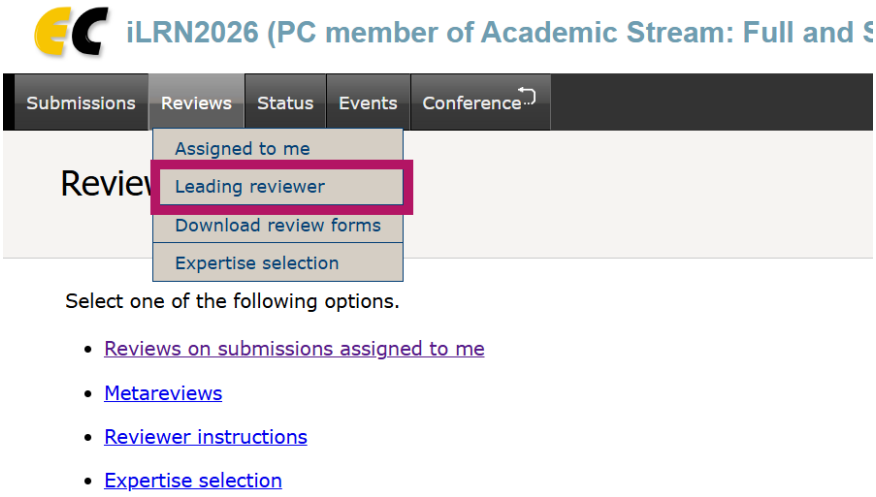
When you click on that, you get the option to choose the topics you would like to review, which are based on the iLRN tracks (see example below). You need to click the "Save selection" button to save the topics in your profile.



You can still change your topics until the papers are assigned.

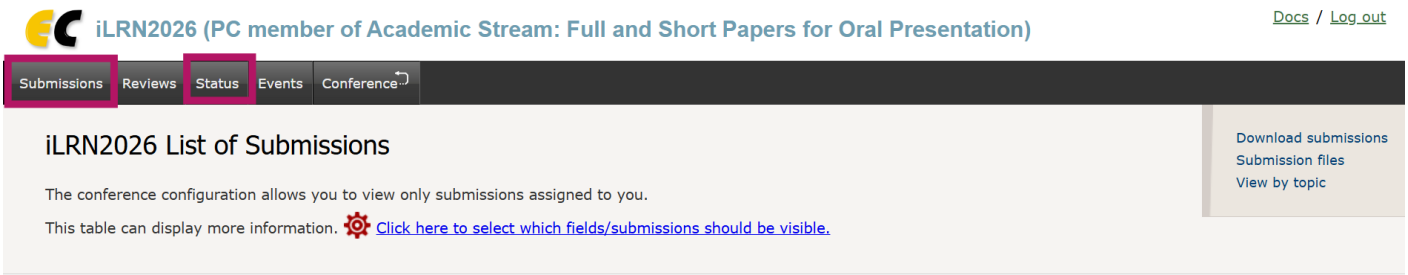
Meta reviews for leading reviewers

If you want to see which papers you have been assigned to as leading reviewer, please check under "leading reviewers" in the "Reviews" menu:



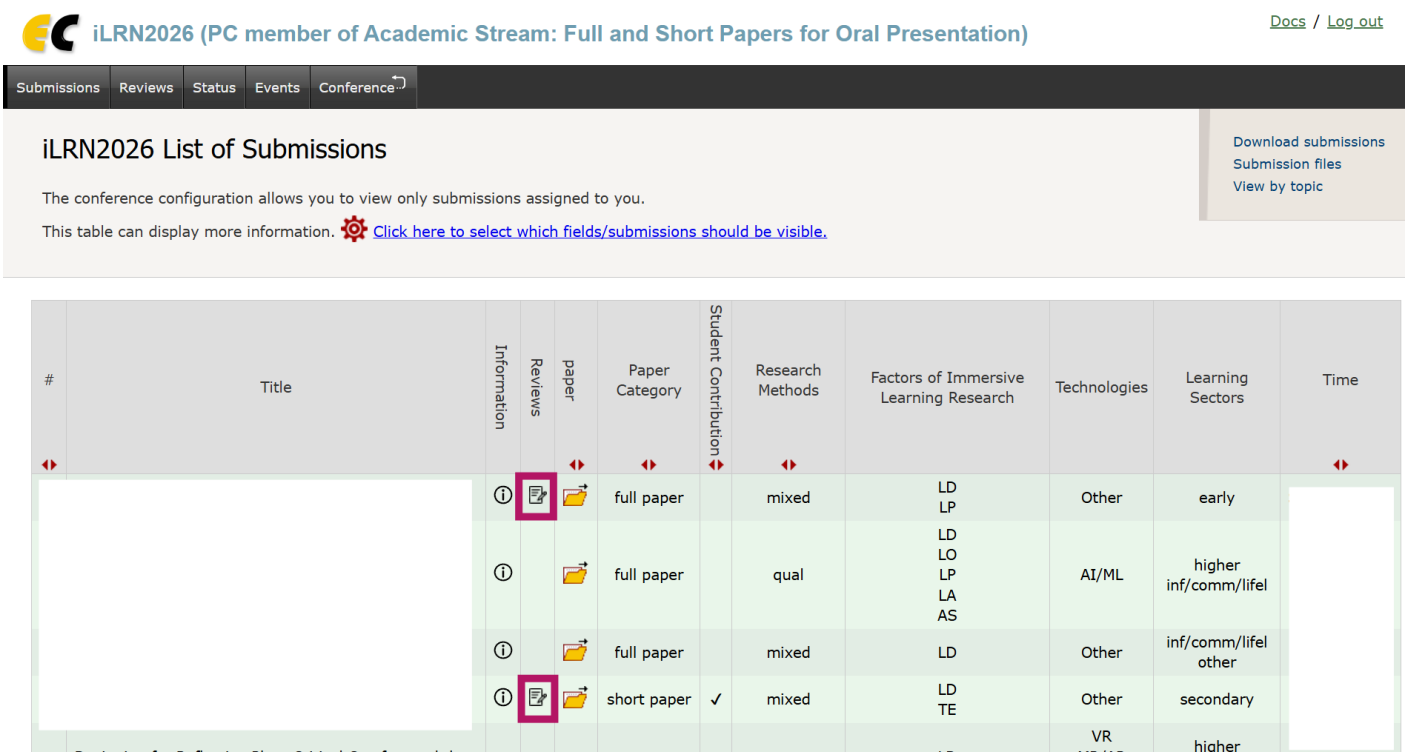
Adding meta reviews

In order to add meta reviews in the system as a leading reviewer, you need to get to the **review overview pages of the individual papers**. To access these, you can go through the "Submission" menu, the "Reviews" menu, or the "Status" menu.



Through submissions menu

In the table with the List of Submissions, click on the symbol in the "Reviews" column:



You can only access this button for papers for which you have submitted an ordinary review for that paper yourself. When you click on the symbol, you will get to the review overview page for that paper. From there, continue as described below.

Through review menu

Through "Assigned to me" or "Leading reviewer" menu items, you will also get to tables similar to the ones in the Submission List menu. Again, the symbol in the "Reviews" column can be clicked to get to the review overview page for that paper. From there, continue as described below.

Through status menu

You can see the overview of papers for which you can access other reviews in this menu. When you click on a paper title, you will get to the review overview page for that paper. From there, continue as described below.

On the individual review overview page

When you are on the review overview page of an individual paper, you can then see the reviews that have been created for that paper. You can only access this page if you have created a review for that paper yourself.

To add a meta review, please use the "Edit metareview" link in the top right corner:

Reviews and Comments on Submission 17

To **revise a review** click on the review image in the "Revise" cell.

To **add a comment** use the comment form at the bottom of the page.

Add new review
Submission details
Edit metareview

Submission

Submission	
Decision	
File	

Summary of Received Reviews and Comments

All times are UTC.

	Date	Total score	Reviewer's confidence	Area of contribution to Imm	Contribution to Immersi	Originality and	Methodological/th	Claims/Cor	Language and acade	Anchored in rele	Compliance with style/formattir	Appropriate	Overall eva	Academic Stream A	Revis

This menu link is only visible if you have been assigned to the paper as a leading reviewer.

Account creation and access issues

EasyChair account creation

If you do not yet have an EasyChair account, please create one following these instructions: https://easychair.org/docs/account_create.

Access to account not possible

If you lost the access to your account, please check out these instructions: https://easychair.org/docs/password_reset. iLRN does not host the EasyChair platform and accounts are created in the general EasyChair system and not specifically for conferences. Unfortunately we cannot help you recover a lost account, but the EasyChair helpdesk might.

What to do if I can log in, but do not see my assignments in my account?

Your assignments are connected to the **email address (EA) with which you where invited to be a reviewer (PC member)** (email address X). Additional emails related to your role as reviewer (e.g., paper assignment information, review reminders) will also be sent to email address X.

If you are logging in with an EasyChair account but cannot see the assignments in your account, please check which email address(es) the logged in account is connected to (email address X, or a different one, email address Y). These are possible scenarios in which you might not see the assignments (immediately) and potential solutions:

1) You are logging into an account that is associated with email address X but do not see the assignments:
--> Please check if you need to change your role to access the reviews (see https://codex.immersivelrn.org/books/instructions-for-reviewers/page/switching-between-tracks-and-roles). Otherwise, please contact the iLRN EasyChair support team.

2) You are logging into another account that is only connected to email address Y, but you know that you also have an account with email address X:
--> Try logging in with the other account (email address X) and check if you can see the assignments. If not, check point 1).

--> You might consider merging your accounts (see https://easychair.org/docs/account_merge)

3) You are logging into another account that is only connected to email address Y and you do not have an account that is connected to email address X:
--> Please consider adding email address X as an alternative email address in your account (see https://easychair.org/docs/account_emails), which should make the assignments of email address X available to the existing account.
--> If you do not want to add email address X as an alternative email address in your existing account, please contact the iLRN EasyChair support and provide the email address of your existing account so the invitation can be updated.