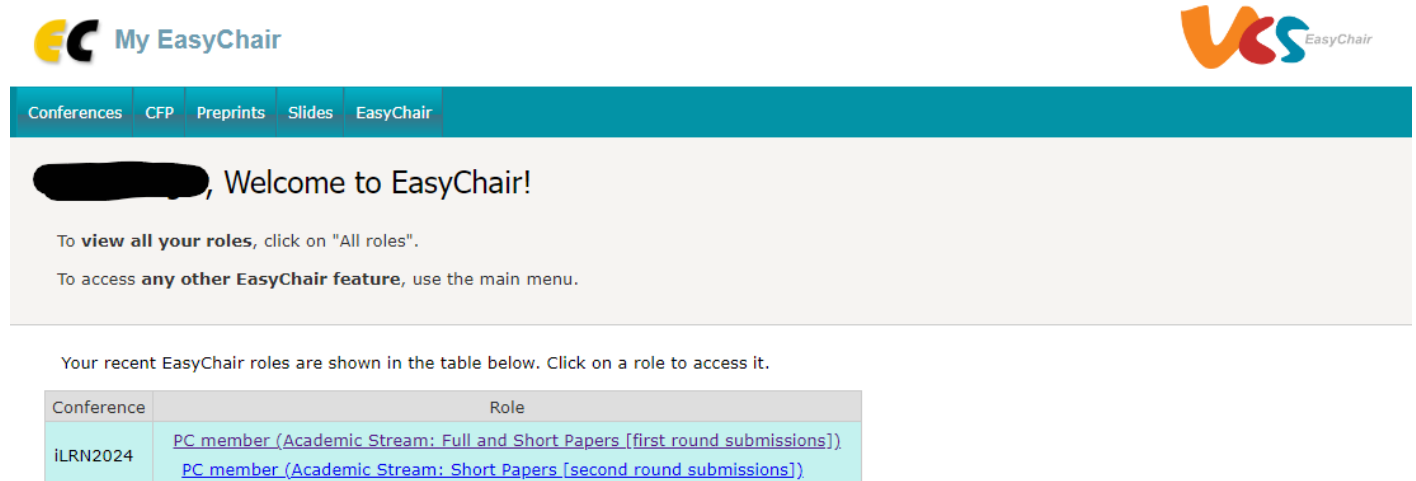


Adding your reviews as a reviewer (PC member)

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




The screenshot shows the EasyChair user interface. At the top left is the "My EasyChair" logo, and at the top right is the "VCS EasyChair" logo. Below the logos is a teal navigation bar with tabs for "Conferences", "CFP", "Preprints", "Slides", and "EasyChair". The main content area is light gray and contains a welcome message: "[redacted], Welcome to EasyChair!". Below the message are two instructions: "To view all your roles, click on 'All roles'." and "To access any other EasyChair feature, use the main menu." Below the instructions is a paragraph: "Your recent EasyChair roles are shown in the table below. Click on a role to access it." Below the paragraph is a table with two columns: "Conference" and "Role".

Conference	Role
iLRN2024	PC member (Academic Stream: Full and Short Papers [first round submissions])
	PC member (Academic Stream: Short Papers [second round submissions])


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.

Submissions **Reviews** Events Premium Conference  News EasyChair

Assigned to me

Reviews of Submissions Assigned to Me

To **add a new review** click on the "add" icon  in the table.

#	Submission	Details	paper	Extra fields	Add new review
1	Test submission 1		full paper student qual IT VR early yes in person (June 10 - 13, 2024, Glasgow)		

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.

Revision #1

Created 4 November 2025 10:32:02 by Jule Krüger

Updated 5 December 2025 12:01:17 by Jule Krüger