Paper Reviewing User Guide

Release 0.97

Indico Team

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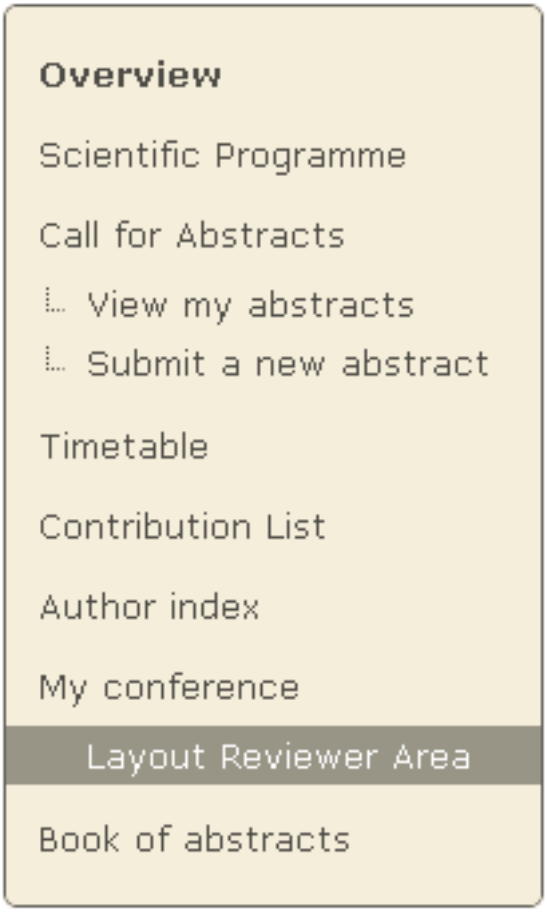
CHAPTER

ONE

PAPER REVIEWING MODULE - LAYOUT REVIEWERS'S GUIDE

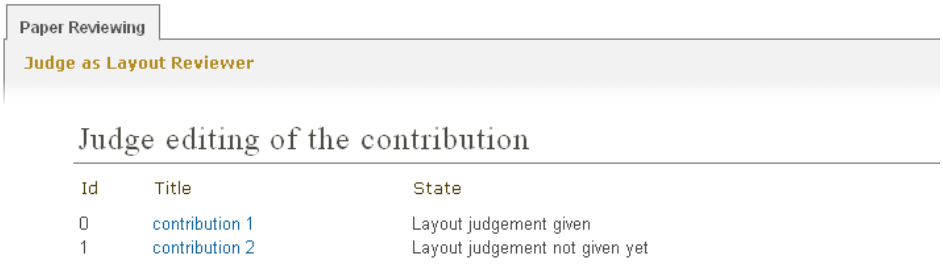
1.1 Getting started

As a layout reviewer, your responsibility is to judge the layout of all of the contributions you are assigned to. Firstlly, you must log in the system and you will find a link in the left menu under `My Conference`, called `Layout Reviewer area`.



1.2 Layout Reviewer Area

When you access the Layout Reviewers Area you will find a list of all the contributions that are assigned to you for judgment. You also see the state for every contribution.



First you should fill in the questions provided by the Paper Review Manager, after this, you can give your judgement for the layout of the contribution: `to be corrected`, `rejected`, `accepted`. The comments that you will write down should help the Referee to give his judgment. The authors of the contribution will receive an automatic e-mail notification containing your comments and judgment, if the Managers of the Paper Reviewing set this option.

The material which is subject of reviewing is accessible under `Material to Review`.