

## Review forms

Critical milestones are due									
Due (edit)	Conference	Task	Responsible	Explanation	Notes	Reminded	Completed (mark complete)	Completed by	
April 2023									
Apr 15, 2023	IEEE MASS 2023	Upload Letter of Acquisition	chair, publication	Upload the Letter of Acquisition (LoA) issued by IEEE or ACM; it describes the conference, such as ISBN numbers.		Apr 26, 2023	late		

You can [add](#) more review types or [inherit](#) review types (not the reviews themselves). Many aspects of the review process, such as claiming papers, review reminders, rebuttals or who can see what, can be [configured](#) for the whole conference.

### MainReview

This review type is listed 1st. It is a **regular review**, not a meta review.

It is available for **sub-conferences**. Reviews can be assigned to papers that are **Active (has manuscript)**.

Reviews are due **Apr 15, 2023 12:00 America/Denver** and can be submitted until **Apr 26, 2023 12:00 America/Denver**.

If automatic review assignment is used, **each paper** will receive 4 reviews. If 4 reviews have been completed, others are marked as **not needed**. A review assignment never expires. After **2 confirmation reminders**, no more confirmation reminders will be sent and reviews will be marked as . No more than 6 reviews can be assigned to **each paper**. During automated assignments, **each reviewer** is assigned no more than 8 reviews. Reviewers cannot **decline** reviews. Each reviewer can **delegate** up to 4 reviews. Delegated reviews are not counted toward the reviewer's review load [🔗](#). **Reviews can be assigned by chair, TPC member or Track Chair**. Reviews can be **assigned to** reviewers not on the TPC, chair, TPC member or Track Chair. Reviews are created as assigned and reviewers need to be **notified** and then confirm or decline the review.

Reviewers can view manuscript similarity rating and report. Reviewers are shown only the manuscript submission. Reviewers cannot **attach files** [🔗](#).

Authors can see the review only if the paper is **Accepted as a regular paper** or **Rejected**.

**Review quality ratings** are not enabled [🔗](#).

You can change the email templates for [notifying reviewers for each review](#) and [after confirming the review](#)

Reviewers, chairs and authors can only see review questions if both the individual question is made visible as well as the **overall conference** review configuration. Questions are only visible to authors after they have been **notified** whether their paper has been accepted.

**Configure review forms:** Add a **numerical score**, **ranking**, **text question** or **header**. Copy review questions from [another conference](#).

## After temporarily assuming user identity for one of the track chairs (Fan Li) And after clicking Review-> Assign

IEEE MASS 2023 Home Papers People TPC Reviews My... Help

Reviews »Assign

### Match reviewers to papers

118 TPC members have not selected any topics of interest or have not claimed any papers they would like to review.

You can assign [MainReviews](#) manually to the TPC members, [list papers and assign by paper](#).

Assigning to the least-loaded reviewer equalizes the load between TPC members, but TPC members may not get to review the papers they are most interested in. Conversely, assigning papers to the TPC member wanting the paper most may mean running out of available reviewers sooner. You can try both approaches and see which one works better for the conference.

The conference has not defined any **topics** so reviews will be assigned without regards to topics of interest.

Once you run this function, EDAS will assign reviews automatically. You may assign hundreds of reviews in one step. Please coordinate with your co-chairs before assigning reviews.

Assignment preference  
Ignore topics of interests and claims

☐ Count delegated reviews in computing reviewer loads?  
☒ Test assignment, but don't actually assign reviews

Show progress  
Assignments

Assign reviewers by claims and interests Cancel

I did get assignments to the papers only in that specific track (of Fan Li), which is ok. But the phrase at the top which says "...can be assigned to 4 chairs, 103 TPC members or 11 Track Chairs", especially 103 TPC members part sounded like it assigned papers to all possible TPC members of ALL tracks. But checking carefully the names assigned for each paper, it looks like only TPC within that track are used (also the chairs and 11 Track chairs). So maybe it is already doing what we need, but the phrase at the top is confusing.

So, 1) Please confirm if it is only assigning to TPC of that track (and shall we ignore the phrase at the top)  
2) Is there a way during this automatic assignment (within the track) not allow assignments to chairs and track chairs? But still in general we want to allow manual assignments to chair and track chairs later (after automatic assignment).

## Match reviewers to papers

Assigning reviews can take a bit of time. Progress updates are shown below.

2023-04-28 01:08:01: Collecting TPC and paper data.

2023-04-28 01:08:01: Only considering TPC roles non-tpc, chair, member and trackchair last updated before no date/time given.

2023-04-28 01:08:38: The review type *MainReview* can be assigned to 4 chairs, 103 TPC members or 11 Track Chairs.

**MainReview: Paper #1570893867 (*Speed Testing for measuring Network Traffic in a Smart Network Switch*)**

2023-04-28 01:08:38: Need 4 MainReviews: 4 required, 0 assigned, 0 stale.

2023-04-28 01:08:38: Would be assigned to [K. Andersson](#)

2023-04-28 01:08:38: Would be assigned to [N. Aschenbruck](#)

2023-04-28 01:08:38: Would be assigned to [T. Braun](#)

2023-04-28 01:08:38: Would be assigned to [E. Bulut](#)

2023-04-28 01:08:38: All *MainReviews* have been assigned.

**MainReview: Paper #1570902100 (*WiMix: A Lightweight Multimodal Human Activity Recognition System based on WiFi and Vision*)**

2023-04-28 01:08:38: Need 4 MainReviews: 4 required, 0 assigned, 0 stale.

2023-04-28 01:08:39: Would be assigned to [H. Chen](#)

2023-04-28 01:08:39: Would be assigned to [M. Feng](#)

2023-04-28 01:08:39: Would be assigned to [M. Feng](#)