Track Chair's Guide

1. ACCESSING EASY CHAIR

You will receive an e-mail from the program chair of PACIS 2015 notifying that you were added to the program committee. The e-mail will be titled **'Welcome to the PACIS 2015 program committee!'**:

Step	Instructions
1	Access the online submission site at: https://www.easychair.org/conferences/?conf=pacis2015
2	If you have an EasyChair account, please login. If you **do not** have an EasyChair account, please proceed to Step 2a
2a	• Click on the "create an account" link • Follow the instructions shown on the "Signing up for EasyChair: Step 1" page. Fill in the suggested words in the textbox and click on the "Continue" button.

- In "Signing up for EasyChair: Step 2", please enter your name and e-mail address in the given fields. After pressing continue, you will be directed to a web screen that says "Account Application Received". Continue to wait for the confirmation e-mail. It will arrive within minutes.

Signing up for EasyChair: Step 2
****
Please fill out the following form. The required fields are marked by (*)
Note that **the most common reason for failing to sign up is an incorrect email address** so please type your email address correctly.
****

First name† (*): [   ]
Last name (*): [   ]
Email (*): [   ]
[Continue]

† Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, read the Help article about names.
You may also be interested about our policy for using personal information.

- Upon receipt of the email, click on the given link to finalize your registration to EasyChair.

EasyChair <noreply@easychair.org>
EasyChair account confirmation

Dear Demo Author,

We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

https://www.easychair.org/account/create.cgi?code=Iy6JxV3NJT7mBccitE8u

Best regards,
EasyChair.
_____
Please do not reply to this email. This email address is used only for sending email so you will not receive a response.

- After clicking the link, a new web browser window will open. Please fill up the form to complete the creation of your EasyChair account.

Signing Up for EasyChair: Last Step
Hello Juyeon Ham! To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch.

User names are case-insensitive
User name: [   ]

First name† : [   ]
Last name (*): [   ]
Company/organization (*): [   ]
Web site: [   ]
Phone (*): [   ]
Address, line 1 (*): [   ]
Address, line 2: [   ]
City (*): [   ]
Post code (*): [   ]
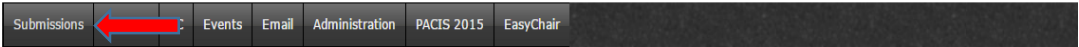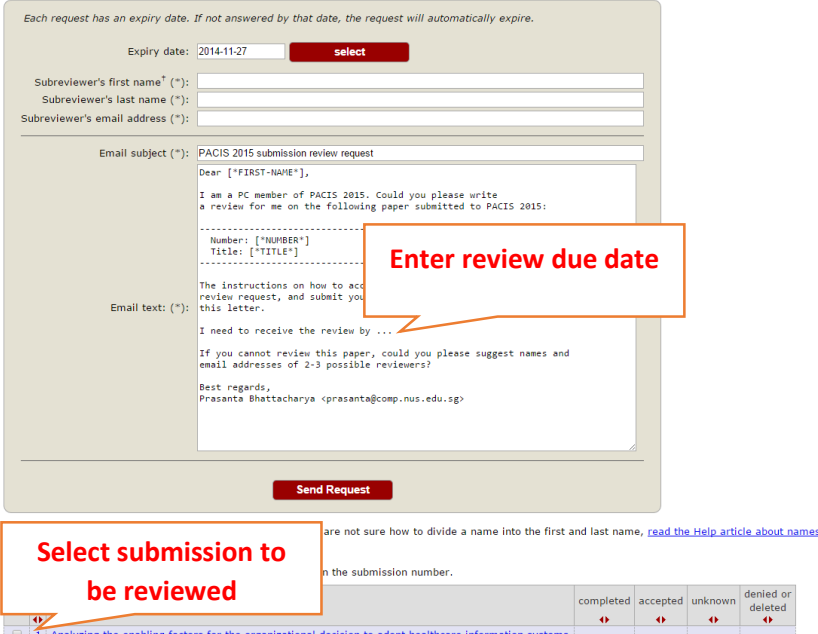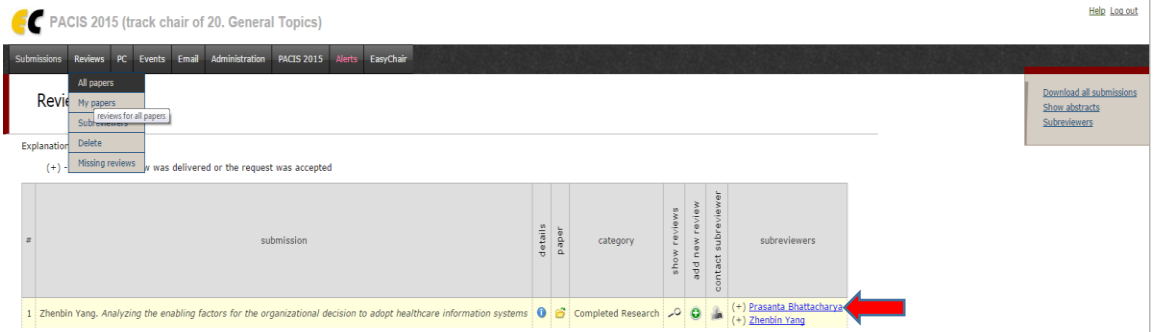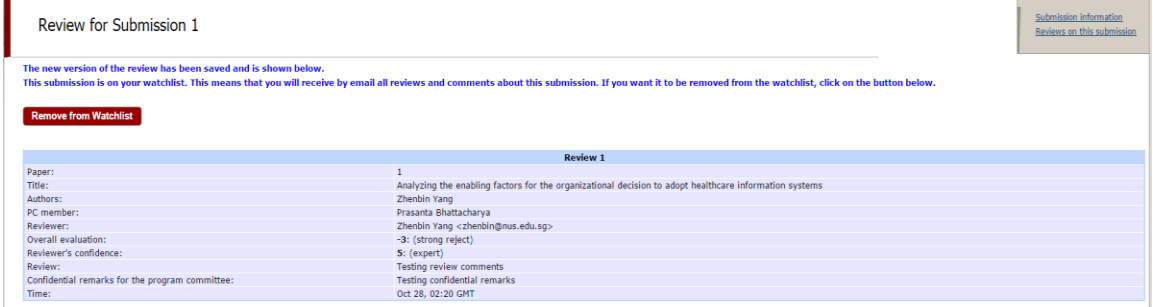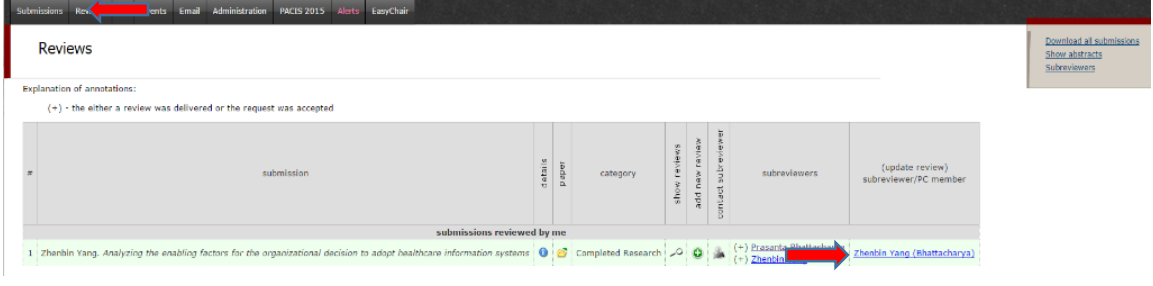State (US only) (*): [   ]
Country (*): [   ]
Password (*): [   ]
Retype the password (*): [   ]
[Create my account]

† Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, read the Help article about names.
You may also be interested about our policy for using personal information.

- After successful creation, you may proceed to the PACIS 2015 submission page by clicking on the provided link or via https://www.easychair.org/conferences/?conf=pacis2015

2. VIEW SUBMISSIONS AND SEND REVIEW REQUESTS

Step	Instructions
1	From the top menu, click on the "Submissions" link to view the list of submissions Note: ➢ If it is the first login to your EasyChair account, you must agree to "EasyChair Terms of Service" when prompted. ➢ If you do not see the above menu, please go to "PACIS 2015" > "Change role", and select "Chair of <<Your track name>>".
2	To invite reviewers for a certain submission, please click on "Reviews" > "Subreviewers". Next, click on "New request" menu on the right-top corner.
3	Enter the reviewer's name and e-mail address. Modify the pre-written e-mail text for your purpose (e.g., due date of review). Tick the check box beside the submission title you want to assign to the reviewer.
4	Click on "Send Request" button.

3. VIEW RECEIVED REVIEWS

Step	Instructions
1	Click on "Reviews" > "All papers". Next, click on each subreviewers name.
2	From the "Review Request History" page, you will be able to view the submission by the selected reviewer.
3	• You can review the subreviewer's scores by clicking the "Approve review" button. Next, after reviewing the submitted review, you may click first on the "Submit review" button to add it to the EasyChair system. • You will receive a confirmation screen as shown below.
4	After submitting the review, you may verify the submission through "Reviews" > "All papers". The "Update review" column has been updated with your name.

4. ACCEPT/REJECT RECOMMENDATION

Step	Instructions
1	• From the top menu, click on "Status" to check the review status of all submissions. • Click on the title of a paper to view its reviews and comments.
2	Make (or change) your recommendation for the submission by clicking the "change" link.

3	Choose your recommendation and click on the "Change Decision" button. To change the decision select a new decision and press the "Change Decision" button below. If you think your decision is final and you want to hide the paper from the view of the PC on the status page tick the "Hide the paper" box. ○ **Accept as a Regular Paper** Accept as a Regular Paper ○ **Accept as a Poster** Accept as a Poster ◉ **Accept with Revision** Accept with Revision ○ no decision ○ **Withdrawn** probably reject ○ **Reject** reject Hide the paper: ☐ **Change Decision** **Cancel** **Note: Please do NOT e-mail the authors about your recommendation.**
4	• To verify your recommendation, click on "Status". Your decision will be reflected in the "decision" column.