

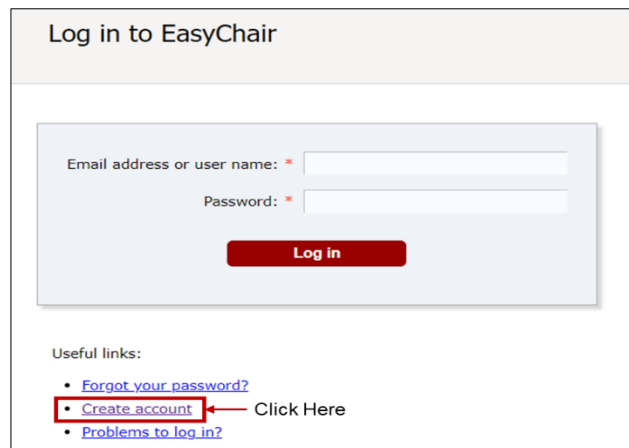
FAIM'25 Instructions for Reviewers

The submission and review of papers for FAIM 2025 are being managed through an online conference paper management system called **EasyChair**. The review process consists of **four** stages as follows:

1. Setting up an account
2. Accepting review request
3. Evaluating full paper submission
4. Evaluating revised paper submission (If required)

1. Set up an account as a Reviewer

1. Create an EasyChair account using <https://easychair.org/account2/create>
2. Click on the "Create an account" link as shown in **Figure 1**
3. Fill in the required details (name, email, affiliation, password) as shown in **Figure 2**
4. Submit the form by clicking "Continue."
5. Check your email inbox for the verification code from EasyChair
6. Return to <https://easychair.org/my/conference?conf=faim2025> and log in with your new credentials



Log in to EasyChair

Email address or user name: *

Password: *

Log in

Useful links:

- [Forgot your password?](#)
- [Create account](#) ← Click Here
- [Problems to log in?](#)

Figure 1: Choose "Create account"

First name[Ⓜ]:

Last name:

Email:

Affiliation:

Country/region:

Password:

Retype password:

☐ I agree to the EasyChair Terms of Service

[Continue](#)

Figure 2: Fill in the form

Your recent EasyChair roles are shown in the table below. Click on a role to access it.

Conference	Role
FAIM 2025	subreviewer / external reviewer

Click here

Figure 3: Select reviewer role

2. Accepting review request

1. Click on the view icon, as shown in Figure 4, to view the submission details.
2. To download the submitted full paper, click the document icon in Figure 5.
3. Answer the review request (Accept or Decline the review request) as shown in Figures 4 and 5.

FAIM 2025 (subreviewer)

[Review requests](#)
[Help](#)
[Conference](#)
[News](#)
[Alerts](#)
[EasyChair](#)

My Review Requests for FAIM 2025

The table below shows all your review requests. To work with a request, click on the "View" image.

#	Title	PC member	Track	Status	Status Date	View
0133	Test reviewers	Faim Coordinator	Full Paper with Accepted Abstract	submission accessed	Feb 12	

Figure 4: View Submission Details

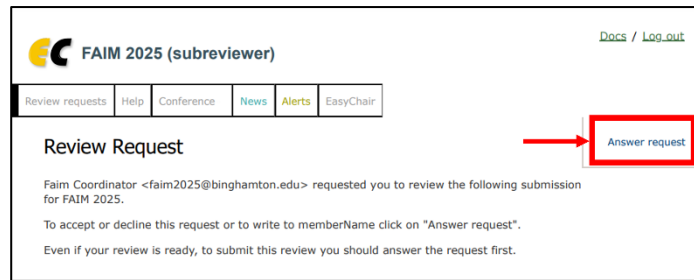


Figure 5: Answer Request

3. Evaluating Full Paper Submission

Note: Please ignore the decision shown in Figure 7, as it represents the abstract submission decision and not the final full paper decision.

Answer Review Request

To answer the review request you should choose the appropriate action and edit a message to Faim Coordinator. The message will be sent by email to Faim Coordinator with a copy to you. Only Faim Coordinator and you will have access to the text of the message. If you choose not to send the message, Faim Coordinator will receive a notification about your decision.

You can choose one of the following actions.

Agree to review
In this case you should select "I agree". The message is optional.

Not agree to review
In this case you should select "I do not agree". The message is optional, however, you may think of suggesting names of other potential reviewers.

Postpone your decision
Select "I will decide later". The message is then required. You can, e.g., ask Faim Coordinator for further information in the message.

Subject: Your review request for FAIM 2025 submission 0133

Message:

☒ I agree to review this submission

Decision: * ☐ I do not agree to review it

☐ I will decide later

☒ send email

Figure 6: Accept/Decline review request

1. After accepting the request, please click on the submit review option, as shown in Figure 8.
2. Evaluate the conference paper as shown in Figures 9.

3. Reviewers can either write the comment/s or attach a document with the comments, as shown in Figure 9.

Submitted	Oct 17, 17:15 GMT
Last update	
Decision	ACCEPT

Figure 7: Abstract submission decision

The screenshot shows the FAIM 2025 (subreviewer) interface. At the top, there's a navigation bar with 'Review requests', 'Help', 'Conference', 'News', and 'EasyChair'. The main header says 'Review Request Accepted' with a subtext 'To submit your review use the context menu in the upper right corner.' A red box highlights the 'Submit review' button in the top right corner, with an arrow pointing to it. Below the header, a red message box states: 'The review request has been registered as accepted. Faim Coordinator will be notified about your decision by email.' The 'Submission Information' section shows details for 'Submission 0133', including Title, Full Paper Submission, Track, Author keywords, EasyChair keyphrases, Topics, Abstract, Submitted, and Last update.

Figure 8: Submit review

The 'Overall Evaluation' form is displayed. It includes a section for 'Overall evaluation' with instructions: 'Please provide a detailed review, including a justification for your scores. The score is required and the review text is optional.' Below this are four radio button options: '3: Accept', '2: Minor Revision', '1: Major Revision', and '0: Reject'. A large text area for the review is provided. Below the text area, there's a section for 'Confidential remarks for the program committee' with instructions: 'If you wish to add any remarks intended only for PC members please write them below. These remarks will only be seen by the PC members having access to reviews for this submission. They will not be sent to the authors. This field is optional.' A red 'Optional' label is next to this section. At the bottom, there's an 'Attachment' section with instructions: 'If your review is in a non-text format, for example, a PDF file, upload it here:'. A red box highlights the 'Choose File' button, with an arrow pointing to it and the text 'Attach comments' next to it. A 'Submit review' button is at the bottom.

Figure 9: Overall Evaluation