

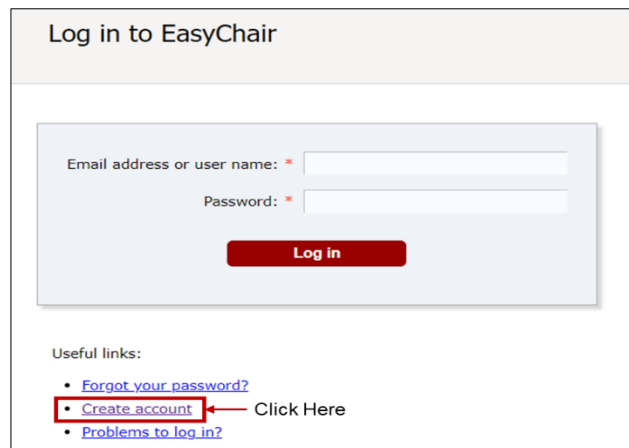
FAIM'25 Instructions for Reviewers

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: *

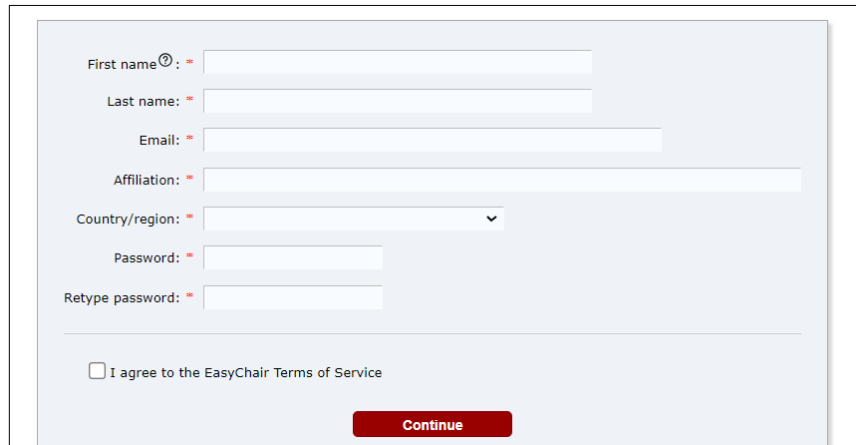
Password: *

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.

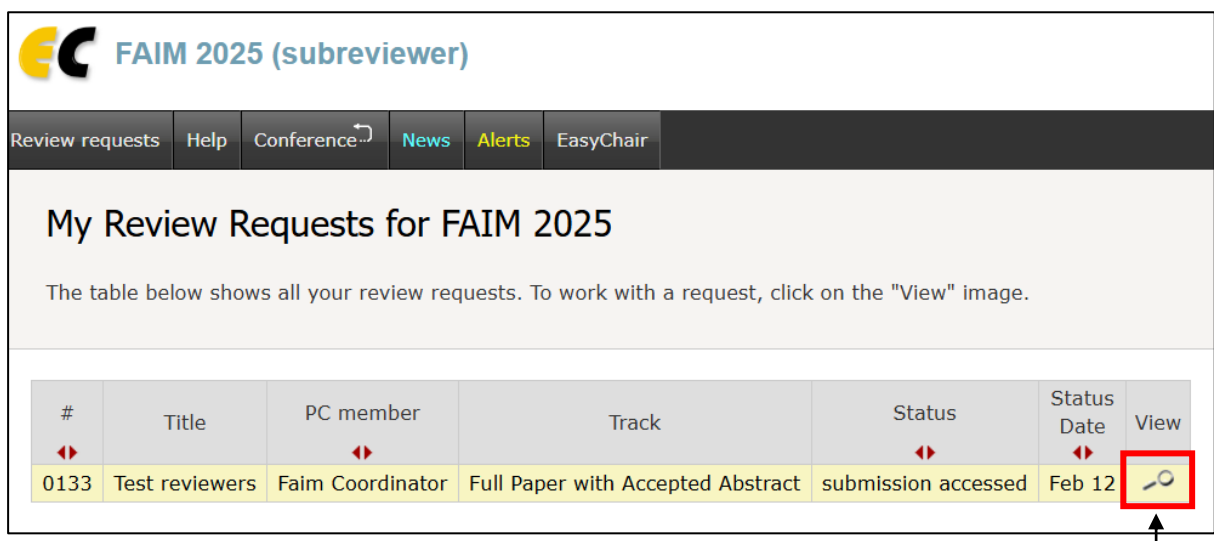
Conference	Role
FAIM 2025	subreviewer / external reviewer

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 5 and 6.



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: Answer review request

 FAIM 2025 (subreviewer)[Docs](#) / [Log out](#)

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

Review Request

[Answer request](#)

Faim Coordinator <faim2025@binghamton.edu> requested you to review the following submission for FAIM 2025.

To accept or decline this request or to write to memberName click on "Answer request".

Even if your review is ready, to submit this review you should answer the request first.

Figure 5: Answer review request

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

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.

1. After accepting the request, please click on the submit review option, as shown in Figure 8.
2. Evaluate the journal paper as shown in Figures 9 and 10.
3. Reviewers can either write the comment/s or attach a document with the comments, as shown in Figure 10.

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' and '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 message states: 'The review request has been registered as accepted. Faim Coordinator will be notified about your decision by email.' The 'Submission Information' section for 'Submission 0133' is displayed, showing details like Title, Full Paper Submission, Track, Author keywords, EasyChair keyphrases, Topics, Abstract, Submitted, and Last update.

Submission 0133	
Title	Test reviewers
Full Paper Submission:	(Jan 13, 21:13 GMT)
Track	Full Paper with Accepted Abstract
Author keywords	faim faim25 bing
EasyChair keyphrases	binghamton university (50)
Topics	Flexible and Collaborative Automation, Global Manufacturing Collaboration
Abstract	this faim 2025, please test
Submitted	Oct 17, 17:15 GMT
Last update	

Figure 8: Submit review

Evaluation

Evaluation of the Contribution

CONTRIBUTION. * This field has the 20% of the overall weightage.

☐ 5: Outstanding

☐ 4: Good

☐ 3: Average

☐ 2: Below Average

☐ 1: Needs Significant Improvement

INNOVATION. * This field has the 20% of the overall weightage.

☐ 5: Outstanding

☐ 4: Good

☐ 3: Average

☐ 2: Below Average

☐ 1: Needs Significant Improvement

METHODOLOGY. * This field has the 20% of the overall weightage.

☐ 5: Outstanding

☐ 4: Good

☐ 3: Average

☐ 2: Below Average

☐ 1: Needs Significant Improvement

LANGUAGE. * This field has the 5% of the overall weightage.

☐ 5: Outstanding

☐ 4: Good

☐ 3: Average

☐ 2: Below Average

☐ 1: Needs Significant Improvement

RELEVANCY. * This field has the 10% of the overall weightage.

☐ 5: Outstanding

☐ 4: Good

☐ 3: Average

☐ 2: Below Average

☐ 1: Needs Significant Improvement

STATE-OF-THE-ART. * This field has the 10% of the overall weightage.

☐ 5: Outstanding

☐ 4: Good

☐ 3: Average

☐ 2: Below Average

☐ 1: Needs Significant Improvement

FORMATTING OF THE PAPER. * This field has the 10% of the overall weightage.

☐ 5: Fully Compliant

☐ 4: Mostly Aligned

☐ 3: Moderately Aligned

☐ 2: Partially Non-Compliant

☐ 1: Highly Non-Compliant

ORGANIZATION. * This field has the 5% of the overall weightage.

☐ 5: Outstanding

☐ 4: Good

☐ 3: Average

☐ 2: Below Average

☐ 1: Needs Significant Improvement

Figure 9: Evaluation form

Overall Evaluation

Overall evaluation. Please provide a detailed review, including a justification for your scores. The score is required and the review text is optional.

☐ 3: Accept

☐ 2: Minor Revision

☐ 1: Major Revision

☐ 0: Reject

Confidential remarks for the program committee. 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.

Optional

Attachment. If your review is in a non-text format, for example, a PDF file, upload it here:

Choose File No file chosen

← Attach comments (optional)

Submit review

Figure 10: Overall evaluation