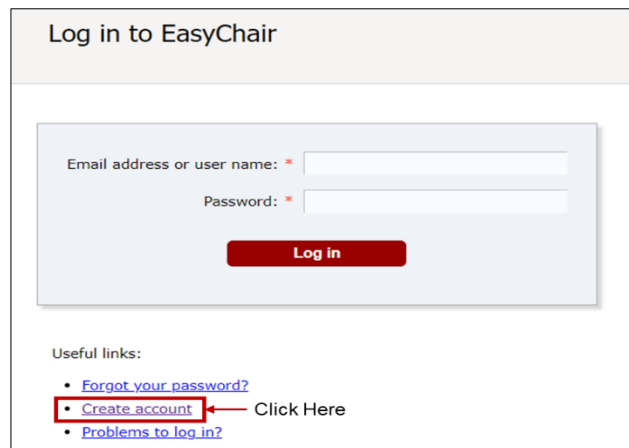# FAIM'25 Instructions for Reviewers

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 <u>four</u> 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

Figure 1: Choose "Create account"

Figure 2: Fill in the form

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.

Figure 4: View Submission Details
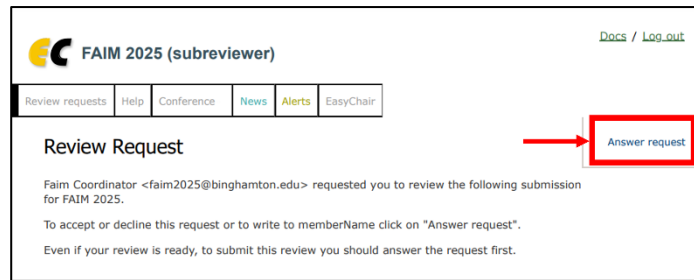
Figure 5: Answer Request

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.

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.

Figure 7: Abstract submission decision

Figure 8: Submit review

Figure 9: Overall Evaluation