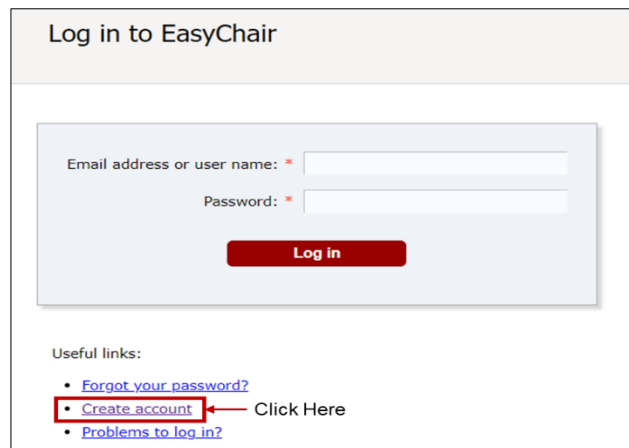# FAIM'25 Instructions for Reviewers

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
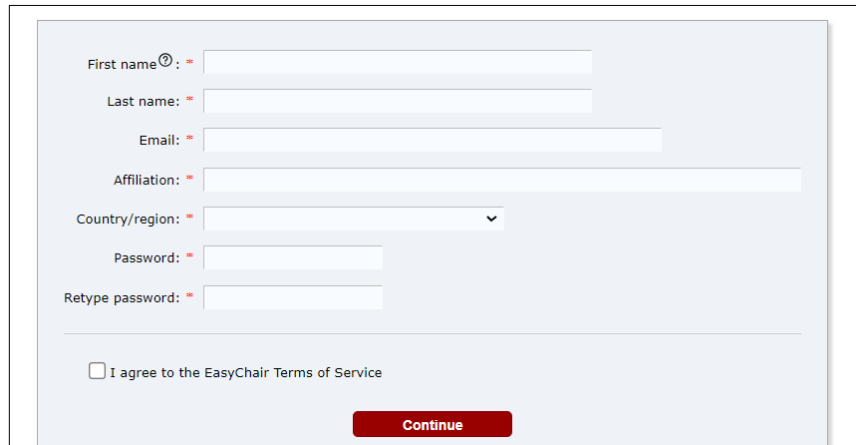
Figure 1: Choose "Create account"

Figure 2: Fill in the form
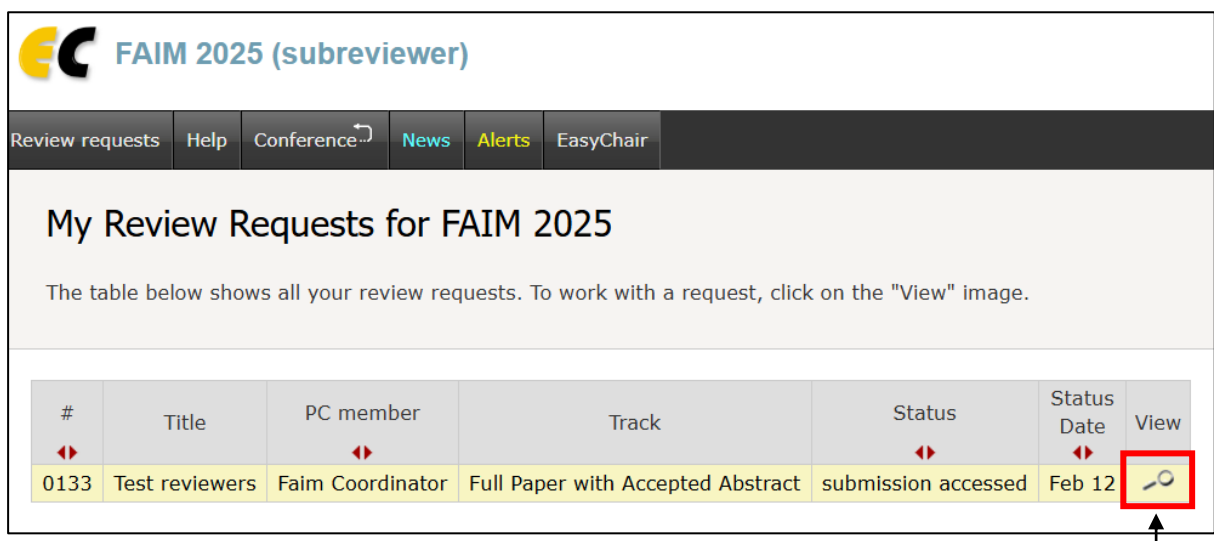
Figure 3: Select reviewer role

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 5 and 6.

Figure 4: Answer review request

Figure 5: Answer review request

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

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