

ICES 2019 Session Chair's General and EasyChair Instructions



Dear ICES 2019 Session Chair / Organizer,

The ICES Steering Committee would like to warmly thank you for your contribution to ICES 2019 and for helping to make again ICES the number one International Conference in the domain of environmental control and a very successful event.

You will find below some information regarding key dates / planning, contact points and General / Easy Chair instructions that will help you for the overall management of the papers under your responsibility. Embedded in this document are hyperlinks to the materials and websites you will need. If you are not able to access online the following url addresses can be entered:

EasyChair submission site can be accessed at:

<https://easychair.org/my/conference.cgi?welcome=1;a=13182409;conf=ices2019>

ICES Website can be accessed at <https://www.ices.space>

Please note that there should be one (and only 1) corresponding Author per paper and he/she is expected to take responsibility for submitting the paper in time, providing updates whenever necessary and liaising whenever needed with the relevant Session Chair(s) / Organizers. The corresponding Author has, in principle, been already identified when the abstract was submitted.

Please note that there is, on the other hand, no assigned corresponding / "main" Session Chair in EasyChair for a particular Session even if, in practice, one or two individuals play this role. If a session, for instance, is co-chaired/organised by 8 persons (with 2 coordinating the work), these 8 persons will have the same edit rights for that particular session (in EasyChair it is called a "Track"). For this reason you are invited to organise amongst yourself and the other co-chairs for your session as you all see fit, and to make clear to the relevant Program Chair "who does what in EasyChair" for that particular Session.

Finally, in your role of Session Chairs / Organizers, you will most likely invite independent Sub-reviewers to review some papers. These Sub-reviewers will have only limited access to the papers they review.

RESOURCES:

Please remember that your Technical Chair and the Conference Vice-Chair are here to help you with any questions or situations that may arise. Feel free to contact them if you have a questions or need help. Emails are provided in section 2, below.

The authors are provided with instructions at <https://www.ices.space/authors-material/>. It is helpful you to be aware for what we are asking our authors to be responsible, as well.

1. Your key dates

All key dates for Session Chairs (see specific “Session Chairs / Org.” column) are provided in the table below.

Activity	Completion Date	Session Chair/ Org.	Reviewers	Authors
Solicit abstracts	5-Nov-18	X		
Abstracts reviews	26-Nov-18	X	X (optional)	
Author notification of abstract acceptance	10-Dec-18			
Session Organizer contact author	18-Dec-18	X		
Pre-identification of reviewers	1-Feb-19	X		
Draft paper submission	1-Mar-19			X
Assignment of reviews	4-Mar-19	X		
Completion of reviews	18-Mar-19	X	X	
Feedback to authors	22-Mar-19	X		
Update of paper	12-Apr-19			X
Second check and feedback to authors	19-Apr-19	X	X (optional)	
Metadata finalized in online mgt system	3-May-19	X		X
Final paper submission	3-May-19			X
Paper order from TCs	13-May-19	X		
Notification of approval to authors	15-May-19			
Start of Conference	7-Jul-19			

Your first deadline is 18 Dec 2018 for which you are kindly requested to contact authors to introduce yourself and provide them with your contact information so that they know how to reach you should the need arise. Additionally, you should confirm acceptance of their abstract and to determine if they have any questions.

Your second deadline is 1 Feb 2019 for which you are encouraged to identify which Sub-reviewers will be involved for your session. Why? Early coordination of support ensures that Sub-reviewers will have the time available to begin their review on **1 March 2019** when the paper becomes available. Additionally, this upfront coordination preserves to the greatest extent possible the time for performing the overall review of the paper. Please note that the Sub-reviewers can, in the majority of cases, be easily identified before the paper is available by simply looking at the abstract. You are also encouraged to maintain contact with your Sub-reviewers to keep them informed of upcoming key dates and to identify and mitigate any schedule risks early in the review process.

We have stressed with Authors the importance for them to submit their draft paper in time for **1 March 2019**. In return, please note that you will be expected to provide your consolidated review for 22 March 2019

(feedback to authors). A consolidated review needs to reflect the review of at least 3 persons, these 3 persons having no potential conflict of interest (COI) with the paper submitted. No person shall review or participate in the acceptance decision of any paper in which he or she has a conflict of interest. Additionally, the identity of the reviewers of a paper shall be withheld from all people who have a conflict of interest in that paper. You are encouraged to request that Sub-reviewers immediately declare a COI, and return the paper if they were inadvertently assigned a paper in which they perceive a potential COI. A person is deemed to have a COI in a paper submitted if:

- A. he or she is a (co-)author of the paper; or
- B. any other circumstances create an appearance that the Sub-reviewer might have a bias in the evaluation of the paper.

On the basis of your feedback, the Authors will have a about two weeks to provide an update (12 April 2019), allowing you to then double-check that all comments have been properly implemented for 19 April 2019. As a best practice, you should encourage authors to proofread their papers prior to submission. We should remind authors that we want Sub-reviewers to concentrate on the paper's content, and that common errors such as incomplete sentences, redundant phrases, obvious misspellings, and other symptoms of a hurriedly-written paper distract the reviewer.

It is also a best practice to set expectations for the Sub-reviewers and provide general guidance for performing the review. The following is sample language that can be used in correspondence with a Sub-reviewer to provide general guidance for performing a peer review.

In terms of providing a review to the paper, first I want to make it clear that the review is 100% completely anonymous – no one other than the session chairs know who reviews papers, and the authors will receive a document in plain text with the comments you and other reviewers provide. Second, in terms of evaluation criteria: Given the defined scope, does it meet basic requirements for technical rigor and quality? Are the assumptions, analyses, tests, etc. valid to your knowledge? Is the paper suitable for publication; does it provide meaningful NEW information and is not simply a summary of previous work? Essentially the question you are being asked is if this work meets the standard of a peer-reviewed technical paper. Feel free to point out occasional typos or grammatical errors, but if they pervade the paper and we as session chairs somehow missed this, please let us know or simply provide a general comment. We are consulting your technical expertise on the subject matter of the paper itself, and we do not want you bogged down in technical editing.

Also, unfortunately there is no easy way for us to strip out identifying information if you were to use Word or Acrobat's comment function. So the preferred method of submitting the review in this session, is a list in a text or Word document; for example:

Page 1, Paragraph 2: Typo on "the"

Page 2, Paragraph 4: How did you calculate X?

You can submit the TXT or DOC file in the form of an attachment, or input the text directly into Easy Chair, and that would complete your review.

Please let me know if there are any questions, and thanks again for your time and diligence in peer reviewing a paper for this year's ICES conference.

The final paper submission needs to be done for **3 May 2019**. This is the deadline for final manuscript submission, which is based on the time required to finalize the conference technical session schedule and produce the conference program. The Steering Committee has established on the basis of previous statistics that 8 weeks is the minimum period of time for the Session Chairs and independent sub-reviewers to organize and perform the review of the papers, for the Authors to work on the update of their papers and for a second check of the papers to be carried out - see all details in the table above.

2. Your contact points

List of Program Chairs with their email addresses:

- For papers from sessions 101, 102, 103, 104, 105, 107, 108, and/or 109 (TECS)

Tom Leimkuehler, Jacobs Engineering, thomas.o.leimkuehler@nasa.gov

- For papers from sessions 201, 202, 203, 204, 205, 206 and/or 207 (INT)

Matthias Holzwarth, ArianeGroup, matthias.holzwarth@ariane.group

- For papers from sessions 300, 301, 302, 303, 304, 305, 306, 307 and/or 308 (AIChE)

Morgan Abney, NASA Marshall Space Flight Center, morgan.b.abney@nasa.gov

- For papers from sessions 400, 401, 402, 403, 404, 405, and/or 406 (ASME)

Shawn Macleod, UTC Aerospace Systems, shawn.macleod@hs.utc.com

- For papers from sessions 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511 and/or 513

Kevin R. Duda, Draper Laboratory, kduda@draper.com

In case of unavailability of a Program Chair you can also contact:

Stephane Lapense, European Space Agency, Stephane.Lapensee@esa.int – Conference Vice-Chair of Technical Program

Tim Nalette, UTC Aerospace Systems, Retired, tim.nalette@ices.space – Conference Chair

3. EasyChair instructions

3.1 How to assign someone to review a paper/submission

WHO DOES IT: In practice, it is expected that one or two of the Session Chairs / Organizers will carry out this administrative instruction for a given session.

PRE-CHECK: We strongly encourage Session Chair(s) to check as soon as possible and for each paper/submission they receive if there is no apparent/obvious discrepancy with the criteria for final acceptance – please see Section 3.4. Five of these criteria can be pre-checked immediately when receiving a new paper/submission and this will avoid giving unnecessary work to Sub-reviewers e.g. asking for instance to review a paper not following the conference template or with far too many pages and which would anyhow be later on rejected for this reason.

Please pre-check the following 6 points **BEFORE** assigning any paper for review:

- First and last name of all Authors on the paper
- Proper template is used for ICES 2019 in Boston, Massachusetts
Access the [ICES 2019 Paper Template](#) under the [Author's Material](#) menu on website
- The ICES paper reference/number e.g. ICES-2019-110 is in-line with the submission number e.g. 110
- Verify that the paper meets the requirements for page length (20 pages) and number of authors (no more than 8)
- No obvious commercial/marketing aspects are in the paper
- The appropriate copyright markings have been included
 - Note: Papers written by employees of the United States Federal Government as a part of the job should delete the copyright markings. Work produced by them is public information and is not copyrighted.

NOTE: While Authors are responsible to ensure that they have followed their organization's Export Control processes, you need to be aware of that aspect of the process and can help by asking if they are accounting for the time required for export control review prior to draft manuscript submission. Language regarding Export Control compliance was provided in the Call for Papers, and is excerpted for you below:

Export Control Compliance

Export Control Rules and Regulations apply to the export and import of defense articles and defense related items, i.e. dual use items. Information in the public domain is outside the purview of Export Control. (Please note that proprietary company information is not considered to be in the public domain.)

All authors submitting material to the International Conference on Environmental Systems (ICES) are expected to comply with all applicable Export Control Regulations, which might include any national, European or US Law (ITAR or EAR Regulations).

If necessary authors must obtain clearances for their works to be freely published in ICES Proceedings. Authors who are U.S. nationals (including green card holders); work for a U.S.-based organization, regardless of where they are physically located; or work at a U.S. location of a non-U.S.-based organization must also ensure that US Export Control compliance has been obtained for any and all papers submitted to ICES for publication as part of the conference proceedings. ICES assumes that each author involved in government contracts will meet their contract obligations and that these obligations will, by definition, satisfy the requirements for Export Control compliance.

TWO APPROACHES IN EASYCHAIR:

- Assigning the paper to one or several of the co-Session Chairs / Organizers of that particular Session – See 3.1.1
- Assigning someone as a Sub-reviewer, meaning someone who is not one of the co-Session Chairs / Organizers of that particular Session – See 3.1.2
 - You may find it helpful to pre-coordinate with Sub-reviewers informally via phone calls or emails prior to requesting their review in EasyChair

Note: 2016 EasyChair screen shots used for instructional purposes. Please be sure to use the ICES 2019 conference in EasyChair.

3.1.1 How to assign a paper to Session co-Chairs / Organizers in the same Track / Session

1. Go to “Reviews” on the main menu bar and select “Reviews on all papers” it will bring you to a list that looks like the following:

The screenshot shows the EasyChair interface for ICES 2016. The top navigation bar includes 'Submissions', 'Reviews', 'Status', 'PC', 'Events', 'Email', 'Administration', 'ICES 2016', 'Support', and 'EasyChair'. The 'Reviews' section is active, displaying a list of submissions. The table has the following structure:

#	submission	details	show reviews	review form	add new review	contact subreviewer
89	Chris Gilbert, Barbara Imhof and Daniel Schubert. <i>European Technologies for Crew Habitats and Food Production in Space</i>	i	show reviews	form	+	contact
171	Christina Ciardullo, Michael Morris, Kelsey Lents, Melodie Yashar, Jeffrey Montes, Ostap Rudakevych, Masayuki Sono and Yuko Sono. <i>Mars Ice House: Using the Physics of Phase Change in 3D Printing a Habitat with H2O</i>	i	show reviews	form	+	contact
225	Kathryn Packard, Doug Goodman and James Whittington. <i>NASA Johnson Space Center (JSC) Small Business Innovation Research (SBIR) Successes, Infusions and Commercializations and Potential International Partnering Opportunities</i>	i	show reviews	form	+	contact
271	Michael Flynn, David Beeler, Jaione Romero, Jurek Parodi, Serena Trieu and Keven Howard. <i>NASA Forward Osmosis Technology Transfer Activities</i>	i	show reviews	form	+	contact
316	Vanessa Buchanan, Emily Henry and Susana Harper. <i>Extended Exposure Odor Testing</i>	i	show reviews	form	+	contact
317	Walter Harrington, Christie Iacomini and Barry W. Finger. <i>ECLSS Human-rating Facility – From Educational Outreach to Flight Hardware</i>	i	show reviews	form	+	contact
371	Olivier Pin and Oriana Moscini. <i>ICES 2016 Easy Chair Instructions for Authors and Session Chairs</i>	i	show reviews	form	+	contact

A text box with a blue border and arrow points to the blue circle with an 'i' icon in the 'details' column for submission 371, containing the text: "Submission 371 is the one you want to review".

2. Select the blue circle with an “i” under the “details” column of the abstract you want to assign (see arrow on the picture). Once chosen the following should appear:

Submission 371

The submission information is shown below.

[Update information](#)
[Update authors](#)
[Delete the submission](#)
[Email to authors](#)
[Email to reviewers](#)
[Show reviews](#)
[Request review](#)
[Assignment](#)
[Edit note](#)
[Attach document](#)

Paper 371						
Title:	ICES 2016 Easy Chair Instructions for Authors and Session Chairs					
Track:	ICES600: Other					
Author keywords:	EasyChair Instructions Authors Session Chairs					
Abstract:	This submission is only used to demonstrate some Easy Chair instructions for Authors and Session Chairs. This submission will be deleted and is not to be included in the program.					
Time:	Nov 19, 13:32 GMT					
Decision:						
Bidding and assignment information						
Assigned to:	nobody					
Conflict of interest:	nobody					
Bid:	yes: none maybe: none					
Authors						
first name	last name	email	country	organization	Web site	corresponding?
Olivier	Pin	Olivier.Pin@esa.int	Netherlands	European Space Agency	http://www.esa.int	✓
Oriana	Moscini	Oriana.Moscini@esa.int	Netherlands	European Space Agency		

3. In the right pane menu there is an option for “assignment” of the paper. Click on the “assignment”. Once chosen the following should appear.

Assignment for Submission 371

The following table summarizes the assignment and bidding information for submission 371: *Olivier Pin and Oriana Moscini, ICES 2016 Easy Chair Instructions for Authors and Session Chairs.*

To see the current assignment for a PC member, click on her or his name.

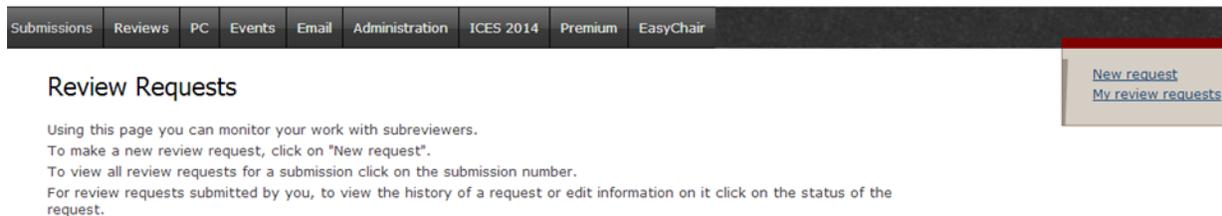
PC member	Assigned	Review?	Comments	Total assigned	View
Matthias Holzwarth	<input type="checkbox"/>				
Olivier Pin	<input type="checkbox"/>				
Cindy Smith	<input type="checkbox"/>				
Wolfgang Supper	<input type="checkbox"/>				

To assign a submission check the box under the “assigned” column of the pc member you wish to assign the paper to.

Note that in this particular case, the Author “Olivier Pin” is also a Session Chair of that particular track/session. His assignment as a reviewer for this paper could technically be accepted within EasyChair. However, this would not be in-line with Session Chair good practices (independence of reviews). A conflict of interest message would thus be generated by the system to the attention of the Program Committee Chairs.

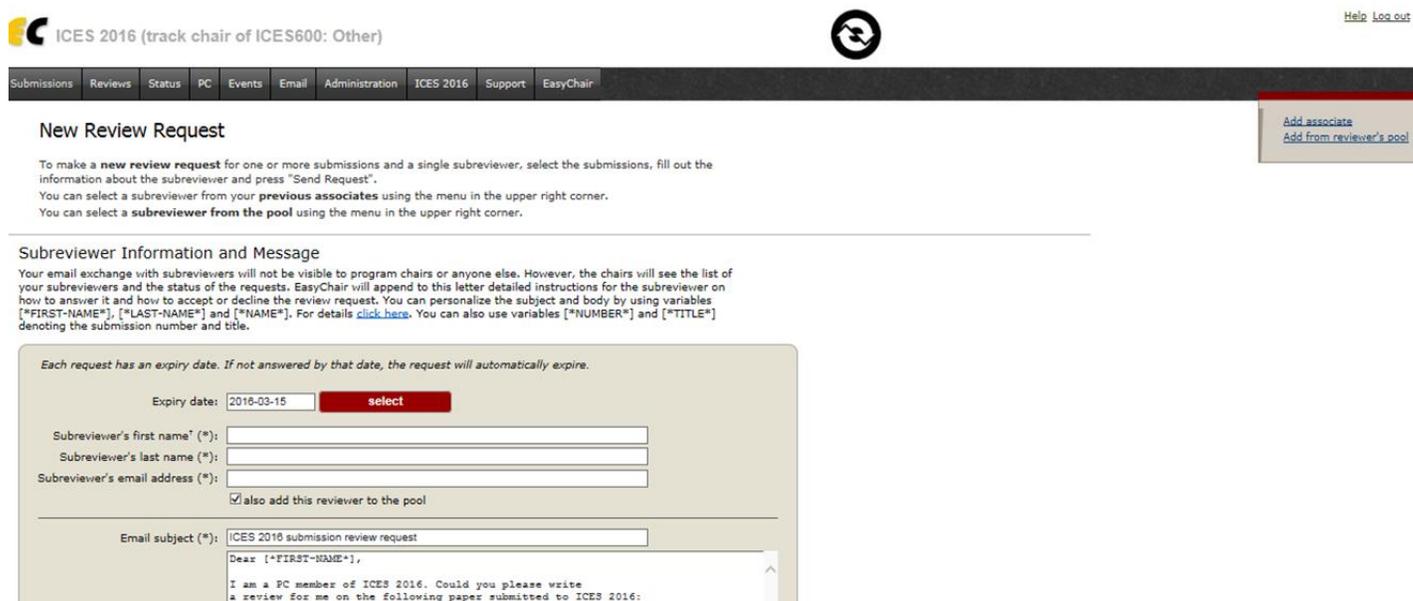
3.1.2 How to assign a paper to Sub-reviewers

Select from the main menu bar “Reviews”->“Sub-reviewers” the page will look like the following:



The screenshot shows the 'Review Requests' page. At the top is a navigation bar with links: Submissions, Reviews, PC, Events, Email, Administration, ICES 2014, Premium, EasyChair. Below the navigation bar is the page title 'Review Requests'. To the right of the title is a menu with two options: 'New request' and 'My review requests'. Below the title is a paragraph of text: 'Using this page you can monitor your work with subreviewers. To make a new review request, click on "New request". To view all review requests for a submission click on the submission number. For review requests submitted by you, to view the history of a request or edit information on it click on the status of the request.'

Select from the right-side menu pane “New Request” the page will look like the following:



The screenshot shows the 'New Review Request' page. At the top is a navigation bar with links: Submissions, Reviews, Status, PC, Events, Email, Administration, ICES 2016, Support, EasyChair. Below the navigation bar is the page title 'New Review Request'. To the right of the title is a menu with two options: 'Add associate' and 'Add from reviewer's pool'. Below the title is a paragraph of text: 'To make a new review request for one or more submissions and a single subreviewer, select the submissions, fill out the information about the subreviewer and press "Send Request". You can select a subreviewer from your previous associates using the menu in the upper right corner. You can select a subreviewer from the pool using the menu in the upper right corner.'

Subreviewer Information and Message

Your email exchange with subreviewers will not be visible to program chairs or anyone else. However, the chairs will see the list of your subreviewers and the status of the requests. EasyChair will append to this letter detailed instructions for the subreviewer on how to answer it and how to accept or decline the review request. You can personalize the subject and body by using variables [FIRST-NAME], [LAST-NAME] and [NAME]. For details [click here](#). You can also use variables [NUMBER] and [TITLE] denoting the submission number and title.

Each request has an expiry date. If not answered by that date, the request will automatically expire.

Expiry date: 2016-03-15

Subreviewer's first name (*):

Subreviewer's last name (*):

Subreviewer's email address (*):

also add this reviewer to the pool

Email subject (*): ICES 2016 submission review request

Dear [FIRST-NAME],

I am a PC member of ICES 2016. Could you please write a review for me on the following paper submitted to ICES 2016:

Top part of the page

Number: [*NUMBER*]
 Title: [*TITLE*]

The instructions on how to answer this review request can be found at the bottom of this letter.

I need to receive the review by ...

If you cannot review this paper, could you please suggest names and email addresses of 2-3 possible reviewers?

Best regards,
 Olivier Pin <olivier.pin@esa.int>

Send Request

* Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the Help article about names](#).

Submissions and Previous Requests

To view the history of review requests for a submission click on the submission number.

#	title	completed	accepted	unknown	denied or deleted
<input type="checkbox"/> 89	European Technologies for Crew Habitats and Food Production in Space	↕	↕	↕	↕
<input type="checkbox"/> 171	Mars Ice House: Using the Physics of Phase Change in 3D Printing a Habitat with H2O				
<input type="checkbox"/> 225	NASA Johnson Space Center (JSC) Small Business Innovation Research (SBIR) Successes, Infusions and Commercializations and Potential International Partnering Opportunities				
<input type="checkbox"/> 271	NASA Forward Osmosis Technology Transfer Activities				
<input type="checkbox"/> 316	Extended Exposure Odor Testing				
<input type="checkbox"/> 317	ECLSS Human-rating Facility - From Educational Outreach to Flight Hardware				
<input checked="" type="checkbox"/> 371	ICES 2016 Easy Chair Instructions for Authors and Session Chairs				

Select first the submission or submissions for which you want to assign a Subreviewer!

Bottom part of the page

The first thing you have to do is to select the submission(s) for which you want to assign a Sub-reviewer. In this case we want to assign a Sub-reviewer for one submission only, number 371, as shown with the arrow on the picture.

Once done, you have two possibilities to assign the Sub-reviewer.

- 1) If the person you want to assign is not already listed in EasyChair e.g. a colleague who has not reviewed papers before for ICES, you can use the email template provided and just add this person to be a Sub-reviewer for the submission(s) you selected e.g. 371 in this case. You will have to input the first name, last name, email address etc. You can then send the email to this Sub-reviewer and he/she will be able to follow instructions to then work on the paper assigned
- 2) If the person you want to assign is already listed in EasyChair e.g. a Session Chair from another track, you can gain time by using the “Add associate” or “Add from reviewer’s pool” functionalities, which are both available in the right-side menu. This will give you access to your list of associates and reviewers and it avoids you to have each time to write in the email template the first name, last name, email address etc. of the person you want to assign as a Sub-reviewer. It will fill-out a part of the email template for you.

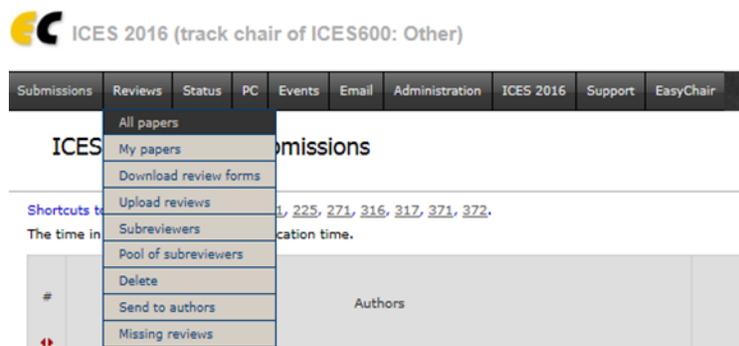
Remark: Depending on your historical data in EasyChair and of your previous and current roles e.g. Session Chair of one track or several tracks, your lists of Associate and reviewers might be more or less consequent. Just try both to look for the person of interest and if you cannot find him/her you will have to provide yourself the information in the provided email template (following 1).

It is important to customize the template as desired, and to also update the date that “I need to receive the review by ...” e.g. “I need to receive the review by 17 March 2019” – see detailed schedule in section 1. to plan the review process.

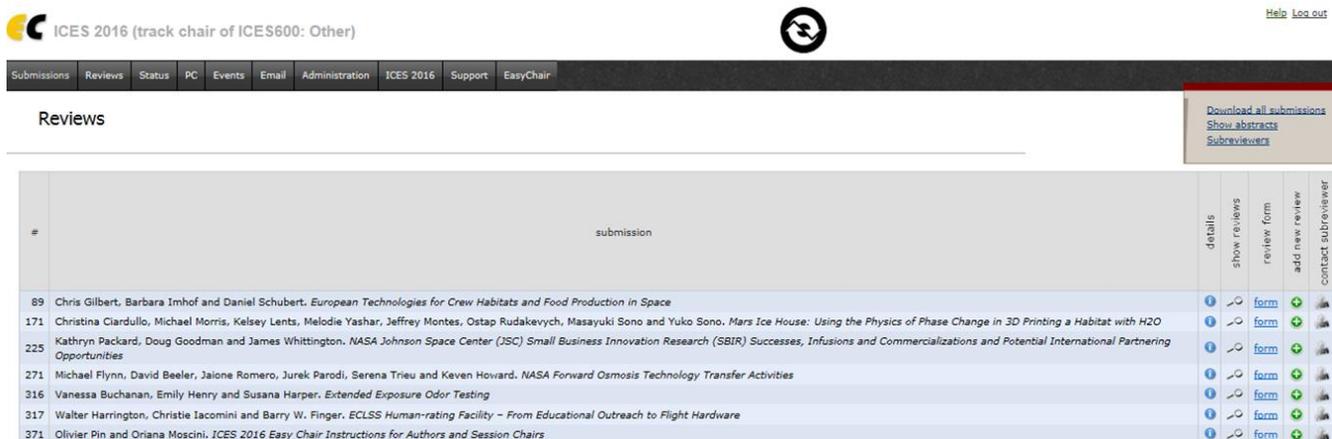
An expiry date has also to be indicated on the form. A reasonable expiry date should be specified, also in-line with the overall schedule presented in section 1. In the example provided, 9 March 2019 has been specified as a target but 17 March 2019 (deadline to complete reviews) would also have been a good choice.

3.2 How to review a paper

Once logged on to EasyChair *Select Reviews, All papers*



The following page should appear.



Please note the three useful options on the right pane. Download all submissions allows for a Chair to download all the submissions in a *zip folder. Show/Hide abstracts allows to show/hide abstracts on the page and Sub-reviewers allows to monitor your work with Sub-reviewers, and make a new review request.

To add a new review to the submission click on the green plus sign  under the column *add new review*.

It will bring you to the following page to fill out. Please read carefully the instructions, and note in particular that some portions of the review (confidential remarks for the program committee) will not go to the Authors.



Add New Review on ICES 2016 Submission 371

[Add associate as a reviewer](#)

To ensure independent and unbiased reviews, EasyChair does not show reviews of other PC members to a PC member who is assigned this paper but did not enter his review yet. As a consequence of this policy, if you enter a review and then revise it so that the score changes, the system will show both the original and the revised reviews.
 For this reason, please **ensure that the first review you enter for the paper is a valid review and not a draft** and that the scores you give to the paper are the intended scores. If you revise a review and change the scores, we recommend to add a note for PC members explaining the reason for changing the scores.

Paper and reviewer information

Title: ICES 2016 Easy Chair Instructions for Authors and Session Chairs
Authors: Olivier Pin and Oriana Moscini
PC member: Olivier Pin
 Click on "Add associate as a reviewer" in the upper right corner to add your associate as a reviewer.

Subreviewer (leave empty if reviewed by yourself)
 First name:
 Last name:
 Email address:

* Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the Help article about names](#).

Evaluation

Overall evaluation

- 3: strong accept
- 2: accept
- 1: weak accept
- 0: borderline paper
- 1: weak reject
- 2: reject
- 3: strong reject

Top part of the page

Reviewer's confidence

- 5: (expert)
- 4: (high)
- 3: (medium)
- 2: (low)
- 1: (none)

Review

Review (*)
 Please provide a detailed review, including justification for your scores. This field is required unless you add an attachment.

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.

Bottom part of the page

Remark: As a reviewer you can also provide your comments or some of your comments into a file.

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

Submit review

3.3 How to send the reviews out

Session chairs should **ALWAYS USE EasyChair** to send reviews out to Authors (this is for traceability purposes).

Additionally, the **ANONYMITY OF COMMENTS MUST BE MAINTAINED**, regardless of method used. This extends into document metadata for comments made using the MSWord 'Review' feature. Using the EasyChair text box, is the easiest way to maintain anonymity.

There are two methods to send a review out.

Method 1 (mostly widely used) – The reviews are sent to the Author(s) “as is”, meaning that the Session Chair will not adapt the text of the reviewer(s). In this case, the Session Chair selects “Administration/Authors/Notify and/or send reviews”. Select then the submissions for which you want to send the current reviews and you can also add a text. Important points to note:

- Make sure to select “reviews” rather than “notifications”
- Reviewer’s scores and reviewer’s confidence are in principle not to be selected (this information is mainly useful for the Session Chair(s) and the Program Chairs)
- Only the latest version of each selected review will be sent
- All reviews will be sent. In other words if there are for instance 3 reviews available for a given submission, it will not be possible to filter and send only 2 of these 3 reviews.

Method 2 (less used, has a limitation for attachments but provides additional flexibility when needed) – The Session Chair produces a summary of the various reviews (for instance avoiding repetitions of the same comments from several reviewers, grouping all small typo requests into one paragraph,...) and send this via an email in EasyChair (see 3.5 regarding how to do this). This is more work for the Session Chair but provides additional flexibility when needed.

Please pay attention, however, not to lose important reviewer’s comments in the copy / paste process. A reviewer should also systematically be informed if one of his/her comments has not been forwarded to the Author of a given submission.

Finally, there might be a limitation if the reviewer provided an attachment which is more than 100K and the Session Chair wants to send this by email via EasyChair (see limitation indicated in 3.5). We have no control on this and we thus propose a pragmatic approach should this case happen. Please send the email in EasyChair without the attachment but make it explicit in the EasyChair email – for traceability purposes – that a separate email with the attachment will be sent later on outside the EasyChair system. Email can be used as a back-up to get comments to the session organizer in case of problems with EasyChair access for the reviewer, etc. However, EasyChair should be used by the session organizer to send comments to the author to maintain traceability.

3.4 How to accept a submission/paper for final acceptance

Guidelines/expectations to be followed before doing anything in EasyChair

The following items must be in place in order to qualify for the final acceptance:

1. First and last name of all Authors on the paper
2. Proper template is used for ICES 2019 in Boston, Massachusetts
Access the [ICES 2019 Paper Template](#) under the [Author's Material](#) menu on website
3. The ICES paper reference/number e.g. ICES-2019-110 is in-line with the submission number e.g. 110
4. Verify that the paper meets the requirements for page length and number of authors
5. A minimum of 3 independent reviews have been completed and all are from outside the author(s) organization/centre/unit. This has allowed to verify that the paper is well in-line with ICES general requirements; It presents technical developments and progress in any of the fields of environmental systems and makes a new and original contribution to the state of the art, or is a constructive review of the technical field.

-Please note that a session chair should NOT 'Accept' a paper with a negative score. Papers with scores between 0.0 and 1.0 should be discussed with their Technical Chair.

-It is important to update score to maintain an accurate record of the final status of the results of the review and update iterations.

6. No commercial/marketing aspects are in the paper

-The focus of the technical manuscript should be on the technical work, not read as a sales pitch for a new product or the company creating it in intent and feel. If you are uncertain whether a paper has commercial/marketing aspects, please work with your Technical Chair.

7. Ensure any comments, revisions requested by a reviewer, Session chair, or Program chair have been taken into consideration.

8. Ensure the correct copyright marking is in place.

Note: Employees of the US Federal Government should delete the copyright marking entirely.

8. Manuscript is deemed FINALIZED, no changes required – 100% ready to publish.

Formalisation of final acceptance decision in EasyChair

Once you have verified that the above items have been completed to your satisfaction, as Session Chair you can "ACCEPT" the paper in Easy Chair by using the following procedures:

- 1/ From the menu across the top, start with either (a) Submissions, or (b) Reviews > All papers
- 2/ Click on the "i" in the blue circle icon next to the paper whose status you want to change
- 3/ From the menu in the upper right corner, click on "Show reviews"
- 4/ From the menu in the upper right corner, click on "Change decision"

5/ In the box that appears, choose the new decision and then click on “Change Decision”

Remark: This is the process to be followed by Session Chairs. Final confirmation for inclusion in the programme and communication to Authors will then be carried out as a second step by the ICES Steering Committee

3.5 How to send emails to Authors (using Easy Chair)

When logged in to EasyChair click *Administration* → *Authors* → *Click ... send email*



Many useful options are then provided.

- 1) You can select a subset from all submissions. This is particularly useful when you want to send an email to the Authors of a particular submission but not to all other Authors, like for instance to provide reviews inputs as described in instruction 3.3 or to send a reminder for a late paper
- 2) You can choose if the message should be sent only to corresponding Authors or to all Authors
- 3) You can personalize the subject and body of the message
- 4) You can attach a file (not more than 100K)

When using this functionality **please double check that you have selected the right Author(s)** before sending the email. The system is flexible and mistakes can easily be made e.g. sending the reviews of a submission to all Authors and not only to the Authors of this particular submission!