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# 1. Introduction

Dear ICES 2021 Session Chair / Organizer,

The ICES Steering Committee would like to warmly thank you for your contribution to ICES 2021 and for helping to again make ICES successful as the premier international conference for spacecraft thermal control, ECLSS, and EVA system technology.

You will find below some information regarding key dates / planning, contact points and General / Easy Chair instructions that will help you with the overall management of the papers under your responsibility. For easy reference, here are links to EasyChair and the ICES website:

EasyChair: <https://easychair.org/conferences/?conf=ices2021>

ICES Website: <https://www.ices.space>

Please note that there should be only one corresponding Author per paper and he/she is expected to take responsibility for submitting the paper on time, providing updates whenever necessary, and coordinating whenever needed with the relevant Session Chair(s) / Organizers. The corresponding Author should have been 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, two or more individuals play this role. If a session, for instance, is co-chaired/organized 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 organize amongst yourself and the other co-chairs for your session as you 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 questions or need help. Emails are provided in section 3 below.

The authors are provided with instructions at <https://www.ices.space/authors-material/>. Please review this material as it is important for you to be aware of what we are asking our authors to be responsible for as well.

Note: In the instructions below, EasyChair screen shots from previous years are used for illustrative purposes only. Please be sure to use the ICES 2021 conference in EasyChair.

## 2. Your key dates

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

Activity	Completion Date	Session Chair/ Org.	Reviewers	Authors
Solicit abstracts	9-Nov-20	X		
Abstract acceptance status	4-Dec-20	X	X (optional)	
Author notification of abstract acceptance	14-Dec-20			
Session Organizer contact author	07-Jan-21	X		
Pre-identification of reviewers	29-Jan-21	X		
Draft paper submission	<b>08-Mar-21</b>			X
Assignment of reviews	09-Mar-21	X		
Completion of reviews	22-Mar-21	X	X	
Feedback to authors	29-Mar-21	X		
Update of paper	09-Apr-21			X
Second check and feedback to authors	23-Apr-21	X	X (optional)	
Metadata finalized in online mgt system	03-May-21	X		X
Final paper submission	<b>03-May-21</b>			X
<b>Paper order from TCs</b>	<b>14-May-21</b>	X		
Approval of papers in Easy Chair	<b>14-May-21</b>	X		
Notification of approval to authors	<b>17-May-21</b>			
Start of Conference	<b>11-Jul-21</b>			

**Your first deadline is 4 Dec 2020** for the decision of acceptance for the abstracts submitted to your session. After reading the abstract we ask that you submit a **decision only** in Easy Chair. You should coordinate with your session co-organizers on which one(s) of you will take care of the abstract reviews. You’re basically making sure the abstract’s technical content is appropriate for the conference and for your session in particular. The abstract should indicate that the corresponding paper will present technical developments and progress in any of the fields of environmental systems and make a new and original contribution to the state of the art, or is a constructive review of the technical field. Specific instructions for how to indicate whether the abstract should be accepted, rejected, or moved to another session can be found in Section 4.

After formal acceptance notifications have been sent by the Steering Committee (14 Dec 2020), session chairs should contact authors before **07 Jan 2021** 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 29 Jan 2021** 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 by **08 March 2021** 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.

As the submission deadline approaches, 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.

We have stressed with Authors the importance for them to submit their draft paper no later than the deadline of **08 March 2021**. In return, please note that you will be expected to complete your consolidated review by **22 March 2021** (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 about two weeks to provide an update (09 April 2021), allowing you to then double-check that all comments have been properly implemented by 23 April 2021.

The final paper submission needs to be completed by **03 May 2021**. 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 experience 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.

### 3. Your points of contact

#### List of Program Chairs with their email addresses:

- For papers from sessions 101, 102, 103, 104, 105, 106, 107, 108, and/or 109 (TECS)

Art Avila, NASA Jet Propulsion Laboratory, [arturo.avila@jpl.nasa.gov](mailto:arturo.avila@jpl.nasa.gov)

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

Matthias Holzwarth, ArianeGroup, [matthias.holzwarth@ariane.group](mailto:matthias.holzwarth@ariane.group)

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

Morgan Abney, NASA Marshall Space Flight Center, [morgan.b.abney@nasa.gov](mailto:morgan.b.abney@nasa.gov)

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

Shawn Macleod, Collins Aerospace, [shawn.macleod@collins.com](mailto:shawn.macleod@collins.com)

- For papers from sessions 500, 501, 502, 503, 504, 506, 507, 508, 509, 510, 511 and/or 513 (AIAA LS&S)

Kevin R. Duda, Draper Laboratory, [kduda@draper.com](mailto:kduda@draper.com)

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

Tom Leimkuehler, NASA Johnson Space Center, [thomas.o.leimkuehler@nasa.gov](mailto:thomas.o.leimkuehler@nasa.gov) – Conference Vice-Chair

Stephane Lapensee, European Space Agency, [Stephane.Lapensee@esa.int](mailto:Stephane.Lapensee@esa.int) – Conference Chair

### 4. How to EVALUATE an ABSTRACT

Please coordinate with your co-organizers on which one(s) of you will take care of the abstract evaluation. You are making sure the abstract's technical content is appropriate for the conference and particularly for **your session**. The abstract should indicate that the corresponding paper will present technical developments and progress in any of the fields of environmental systems and make a new and original contribution to the state of the art, or is a constructive review of the technical field. After evaluating the abstract, we ask that you submit a **decision only** in Easy Chair. Do not submit a formal review of the abstract – these fields are reserved for the peer reviews of the Draft Paper later in the process.

To enter the **decision** about the abstract submitted to your session you will need to access the Status menu:

 ICES 2020 (track chair of ICES101: Spacecraft and Instrument Thermal Systems)



[Help](#) / [Log out](#)

Submissions | Reviews | **Status** | PC | Events | Email | Administration | ICES 2020

Click on the blank decision box next to the submission:



**Current Status of Reviewing**

To **change a decision** on a submission, click on the decision column for this submission. You can change decisions for several submissions simultaneously by selecting them. To **select or unselect** a set of submissions, either click on the corresponding rows, or press the mouse button and move the mouse over table rows.

To **change decisions for submissions based on their scores** click on "Change decisions" in the upper right corner.

To **see reviews** on a paper click on the paper title.

[Reviewing data in Excel](#)  
[Change decisions](#)

For more information about this page, click on [Help](#).

[Shortcuts to papers: 1, 5, 6, 29, 31, 44, 45, 53, 56, 57, 92, 94, 114, 117, 135, 142, 157, 164](#)

Untick this box to hide shortcuts to papers

Show paper authors.

Explanations of the decisions			papers
decision	explanation		
<b>ACCEPT</b>	I accept this ABSTRACT into my session - please extend an invitation to the author(s) to submit a Draft Paper		0
<b>accept?</b>	probably accept		0
<b>MOVE</b>	This abstract does not fit in my session and recommend it be MOVED to another session		0
	no decision		18
<b>reject?</b>	probably reject		0
<b>REJECT</b>	reject		0

#	title	scores	average	decision
1	<a href="#">JUICE (Jupiter Icy Moon Explorer) Spacecraft thermal performance and verification</a>		0.0	

There are 3 decisions that you should choose from during this ABSTRACT stage: **ACCEPT**, **MOVE** or **REJECT**. Make the appropriate selection and then click on "Change Decision."



**Current Status of Reviewing**

To **change a decision** on a submission, click on the decision column for this submission. You can change decisions for several submissions simultaneously by selecting them or press the mouse button and move the mouse over table rows.

To **change decisions for submissions based on their scores** click on "Change decisions" in the upper right corner.

To **see reviews** on a paper click on the paper title.

For more information about this page, click on [Help](#).

[Shortcuts to papers: 1, 5, 6, 29, 31, 44, 45, 53, 56, 57, 92, 94, 114, 117, 135, 142, 157, 164](#)

Untick this box to hide shortcuts to papers

Show paper authors.

To **change the decision** for paper 1 select a new decision and press the "Change Decision" button below. If you think your decision is final and you want to hide the selected papers from the view of PC members tick the "Hide the paper" box.

<input checked="" type="radio"/> <b>ACCEPT</b>	I accept this ABSTRACT into my session - please extend an invitation to the author(s) to submit a Draft Paper
<input type="radio"/> <b>accept?</b>	probably accept
<input checked="" type="radio"/> <b>MOVE</b>	This abstract does not fit in my session and recommend it be MOVED to another session
<input type="radio"/>	no decision
<input type="radio"/> <b>reject?</b>	probably reject
<input checked="" type="radio"/> <b>REJECT</b>	reject

Leave hidden/visible status as is  
 Hide these papers  
 Unhide these papers

#	title	scores	average	decision
1	<a href="#">JUICE (Jupiter Icy Moon Explorer) Spacecraft thermal performance and verification</a>		0.0	

If you choose the **MOVE** or **REJECT** decision for the abstract please include a comment on the submission explaining the decision:

1. Offering a possible recommendation for where the abstract may belong if not suitable for your session.
2. Explanation as to why a REJECT decision (i.e. not relevant to the conference...)

A comment may also be made simply for future reference. Details on how to access the “Add comment” feature are outlined in Section 9 below.

After formal acceptance notifications have been sent by the Steering Committee (14 Dec 2020), session chairs should contact authors **before 07 Jan 2021** 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 determine if they have any questions.

## 5. 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 Chairs 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. Most 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 to review a paper not following the conference template or with far too many pages and which would anyhow be later rejected for this reason.

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

- First and last name of all Authors on the paper
- Proper template is used for ICES 2021 in Lisbon, Portugal
  - Access the [ICES 2021 Paper Template](#) under the [Author’s Material](#) menu on website
- The ICES paper reference/number (e.g. ICES-2021-110) is in-line with the submission number (e.g. 110)
- Verify that the paper meets the requirements for maximum page length (12 pages)
- 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.

## TWO APPROACHES IN EASYCHAIR:

- Assigning the paper to one or several of the co-Session Chairs / Organizers of that particular Session – See Section 0
- Assigning someone as a Sub-reviewer, meaning someone who is not one of the co-Session Chairs / Organizers of that particular Session – See Section 0
  - 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 illustrative purposes only. Please be sure to use the ICES 2021 conference in EasyChair.*

### 5.1 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 'Reviews' page for ICES 2016. The navigation bar includes 'Submissions', 'Reviews', 'Status', 'PC', 'Events', 'Email', 'Administration', 'ICES 2016', 'Support', and 'EasyChair'. The 'Reviews' section is active. The table below lists submissions with the following columns: #, submission, details, show reviews, review form, add new review, and contact subreviewer. Submission 371 is highlighted, and a blue circle with an 'i' icon in the 'details' column is pointed to by an arrow. A text box below the table states: 'Submission 371 is the one you want to review'.

#	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, Jalone 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

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

## Submission 371

The submission information is shown below.

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	<a href="http://www.esa.int">http://www.esa.int</a>	✓
Oriana	Moscini	Oriana.Moscini@esa.int	Netherlands	European Space Agency		

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

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.

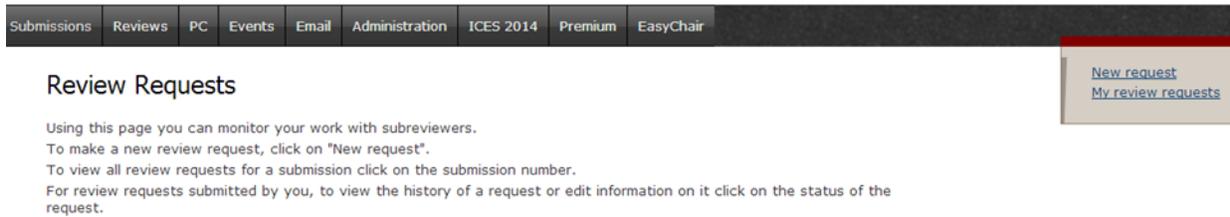
PC member	Assigned	Review?	Comments	Total assigned	View
<a href="#">Matthias Holzwarth</a>	<input type="checkbox"/>				
<a href="#">Olivier Pin</a>	<input type="checkbox"/>				
<a href="#">Cindy Smith</a>	<input type="checkbox"/>				
<a href="#">Wolfgang Supper</a>	<input type="checkbox"/>				

To assign a submission check the box under the “assigned” column of the PC member (session co-organizer) 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 Chairs.

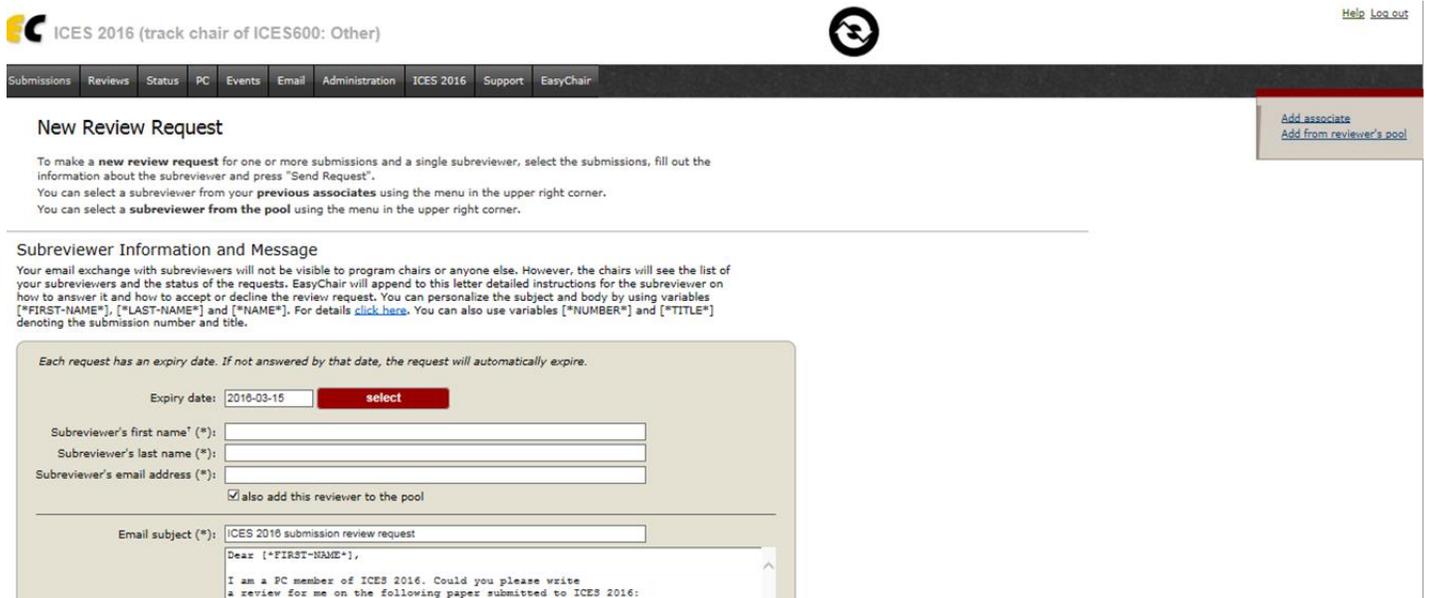
## 5.2 How to assign a paper to Sub-reviewers

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

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

### Bottom part of the page

The first thing you need 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, and email address. 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 save a little 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 having to write in the email template the first name, last name, and email address of the person you want to assign as a Sub-reviewer. It will fill out the top part of the email template for you.

Note: Your list of associates and reviewers is dependent on your historical data in EasyChair and your previous and current roles, e.g. Session Chair of one track or several tracks. If you cannot find the person of interest, then you will have to provide his/her name and email address as explained in 1 above.

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 22 March 2021” – see detailed schedule in Section 2 to plan the review process.

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 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”*

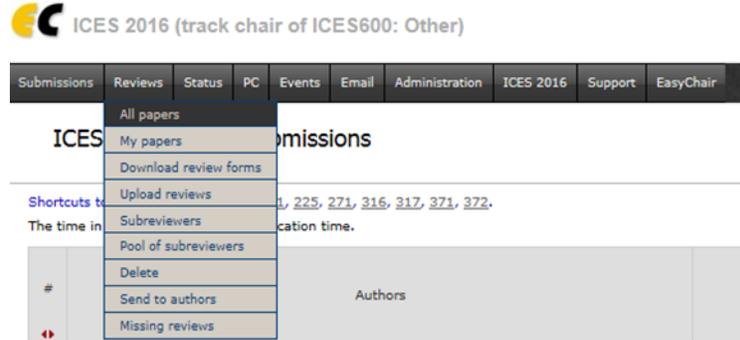
*Page 2, Paragraph 4: How did you calculate X?*

*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.*

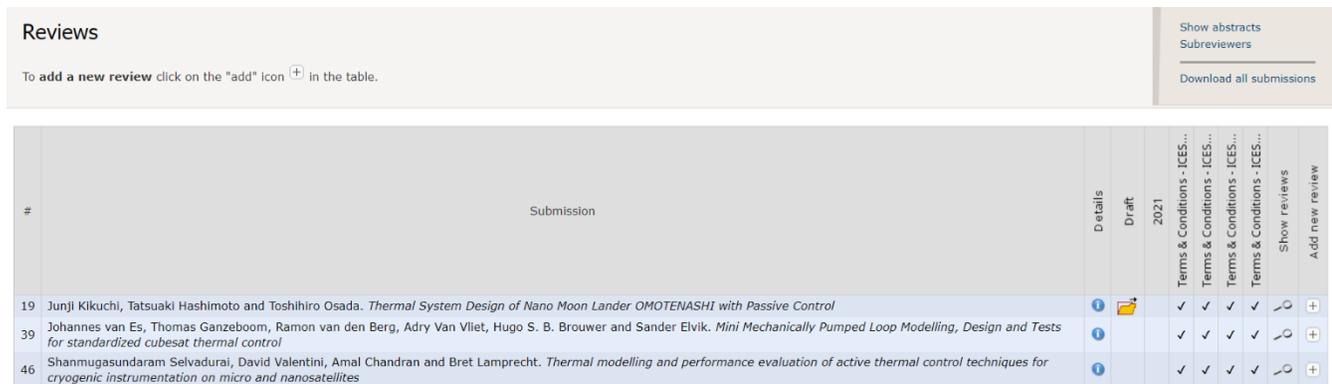
*Please let me know if there are any questions, and thanks again for your time and diligence in peer reviewing a paper for this year’s ICES conference.*

## 6. How to review a Paper (not an abstract)

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



The following page should appear.



Please note the 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 Subreviewers 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 the instructions carefully 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

<b>Title:</b>	ICES 2016 Easy Chair Instructions for Authors and Session Chairs
<b>Authors:</b>	Olivier Pin and Oriana Moscini
<b>PC member:</b>	Olivier Pin
Click on "Add associate as a reviewer" in the upper right corner to add your associate as a reviewer.	
<b>Subreviewer</b> (leave empty if reviewed by yourself)	First name: <input type="text"/> Last name: <input type="text"/> Email address: <input type="text"/>

\* 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 <b>will not be sent to the authors</b>. This field is optional.

Bottom part of the page

## 7. 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 the method used. This also extends into document metadata for comments made using the Word “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 does not modify 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 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 sends this via an email in EasyChair (see Section 8 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 1MB and the Session Chair wants to send this by email via EasyChair (see limitation indicated in Section 8). 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.

## 8. 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, for example, to provide reviewers' comments as described in Section 7 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 1MB)

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.

## 9. When and how to use the “Add comment” feature

The “Add comment” feature in Easy Chair is a useful tool to communicate to other PC members (Session Organizers and Steering Committee members). Comments are not visible to the authors. Comments can be used throughout the review process at all three stages:

- **Abstract Review Stage:** Add a comment when you employ the **MOVE** or **REJECT** decision.
- **Draft Review Stage:** After drafts are submitted and the peer review process has begun - comments entered in EasyChair are used for discussing papers and are not visible to the authors. This is an efficient way to communicate to other co-organizers, as well as the Conference Vice Chair as to the progress of the paper.
- **Final Review and Acceptance Stage:** When authors are completing revisions to their paper, moving toward the final manuscript, using the “Add comment” feature is the preferred way to communicate through the system about the status of the paper, particularly if there are delays in making the final decision. Using this tool will keep **all** organizers aware of the progress.

Access the submission and click on the blue information icon:



Submissions | Reviews | Status | PC | Events | Email | Administration | ICES 2020

### ICES 2020 List of Submissions

This table contains hidden fields: [click here to select which fields should be visible.](#)

- [Add a submission](#)
- [Delete submission\(s\)](#)
- [Deleted submissions](#)
- [Email to authors](#)

The time in the table is the last modification time.

#	Authors	Title	information	assignment	update	Terms & Conditions - ICES...	Time			
1	<a href="#">Romain Peyrou-Lauga</a> and <a href="#">Pauline Gautier</a>	JUICE (Jupiter Icy Moon Explorer) Spacecraft thermal performance and verification								Sep 18, 07:05

Next choose “Show reviews” in the upper right corner menu:

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

In the next screen you can choose “Add comment”:



Submissions | Reviews | Status | PC | Events | Email | Administration | ICES 2020

### Reviews and Comments on Submission 1

Submission

Submission: [Romain Peyrou-Lauga](#) and [Pauline Gautier](#). JUICE (Jupiter Icy Moon Explorer) Spacecraft thermal performance and verification

Current decision: (no decision) ([change](#))

There are no reviews or comments on this paper.

- [Submission details](#)
- [Edit note](#)
- [Add comment](#)
- [Add new review](#)
- [Email to reviewers](#)
- [Email to authors](#)
- [Request review](#)
- [Attach document](#)
- [Change decision](#)
- [Assignment](#)

## Add Comment

Please type your comments in the area below. Your comments will only be visible to PC members having access to this paper. Comments entered in EasyChair are used for discussing papers and are not visible to the authors.

Comment: \*

[Add Comment](#)

## 10. How to enter a review decision for a paper

After a paper has been reviewed and the review comments have been sent to the author, a review decision should be entered in EasyChair. As authors revise the paper to address reviewer comments and work toward a final version of the paper, the review decision should be updated to reflect the latest status of the paper.

The decision can be entered or updated in EasyChair 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”

The following decisions for papers should be used as described:

- **ACCEPT** = Use this only when the paper is truly in its final state and no more changes will be made. Be sure that *all* criteria in Section 11 are met.
- **accept?** = Use this status when minor corrections are required and reviewer feedback has been given to the authors. The organizer should be fairly confident that a final version of the paper will be received from the author in a timely manner and it is likely to be accepted once finalized. Any pertinent information that should be communicated to the Program Chair and Conference Vice Chair should be noted in a Comment as described in Section 9.
- **reject?** = Use this status when major corrections are still required and the risk of rejection is high. The organizer should communicate with the author about what revisions are required based on reviewer feedback and evaluate whether the author will be able to make such corrections in a timely manner. Comments should also be used to communicate with the Program Chair and Conference Vice Chair as described in Section 9.
- **REJECT** = Use this decision when a final determination has been made that a paper is unacceptable for inclusion in the conference. Rationale for the rejection should be documented in a Comment as described in Section 9.

## 11. Criteria to ACCEPT a paper for final approval

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

- 1) The final version has been loaded into the FINAL MANUSCRIPT category which will display on your screens  with a pdf icon in the 2021 column.
- 2) First and last name of all Authors on the paper
- 3) Proper template is used for ICES 2021 in Lisbon, Portugal (Access the ICES 2021 Paper Template under the [Author's Material](#) menu on website)
- 4) The ICES paper reference/number (e.g. ICES-2021-110) is in-line with the submission number (e.g. 110)
- 5) Verify that the paper meets the requirements for maximum page length (12 pages)
- 6) A minimum of 3 independent reviews have been completed and all are from outside the author(s) organization/center/unit. The results of these reviews should 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.

- a. 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 the Technical Chair.
- b. It is important to update the review score with paper revisions to maintain an accurate record of the final status of the results of the review.

7) 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.

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

9) Ensure the correct copyright marking is in place.

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

10) Manuscript is deemed FINAL, no changes required – 100% ready to publish.

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 procedure described in Section 10.

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