

## 3.2 How to review a paper

As a reviewer, you will receive an email established via EasyChair by the session chair, announcing that you have been asked to review a dedicated paper. Based on this, please proceed on EasyChair to accept this request.

Please note: each request has an expiration date and you also have the option of rejecting the request.

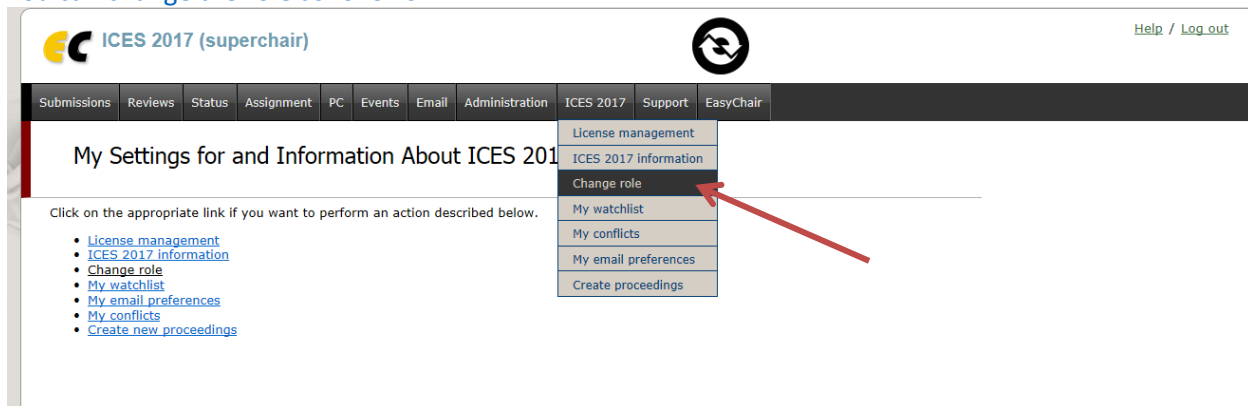
Once logged on to EasyChair (<https://easychair.org/conferences/?conf=ices2021>)

Please make sure that you are logged on as subreviewer.

Note: you might or might not have more than one role within EasyChair.

The role you are using is always displayed on the top of the page next to the EasyChair logo and "ICESxxx". (all screenshots are from 2017 and are used here for instructional purposes; please note there may be slight variation for the current year)

You can change the role as follows.



ICES 2017 (superchair) Help / Log out

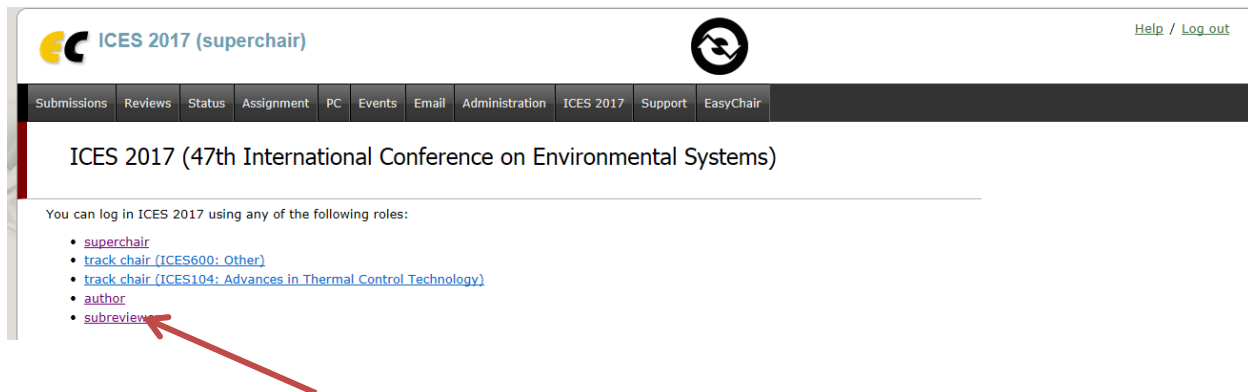
Submissions | Reviews | Status | Assignment | PC | Events | Email | Administration | ICES 2017 | Support | EasyChair

My Settings for and Information About ICES 2017

Click on the appropriate link if you want to perform an action described below.

- License management
- ICES 2017 information
- Change role
- My watchlist
- My conflicts
- My email preferences
- Create new proceedings

The following page should appear. Again you might not have as much roles as shown in this figure.



ICES 2017 (superchair) Help / Log out

Submissions | Reviews | Status | Assignment | PC | Events | Email | Administration | ICES 2017 | Support | EasyChair

ICES 2017 (47th International Conference on Environmental Systems)

You can log in ICES 2017 using any of the following roles:

- superchair
- track chair (ICES600: Other)
- track chair (ICES104: Advances in Thermal Control Technology)
- author
- subreviewer

Using the Alert tab, you see the latest requests which have not been answered, see below an example.



## Alerts

Alerts are used in EasyChair to attract your attention to something that requires your response. They are normally created as a result of actions of other people. For example, when somebody asks you to make a review, a subreviewer alert will appear amongst your alerts.

For nearly each of these alerts, you can remove them either by making your response to the alert or simple dismissing the alerts without a response.

You alerts are shown and explained below. Follow the "view" link to view or respond to them. If you do not want a particular alert at all, click on its "dismiss" column.

Conference	Alert	Action	View	Dismiss
ICES 2017	Review request by Cindy Smith <Cindy.Smith@ices.space> for submission Test paper	reply to request		

By going to "view" on the right, you receive a summary of the review request including a summary of the submission information, see below an example.

Please go to "Answer request" on the right.



## Review Request

Cindy Smith (Cindy.Smith@ices.space) requested you to review the following submission for ICES 2017. To accept or decline this request or to communicate with Cindy Smith click on "Answer request". Even if your review is ready, to submit this review you should answer the request first.

[Answer request](#)

### Submission Information

Paper 372	
Title:	Test paper
Submission:	
Track:	ICES600: Other
Author keywords:	conference space charleston
Abstract:	300 words
Time:	Feb 13, 19:27 GMT
Texas Tech University (TTU) Repository Submission License	I AGREE TO THESE TERMS AND CONDITIONS
Texas Tech University (TTU) Repository Submission License (continued)	I AGREE TO THESE TERMS AND CONDITIONS
No Paper, No Podium and No Podium, No Paper Policy	I AGREE TO THESE TERMS AND CONDITIONS
Publication Policy	I AGREE TO THESE TERMS AND CONDITIONS

Authors					
first name	last name	country	organization	Web page	corresponding?
Cindy	Smith	USA	CS Event Planning		<input checked="" type="checkbox"/>

### Emails

Below you will find the email exchange between you and Cindy Smith concerning this paper. All times are GMT.

Please read the following page carefully and reply according your decision.



## Review Request

To answer the review request you should choose the appropriate action and edit a message to Cindy Smith. The message will be sent by email to Cindy Smith with a copy to you. Only Cindy Smith and you will have access to the text of the message. If you choose not to send the message, Cindy Smith 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 Cindy Smith for further information in the message.

Subject:

Message:

I agree to review this submission  
 I do not agree to review it  
 I will decide later  
 Send message

**Select and/or Send Message**

*By going back to "Review requests you should be able to see now a page comparable to the one below which indicates all the papers you have been asked and accepted to perform a review.*

ICES 2017 (subreviewer)

Review requests ICES 2017 Support EasyChair

### My Review Requests for ICES 2017

The table below shows all your review requests. To work with a request, click on a submission number.

#	authors	title	PC member	track
16	Gregory Quinn, Thomas Ahlstrom, Rubik Sheth and Hung Le	Phase Change Material Heat Sink Flight Experiment Results	Jeff Farmer	ICES104: Advances in Therm Technology
55	Michael Izenson, Darin Knaus, John Sanders and Jeff Cox	Lightweight, Durable PCM Heat Exchanger for Spacecraft Thermal Control	Jeff Farmer	ICES104: Advances in Therm Technology
71	Derek Hengeveld and Michael Wilson	Advanced Manufacturing of Flexible Oscillating Heat Pipes for Next-Generation Thermal Straps	Jeff Farmer	ICES104: Advances in Therm Technology
162	Kuan-Lin Lee, Calin Tarau and Nathan Van Velson	Development of a Heat Exchanger with Integrated Thermal Storage for Spacecraft Thermal Management Applications	Jeff Farmer	ICES104: Advances in Therm Technology
346	Ryuta Hatakenaka, Tomihiro Kinjo, Masanori Saitoh, Hiroyuki Sugita and Takafumi Yamamoto	Heat-transfer Characteristics of a Light-weight, Fin-integrated PCM Unit Manufactured by Additive Manufacturing	Jeff Farmer	ICES104: Advances in Therm Technology
372	Cindy Smith	Test paper	Cindy Smith	ICES600: Other

The submissions shown are examples.

By going to the paper you want to review, you open the page in which you start the review itself again with some submission information and now the submission itself which you can download.

ICES 2017 (subreviewer)


Review requests ICES 2017 Support EasyChair

### Review Request

Cindy Smith (Cindy.Smith@ices.space) requested you to review the following submission for ICES 2017. You accepted the request. To **submit your review** use "Submit review" in the upper right corner.

[Submit review](#)

#### Submission Information

Paper 372	
Title:	Test paper
Submission:	 <a href="#">Download</a>
Track:	ICES600: Other
Author keywords:	conference space charleston
Abstract:	300 words
Time:	Feb 13, 19:27 GMT
Texas Tech University (TTU) Repository Submission License	I AGREE TO THESE TERMS AND CONDITIONS
Texas Tech University (TTU) Repository Submission License (continued)	I AGREE TO THESE TERMS AND CONDITIONS
No Paper, No Podium and No Podium, No Paper Policy	I AGREE TO THESE TERMS AND CONDITIONS
Publication Policy	I AGREE TO THESE TERMS AND CONDITIONS

Authors					
first name	last name	country	organization	Web page	corresponding?
Cindy	Smith	USA	CS Event Planning		✓

By going to "Submit review", you open the page in which you can place your review.

## Add New Review on ICES 2017 Submission 372

Fill out the following form and click "Submit Review"

When you submit your review, Cindy Smith will receive a notification by email.

You cannot add attachments to your review using this form. To attach a document to your review, you should email it to Cindy Smith.

### Paper information

**Title:** Test paper  
**Authors:** Cindy Smith  
**PC member:** Cindy Smith

### Evaluation

**Overall evaluation (\*).** Please provide a detailed review, including a justification for your scores. Both the score and the review text are required.

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

**Reviewer's confidence (\*).**

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

**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.

**Submit review**

*Please finish your review by submitting it.*