



ICES 2022

SESSION ORGANIZER GUIDE

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WELCOME

This document contains important dates, helpful checklists, and instructions for performing role-related tasks in EasyChair for the ICES 2022 Conference.

IMPORTANT: The screenshots included in this document may not reflect the most current conference year as they are for illustrative purposes only. Your tasks should always be completed in the current conference year, regardless of screenshots.

WHAT IS EASYCHAIR?

EasyChair is a web-based conference management software system that ICES uses to organize paper submissions and reviews. All conference-related tasks and communications will be performed in and through EasyChair.

You can access [EasyChair](#) from the ICES Conference website under *Participant Resources > Access EasyChair*.

Understanding User Roles in EasyChair

In EasyChair, each conference participant is assigned one or more conference roles, like author, reviewer, or track chair. These roles permit users to perform the tasks relevant to their conference responsibility. When you log in to EasyChair, the home page displays all EasyChair role(s) associated with your account.

CHANGING YOUR ROLE

If more than one role is available to you for the current conference year (e.g., you are the author of a paper in one track and a sub-reviewer in another track), you will need to change your role to perform certain tasks. The instructions in this document will instruct you to change your role when necessary.

To change your role,

1. On the menu, click *ICES 2022 > Change role*. The Conference home page opens.
2. Select a role from those available to you.

EasyChair vs. Conference Terminology

There are some differences in the names used internally within ICES and the terms used within EasyChair.

The following chart will help you understand any discrepancies you may encounter in conference terminology.

CONFERENCE TERM	EASYCHAIR TERM
Technical Program Chair	Superchair & PC Member
Session Organizer	Track Chair
Final Draft/Final Submission/Final Paper	Final Manuscript

POINTS OF CONTACT

Conference Communications

Emails from the following conference-related email addresses may be sent on occasion. It is important you read these emails for important conference, session, or paper-related information and updates:

- **Emails sent by the conference chair or vice-chair:** ICES2022@easychair.org – Replies to these emails will go to a general conference inbox and may not be viewed quickly. For a speedier reply, contact your session chair.
- **Emails sent by session organizers:** 51st-ICESXXX@easychair.org (where XXX stands for a dedicated session number) – Replies to these emails will be forwarded to the session organizer, which is indicated on the website under the Session Organizers with bold formatting.

Session/Program Questions

- *For questions pertaining to a paper or technical topics*, contact the Session Chair – Session Chairs can be emailed directly through an email address shown in the Session details on the [Technical Sessions page](#) of the website.
- *For general inquiries about the program format or policies of the conference*, contact the corresponding Program Chair – A Program Chair can be emailed from the Contact Chair button below their name on the [Technical Sessions page](#) of the website.

Regarding Paper Submission or EasyChair

- For trouble submitting papers electronically, email info@ices.space.
- For questions about the general use of EasyChair, see the [EasyChair Help](#) and contact information at www.easychair.org.

IMPORTANT DATES

Key dates for many conference roles (i.e., Steering Committee, Program Chair, Session Chair/Organizer(s), Reviewer, & Author) are included in the table below to help you understand the sequence of conference deadlines. The conference role responsible for each pre-conference activity is indicated with an “X”; optional involvements indicated as “O”.

ACTIVITY	DUE DATE	CONFERENCE ROLE			
		<i>Steering Comm.</i>	<i>Session Organizer</i>	<i>Reviewer</i>	<i>Author</i>
Solicit Abstracts (Call for Papers)	9-Nov-21	X			
Abstracts Due	15-Nov-21				X
Entry of Abstract Acceptance Decision	03-Dec-21		X		
Authors Notified of Abstract Acceptance	13-Dec-21	X			
Pre-Identification of Reviewers	28-Jan-22		X		
Paper Submission – Initial Draft	28-Feb-22				X
Assignment of Reviews	01-Mar-22		X		
Completion of Reviews	21-Mar-22		X	X	
Feedback to Authors	28-Mar-22		X		
Updated Paper Submission – Revised Draft	08-Apr-22				X
Second Check & Feedback to Authors	22-Apr-22		X	O	
Metadata Finalized in EasyChair	02-May-22				X
Paper Submission – Final Draft	02-May-22				X
Paper Order Provided by Program Chairs	13-May-22		X		
Approval of Papers in EasyChair	13-May-22		X		
Notification of Approval Sent to Authors	16-May-22	X			
START OF CONFERENCE	10-JUL-22				

PRE-SUBMISSION CHECKLIST FOR PAPERS

All conference papers (initial, revised, & final drafts) are expected to meet the following conference standards.

STANDARD



The paper is 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.

The paper's scope does not deviate significantly from the approved abstract except when approved by the Session Chair (e.g., additional work is available and included in the paper and the Session Chair has been notified).

The first and last names of all authors are included on the paper. [Learn how to add authors.](#)

The proper template is used for the current ICES program year. [Download the template from ICES website as .docx.](#)

The ICES paper reference/number (e.g., ICES-2022-110) aligns with the submission number found in EasyChair (e.g., 110).

The title of the paper is not written in all capital letters and is consistent with the submitted version of the paper.

The paper does not exceed to 15 pages in length.

The paper does not contain any commercial or marketing aspects.

The appropriate copyright marking is included, based on your organization's policy. ICES, Inc. does not claim copyright; the copyright is retained by the author and/or their organization.

NOTE: If you work for the United States Federal Government and the paper was performed as part of your employment, you should remove all federal copyrights as the work was produced by them and is considered public information and not copyrighted.

The paper follows your organization's practices for Export Control. You are responsible for submitting the manuscript for internal Export Control review and for getting approval for release prior to submission to ICES.



ICES CONFERENCE CHECKLIST – SESSION ORGANIZERS

The following tasks must be completed by any individual participating as Session Organizers for the current conference year.

1 | ENTRY OF ABSTRACT ACCEPTANCE DECISION

COMPLETED

DUE BY 03-DEC-22

☐

If you are responsible for evaluating abstracts, you must review and verify that each abstract meets the [conference requirements](#). After abstracts have been reviewed, a Decision must be entered in EasyChair.

Any abstracts that do not receive a firm “ACCEPT” will be reviewed at the December planning meeting to evaluate the best fit.



To learn how to submit a decision for an abstract in EasyChair, see “Entering a Decision for an Abstract in EasyChair” on page 14.

2 | SESSION ORGANIZERS CONTACT THEIR SESSION AUTHORS

COMPLETED

DUE BY 07-JAN-22

☐

After the Steering Committee sends formal acceptance notifications to authors (13-Dec-22), you, as the Session Organizer, should:

- Contact your session authors to introduce yourself;
- Provide session authors with your contact information so you can be reached if needed; and
- Confirm acceptance of your session authors’ abstracts and answer any questions they may have.

IMPORTANT: As the submission deadline approaches, Session Organizers should encourage authors to proofread their papers prior to submission. Inform your session authors that while sub-reviewers are instructed to concentrate on their assigned papers' contents, common errors such as incomplete sentences, redundant phrases, obvious misspellings, and other unnecessary mistakes can be distracting to reviewers.

i To learn how to contact authors in EasyChair, see “Sending an Email to Authors” on page 22.

3 | PRE-IDENTIFICATION OF REVIEWERS/SUB-REVIEWERS

COMPLETED

DUE BY 28-JAN-22



All reviewers and sub-reviewers who will be involved in your session must be identified early so they are lined up and prepared to evaluate the initial draft of the paper once it becomes available.

- **Reviewer:** A Session Organizer that chooses to also be a reviewer is a reviewer, not a sub-reviewer since they are already assigned as a Program Committee member of that session.
- **Sub-reviewers:** Anyone that has been invited to review a paper that isn't already a PC member for that session.

You are encouraged to maintain contact with your reviewers/sub-reviewers to keep them informed of important key dates and to identify and mitigate any scheduling concerns early in the review process.

CONFLICTS OF INTEREST

No person can review or participate in the acceptance decision of any paper in which they have a conflict of interest (COI). A person is deemed to have a Conflict of Interest with a paper if:

- They are a co-author of the paper; or
- Any other circumstances create an appearance that the sub-reviewer might have bias in the evaluation of the paper.

Additionally, the identity of the reviewers of a paper shall be withheld from all people who have a COI. You are encouraged to notify sub-reviewers of this guideline and request that any COIs be declared and, if any sub-reviewers were inadvertently assigned a paper they are in conflict with, the paper is then returned to you. Consult the [ICES Guide to Ethical Publications and the Peer Review Process](#).

4 | ASSIGNMENT OF REVIEWS

COMPLETED

DUE BY 01-MAR-22



Even though you have already identified reviewers, you must manually assign the papers submitted to the reviewers in EasyChair once they become available. For 2022, initial drafts are due in EasyChair on 28-Feb, so all papers should be available for assignment to reviewers on 01-Mar:

- **Early Submissions:** A paper can be assigned to reviewers as soon as it's submitted in EasyChair—even if its prior to the submission deadline of 28-Feb.
- **Late Submissions:** If a paper has not been submitted by the 28-Feb deadline and it's not possible to assign the paper to reviewers by the 01-Mar deadline, notify the reviewers you have lined up that the paper is late. Then, when the paper is finally submitted, assign it to reviewers as soon as possible. Late papers will give reviewers less time to evaluate them.

When assigning reviews to reviewers/sub-reviewers, it's important that you guide your reviewers through the peer review process and clarify any expectations you may have. Here is an example of language used in correspondence with a sub-reviewer. It provides general guidance for performing a peer review:

In terms of providing a review to a paper, first I want to make it clear that the review is completely anonymous—no one other than the Session Organizers know who reviews the papers, and the authors will receive a document in plain text with 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 there 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 the occasional typos or grammatical errors. 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 in regard to formatting.

All reviewer remarks should be entered through the Review Form in EasyChair.

Page 1, Paragraph 2: Typo on “the”

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

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.



To learn how to assign papers to reviewers/sub-reviewers, see “Assigning Someone to Review a Paper” on page 17.

5 | COMPLETION OF REVIEW

COMPLETED

DUE BY 21-MAR-22

☐

All reviews should be submitted in EasyChair by this date. If a review hasn't been submitted, contact the Reviewer/Sub-Reviewer whose review hasn't been submitted.

6 | FEEDBACK TO AUTHORS

COMPLETED

DUE BY 28-MAR-22



Reviews should be completed and submitted in EasyChair by this date this date to give authors adequate time to evaluate feedback and make updates before the final draft deadline.

At this time, you need to email authors with all review feedback for their papers so they can make necessary changes.

If a review hasn't been received by this date, remind the reviewer of the need but still send the review email so all available reviews will be picked up and sent by EasyChair—do not let late reviews hold up the process.



To learn how to send an email to an author, see “Sending Reviews to Authors” on page 21.

7 | SECOND CHECK & FEEDBACK TO AUTHORS

COMPLETED

DUE BY 22-APR-22



After the revised draft of the paper has been submitted, the Session Organizer must ensure that the author has incorporated the reviewers' requested edits into the paper and/or addressed their questions/concerns. If all the suggested changes have not been made, the Session Organizer should encourage the author to resolve the unaddressed items to the reviewers' satisfaction.



To learn how to send a general email to an author, see “Sending an Email to Authors” on page 22.

8 | METADATA FINALIZED IN EASYCHAIR

COMPLETED

DUE BY 02-May-22



For each paper in your session, verify that the title, author's names and affiliations, and paper ID (e.g., ICES-2022-xxx) on the document template matches the submission's information the author provided in EasyChair.

9 | ORDER PAPERS FOR YOUR PROGRAM

COMPLETED

DUE DATE: 13-MAY-22



You and your Program Chair collaborate on the final order in which papers will be presented at the conference. Depending on the session, it may be that Session Organizers submit the paper order to vice chair/conference coordinator directly or the Program Chair may request the order from Session Organizers and send it to the vice chair/conference coordinator; your program chair will specify the preferred process. Once submitted to the vice chair/conference coordinator, they are then integrated into the conference presentation schedule, also known as the matrix.

10 | APPROVAL/STATUS OF PAPERS IN EASYCHAIR

COMPLETED

DUE BY 13-MAY -22



Once the papers in your session have been finalized and meet all the criteria for inclusion in conference proceedings, you will need to enter the status for your session's papers in EasyChair.

Use the following criteria to evaluate the readiness of each paper for final approval:

CRITERIA TO ACCEPT A PAPER FOR FINAL APPROVAL



The final version of the paper was uploaded in EasyChair into the FINAL MANUSCRIPT category as a PDF.

The first and last names of all authors are included on the paper and in the correct order.

The proper template is used for the current ICES program year.

The ICES paper reference/number (e.g., ICES-2022-110) aligns with the submission number (e.g., 110).

A minimum of 3 independent reviews have been completed and all are from outside the organization/center/unit of the author(s), and the results of the reviews met ICES general requirements.

All comments or requested revisions have been considered and made to the paper. No editing marks are on the paper.

The paper meets the requirements for page length (they should not exceed 15 pages).

The paper does not contain any commercial or marketing aspects.

The appropriate copyright marking is included. Employees of the US Federal Government removed all copyrights.



To learn how to accept a paper for final approval, see the important note on page 28.

SESSION ORGANIZER HOW-TOS

The following tasks correspond with the deadlines listed in the Important Dates table and Session Organizer Checklist.

Evaluating an Abstract for Inclusion in Your Session

Please coordinate with your session co-organizers to decide which one(s) of you will evaluate the submitted abstracts. When evaluating an abstract, you must check that it meets conference requirements and then decide whether the abstract is suitable for your track:

CONFERENCE ABSTRACT REQUIREMENTS

One or both requirements must be met:

1. The abstract's technical content is appropriate for the conference and for your session, and
2. The abstract indicates that its 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 construction review of the technical field.

POSSIBLE DECISIONS FOR ABSTRACTS

After evaluating that an abstract meets one or both above requirements, you must decide whether you Accept, Move, or Reject the abstract:

- **ACCEPT:** You accept the abstract into your session.
- **accept?:** This abstract might be suitable for the session but should be evaluated further at the December planning meeting.
- **MOVE:** The abstract is acceptable but does not fit your session. You recommend it be moved to another session.
- **reject?:** This abstract might not be the best fit for the session and should be evaluated further at the December planning meeting.

- **REJECT:** The abstract did not meet the conference requirements and should be rejected.

Once you've reached a decision about the abstract, you must enter your decision in EasyChair.

Entering a Decision for an Abstract in EasyChair

After determining whether to accept, move, or reject an abstract, you need to record your decision in EasyChair.

IMPORTANT: This is not a Formal Review of the abstract. Do not enter a review at the abstract stage via *Reviews > All Submissions*. The Formal Review field is reserved for the peer review of the paper that is conducted later in the process.

1. Log in to your EasyChair account. The ICES 2022 Conference page opens.
2. Select **Status** on the site navigation menu. The Current Status of Reviewing page opens.

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.

For more information about this page, click on **Help**.

Shortcuts to papers: 7, 8, 9, 10, 20, 62, 64, 91, 97, 98, 112, 134, 198, 215, 269, 273, 279, 294, 317, 331, 352, 389

☒ Untick this box to hide shortcuts to papers

☐ Show paper authors.

#	Title	Scores	Average	Decision
7	Mitigation of Silver Ion Loss from Solution by Polymer Coating of Metal Surfaces. Part IV		0.0	
8	Monitoring of Ionic Silver Biocide with Capacitively-Coupled Contactless Conductivity Detection (C4D)		0.0	
9	DirectINJECT: Dosing Systems for Concentrated Liquid Biocides		0.0	
10	Engineering Polymers as Structural Materials in Spacecraft Water Systems		0.0	
20	Feasibility Testing of Silver Electrolysis for Disinfection of Spacecraft Potable Water Systems		0.0	

Explanations of the decisions	
Decision	Explanation
ACCEPT	I accept this ABSTRACT into my session - please send an invitation to the author(s) to submit a Draft Paper
accept?	probably accept
MOVE	This ABSTRACT does not fit in my session and needs to be MOVED to another session
	no decision
reject?	probably reject
REJECT	Reject - This ABSTRACT is not a fit for ICES.

3. On this page, click in the Decision column that corresponds with the abstract you are entering a decision for. A popup opens.

NOTE: To enter a decision for more than one abstract, click in the row of one abstract you want to enter a decision for. The row is highlighted in yellow. Click in another row. Continue to click to choose each abstract you are entering the same decision for and then click in the decision column for one of the highlighted rows. The pop up will confirm that you are entering a decision for multiple abstracts at once.

4. In the popup, select from one of these choices to indicate your evaluation of the abstract:
 - **ACCEPT:** You accept the abstract into your session. The author will be invited to submit a paper.
 - **accept?:** This abstract might be suitable for the session but should be evaluated further at the December planning meeting.
 - **MOVE:** The abstract is acceptable but does not fit your session. You recommend it be moved to another session. If you select this option, please [include a comment](#) on the submission that explains your decision and which session you recommend the abstract be moved.
 - **reject?:** This abstract might not be the best fit for the session and should be evaluated further at the December planning meeting.
 - **REJECT:** The abstract did not meet the conference requirements and should be rejected. If you select this option, please [include a comment](#) on the submission that explains why you rejected the abstract. The author will be notified of the rejection and reason why when decisions are emailed to all authors.

ICES 2022 (track chair of ICES303: Physio-Chemical Life Support- Water Recovery & Management Systems- Technology and Process Development)

Submissions | Reviews | Status | PC | Events | Email | Administration | ICES 2022

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.

To **change decisions for submissions based on a decision**, click on the decision column for this submission.

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

For more information about this page, click on the help icon.

Shortcuts to papers: 7, 8, 9, 10, 20, 62, 64, 91.

☒ Untick this box to hide shortcuts to papers

☐ Show paper authors.

4

To change the decision for paper 7 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 type="radio"/>	ACCEPT	I accept this ABSTRACT into my session - please extend an invitation to the author(s) to submit a Draft Paper
<input type="radio"/>	accept?	probably accept
<input type="radio"/>	MOVE	This ABSTRACT does not fit in my session and recommend it be MOVED to another session
<input type="radio"/>		no decision
<input type="radio"/>	reject?	probably reject
<input type="radio"/>	REJECT	Reject - This ABSTRACT is not a fit for ICES.

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

5

Change Decision Cancel

#		
7	Mitigation of Silver Ion Loss from Solution	
8	Monitoring of Ionic Silver Biocide with Capa	
9	DirectINJECT: Dosing Systems for Concentr	
10	Engineering Polymers as Structural Materials in Spacecraft Water Systems	0.0
20	Feasibility Testing of Silver Electrolysis for Disinfection in Spacecraft Potable Water Systems	0.0
62	Dialysis-based Passive Biocide Delivery System Update	0.0
64	Double ChemFET for the In-Line Monitoring of Silver Dosing in Potable Water Systems	0.0
91	Overview of potential candidates for Partial Gravity Water Recovery Systems	0.0
97	Silver Foam: A Novel Approach for Long-Term Passive Dosing of Biocide in Spacecraft Potable Water Systems - Update 2022	0.0

Explanations of the decisions

Explanation

I accept this ABSTRACT into my session - please extend an invitation to the author(s) to submit a Draft Paper

probably accept

This ABSTRACT does not fit in my session and recommend it be MOVED to another session

no decision

probably reject

Reject - This ABSTRACT is not a fit for ICES.

5. Click "Change Decision" to record your evaluation for the Steering Committee to review.

NOTE: You may make comments for any abstract, like "doesn't fit in my session but would be good for another session", and please offer which session you might recommend it be moved to. All comments will be visible to any PC member. See "Using the Add Comment Feature" on page 25 for how to leave a comment for an abstract.

Assigning Someone to Review a Paper

The Session Organizers should perform this administrative task for their session.

Prior to assigning a review, check that the paper meets all the requirements in the Pre-Review Assignment Checklist:

PRE-REVIEW ASSIGNMENT CHECKLIST

REQUIREMENT	YES	NO
Are the first and last names of all authors listed on the paper?		
Was the proper template used for ICES 2022? The template can be found here if needed.		
Is the ICES paper reference/number (e.g., ICES-2021-110) in line with the submission number (e.g., 110)?		
Is the paper's page length less than 15 pages?		
Is the paper devoid of any commercial or marketing aspects?		
Does the paper contain the appropriate copyright markings? Employees of the United States federal government should remove all federal copyrights as the work was produced by them and is considered public information and not copyrighted.		

The steps for assigning a review depend on whether the reviewer is an organizer of that session (a) or the reviewer is not someone serving as Session Organizers, known as a sub-reviewer (b).

A | THE REVIEWER IS A SESSION ORGANIZER

1. Log in to your EasyChair account. The ICES 2022 Conference page opens.
2. Select *Reviews*. The Reviews page opens.

3. Select the blue information icon (i) that corresponds with the details column of the paper you want to assign. A new page opens with the paper's submission information. A list of actions displays to the far right.

ICES 2022 (track chair of ICES503: Radiation Issues for Space Flight)

Submissions | Reviews | Status | PC | Events | Email | Administration | ICES 2022

Reviews

To add a new review click on the "add" icon (+) in the table.

#	Submission	Details	Draft	2022	Terms & Conditions - ICES...	Terms & Conditions - ICES...	Terms & Conditions - ICES...	Terms & Conditions - ICES...	Show reviews	Add new review
15	John Slough. <i>Spacecraft Scale Magnetospheric Protection from Galactic Cosmic Radiation</i>	i			✓	✓	✓	✓	🔍	+
19	Ronald Turner. <i>Impact of Solar Cycle Duration on Astronaut Radiation Exposure during a Human Mars Mission</i>	i			✓	✓	✓	✓	🔍	+
80	Paolo Desiati and Elena D'Onghia. <i>CREW HaT: A Magnetic Shielding System for Space Habitats</i>	i			✓	✓	✓	✓	🔍	+
146	Eszter Gulacsi. <i>Protection against radiation with the use of fungi - multipurpose use of mushrooms</i>	i			✓	✓	✓	✓	🔍	+
244	Lawrence Heilbronn. <i>The neutron component of the lunar radiation environment</i>	i			✓	✓	✓	✓	🔍	+

3

4. In the actions list, select "Assignment". The Assignment options display.

ICES 2022 (track chair of ICES503: Radiation Issues for Space Flight)

Submissions | Reviews | Status | PC | Events | Email | Administration | ICES 2022

previous submission

Submission 244

The submission information is shown below.

Submission 244	
Title	The neutron component of the lunar radiation environment
Track	ICES503: Radiation Issues for Space Flight
Author keywords	radiation environment neutrons lunar missions
	The upcoming Atermis missions will return crew to the Moon later this decade. The risk to crew and electronics from exposure to the lunar radiation environment is one of several environmental risks that must be understood to ensure mission success. The lunar radiation environment is different in comparison to the free space and low-Earth orbit environments in that the primary galactic cosmic

- Update information
- Update authors
- Add files
- Delete the submission
- Email to authors
- Email to reviewers
- Show reviews
- Add review
- Request review
- Assignment
- Edit note
- Attach document

4

5. An Assigned checkbox displays next to each available reviewer. Select the checkbox next to each person you are assigning to review the paper.

ICES 2022 (superchair) [Help](#) / [Log out](#)

Submissions **Reviews** Status PC Events Email Administration ICES 2022 Premium Conference [News](#) EasyChair

Assignment for Submission 244

The following table summarizes the assignment and bidding information for submission 244: *Lawrence Heilbronn, The neutron component of the lunar radiation environment.*

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

PC member	Assigned	Review?	Comments	Total assigned	View
Jane A. Reviewer	<input type="checkbox"/>				
John D. Reviewer	<input type="checkbox"/>				

5

NOTE: The list of reviewers will also include the session's organizers. To adhere to the ICES's best practices, you should not assign any papers to the session organizers if they are an author of this submission.

B | THE REVIEWER IS A SUB-REVIEWER

1. Log in to your EasyChair account. The ICES 2022 Conference page opens.
2. Select *Reviews* > *Sub-reviewers*. The Review Requests page opens with a list of actions on the far-right of the page.
3. Select "New Request" from the actions. The New Review Request page opens.

ICES 2022 (superchair) [Help](#) / [Log out](#)

Submissions **Reviews** Status PC Events Email Administration ICES 2022 Premium Conference [News](#) EasyChair

Review Requests

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.

#	Submission	Subreviewer	PC member	Requested	Status	Status Date
133	Jackelynn Silva-Martinez . Human in the Loop Evaluations: Process and Mockup Fidelity	Keith Crisman <keith.crisman@und.edu>	Sandra Haeuplik-Meusburger	Jan 14	submission not accessed	Jan 14
240	Tamalee Basu . Incorporating Sacred Geometry In Space Architecture	Keith Crisman <keith.crisman@und.edu>	Sandra Haeuplik-Meusburger	Jan 14	submission not accessed	Jan 14

3

New request
My review requests
Send email

4. On the New Review Request page, select which paper submissions you want to assign. You can select one or more to assign.

SubmissionsReviewsStatusPCEventsEmailAdministrationICES 2022PremiumConferenceNewsEasyChair

5b

Add from reviewer's pool

New Review Request

You can select a **subreviewer from the pool** using the menu in the upper right corner.

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".

Subreviewer Information and Message

Your email exchange with subreviewers will not be visible to the chairs. However, the chairs will see the list of your subreviewers and the status of all 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 like [*FIRST-NAME*] and [*LAST-NAME*]. Click here: ? to view all variables that can be used in this template.

5a

Subreviewer's first name¹ *

Subreviewer's last name *

Subreviewer's email address *

☒ also add this reviewer to the pool

6

Message: *

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,
Lindsey Ring <lindseyconroy@gmail.com>

7

Send Request

¹ 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.

4

Showing all entries of 407 (1 to 407)

Search

#	title	completed	accepted	unknown	denied or deleted
<input type="checkbox"/>	1 Development of a Microlith®-based Catalytic Oxidizer for Exploration Trace Contaminant Control				
<input type="checkbox"/>	2 History of NASA's Odor Assessment (Test 6)				
<input type="checkbox"/>	3 JUICE (Jupiter Icy Moon Explorer) Spacecraft Thermal Vacuum Test				
<input type="checkbox"/>	4 Flame Retardant Polyamide Fibers for Space Crew Clothing				
<input type="checkbox"/>	5 Suborbital Testing of the OSCAR Trash-to-Gas System				
<input type="checkbox"/>	6 Targeted Lighting Approaches for Controlled Environment Agriculture in Space Habitats				
<input type="checkbox"/>	7 Mitigation of Silver Ion Loss from Solution by Polymer Coating of Metal Surfaces, Part IV				
<input type="checkbox"/>	8 Monitoring of Ionic Silver Biocide with Capacitively-Coupled Contactless Conductivity Detection (C4D)				
<input type="checkbox"/>	9 DirectINJECT: Dosing Systems for Concentrated Liquid Biocides				

5. Your next step depends on whether the sub-reviewer is already listed in EasyChair:
 - a. *If the sub-reviewer is not already listed in EasyChair* (e.g., a colleague who has not reviewed papers for ICES before), you can invite the sub-reviewer to EasyChair using the email template on the New Review Request page. Type the sub-reviewer's first name, last name, and email address. Once you have typed the reviewer's contact information, proceed to step 6.
 - b. *If the sub-reviewer is already listed in EasyChair* (e.g., a Session Chair in another track), then you can save time in your review request by using the "Add Associate" or "Add from reviewer's pool" actions (on the far-right side of the page). If you click "Add associate" or "Add from reviewer's pool", EasyChair will display a list of your associates and reviewers as determined by your previous roles within the ICES EasyChair system. Selecting one of these existing contacts will pre-populate the email template. If a sub-reviewer does not display as expected, please follow the steps in A above. Proceed to step 5 once the sub-reviewer contact information had been filled in.
6. Before you assign a reviewer/sub-reviewer, it's important that you customize the default email template to include proper information. The email template does not contain full sentences and should not be sent without revision.
7. Click **Send Request**.

Sending Reviews to Authors

You can send individual or batch emails to authors to notify them of review feedback.

1. Log in to your EasyChair account. The ICES 2022 Conference page opens.
2. Select *Reviews*. The Reviews page opens with several options.
3. Click *Send notifications and/or reviews to authors*. The Send Notification and/or Reviews to Authors page opens.
4. Check the box next to "**reviews**". Do not select notifications box – this is reserved for a later action by the Vice Chair to send acceptance "notifications".

You can choose to send notifications, reviews, or both

Send: * ☐ notifications ☒ reviews



Edit the text of your email to the authors. If you choose to send reviews, they will be appended to the email. The email will also include information about the submission number and title. The variable [*PAPER-ID*] is mandatory as it specifies the submission number allowing authors to identify the paper. Use the attachment field if you want to add a file as an attachment to this letter. If you use an attachment, the attachment size should not exceed 1000K.

Subject: * ICES 2022 notification for paper [*PAPER-ID*]

5. In the contact form, type a **Subject**, **Message**, and attach a file if needed.
6. In the Paper Selection section, first select which track you are emailing authors for. This will narrow the available papers in step 9.
7. In the **Select Decisions** field, you can further refine your options by choosing send emails to only submissions with a specific decision or all submissions.
8. Then, in the submission grid, select the paper submissions for which you are emailing the author about review feedback.
9. To view an example of the email before you send it, click **View Example**. Make changes to the email body if needed.
10. When you are satisfied with the appearance of the email, click **Send Email**. EasyChair will send all reviews for the selected papers to their corresponding authors.

Sending an Email to Authors

This is to send a general email, not reviews, to authors in your session. This may be used to communicate general session/conference related information or to inform authors of missing papers. This feature functions much like mail merge and variables can be used to easily email multiple people without needing to customize each individual email. These variables can be found by clicking the information icon (i) on the page.

Template Variables

All variables that can be used in an email of this kind are summarized in the following table.

[Click here to view their full description.](#)

Variable		
[*FIRST-NAME*]	[*LAST-NAME*]	[*NAME*]
[*ACRONYM*]	[*TODAY*]	[*CONFERENCE*]
[*CONFERENCE-LINK*]	[*PROGRAM-LINK*]	[*CFP-LINK*]
[*CHAIRS*]	[*CHAIRS-INFO*]	
[*SENDER-NAME*]	[*SENDER-EMAIL*]	
[*PAPER-ID*]	[*AUTHORS*]	[*TITLE*]
[*ABSTRACT*]	[*SUBMITTER*]	[*SUBMITTER-INFO*]
[*TRACK*]	[*TRACK-CHAIRS*]	[*TRACK-CHAIRS-INFO*]

EXAMPLE OF VARIABLES IN AN EMAIL MESSAGE

Dear [*NAME*],

Thank you for writing a paper for [*CONFERENCE*]. You are receiving this email because you have not yet submitted your initial draft for [*TITLE*].

Please submit your draft in EasyChair as soon as possible so reviewers can provide feedback to you in a timely manner.

If you are having difficulty submitting your paper, please contact me at [*SENDER-EMAIL*].

Sincerely,
[*SENDER-NAME*]

1. Log in to your EasyChair account. The ICES 2022 Conference page opens.
2. Select *Administration > Authors > Send Email*. The Email to Authors page opens.
3. In the contact form, type a **Subject, Message**, and attach a file if needed.

4. If you want to send an email to all selected authors and not just the ones currently corresponding, mark the **Send to all** checkbox.
5. In the Selection section, choose whether to select all submissions or, if submissions have already been selected, whether to clear all selections.
6. To further filter which submissions are included, you can choose to send an email only to those authors who are missing papers. To include all submissions with missing draft papers or final manuscripts, mark the corresponding checkbox.

The screenshot shows a web interface for sending emails. At the top, there is an 'Attachment' section with a 'Choose File' button and the text 'No file chosen'. Below this is a checkbox labeled 'Send to all authors of selected papers (not only corresponding ones)'. A red 'Send Email' button is highlighted with a yellow circle containing the number 8.

Below the 'Send Email' button is the 'Selection' section. It contains the text 'You can select papers individually or by ticking the boxes in the table below.' and a sub-section 'Select or unselect all submissions:' with two radio buttons: 'select all submissions' and 'unselect all submissions'. Below this is a section 'Add submissions having missing files:' with two checkboxes: 'missing (DRAFT PAPER)' and 'missing (FINAL MANUSCRIPT)'. This section is highlighted with a yellow box and a yellow circle containing the number 6.

Below the 'Add submissions having missing files:' section is the 'Submissions' section. It contains a table with columns 'Submission', 'Decision', and 'Track'. The table has five rows of submissions. The first row is highlighted with a yellow box and a yellow circle containing the number 7.

Submission	Decision	Track
15. John Slough. Spacecraft Scale Magnetospheric Protection from Galactic Cosmic Radiation	503	x x
19. Ronald Turner. Impact of Solar Cycle Duration on Astronaut Radiation Exposure during a Human Mars Mission	503	x x
80. Paolo Desiati and Elena D'Onghia. CREW Hat: A Magnetic Shielding System for Space Habitats	503	x x
146. Eszter Gulacsi. Protection against radiation with the use of fungi - multipurpose use of mushrooms	503	x x
244. Lawrence Heilbronn. The neutron component of the lunar radiation environment	503	x x

7. In the Submissions section, select the submissions of the author(s) you are emailing. You can select one or more.
8. Once all selections have been made, click **Send Email**.

Using the Add Comment Feature

You can add comments to a submission to reference later or to assist in later discussion. Any comments added are visible to all PC members.

1. Log in to your EasyChair account. The ICES 2022 Conference page opens.
2. Select *Status*. The Current Status of Reviewing page opens and displays all submissions in your track/session.

ICES 2022 (Track chair of ICES502: Space Architecture)

Help / Log out

Submissions Reviews **Status** PC Events Email Administration ICES 2022

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: 22, 38, 43, 46, 47, 124, 133, 137, 150, 158, 181, 220, 240, 251, 270, 283, 297, 298, 300, 301, 304, 309, 315, 329, 336, 338, 349, 365, 367, 397

☒ Untick this box to hide shortcuts to papers

☐ Show paper authors.

Decision	Explanation	Papers
ACCEPT	I accept this ABSTRACT into my session - please extend an invitation to the author(s) to submit a Draft Paper	0
accept?	probably accept	0
MOVE	This ABSTRACT does not fit in my session and recommend it be MOVED to another session	0
	no decision	30
reject?	probably reject	0
REJECT	Reject - This ABSTRACT is not a fit for ICES.	0

#	Title	Scores	Average	Decision
22	Habitability - From Place to Space		0.0	
38	Lunar Surface Cargo Offloading Concepts		0.0	
43	Surface Systems and Interface Standardization		0.0	
46	Advanced 3D printing construction system for martian base construction		0.0	
47	The offworld metaverse: Digital twins of large settlements as Space Analogs		0.0	
124	FLLAg: Free-flyer L.E.O. LAB for Artificial Gravity		0.0	
133	Human in the Loop Evaluations: Process and Mockup Fidelity		0.0	
137	Study for a Rigid/Inflatable Greenhouse Module to Integrate Bio-regenerative Life Support Systems into Orbital Facilities and Deep Space Transfer Vehicles.		0.0	
150	Design Strategies of Greenhouse and Food Production Module for Long-Duration Human Exploration Missions		0.0	
158	ECLSS-First Design Philosophy for Space Habitat Architecture		0.0	

3. Select the title of the submission you are adding a comment for. The Reviews and Comments page opens for the submission.
4. Click **Add Comment** in the top-right. The Add Comment page opens.

5. In the textbox provided on the Add Comment page, type the remarks you want to record for the submission and click **Add Comment**. All PC members who will be notified of the comment are listed below the comment box.

Entering a Review Decision for a Paper

After determining whether to accept or reject a final paper, you need to record your decision in EasyChair.

1. Log in to your EasyChair account. The ICES 2022 Conference page opens.
2. Select **Status** on the site navigation menu. The Current Status of Reviewing page opens.
3. On this page, click in the Decision column that corresponds with the paper you are entering a decision for. A popup opens.

#	Title	Scores	Average	Decision
206	Converting ISS ECLSS Into 3-D Printed Hardware Needed to Support a Lunar/Mars Surface Human Habitat: Case Study #1: CDRA		0.0	
231	Investigation of the Anomalous Low Voltage Condition of the Oxygen Generation Assembly		0.0	
235	Estimation and Prediction of Ion Exchange Resin Bed Life for ISS and Exploration		0.0	
277	ASU SPK-U toilet system development and operation review and its upgrading plans		0.0	

Decision	Explanation	Papers
ACCEPT	This paper has been thoroughly reviewed and the author(s) have completed all requested revisions. The final manuscript is also in compliance with all of the template requirements. Please ACCEPT this paper as the FINAL VERSION for Conference Proceedings.	0
accept?	This paper needs some further revision to comply with the reviewers' suggestions. I anticipate this paper will likely be accepted and a FINAL decision will be made after the requested revisions are completed by the author(s).	0
	no decision	7
reject?	This paper has very low review scores and needs major revisions. It is uncertain whether the author(s) will be able to complete the requested edits in time and/or to the satisfaction of the reviewers. A FINAL decision will be made after the requested revisions are completed.	0
REJECT	reject	0

NOTE: To enter a decision for more than one paper, click in the row of one paper you want to enter a decision for. The row is highlighted in yellow. Click in another row. Continue to click to choose each paper you are entering the same decision for and then click in the decision column for one of the highlighted rows. The pop up will confirm that you are entering a decision for multiple papers at once.

4. In the popup, select from one of these choices to indicate your evaluation of the paper:

The screenshot shows the 'Current Status of Reviewing' page for ICES 2022. A popup window titled 'Change Decision' is open for paper 206. The popup contains the following text: 'To change the decision for paper 206 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.' Below this text is a table with five rows, each with a radio button and a decision label: 'ACCEPT', 'accept?', 'reject?', 'reject?', and 'REJECT'. Each row has a corresponding description of the decision. At the bottom of the popup are two buttons: 'Change Decision' and 'Cancel'. A yellow circle with the number 4 is next to the 'ACCEPT' option, and a yellow circle with the number 5 is next to the 'Change Decision' button.

- **ACCEPT:** This paper has been thoroughly reviewed and the author(s) have completed all requested revisions. The final manuscript is also in compliance with all the template requirements. Please ACCEPT this paper as the FINAL VERSION for Conference Proceedings.
- **accept?:** This paper needs some further revision to comply with the reviewers' suggestions. I anticipate this paper will likely be accepted and a FINAL decision will be made after the requested revisions are completed by the author(s).
- **reject?:** This paper has very low review scores and needs major revisions. It is uncertain whether the author(s) will be able to complete the requested edits in time and/or to the satisfaction of the reviewers. A FINAL decision will be made after the requested revisions are completed.
- **REJECT:** This paper does not meet the standards for the conference and will not be included.

5. Click “Change Decision” to record your evaluation for the Steering Committee to review.

IMPORTANT: WHEN A SUBMISSION IS READY FOR AN “ACCEPT” DECISION

Once you have checked that a paper meets all criteria for final approval, you must accept the paper in EasyChair by selecting the ACCEPT decision option—this signals the Steering Committee and Conference Coordinator that paper is the FINAL VERSION and no further revisions will be submitted. You are confirming that Final Manuscript is ready for publication of Conference Proceedings and inclusion into the Conference Program Schedule.