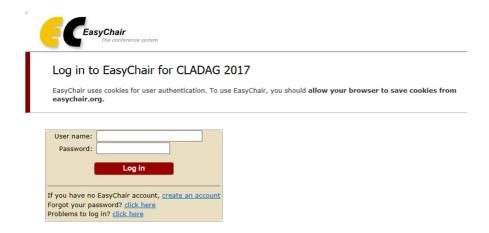
## **EasyChair submission for Review**

Go to the CLADAG 2017 conference submission system webpage on EasyChair: http://www.easychair.org/conferences/?conf=cladag2017.



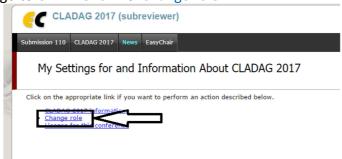
#### STEP 1: Log in to conference system

- If you already have an EasyChair account then use your User name and Password to log in
- otherwise click on <u>create an account</u>.

### **STEP 2: Change role (as subreviewer)**

You need to be a "subreviewer" to review the paper.

- If it is your first time on Easychair, go to STEP 3
- If you are already an "author" for CLADAG2017, you need to change your role from
  "author" to "subreviewer" to be able to access the paper and submit your review. To do so,
  go to CLADAG2017→ Change role

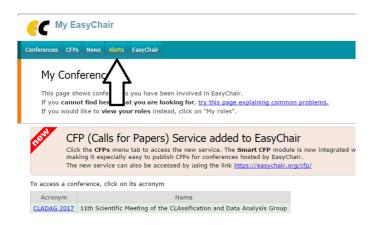


• Select Now Subreviewer



#### STEP 3: Accept and write a review

• Select the Alerts for new review assignments or notes.



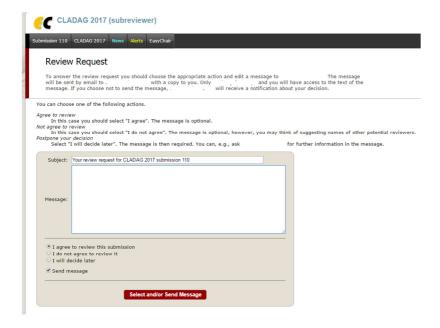
 At the Alerts page, you can see all the reviews assigned to you (review requests). You can select the View option to access more information on the review that is requested from you. If you click at the dismiss cross icon, the review assignment will no longer show on the Alerts page.



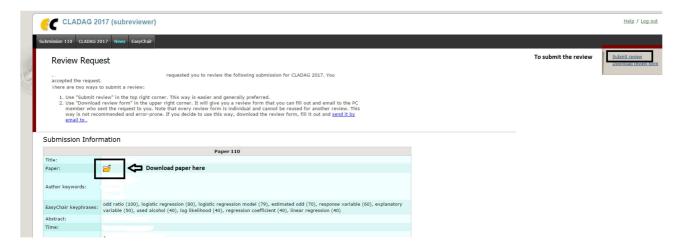
 Once you access the information on the review assignment, you can answer to the review request by clicking the Answer request in the right menu. You need to accept the review request, to write the review. You can also decline the review request here.
 Please answer the request as soon as possible to let ClaDAG2017 know whether you are willing to review the paper or not.



You can also add a message to the person who requested the review from you, suggesting
other possible reviewers or adding any information you deem necessary. This message
(along with your decision) will be sent to ClaDAG2017 when you click the Select and/or
send message button.

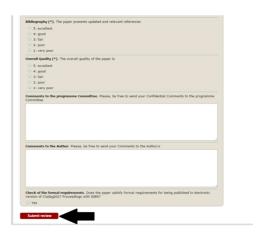


- Now you can access the submissions you have agreed to review through the Submission # items in the main menu (# indicates the number of the submission).
- Once you select a submission, you can download the paper and submit you review, by clicking the "Submit review" in the right menu.



 A review form appears, where you are asked to evaluate a few aspects of the paper and provide final decision. Do not forget to click the "Submit review" button when you are finished with the review.





# Thanks for your cooperation!