

## EASYCHAIR USER GUIDE "REVIEWER"

Submission and review of the iRES2'21 research papers will be handled through the online conference paper management system, EasyChair.

On this page, the reviewer will be given a guide to view the details of submission and how to download the prescribed research paper as well as the method of making an assessment on each of the research paper.

### 1. Email Notification

- a) Reviewer will receive an invitation email from easychair.

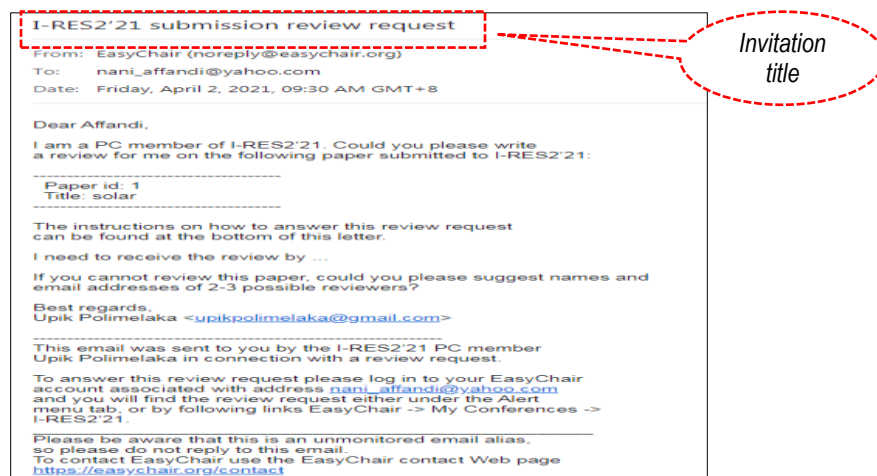


Figure 1: Invitation Email

### 2. Invitation Confirmation

- a) Click on the provided link (see Figure 2)

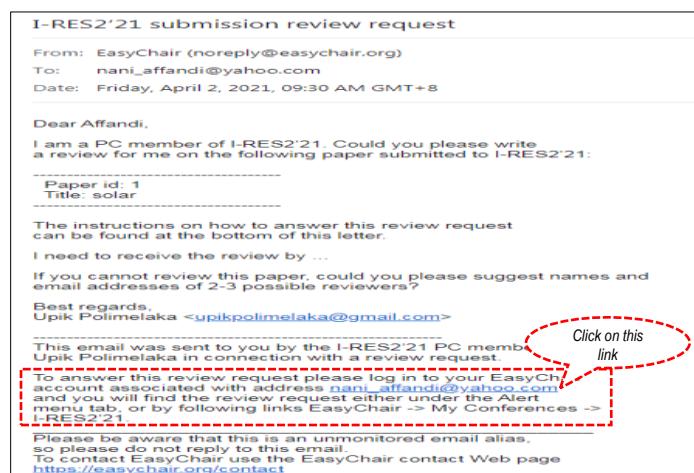


Figure 2: EasyChair invitation link

- b) Login to your EasyChair account (See Figure 3). Reviewers who already have an EasyChair account can use the existing account. If you do not yet have an account, click on the link <https://easychair.org/account/signup> or click on create an account to create a new account.

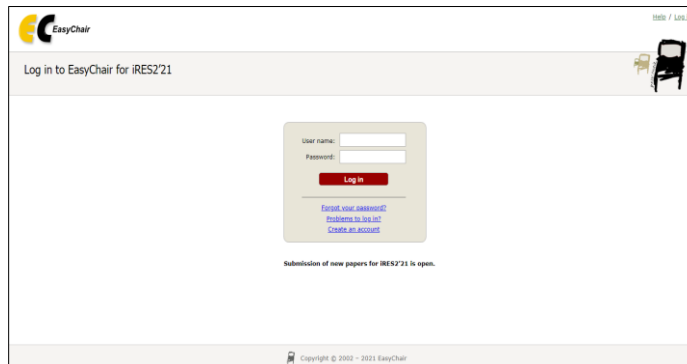


Figure 3: Login Display

- c) Once successful, the reviewer will be able to see the display as shown in Figure 4. Click on subreviewer to see a list of research papers (as shown in Figure 5).

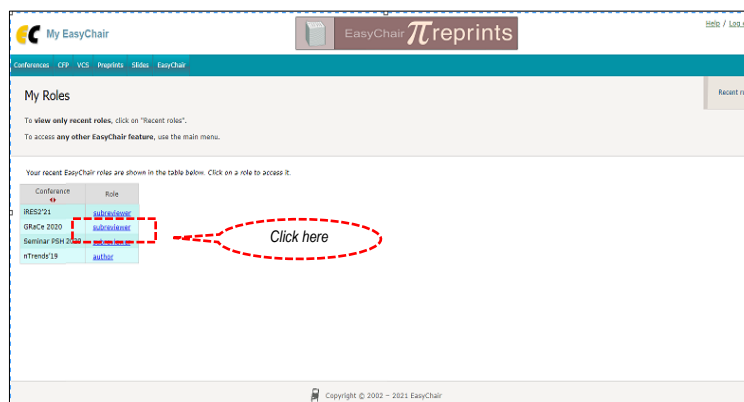


Figure 4: EasyChair display for subreviewer

## 2. Evaluation of Research Papers

- a) In this display, the reviewer needs to click on the ID number of the research paper (see Figure 5) and the information of the research paper will be displayed as in Figure 6.

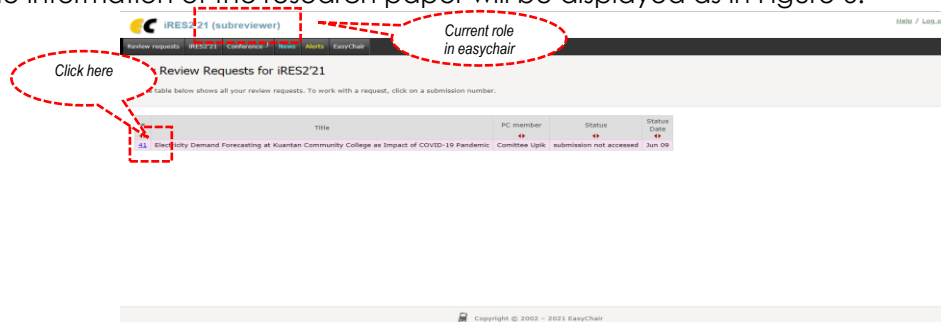


Figure 5: List of Research Papers

- b) Next, click on answer request to make an assessment on the research paper. Reviewers can click on the folder icon to download the submitted research paper (Refer to Figure 6)

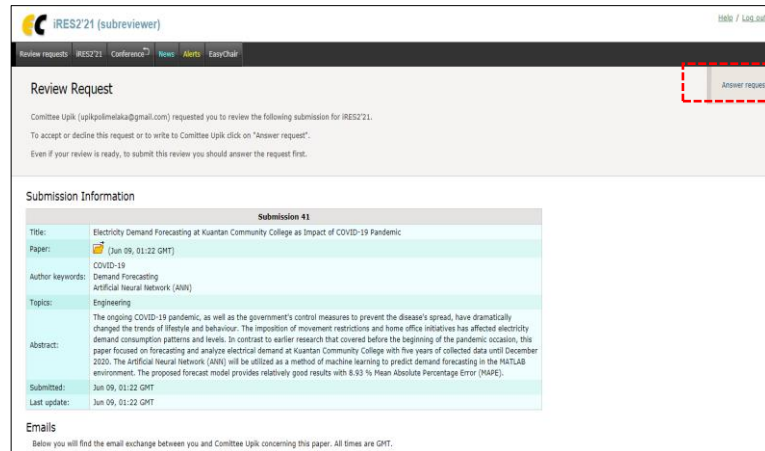


Figure 6: Information of the research paper

- c) On the answer review request display, the reviewer needs to make a selection in the decision column for the selected research paper (see Figure 7 and Figure 8). When done, click on Select and/or Send Message.

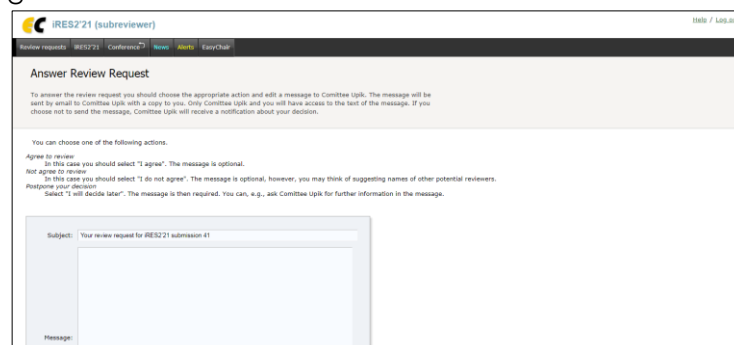


Figure 7: Answer Review display

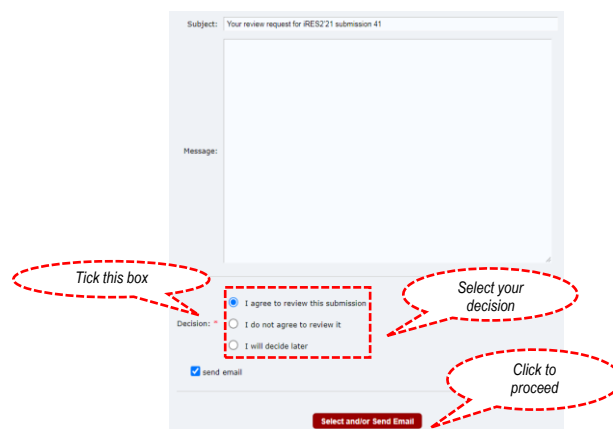


Figure 8: Decision selection by the reviewer

- d) After that, the reviewer needs to click on submit review to make an evaluation of the submitted review paper (see Figures 9 and 10). In this view, the reviewer can see information about the research paper to be evaluated.

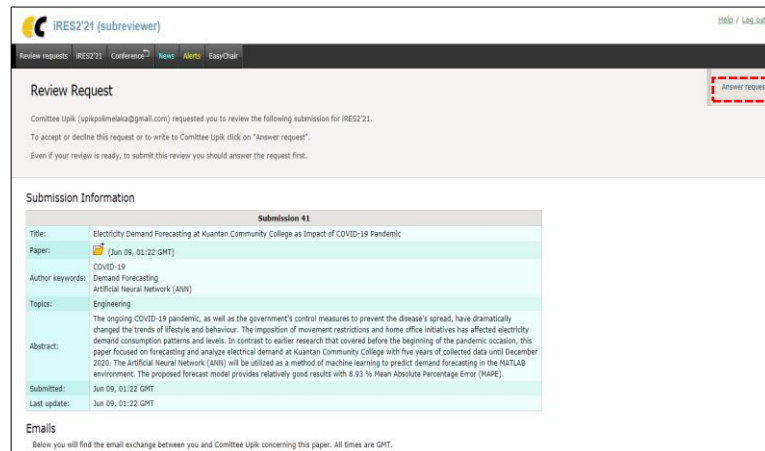


Figure 9: Display after the review request

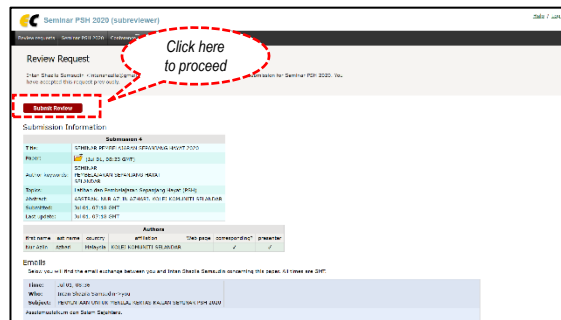


Figure 10: Submit review

e) Next, the reviewer need to enter the evaluation according to the set criteria. Meanwhile, the assessments marked \* are mandatory (see figures 10 and 11). The reviewer is required to enter name in the details of reviewer section and then click on the submit review (see Figure 11) to complete the process.

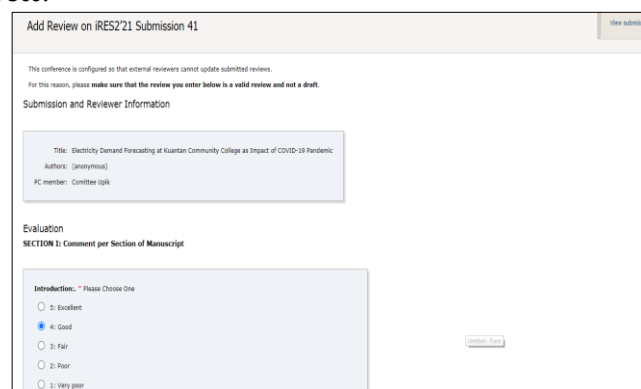
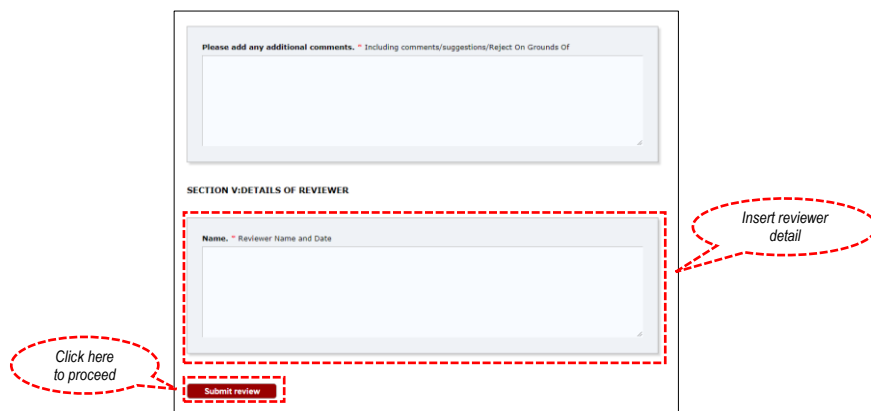


Figure 10: Display of evaluation by reviewer



Please add any additional comments. \* Including comments/suggestions/Reject On Grounds Of

**SECTION V:DETAILS OF REVIEWER**

Name. \* Reviewer Name and Date

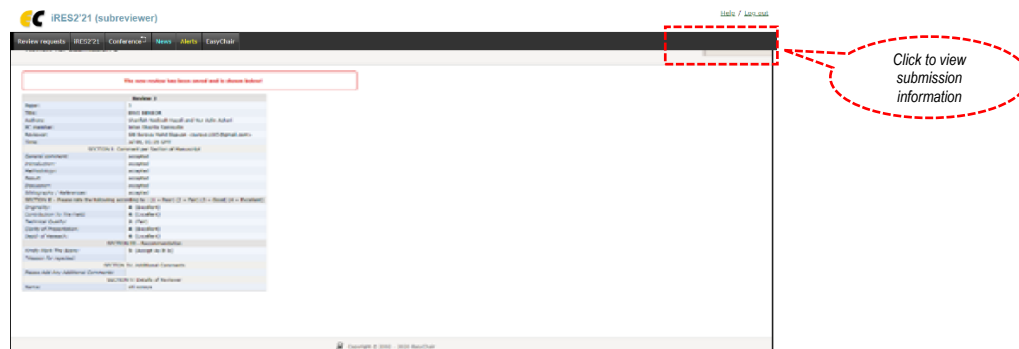
Submit review

Click here to proceed

Insert reviewer detail

Figure 11: Display for entering details of reviewer

- f) Upon completion, the reviewer will be able to see the following display (see figure 12). The reviewer can click submission information in the upper right corner to view the submission information,



iRES2'21 (subreviewer) Home / My Profile

Review requests | iRES2'21 | Conference | Home | Alerts | Copy/Chat

This user profile has been saved and is shown below

Reviewer 1	
Name:	John Doe
Address:	1234 Main Street, New York, NY 10001
City:	New York
State:	NY
Country:	USA
Phone:	1234567890
Email:	john.doe@example.com
Organization:	ABC Company
Department:	Engineering
Position:	Senior Engineer
Education:	B.S. in Mechanical Engineering
Graduation Year:	2010
Area of Interest:	Renewable Energy
Research Interests:	Renewable Energy, Sustainable Development
Research Title:	Renewable Energy: A Review
Research Abstract:	Renewable energy is a clean and sustainable source of energy that can help reduce greenhouse gas emissions and combat climate change. This review examines the current state of renewable energy research and identifies key areas for future study.
Research Keywords:	Renewable Energy, Sustainable Development, Green Energy
Research Status:	Submitted
Research Date:	2021-10-26
Research ID:	1234567890
Research URL:	https://www.example.com/research/1234567890
Research File:	1234567890.pdf
Research Description:	Renewable energy is a clean and sustainable source of energy that can help reduce greenhouse gas emissions and combat climate change. This review examines the current state of renewable energy research and identifies key areas for future study.
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Click to view submission information

Figure 12: Display after completion of evaluation.