

Reviewer EasyChair Instructions

1. Review and Submit Reports

Step1 - Login to EasyChair

Access the online submission site at:

- <https://easychair.org/conferences/?conf=incoseis2015panel>
- <https://easychair.org/conferences/?conf=incoseis2015paper>
- <https://easychair.org/conferences/?conf=incoseis2015tutorial>

If you have an EasyChair account from another conference, you can use that account for the INCOSE IS review, please login as shown below. If you do not have an EasyChair account, please go to Section 2 for instruction on how to setup an EasyChair Account.

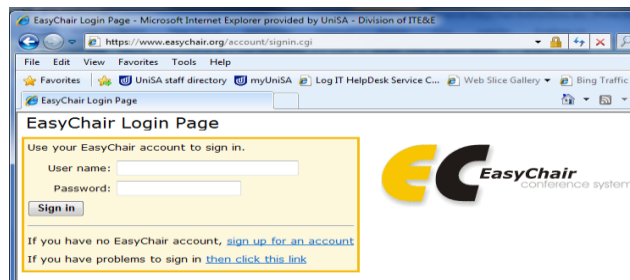


Figure 1 Login Page

Step 2 - Access Allocated Submissions for Review

In EasyChair, please go to the Review tab and select My Papers, a list of submissions that the Technical Review Committee has allocated to you for review will be listed as shown in Figure 2. On the right-top corner you will find a list of options including the option to download the pdf version of the submission(s) for off-line reading.

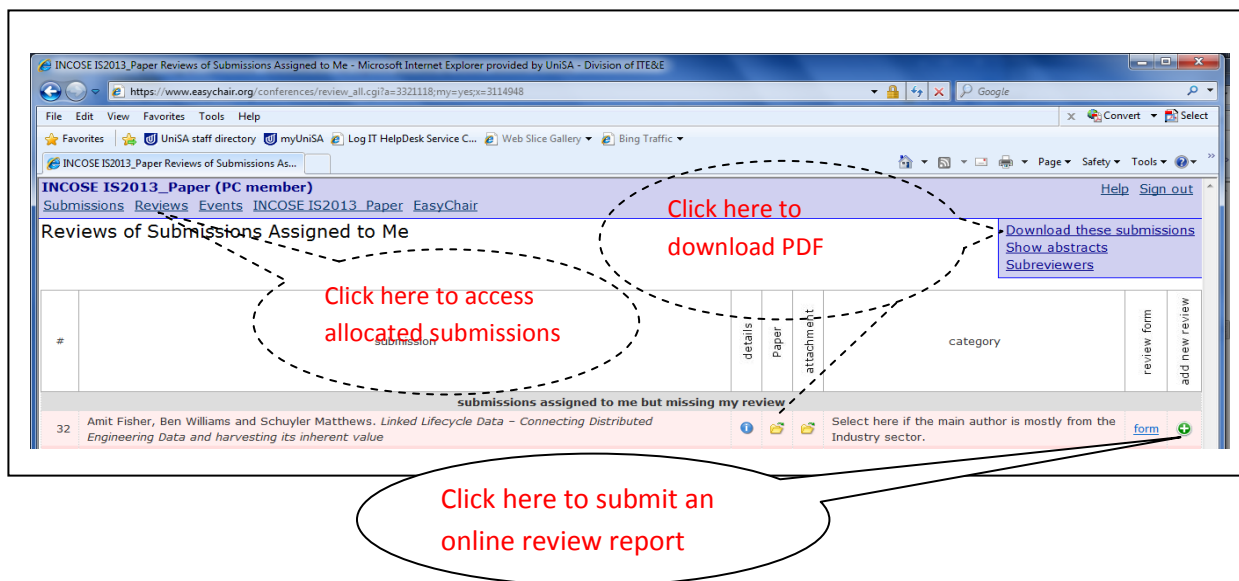



Figure 2. Access Submissions for Review

When you are ready to submit a review report, please click on the Green Cross () at the bottom-right as shown in Figure 2.

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2. Create an EasyChair Account

If you do not have an account, click on the “*sign up for an account*” link (Figure 1), otherwise proceed directly to the paper, panel or tutorial submission page by signing in. (Section 2)

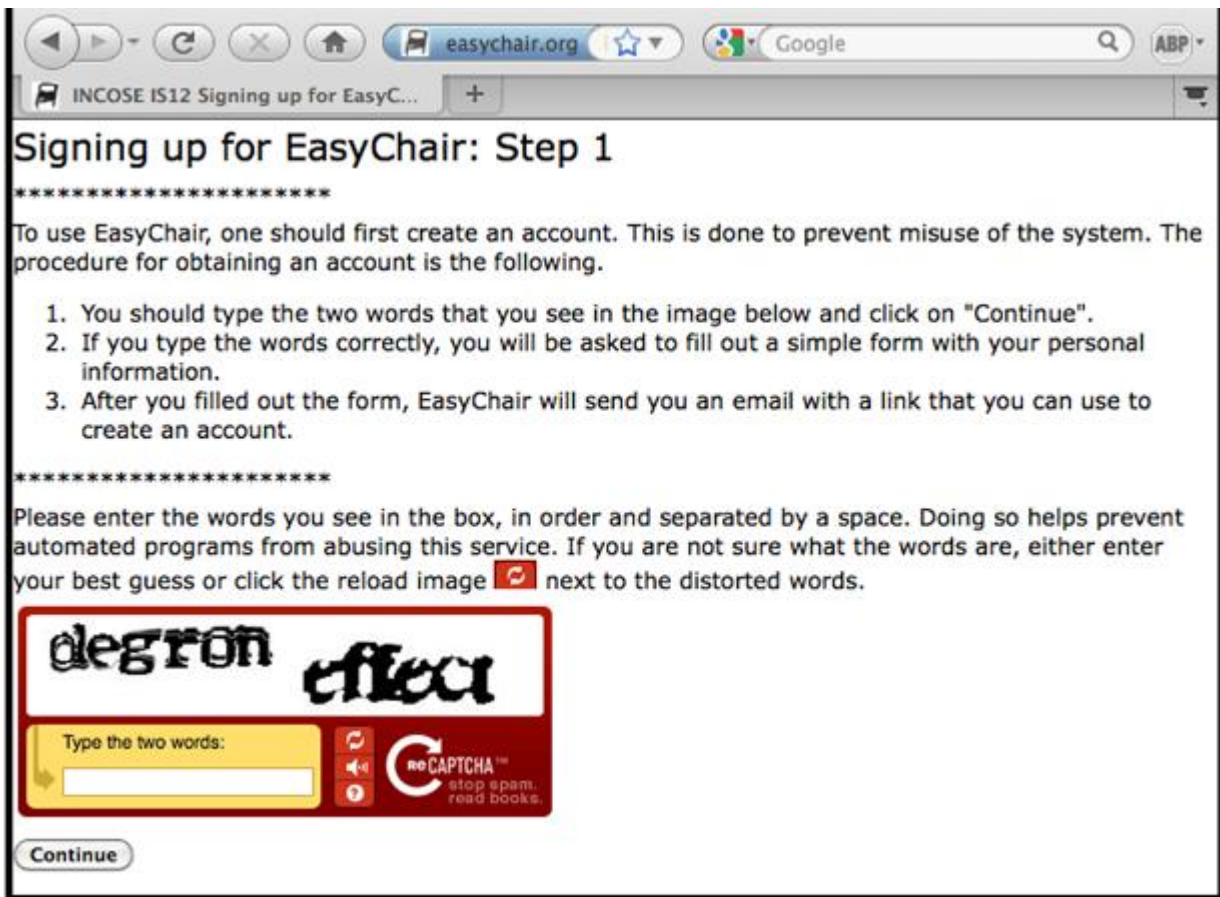


Figure 2 Signing up for EasyChair

Follow the instructions shown on the “Sign up for Easy chair: Step 1” Page (figure 2). Fill in the suggested text/words in the textbox to continue.

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Signing up for EasyChair: Step 2

Please fill out the following form. The required fields are marked by (*)

Note that **the most common reason for failing to sign up is an incorrect email address** so please type your email address correctly.

First name⁽⁺⁾:

Last name (*):

Email (*):

(+) Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names.](#)

You may also be interested about [our policy for using personal information.](#)

Figure 3 Signing up for EasyChair Step 2

Please enter your name and email address in the given fields (Figure 3). After pressing continue you will be directed to a web screen that says “*Account Application Received*”. Continue to your mailbox and wait for the confirmation email. It should arrive within minutes.

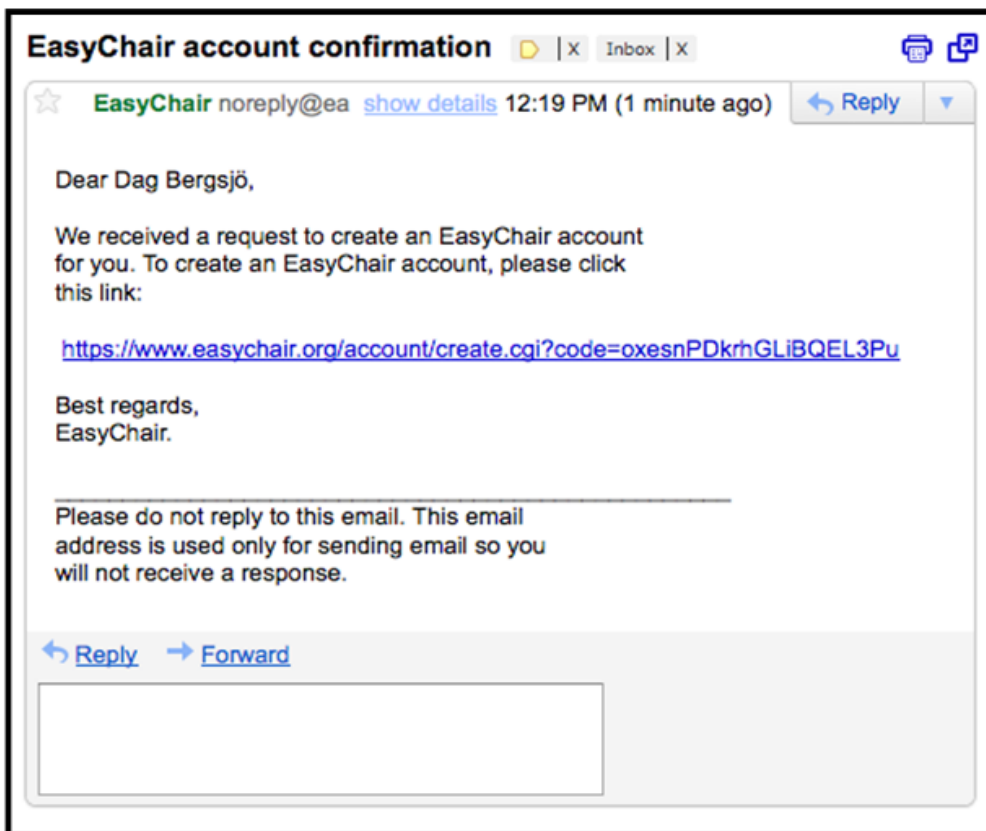
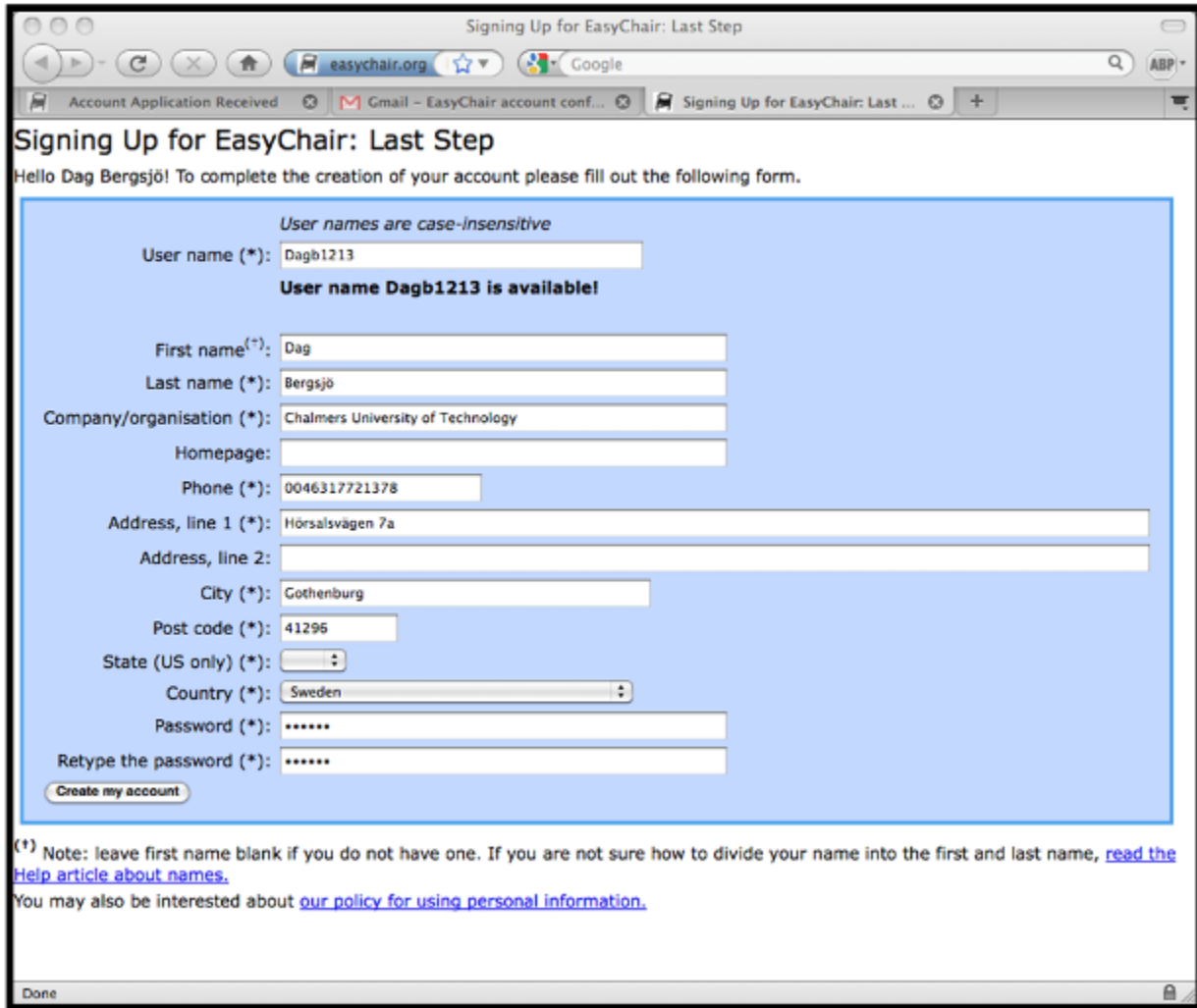


Figure 4 Confirmation e-mail

The confirmation email will look something like the email in Figure 4. Click on the link to finalize your registration to EasyChair.

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The screenshot shows a web browser window with the title "Signing Up for EasyChair: Last Step". The address bar shows "easychair.org". The page content includes a greeting: "Hello Dag Bergsjö! To complete the creation of your account please fill out the following form." Below this is a registration form with the following fields and values:

- User name (*): Dagb1213 (Note: User names are case-insensitive. A message below the field states: "User name Dagb1213 is available!")
- First name^(*): Dag
- Last name (*): Bergsjö
- Company/organisation (*): Chalmers University of Technology
- Homepage: (empty)
- Phone (*): 0046317721378
- Address, line 1 (*): Hörsalsvägen 7a
- Address, line 2: (empty)
- City (*): Gothenburg
- Post code (*): 41296
- State (US only) (*): (dropdown menu)
- Country (*): Sweden (dropdown menu)
- Password (*): (masked with asterisks)
- Retype the password (*): (masked with asterisks)

At the bottom of the form is a button labeled "Create my account". Below the form, there is a note: "(*) Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names.](#) You may also be interested about [our policy for using personal information.](#)"

Figure 5 Last step

A new web browser window will open as depicted in Figure 5. Fill in the information. Start with providing EasyChair with a unique User Name. Unless the username is unique you must change this until EasyChair gives you a confirmation of that the user name is available.

Proceed to fill in all required and optional information. Required information is marked with *.

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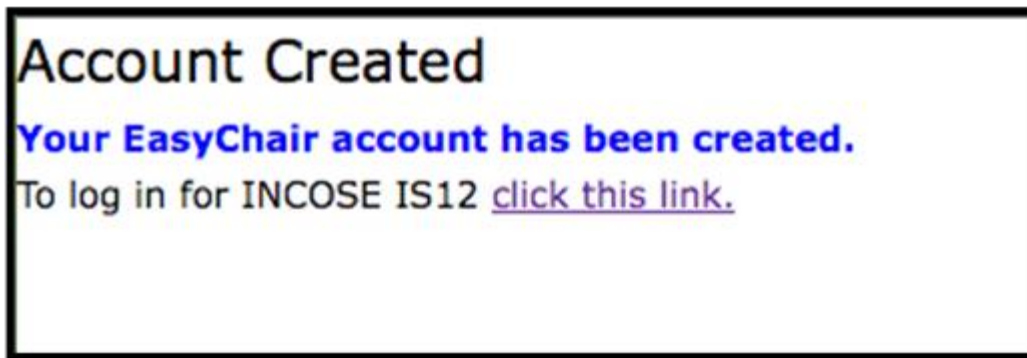


Figure 6 Sample Account created

After clicking on Create my account you will access the “*Account Created*” page (Figure 6).

Now you can proceed to the INCOSE IS2015 submission page by clicking the provided link or:

- <https://easychair.org/conferences/?conf=incoseis2015panel>
- <https://easychair.org/conferences/?conf=incoseis2015paper>
- <https://easychair.org/conferences/?conf=incoseis2015tutorial>

Thank you!

IS2015 Technical Review Committee:

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