Instructions For Reviewers

After having received your account data, please go to the main ConfTool page and log in with your user name and password under "Registered Users". If you have lost either, it can be obtained through the links right of the login text fields.

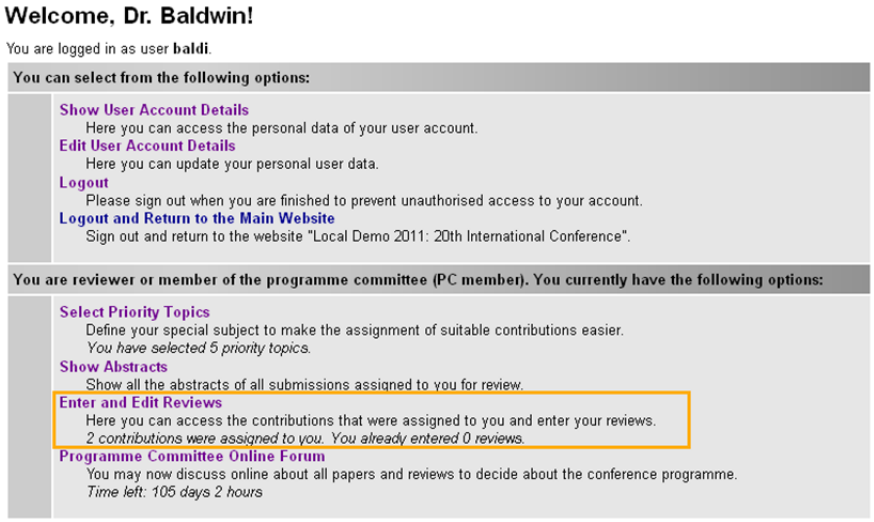
After first login, please select "Personal Data / User Data" to update your personal account details. Please use this opportunity to enter a new password, as you (probably) got the initial password by e-mail. Click "Submit User Data" to save your changes.

Depending on the phase of the submission, review and registration process, you will have different options after logging in. If you plan to submit a contribution, **please use this account for your submissions as well**, as it simplifies to detect conflicts of interest.

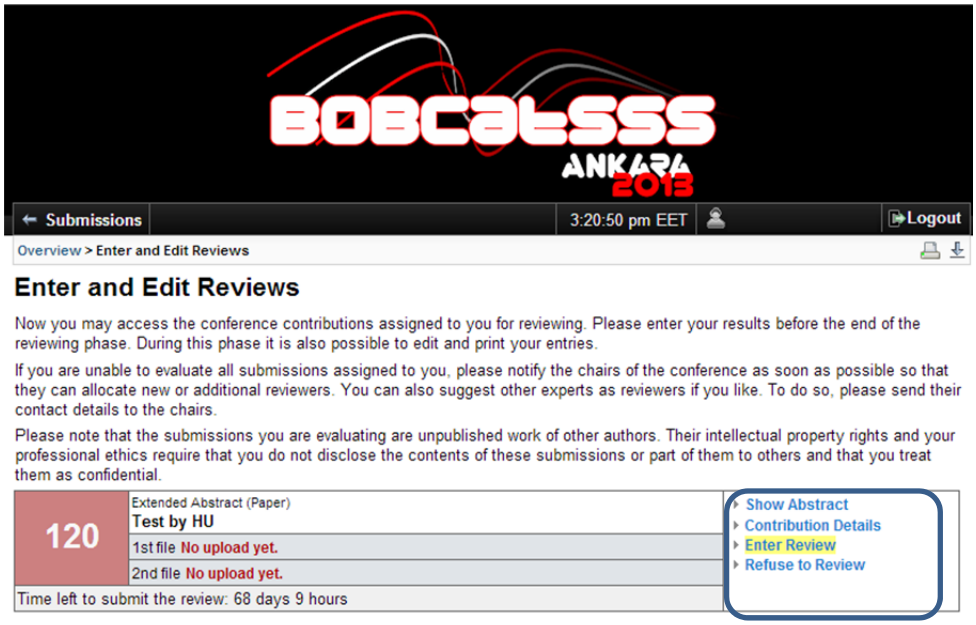
How to Enter Reviews

1. Based on the reviewers' fields of interest and their biddings, the chairs will assign submissions to the reviewers. After the assignment they will send an e-mail with details on and deadlines of the review process.

2. **To access the contributions assigned to you for reviewing, please log in to your ConfTool account and select "Enter and Edit Reviews"**. Here you can access the abstracts of the contributions and download the manuscripts.



3. After reading the contributions, please enter your review result (using your Web browser) into the provided online forms. There are categories to score each contribution. You may use the print option of ConfTool and your Web browser to print out abstracts and review forms. Please note that different submission types (e.g. papers vs. posters) may have different review criteria and forms.



4. Reviews will not be made visible to authors until the review process is finished and the final acceptance status has been decided by the chairs based on all evaluations.
5. Please save your review in time, since **there is a session timeout (usually 2 hours)**, after which unsaved modifications will be lost. You can update your review at any time before the deadline.