

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.

Welcome, Dr. Baldwin!

You are logged in as user **baldi**.

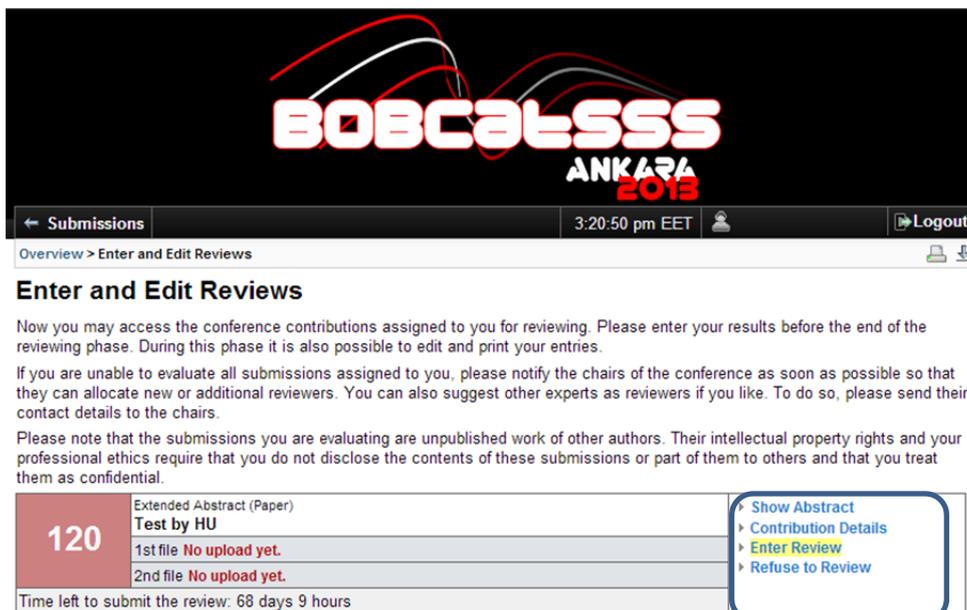
You can select from the following options:

- [Show User Account Details](#)
Here you can access the personal data of your user account.
- [Edit User Account Details](#)
Here you can update your personal user data.
- [Logout](#)
Please sign out when you are finished to prevent unauthorised access to your account.
- [Logout and Return to the Main Website](#)
Sign out and return to the website "Local Demo 2011: 20th International Conference".

You are reviewer or member of the programme committee (PC member). You currently have the following options:

- [Select Priority Topics](#)
Define your special subject to make the assignment of suitable contributions easier.
You have selected 5 priority topics.
- [Show Abstracts](#)
Show all the abstracts of all submissions assigned to you for review.
- [Enter and Edit Reviews](#)
Here you can access the contributions that were assigned to you and enter your reviews.
2 contributions were assigned to you. You already entered 0 reviews.
- [Programme Committee Online Forum](#)
You may now discuss online about all papers and reviews to decide about the conference programme.
Time left: 105 days 2 hours

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.



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← Submissions 3:20:50 pm EET Logout

Overview > Enter and Edit Reviews

Enter and Edit Reviews

Now you may access the conference contributions assigned to you for reviewing. Please enter your results before the end of the reviewing phase. During this phase it is also possible to edit and print your entries.

If you are unable to evaluate all submissions assigned to you, please notify the chairs of the conference as soon as possible so that they can allocate new or additional reviewers. You can also suggest other experts as reviewers if you like. To do so, please send their contact details to the chairs.

Please note that the submissions you are evaluating are unpublished work of other authors. Their intellectual property rights and your professional ethics require that you do not disclose the contents of these submissions or part of them to others and that you treat them as confidential.

120	Extended Abstract (Paper)	Show Abstract Contribution Details Enter Review Refuse to Review
	Test by HU	
	1st file No upload yet.	
	2nd file No upload yet.	

Time left to submit the review: 68 days 9 hours

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.