TABLE MOUNTAIN DELTA 2023

Reviewer Guide

Login to EasyChair at https://easychair.org/conferences/?conf=delta2023

Section 1: Create an account.

If you have never used EasyChair before you must create a free account. You should see steps like the screenshots below. If you already have an account, go to **Section 2.**

Account Application Received

We received your application. A mail with further instructions has been sent to the email address

You will be sent a confirmation email containing a link to continue your registration. The email will contain these words before the link:

We received a request to create an EasyChair account for you. To create an EasyChair account, please click on this link:

Complete your registration by providing all the required information, and picking a username and password. Then click "Create my account".
Note: "Personal web page" can be left blank.

Create an EasyChair Account: Last Step

Hello Anita-Lee Campbell! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its Terms of Service *(view terms)*, *(download terms)*,

☐ I agree to EasyChair Terms of Service

Enter your personal data.

First name†: * [   ]

Last name: * [   ]

Affiliation: * [   ]

Country/region: * [⌄]

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page [   ]

Enter your password

Password: * [   ]

Retype the password: * [   ]

Create my account

Account Created

Your EasyChair account has been created!

To log in and access Delta 2023 pages click here.

Section 2

Log in to EasyChair for Delta 2023

Email address or user name: [   ]

Password: [   ]

Log in

Forgot your password?
Problems to log in?
Create an account

My EasyChair

| Conferences | CFP | VCS | Preprints | Slides | Alerts | EasyChair |

My Recent Roles

To **view all your roles**, click on "All roles".

To access **any other EasyChair feature**, use the main menu.

Your recent EasyChair roles are shown in the table below. Click on a role to access it.

Conference	Role
Delta 2023	subreviewer

Follow the link to Subreviewer.

Delta 2023 (subreviewer)

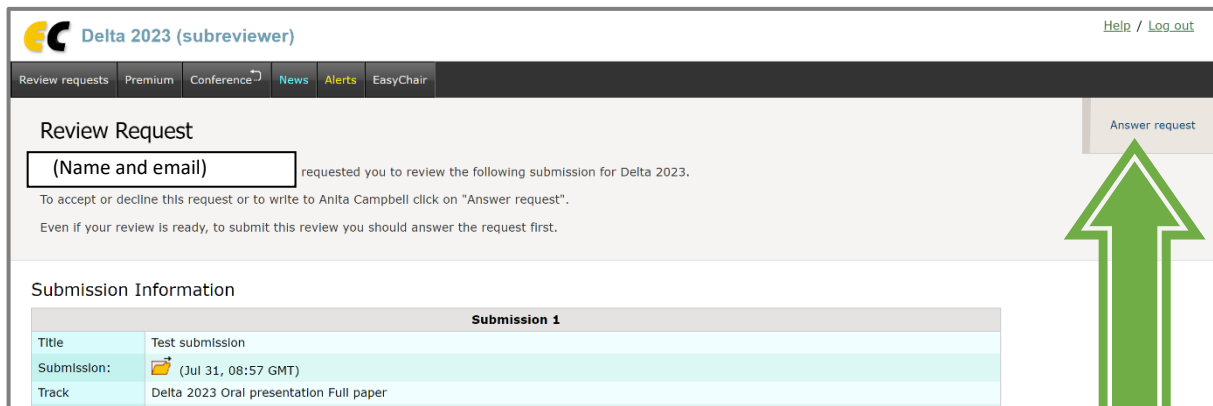| Review requests | Premium | Conference | News | Alerts | EasyChair |

My Review Requests for Delta 2023

The table below shows all your review requests. To work with a request, click on the "View" image.

#	Title	PC member	Track	Status	Status Date	View
1	Test submission	Anita Campbell	Delta 2023 Oral presentation Full paper	submission not accessed	Sep 06	🔍

Click on the microscope icon in under View.

Click on "Answer request" in the top right corner.

Delta 2023 (subreviewer)

Review requests | Premium | Conference | News | Alerts | EasyChair

Review Request

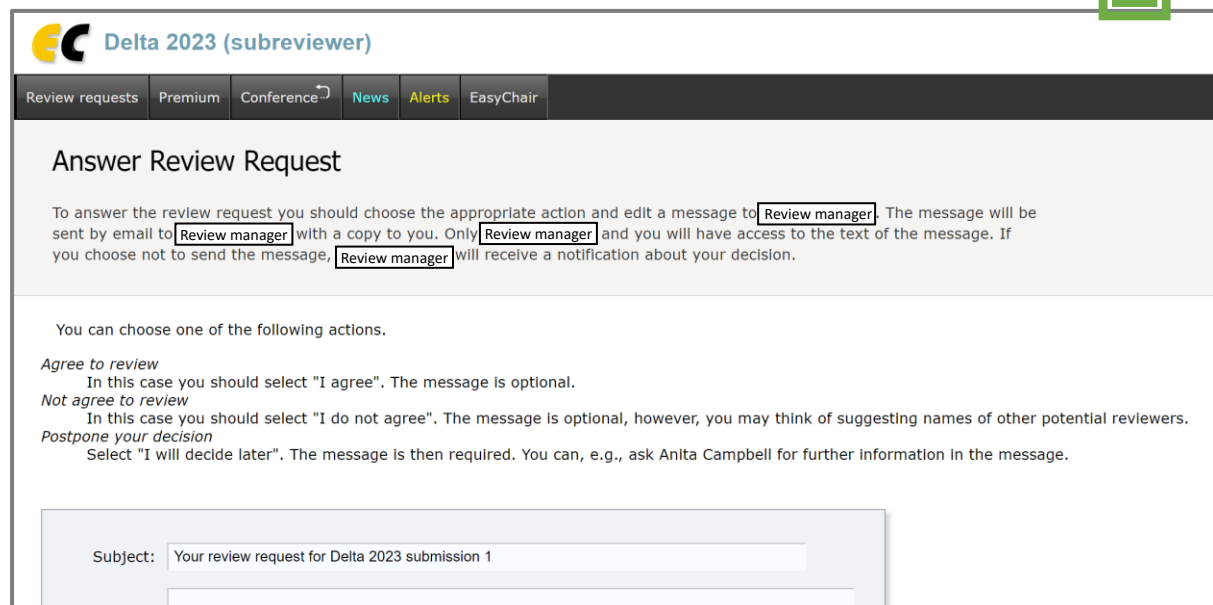Answer request

(Name and email) requested you to review the following submission for Delta 2023.

To accept or decline this request or to write to Anita Campbell click on "Answer request".

Even if your review is ready, to submit this review you should answer the request first.

Submission Information

Submission 1	
Title	Test submission
Submission:	(Jul 31, 08:57 GMT)
Track	Delta 2023 Oral presentation Full paper

Delta 2023 (subreviewer)

Review requests | Premium | Conference | News | Alerts | EasyChair

Answer Review Request

To answer the review request you should choose the appropriate action and edit a message to Review manager. The message will be sent by email to Review manager with a copy to you. Only Review manager and you will have access to the text of the message. If you choose not to send the message, Review manager will receive a notification about your decision.
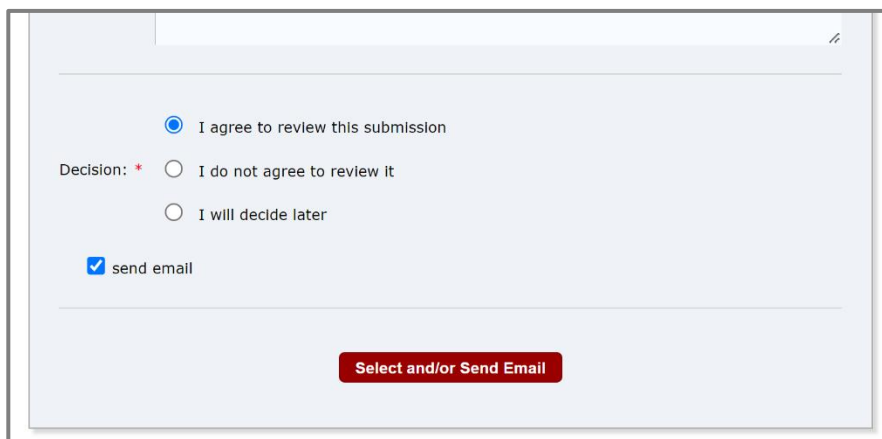
You can choose one of the following actions.

Agree to review
    In this case you should select "I agree". The message is optional.
Not agree to review
    In this case you should select "I do not agree". The message is optional, however, you may think of suggesting names of other potential reviewers.
Postpone your decision
    Select "I will decide later". The message is then required. You can, e.g., ask Anita Campbell for further information in the message.

Subject: | Your review request for Delta 2023 submission 1

Decision: *
- ● I agree to review this submission
- ○ I do not agree to review it
- ○ I will decide later

☑ send email

Select and/or Send Email

Put some words in the Message box, e.g. "I agree." Click the red box.

To submit your review, click the top right "Submit review" box.

...

Text boxes can be left empty and comments can be included in a single attached document.

Thank you for contributing to the Delta Community!