PC Members Guide

We welcome you aboard in helping to make the IJCNN 2013 the most successful conference possible. You have likely registered by now and indicated your research topics. The following describes the basic tasks you will perform through the conference review system as a PC member in administering the review and helping with the final disposition of papers submitted to IJCNN 2013.

1. Each PC member is expected to manage between 5 and 7 papers. Please inform us immediately of any assigned paper conflicts, so we can assign these papers to an alternate PC member.
2. For each paper you handle, please assign at least 2 and preferably 3 reviewers and summarize your recommendations to accept or reject papers by March 27, 2013.
3. Abstracts should be handled differently from full papers: NOT be sent to 2-3 reviewers but only reviewed by you for suitability and style.
4. We have included some tips below on how to work with the review system in order to ease the review process. For any technical questions arising, please contact Web Coordinator , Tomasz Cholewo, at cholewo@ieee-cis.org.

We wish you success in the paper review process and thank you again for serving on the IJCNN 2013 Program Committee. We look forward to a fruitful collaboration and a great conference.

Péter Érdi,
IJCNN 2011 Program Chair,
and the Organizing Committee.

System Guide for PC Members:

When you log into the system, you will see the main screen shown below:

IJCNN 2011: Paper Review System

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1. **Editing your profile:** The "Edit Your Contact Information" is where you can change your password and select your research topics of interest.

2. Between March 4 and 20, papers may be assigned to you. **To find out which papers are assigned to you, click on "Reviews" at the top of**

the screen and then click on "Your PC Member Papers." If you are unable to handle an assigned paper for any reason (e.g., if it is outside your area or if you have a conflict of interest), please unselect your name from the paper, allowing us to allocate the paper to another PC member.

3. **Assigning reviewers:** Once papers have been assigned, you can start appointing reviewers. Every paper must get at least 2 reviews by the due date, though 3 reviewers is preferable. Ultimately each paper must receive at least 2 completed reviews. Reviewer assignment is made through the system from the "Reviewer Assignment" page. This page looks as follows:

Main menu   Edit

ID △	Topics	Authors	Title
		Reviewers:	
8e	Michael Georgiopoulos and Georgios Anagnostopoulos	Social Network Analysis for Automatic Target Recognition in Swarm Robotics	
		Status: AcceptedSent, Validity: Valid	
14	1a	Georgios Anagnostopoulos	Dummy paper No.2 title

Main menu   Edit

As you can see from the above figure, paper 14 is not assigned. To assign reviewers for paper 14 click the button "Edit" above. You will then see:

OK   Cancel   Apply

ID △	Topics	Authors	Title
		Reviewers: Topic Match Name	
8e	Michael Georgiopoulos and Georgios Anagnostopoulos	Social Network Analysis for Automatic Target Recognition in Swarm Robotics	
		Status: AcceptedSent, Validity: Valid	
14	1a	Georgios Anagnostopoulos	Dummy paper No.2 title

OK   Cancel   Apply

Using the three drop down menus (below paper 14) you can assign reviewers to paper 14 from a list of available reviewers. In the Reviewer Assignments page, the research expertise (codes) of each reviewer will be visible to assist you in making appropriate reviewer assignments. In general, you will first be shown reviewers whose expertise aligns better with the author-selected topics of the paper.

4. **Adding new reviewers:** You may also invite other reviewers of your choice. To do this, you will have to first go to the link titled <mark>"Add a New Reviewer"</mark> from the main page, enter the reviewer's First and Last Name and e-mail (these three items are the only mandatory fields), and then click <mark>"Save"</mark>. Let the reviewer know he/she is now on this list by pressing on the <mark>"Send Reviewer Invitations"</mark> button. A page will open showing the email addresses of reviewers you have added. The Reviewer has to accept this invitation and login to the system in order to appear on the Reviewers list and in the drop down menu. If an invited reviewer does not reply or cannot find the e-mail that the system has sent to him/her you can resend invitations to reviewers as many times as needed by clicking on the link <mark>"Resend Reviewer Invitations"</mark>.

5. **Assignments and reassignments:** To assign reviewers to a paper, use the drop-down menu from the Reviewer Assignment page (as explained above). You can change your choice on this page as many times as you wish. When satisfied with your choice, press the <mark>"Notify Reviewer about Assignments"</mark> (main menu link) which will send the notification emails to all assigned reviewers and lock down your selections. To make changes to the assignment at that time you will need to cancel the assignment, and re-assign a reviewer from this page. Using "<mark>Remind Reviewer about Assignments,</mark>" you have the option of reminding reviewers about their assignments as many times as needed. You can do it all at once or assign and send invitations in small batches.

In the unfortunate event that a reviewer is late or not responsive, you can cancel their assignment and chose another reviewer: Press the "<mark>Cancel this assignment,</mark>" which will clear the place so you can chose a new assignment; this will also notify the previous reviewers that they are released from the review. Please limit the use of this option to cases that are absolutely necessary.

7. When a paper has received the 2-3 necessary reviews, add your recommendation decision by going to the link <mark>"Review report/Accept/Reject Papers".</mark> An example of what this page is shown below.

☐ Display only student papers. | Reload |

Rank	ID	Status	Topics	Chair	Review 1 O S Q R P T E	Review 2 O S Q R P T E	Review 3 O S Q R P T E	Overall Rating Min	Max	Disc	Avg	WAv	Award	Accepted U	N	Y
1	R	AcceptedSent	8e	Reeder	5 4 4 4 5 6 2	6 5 5 6 5 5 1	Sent to reviewer	5	6	1	5.5	5.7	1	-	-	X
2	14 R	New	1a	Reeder							N/A			X	-	-
							Number of Discrepancies:	0	0	0	5.5	5.7		1	0	1

All papers initially have the status U (Undecided), as paper 14 does. By clicking the "Edit" button you have the opportunity to enter your recommendation and change the status of the paper to accepted or rejected.

These recommendations will move along to the program chair and organizing committee who will make the final decision using your recommendation.

Thank you very much for your help.