Guidelines for Review-Organizer (Meta-reviewer)

- Accepting or declining the invitation

1. After receiving an invitation by email from the conference chair, the Review Organizer can reply to the invitation using the link, as shown below:

   Dear Antoine Dazin,

   I am the Review Chairman of the "15th European Turbomachinery Conference (ETC15)". I kindly ask you to organise the review of the submission referenced below.
   Submission ID: 101
   Submission Type: Submission to ETC15
   Title: zfezg

   Your role, as a review organizer, is to find at least 3 experts that accept to review the paper and to check that the reviewers are doing their review on time.

   The reviews have to be completed by: 31st Jan 2023, 11:59:59pm CET

   You can find the Reviewer Organiser Guidelines at https://www.euroturbo.eu/reviewer-organiser-guidelines/

   Please reply to my invitation until 31/Jan/2023 (Tuesday) by clicking on the following link:
   https://www.conftool.com/etc15/il.php?ID=3&q=WDFXGD6Myg&k=e2e2

   Kind regards,
   Prof. Antoine DAZIN
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   ETC15
   15th European Turbomachinery Conference
   24-28 April 2023 | Budapest, Hungary

2. Then the Review Organizer can choose a reply and then click on “Submit Message”, as follows:
• Assign a reviewer

3. Login and access to the submission you have in charge

After this, the Reviewer-Organiser has to log into ConfTool and then select “Enter and Edit Reviews”, as follows:

4. To assign a reviewer(s) for each paper, the Review-Organiser has to click on “Review Request” as highlighted below:

5. After this, the meta-reviewer can send a new review request by clicking on “Send New Review Request” as shown. The Review-Organiser can also see how many requested have been sent so far.

6. Another page will be opened automatically in which the reviewer can:
   • Either select a reviewer name among the list of the conftool users
   • Or enter the information about the reviewer if this one is not already referenced as a conftool user:
An automatic message to be sent to the reviewer, which can be customized, is proposed. The review-Organiser has then to click on “Preview Review Request Message”, as shown below:

7. In the next page the Review-Organiser can review the request, then send it by clicking on “Send Review Request Now”, as illustrated below:

8. Finally, a message similar to the one below will be sent to the reviewer:

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Dear Mohammed El,

I am a Review Organiser of the "15th European Turbomachinery Conference (ETC15)". I kindly ask you to review the submission referenced below.
Submission ID: 101
Submission Type: Submission to ETC15
Title: zfezg

You can find the Reviewer Guidelines at https://www.euroturbo.eu/reviewer-guidelines/

We need your review by: 31st Jan 2023, 11:59:59pm CET

Please reply to my invitation until 31/Jan/2023 (Tuesday) by clicking on the following link:
https://www.conftool.com/etc15/il.php?ID=test&q=jhA238uf2w&k=4295

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Follow the reviewer process

9. To access the details of the reviews for each paper, you can click on “Show All Reviews” as shown below: