

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/review-organizer-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 Organiser can choose a reply and then click on “**Submit Message**”, as follows:

Your Reply to this Review Request

Your Reviewing Task: You were asked to act as "Meta-Reviewer" for the above submission. You will get the user status "Member of the Program Committee" for this conference.

* Please Select Your Reply

- I accept the invitation and agree to review this submission.
- I reject the invitation and do not want to review this submission.
- I need more information to decide.

Add Personal Message to Reply Please select if you want to add a personal message to the person who invited you.

Your Personal Message to Prof. Antoine Dazin

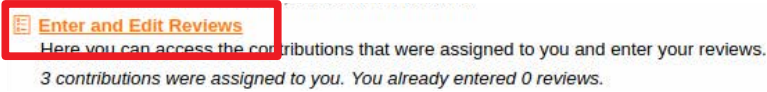
Personal Reply

Submit Message

- 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:

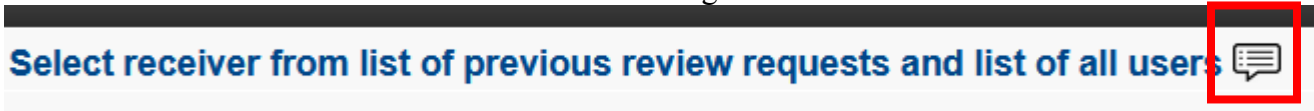
The image shows a submission card for ID 108. The title is "The quest for a real Assistant Editor" by Manna, Marcello; Bontempo, Rodolfo. The organization is "Universita di Napoli Federico II, Italy". The card includes a file "Contribution_108.pdf" and a list of actions: "Show Abstract", "Contribution Details", "Send E-Mail to Program Committee" (highlighted with a red box), "Review Requests: 2", "Request Overview: 1, 0, 0, 1", "Enter Meta-Review", "Upload File for Author", "Refuse to Review", and "Show All Reviews (0)". Below the card, it states: "You are meta-reviewer for this submission: Show All Reviews (0). Time left to submit the review: 1430 days 9 hours, Deadline: 31st Dec 2025, 11:59:59pm CET".

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.


ID	Request Sender Date Request Sent Request Expiry Date	Request Receiver	Reviewer Status and Type	Invitation Status Last Update	Request Messages	Actions
2	Prof. Antoine DAZIN 20/Jan/2022 31/Dec/2025	Prof. Antoine Daz	User Status: Reviewer Regular Reviewer	Open No access or response yet.	1 Message	
10	Prof. Antoine Dazin 31/Jan/2022 07/Feb/2022	Mo Elhawary	User Status: Member of the Program Committee Meta-Reviewer	Request Accepted 31st Jan 2022, 02:51:54pm	2 Messages (1 by you)	

Send New Review Request

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 :



Select receiver from list of previous review requests and list of all users 

* Title	<input type="radio"/> Ms. <input type="radio"/> Mr. <input type="radio"/> Dr. <input type="radio"/> Prof.
* First & Middle Name	<input type="text"/>
* Last Name / Family Name	<input type="text"/>
* E-Mail	<input type="text"/>
Secondary E-Mail (Optional)	<input type="text"/>

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:

Send BCC to Sender Send a copy of this message to the sender (you).

Preview Review Request Message

Overview > Enter and Edit Reviews > Manage Review Requests Print View  



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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:

Send BCC to Sender Send a copy of this message to the sender (you).

Send Review Request Now

Go Back and Edit Request

Overview > Enter and Edit Reviews > Manage Review Requests Print View  

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

y 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>

- **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:

108	Submission to ETC15 The quest for a real Assistant Editor Manna, Marcello; Bontempo, Rodolfo Organization(s): Universita di Napoli Federico II, Italy	Show Abstract Contribution Details Send E-Mail to Program Committee Review Requests: 2 (Not from You: 1) Request Overview: 2 - 0 - 0 - 0 Show Review Upload File for Author Show Rebuttal from Authors Show All Reviews (2)
	1st file Contribution_108.pdf	

We have received your review. Thank you very much.
You are **meta-reviewer** for this submission: [Show All Reviews \(2\)](#)
Time left to update the review: 1430 days 7 hours

Overview > [Enter and Edit Reviews](#) Print View

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