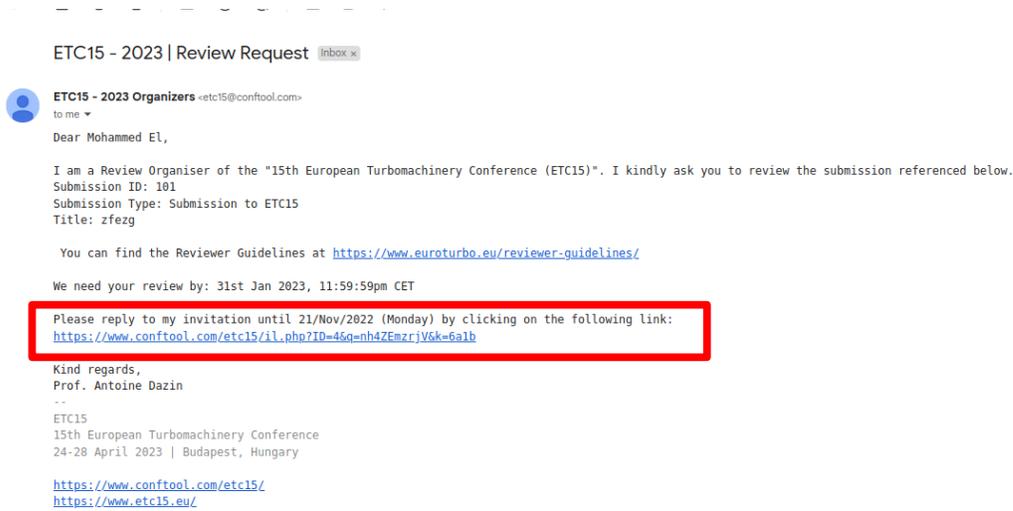


Guidelines for Reviewers

- **Accept or declining the review request**

1. After receiving an email from the review-organizer, the reviewer has to reply to the invitation using the link below the message as shown:



2. Then the reviewer can choose a reply and then click on “**Submit Message**”, as highlighted in the figure below:

Your Reply to this Review Request

Your Reviewing Task	You were asked to act as "Regular Reviewer" for the above submission. You will get the user status "Reviewer" for this conference.
* Please Select Your Reply	<input checked="" type="radio"/> I accept the invitation and agree to review this submission <input type="radio"/> I reject the invitation and do not want to review this submission. <input type="radio"/> I need more information to decide.
Add Personal Message to Reply	<input checked="" type="checkbox"/> Please select if you want to add a personal message to the person who invited you.
Your Personal Message to Mo Elhawary	
Personal Reply	<input type="text"/>

Submit Message

- **Having access to the paper**

3. After this, the reviewer can log into ConfTool account and then select “**Enter and Edit Reviews**”, as follow:

 **Enter and Edit Reviews**

Here you can access the contributions that were assigned to you and enter your reviews.
3 contributions were assigned to you. You already entered 0 reviews.

4. To have access to the paper, you have to click on ‘Contribution Details’ see below.

- ▶ [Show Abstract](#)
- ▶ [Contribution Details](#)
- ▶ [Send E-Mail to Program Committee](#)

You will enter on a page where you will find the details (titles, authors, affiliations...) on the paper. You can also download the draft paper submitted by the authors. (see below)

Contribution Details

Submission Type / Conference Track: Submission to ETC15

Test of submission and review

139

[ant daz](#) 

Organization(s): Univ Lille, France

Submitted by: [Prof. ant daz \(Univ Lille, FR\)](#), ID: 1008

Created: 3rd Feb 2022, 02:46:56pm

Last Update: 3rd Feb 2022, 02:46:56pm · Last Upload: 3rd Feb 2022, 02:46:56pm

Topics: 1.7 Multi phase flow

Keywords: bla

13 pages

Abstract

blabla bla

bla bla

Submitted File(s)

st file  [Contribution_139.pdf](#)

- **submitting a review (For review-organisers and reviewers):**

5. The reviewer (or review-organiser) can submit a review by clicking on “**Enter Review**” as follows:

- ▶ [Show Abstract](#)
- ▶ [Contribution Details](#)
- ▶ [Send E-Mail to Program Committee](#)
- ▶ [Review Requests: 3](#)
- ▶ [Request Overview: 1 - 0 - 0 - 2](#)
- ▶ [Enter Review](#)
- ▶ [Upload File for Author](#)
- ▶ [Refuse to Review](#)

6. You have then access to a page where you have to
i/ enter the overall rating you give to the paper (mandatory)

Decisive Overall Recommendation

*** Overall recommendation** Acceptance Rating :

- R > 90 - Outstanding
- 80 < R < 90
- 70 < R < 80 - Very good. Accepted for journal publication after minor revision
- 60 < R < 70
- 50 < R < 60 - Good. Potentially eligible for journal publication after a second review
- 40 < R < 50
- 30 < R < 40 - Satisfactory
- 20 < R < 30
- 10 < R < 20 - Weak. May be rejected if too many papers
- 00 < R < 10 - Very weak.
- 0 - Rejected.

- ii/ write your comments to the authors (you can also write them in an additional pdf file, but writing something on this box is mandatory. If you want to upload a pdf, this will be possible later in the process)

*** Comments for the Authors** Please motivate your evaluation in detail, and clearly distinguish between Mandatory and Recommended changes.

- iii/ indicate if the paper can be candidate for the Best paper award.

- iv/ write comments to the conference chairs. The comments will not be seen by the authors.

7. The next page will show the review-form that includes the overall evaluation and the comments for the authors. After filling the form, the reviewer can submit the review by clicking on “**Submit and Finalize Review**”, as follows:

Please note: Finalized reviews cannot be edited anymore. Please finalize all reviews before the review deadline.

[Submit and Finalize Review](#)

[Save as Draft](#)

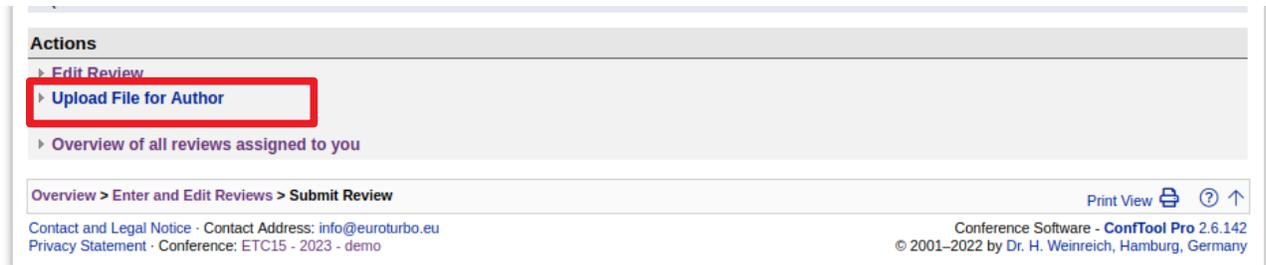
Overview > Enter and Edit Reviews > Submit Review

Print View

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8. The reviewer can also upload a comment file to authors after the last step by clicking on **“Submit and Finalize Review”** and then by choosing **“Upload File for Author”**, as follows:



The screenshot displays a web interface with a section titled "Actions". Below this title, there are three menu items, each preceded by a right-pointing chevron: "Edit Review", "Upload File for Author", and "Overview of all reviews assigned to you". The "Upload File for Author" item is highlighted with a red rectangular border. Below the "Actions" section, there is a breadcrumb trail: "Overview > Enter and Edit Reviews > Submit Review". To the right of the breadcrumb trail, there are three icons: a printer icon, a question mark icon, and an upward-pointing arrow icon. At the bottom left of the page, there is contact information: "Contact and Legal Notice · Contact Address: info@euroturbo.eu" and "Privacy Statement · Conference: ETC15 - 2023 - demo". At the bottom right, there is copyright information: "Conference Software - ConfTool Pro 2.6.142" and "© 2001–2022 by Dr. H. Weinreich, Hamburg, Germany".