

Guidelines for Review-Organiser (Meta-reviewer)

- **Guidelines to select the reviewers :**

To ensure a fair review process, the aim is to try to follow the following rules as closely as possible, within the time available for reviews.

- Mandatory minimum number of reviewers with a relevant expertise within the domain of the paper: 3
- Not more than 1 reviewer from a given organization
- Not more than 2 reviewers from the same country
- Recommendation: At least one reviewer from Industry and one from Academia
- Preferentially one reviewer from an English-speaking country
- In case a RO has difficulty to find three reviewers, he may perform himself the review but his grade has the same weight as the other two
- In case the recommendation of the RO differs significantly from the average grade of the other reviewers, the committee or PRC may ask for an additional review

- **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

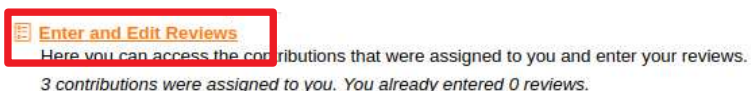
2. Then the Review Organiser can choose a reply and then click on "Submit Message", as follows:

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	<input 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 Prof. Antoine Dazin	
Personal Reply	
<input type="button" value="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:

108	Submission to ETC15 The quest for a real Assistant Editor Manna, Marcello; Bontempo, Rodolfo Organization(s): Universita di Napoli Federico II, Italy	<ul style="list-style-type: none"> ▶ Show Abstract ▶ Contribution Details ▶ Send E-Mail to Program Committee ▶ Review Requests: 2 ▶ Request Overview: 1 0 0 1 ▶ Enter Meta-Review ▶ Upload File for Author ▶ Refuse to Review ▶ Show All Reviews (0)
	1st file Contribution_108.pdf	
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 <small>Date Request Sent Request Expiry Date</small>	Request Receiver	Reviewer Status and Type	Invitation Status <small>Last Update</small>	Request Messages	Actions
2	Prof. Antoine DAZIN <small>20/Jan/2022 31/Dec/2025</small>	Prof. Antoine Daz	User Status: Reviewer Regular Reviewer	Open No access or response yet.	1 Message	
10	Prof. Antoine Dazin <small>31/Jan/2022 07/Feb/2022</small>	Mo Elhawary	User Status: Member of the Program Committee Meta-Reviewer	Request Accepted <small>31st Jan 2022, 02:51:54pm</small>	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 <input type="checkbox"/> Send a copy of this message to the sender (you).	Preview Review Request Message
Overview > Enter and Edit Reviews > Manage Review Requests	Print View  
Contact and Legal Notice · Contact Address: info@euroturbo.eu Privacy Statement · Conference: ETC15 - 2023 - demo	Conference Software - ConfTool Pro 2.6.142 © 2001–2022 by Dr. H. Weinreich, Hamburg, Germany

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 <input type="checkbox"/> 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:

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Submission to ETC15
The quest for a real Assistant Editor
Manna, Marcello; Bontempo, Rodolfo
Organization(s): Universita di Napoli Federico II, Italy

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

- ▶ [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 \(2\)](#)

Overview > Enter and Edit Reviews

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Print View

Conference Software - **ConfTool Pro** 2.6.142
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