

# Reviewer Instructions for European Microwave Week 2026

## Introduction

Thank you for volunteering as a reviewer for one of the three conferences within European Microwave Week - the European Microwave Integrated Circuits Conference (EuMIC), the European Microwave Conference (EuMC), or the European Radar Conference (EuRAD). Your contribution is essential in maintaining the high scientific quality of our events.

## Code of Ethics

Your reviews form the foundation of the scientific integrity of our conferences. Please keep the following principles in mind:

- **Confidentiality:** All manuscripts under review must be treated as confidential. Do not share the documents or any information they contain with others, nor use the information for your own purposes.
- **Fairness and objectivity:** Every manuscript deserves an unbiased review. If you have a conflict of interest (for example, if you are an author, co-author, close collaborator, or have any personal involvement with the work or its authors), please abstain from reviewing that paper.

## Workflow

1. **Manuscript Sorting:** After the submission deadline, the General TPC Chair together with the TPC Chairs of EuMIC, EuMC, and EuRAD will sort and group the papers into thematic Subcommittees.
2. **Reviewer Assignment:** Based on your stated review preferences, you will be assigned to one or more Subcommittees.
3. **Review Period:** Once the papers are assigned, the review period begins. An email will notify you of the review schedule. Please log in as early as possible and flag any papers you cannot review (e.g., due to conflicts of interest) so that your Subcommittee Chair can reassign them if necessary.
4. **Submission of Reviews:** Enter all your review results before the deadline. Late submissions cannot be accommodated once the system is closed.
5. **TPC Meeting and Finalisation:** Following the review period, Subcommittee Chairs will prepare for the TPC meeting. During this meeting, TPC members will ensure each paper has the required number of reviews, decide on acceptance or rejection, and build the conference sessions. Afterward, the TPC Chairs will finalise the program and send notifications to authors.

## Scoring Criteria

You will be asked to enter various scores that indicate your level of familiarity with the manuscript's topic. Furthermore, you can suggest papers for awards and share comments with both the author and the TPC. Your feedback in the "message to scientific committee" section is highly appreciated by the TPC. The criteria are clarified in the table below, where the ratings

range from “excellent” to “unacceptable.”

The Young Engineer’s Prize (YEP) is exclusively for eligible authors; please nominate papers only if the author selected “Oral YEP” or “Poster YEP.” If you recommend a paper for an award, briefly justify this in the “message to scientific committee” section.

Scoring criteria	Description
<b>Originality/Novelty</b> unacceptable...excellent	Assess whether the manuscript presents a new idea or a significant technical/scientific development. For technical papers, does it introduce an innovative concept? For application-oriented papers, does it propose a new approach in industry?
<b>Clarity and completeness for understanding</b> unacceptable...excellent	Evaluate whether the manuscript is well-presented within the four-page limit, clearly outlines its results, includes an adequate bibliography, and contains understandable figures and tables.
<b>Fundamental or applied value</b> unacceptable...excellent	Consider the technical or scientific interest of the work. Does it enhance understanding of physical phenomena or contribute an important step toward industrial application?
<b>Relevant to the community</b> interesting to none... interesting to all	Determine the paper’s relevance for the conference and its interest level to the EuMW audience.
<b>Reviewer self-rating</b> Expert in the field / Specialized Knowledge / General Knowledge	Indicate your level of expertise on the topic.
<b>Affiliation first author</b> Academic / Industrial / R&D and Government Research	Specify the affiliation of the first author.
<b>Suggested disposition</b> accept / reject / accept if room / abstain	accept / reject / accept if room / abstain. If you abstain, you do not need to answer the remaining questions.
<b>Suggested presentation format</b> Oral / Poster / N/A - or no preference	Select the format you believe best fits the paper.
<b>Invite for IJMWT</b> (default) no invitation / Invite extended paper / Maybe invite extended paper	Indicate if you would like to nominate this paper for an invitation to submit an extended version to the EuMA International Journal of Microwave and Wireless Technologies.
<b>Young engineer prize nomination</b> no nomination / I am nominating this paper	Please nominate contributions that appear to be suited for the YEP. The eligibility of the contributors is claimed by the author upon submission (“Oral YEP” or “Poster YEP”) and will be verified after the TPC meeting.
<b>Nomination for conference prize</b> no nomination / I am nominating this paper	If nominating for a conference prize, please also motivate your nomination in the “message to scientific committee” field.

## Reviewer Login Procedure

All review activities are conducted through our web-based system. Please follow these steps:

### Step 1: Access the Review Website.

Open your web browser and go to:

<https://manuscripts.eumwa.org/>

This will take you to the login screen:

**EuMA** | European Microwave Association

Home | FAQ | Contact

Your contact person  
EuMW 2026 TPC chair  
[Email](#)  
**Submit a paper**

User  
  
Password  
  
**Login**  
[Forgot password?](#)

**EUROPEAN MICROWAVE WEEK EXCEL, LONDON**  
4th-9th OCTOBER 2026  
[www.eumw.eu](http://www.eumw.eu)  
**MICROWAVES FOR A SUSTAINABLE TOMORROW**

Welcome to the EuMW 2026 manuscript management site

If you already have an account, please log in. Accounts used in previous years still work, although you might need to request a new password using the [Forgot Password](#) link. To create a new account, please use the blue button, "Submit a Paper".

Please refer to the [FAQ](#) first if you have questions regarding the submission process.

For details on the formatting, please refer to the [paper submission guidelines](#), and use exclusively the [EuMW manuscript templates](#).

Important dates:

- **8 February 2026** Deadline for proposals of workshops, short courses, focused and special sessions
- **27 March 2026** Deadline for submission of papers
- **29 May 2026** Notification of acceptance
- **16 June 2026** Deadline for submission of requests for grants, fellowships, and visas

### Step 2: Log In

Log in using Username and Password.

Please note: Your password will not be sent via email for security reasons. If you don't know your password, please enter the username we provided and click on "Forgot password?" An email will be sent to the address associated with your reviewer account, allowing you to reset your password.

When we create your reviewer account, you will receive an email containing your username and a link to set your password.

If you are also an author, you will receive a new reviewer account. We will manually merge author and reviewer accounts that clearly belong to the same person, enabling you to access both the papers you authored and the papers you are reviewing from either account.

The main screen allows you to perform three actions: modify your personal settings, act as an author, or act as a reviewer.

### Step 3: Review Assigned Papers

Accessing papers:

Click on “Review assigned papers”. The overview of the papers for review is shown. At the top of the page, you can download all PDFs and apply filters to the displayed papers.

The screenshot shows the user interface for reviewing assigned papers. On the left, there is a sidebar with 'Your contact person' (EuMA Software Officers) and links for 'Email' and 'Website'. Below this is a 'Reviewing' button. Further down, the user's name 'User: hestergemts' is shown with links for 'C³ overview', 'Personal data', and 'Log out'. The main content area is titled 'European Microwave Week 2021' and 'Reviewing'. It features a 'Papers assigned to me' button, an 'Exports' section with buttons for 'Paper overview (PDF)', 'Initial manuscript files (ZIP)', and 'Your review results (XLSX)', and a 'Filter' section with dropdown menus for 'Topic' (set to 'All') and 'Form of presentation' (set to 'All'), along with a 'Search' button.

The details of the papers assigned to you are reported on the page:

The screenshot shows a table titled 'List of assigned papers' with columns for ID, Paper title, Type, A, SC, and Review. A callout box explains that a grey circle next to the ID indicates the 'Review status' (Grey = not yet reviewed). Another callout points to the ID '5946' as the 'Paper number'. A third callout points to 'Oral E01' as the 'Form of presentation requested by author'. A fourth callout points to 'Realization of Dual-band Matching Networks Using Coupled Filters' as the 'Paper topic', with a legend below: Exx = EuMC, Gxx = EuMIC, Rxx = EuRAD. A fifth callout points to the 'A' and 'SC' columns as 'Comments to Author (A) and to TPC (SC)'. A sixth callout points to the 'Version: 2' link as 'Click on the version to start the review'.

ID	Paper title	Type	A	SC	Review
5946	Realization of Dual-band Matching Networks Using Coupled Filters Oral E01	Abstract	[Envelope icon]	[Envelope icon]	Version: 2

**View Manuscript details:** Click on a paper title to open a pop-up window with a link to view the manuscript PDF (“View abstract file”).

**Score a Paper:**

Click on the version number of the paper to open the review criteria page:

The screenshot shows the EuMA software interface. At the top, there is a navigation bar with 'Home', 'FAQ', and 'Contact'. Below this, the user's contact person is identified as 'EuMA Software Officers' with links for 'Email' and 'Website'. A search bar contains 'European Microwave Week 2020'. The main section is titled 'Reviewing' and contains a table of papers. The table has columns for ID, Title, Type, A (Author), SC (Scientific Committee), and Review. One paper is listed with ID 5946 and title 'Realization of Dual-band Matching Networks Using Cascaded Filters'. Below the table, there is a 'Criteria and answers' section for the selected paper. It shows a table with 'Criteria' and 'Your answers' columns. The first criterion is 'Originality/Novelty' with the question 'Does the work present a new idea or...'. The answer field is a dropdown menu currently showing '- Please select an answer -'.

Complete all required questions and press “Save review.”

If you cannot review a paper, select “abstain” from the “Suggested Disposition” options as soon as possible so that your Subcommittee Chair can assign another reviewer. When you select “abstain,” it is not necessary to complete the other questions.

**Comments to the Author (A) and to the TPC Members (SC = Scientific Committee):**

Please submit comments to the authors and the scientific committee. You can do this by clicking on the envelope icon in the “A” and “SC” columns.