INTRODUCTION TO THE TPC / SUBCOMMITTEE CHAIR
BACKEND INTERFACE TO CONVERIA

Contents

HOW TO LOGIN? ..................................................................................................................................... 2
HOW DO I MANAGE MY REVIEWERS? ................................................................................................... 3
  HOW MANY PAPERS ARE ASSIGNED TO A REVIEWER? ................................................................. 4
  HOW CAN I SEE / CHANGE THE PAPERS ASSIGNED TO A REVIEWER? .................................... 5
HOW TO GET IN CONTACT WITH A REVIEWER? ............................................................................... 7
HOW TO DOWNLOAD THE LIST WITH REVIEWERS INCLUDING EMAIL ADDRESSES? ................. 8
HOW DO I MANAGE THE PAPERS ASSIGNED TO MY SUBCOMMITTEE? ........................................ 9
  HOW CAN I ASSIGN A PAPER TO REVIEWERS? .......................................................................... 10
  HOW TO DOWNLOAD THE PAPERS ASSIGNED TO MY SUBCOMMITTEE? ............................... 12
HOW TO MONITOR THE REVIEW PROCESS? ..................................................................................... 13
  HOW TO SEE IF REVIEWERS ARE ACTIVE? .................................................................................. 13
HOW DO I ACCESS REVIEW DETAILS? ............................................................................................ 14
HOW TO LOGIN?

Paper administration is done via the Converia backend access. You username and (initial) password were sent to you. Since the access is separate from author and reviewer (frontend) access, an independent username and password are given for your activities as Subcommittee Chair.

Access the backend login page at:

https://euma.converia.de/admin/login

The start screen shows the total number of papers and open reviews of this year's EuMW. Don't panic – these are the total numbers, not the number of papers in your Subcommittee.

- There is a button forwarding you to an online manual.
- If you need support, please send an email to us at papermanagement@eumwa.org instead of using the “Support” button on this page (which will contact Converia, but we agreed that we will do user-level support for you).
- Click on “Management” on the menu list on top of the screen to start.
HOW DO I MANAGE MY REVIEWERS?

Select “Paper reviewing” with subtopic “reviewer” on the navigation bar on the left.

The system will start by showing all reviewers for the whole conference. Please limit the view by selecting “Reviewers of own topics” in the field “Limit topic areas” and click Search.

You might further limit the number of reviewers shown by searching for a name entered in the field “Free text”, or by selecting one of the topics assigned to your Subcommittee. Please observe:

- the search criteria are linked by a logical AND. E.g. unset the topic selection in order to search for a reviewer in all topics.
- We use the subcommittee only internally to group topics.
  - The Subcommittee names, e.g. “SC07 Subcommittee name” are empty. No reviewer and no paper is assigned to it.
  - Papers and reviewers are assigned to the topics within the subcommittee, like “E04 Topciname” (EuMC), “G04 Topciname” (EuMIC), or “R04 Topciname” (EuRAD). This allows us to group reviewers within your subcommittee, and to exchange whole topics between Subcommittees in paper shuffling, in order to obtain a somehow equal workload.

Thus, if you search, search for topics starting with E, G, or R; and only move reviewers and papers into topics, not Subcommittees.
HOW MANY PAPERS ARE ASSIGNED TO A REVIEWER?

The page “Paper reviewing” -> “reviewers” lists all reviewer accounts. We preassign reviewers to papers. The system automatically selects 7 reviewers per paper (minimum), and a maximum of 12 papers per reviewer. The average workload for a reviewer is about 10 papers.

TPC members, however, should have access to all papers in order to be able to prepare for the TPC meeting. The figure shows that some reviewers got 12 papers to review (reviewers, automatically assigned), others got 42 (TPC members with full access to all papers.)

On the page “Paper reviewing”/”reviewers”, you see the columns:

- “papers”: Number of papers assigned to the reviewer.
- “reviewed”: Number of reviews entered. Reviewers have the possibility to change reviews until the review site closes. The numbers show complete but possibly preliminary review results.
- “abstained”: Number of abstained reviews.

You can export the table shown in this list into Excel by clicking on the respective button.
HOW CAN I SEE / CHANGE THE PAPERS ASSIGNED TO A REVIEWER?

The page “Paper reviewing”/”reviewers” lists all reviewer accounts. Click on the pencil symbol to edit the reviewer assignments. Go to the “Topics” tab.

On this page, you could change the topic assignment of the reviewer.

- Assigning a new topic will make the papers of this topic available for you to assign them to the reviewer. If you want the reviewer to actually review any paper of the new topic, you need to assign them (switch to the “Abstracts” tab)

Please note, that reviewers are only assigned to Topics like “E04 Topciname” (EuMC), “G04 Topciname” (EuMIC), or “R04 Topciname” (EuRAD), NOT to Subcommittees like “SC07 Subcommittee name”.

Select the “Abstracts” tab. This page shows the details on the review of the initial manuscript.

You will see the list of abstracts that is assigned to the reviewer

- unassign abstracts by clicking on the red cross
- assign papers by selecting them from the “assign papers” pull-down menu
  Only papers are shown that are submitted to one of the topics to which the reviewer is assigned.
HOW TO GET IN CONTACT WITH A REVIEWER?

The page “Paper reviewing” /“reviewers” lists all reviewer accounts. Click on the person symbol to access the personal details of the reviewer. A popup window will open and give you the details on the reviewer account.

- Name and email address is listed in the respective field
- In order to write an email directly, click on the envelope symbol next to the email address. Your mail client will be invoked.

It is also possible from this page to log into the reviewer account via the button “log into the frontend”. This gives you full access to the reviewer account. The only possible reason why you might want to do that is if the reviewer contacts you with a specific problem and you want to check if the software setup works correctly for this account, all papers are visible or reviews are stored as it should be. In any other case we keep out of the reviewer’s account.

![Image of reviewer account interface](image.png)
HOW TO DOWNLOAD THE LIST WITH REVIEWERS INCLUDING EMAIL ADDRESSES?

The list of reviewers in your SC can be downloaded from the page “Paper reviewing”/“reviewers”, using the “Excel export” button.

Unfortunately this Excel list does not (yet) contain the email addresses.

A separate Excel file will be provided (by email) in which you can copy-and-paste your list of reviewers, and this file will show the email addresses. The list with email addresses can be copied into your default email client to send an email to all your reviewers at once.

Side node: reviewers can be active in multiple Subcommittees, depending on their preferred review topics. So they can also be approached by multiple Subcommittee Chairs.
HOW DO I MANAGE THE PAPERS ASSIGNED TO MY SUBCOMMITTEE?

The page “Paper submission”/“Papers” lists all papers that you can access.

- You can apply filters to the papers shown by topic, form of presentation etc, through the selection fields on the left hand side. Press “search” on the bottom of the page to apply the filter criteria. Delete the criteria and press “search” again for the complete list.
- You can download an Excel summary table as displayed on the site through clicking the “Excel export” button.
HOW CAN I ASSIGN A PAPER TO REVIEWERS?

On the page “Paper submission”/“Papers”, enter the paper number in the field “Contribution number” and click on the button “selection”, or click on the pencil symbol next to the paper. This will open the paper details.

The “basic information” tab opens, giving details on the submitters. Although it is possible to change the entries in the fields, e.g. from “Oral” to “Poster” or send an email to the author, please don’t do so...
Select the “Review” tab.

It will list all reviewers assigned to this paper.

- In order to unassign a reviewer, click on the red cross.
- The pull-down list right above the list of assigned reviewers allows you to select additional reviewers that are assigned to the same topic as the paper. The second pull-down menu entry must be “Abstract” which means that you assign the person to review the initial manuscript. Click on “Add reviewer”
HOW TO DOWNLOAD THE PAPERS ASSIGNED TO MY SUBCOMMITTEE?

The page “paper submission”/“paper export” allows to download a ZIP file containing the PDFs according to the filters you apply. Please use the export format option “Files”.

After creating the ZIP file you can download this file from the tab “Available exports”. Please select the file based on the date/time (usually it will be the top most and latest file, which has just been created).

Note that you can also download the PDFs using your reviewer account.
HOW TO MONITOR THE REVIEW PROCESS?

HOW TO SEE IF REVIEWERS ARE ACTIVE?

On the page “Paper reviewing”/“reviewers”, you see the columns:

- “papers”: Number of papers assigned to the reviewer.
- “reviewed”: Number of reviews entered. Reviewers have the possibility to change reviews until the review site closes. The numbers show complete but possibly preliminary review results.
- “abstained”: Number of abstained reviews.

You can export the table shown in this list into Excel by clicking on the respective button.
HOW DO I ACCESS REVIEW DETAILS?

The menu “Paper reviewing” -> “Final review” will be used to enter your accept/reject decisions at the TPC meeting. But it also allows to download the review details as an Excel file.

When first opening this page the list with papers might be empty. In that case, please click the “Filter” button. Now you can use the “Excel export” to download a list with papers and the current review scores. Depending on the selection you made, you will get a comprehensive list of all papers and review results available at the moment.