User Manuals of PACIS2021

Submission System

Conference Website:

http://www.pacis2021.org/

Easychair Submission System:

https://easychair.org/conferences/?conf=pacis2021

System Support Contact:

Zhiyong Liu, leoliuzy@dlut.edu.cn
Directory

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For All Users

- **Create Your Own Account in Easychair**

**Note:**

For authors:
- An Easychair Account is required to submit your paper.

For PC members, Track chairs, Associate Editors and Reviewers:
- If you do not have an Easychair Account, you need to create it with the email address by which you received the invitation.

**Step 1:** Visit our Submission System [https://easychair.org/conferences/?conf=pacis2021](https://easychair.org/conferences/?conf=pacis2021), click “create an account”.

**Step 2:** Pass the robot test.

**Step 3:** Input your account information.
Step 4: Check your email. Follow the instructions in the email from Easychair.

Account Application Received

We received your application. A mail with further instructions has been sent to the email address leokzy@dlut.edu.cn.

If You Do not Receive the Instructions

If you do not receive our email with instruction on how to create an account, please read the following information.

Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

Incorrectly typed email address
- This is still the most likely cause of delays.
- Slow mail processing
- Some mail servers process mail for a long time. For example, your mail server may spend a lot of time checking incoming mail for spam.
- Anti-spam mail protection
- Some mailers, when receiving an email from an unknown sender, ask the sender to send a mail with specific content to ensure that it has such a protection, you will never receive our mail. If you have such a protection and it is configurable, configure it to accept email from us.
- Mailbox problems and quota
- Some emails sent by EasyChair bounce back because the recipient mailbox is over quota.
- Anti-spam filters
- It is possible that your spam filters will classify our email as spam. Please check your spam mail box.
- General connection problems
- There might be general connection problems, for example your mail server may be unreachable for a long time.
- Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, either contact your system administrators or try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email address in EasyChair or have multiple email addresses associated with your account later.
- You can repeat your application at any time. Another email will be sent to you.
Choose Conference and Role

**Note:** If you participate in multiple conferences in EasyChair, or play multiple roles in PACIS2021, you need to choose the conference and your role after login.

Your recent EasyChair roles are shown in the table below. Click on a role to access it.

<table>
<thead>
<tr>
<th>Conference</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>subreviewer</td>
</tr>
<tr>
<td>PACIS 2020</td>
<td>author</td>
</tr>
<tr>
<td></td>
<td>superchair</td>
</tr>
<tr>
<td></td>
<td>track chair (Test Track 1)</td>
</tr>
<tr>
<td>author</td>
<td></td>
</tr>
<tr>
<td>subreviewer</td>
<td></td>
</tr>
<tr>
<td>author</td>
<td></td>
</tr>
<tr>
<td>author</td>
<td></td>
</tr>
<tr>
<td>proceedings author (Full papers)</td>
<td></td>
</tr>
<tr>
<td>PC member</td>
<td></td>
</tr>
<tr>
<td>PC member</td>
<td></td>
</tr>
<tr>
<td>proceedings author (Full+short+abstract)</td>
<td></td>
</tr>
</tbody>
</table>
For Track Chairs (TCs)

- Invite Associate Editors (AE)

Note: Associate Editor is called as "ordinary PC member" in Easychair system.
Note: DO NOT invite additional Track Chairs without permission from PCs.

Step 1: Login as role of "Track chairs", in PACIS2021.
Step 2: Click "PC" - > "Add new PC member"

Step 3: Input AE’s information, select role as "ordinary PC member" and send the invitation

Adding a Single PC Member
Use the form below. The required fields are marked by (*).
Step 3': You can also invite multiple AEs at once, as following:

**Adding Several PC Members at Once.**

To add several people to the program committee, write down each PC member in a separate line using the following format:

```
FirstName LastName <EmailAddress>
```

If a first name or a last name consists of more than one word, put it in double quotes. If there is no first name, leave the first name empty, examples are given below.

- Andrea Varaldo <andreav@mychair.org>
- John Anthony "Navarro Perez" <jnavarro@mychair.org>
- Susan Green <sgruen@mychair.org>

Here "Navarro Perez" is a last name. Write information about the new PC members in the following area, select their intended role and press the button below.
Manage Submissions in This Track

Step 1: Click “Submissions”

Step 2: You can check the detail information, download paper, assign submissions to AEs, and update submissions.

Assign Submissions to AEs

Step 1-2: Following previous Step 1-2, click “assign submission to AE”.

Step 3: Choose AEs to assign the submission.

Assignment View or Update for Submission 1

The following table summarizes the assignment and bidding information for submission 1: Leo Liu, A Test Paper.

Use checkboxes to assign or unassign this submissions.

To see the current assignment for a PC member, click on her or his name.

<table>
<thead>
<tr>
<th>PC member</th>
<th>Assigned</th>
<th>Review?</th>
<th>Comments</th>
<th>Total assigned</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leo Liu</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Zhiyang Liu</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

view AE’s information
AE has submitted a review
AE has left a comment for this submission

This AE has been assigned with totally 1 submission
- Invite Reviewers

**Note:** For PACIS2021, TCs are supposed to invite AEs, and AEs invite reviewers. This function is introduced just in case that TCs want to invite reviewer by themselves.

**Step 1:** Click “Reviews” -> “All submissions” or “Assigned to me”

**Step 2:** Select a submission, click the icon bellow “Contact Subreviewer”.

**Reviews**

To add a new review click on the “add” icon in the table.

To update a review click on the column containing the reviewer name.

Use of colors: a subreviewer agreed to review this submission for me, not assigned to me.

Explanation of annotations:

(+) - the either a review was delivered or the request was accepted

**Step 3:** Input the information of reviewer, modify and send the invitation email.
Step 4: Confirm the content of invitation email, then send the email.

**Selected Submissions**

<table>
<thead>
<tr>
<th>#</th>
<th>Authors</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Zy Liu</td>
<td>Test Paper 2</td>
</tr>
</tbody>
</table>

**Message Instance Preview**

<table>
<thead>
<tr>
<th>Subreviewer</th>
<th>Leo Liu <a href="mailto:64122336@qq.com">64122336@qq.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Add to reviewer pool?</td>
<td>No</td>
</tr>
<tr>
<td>Subject</td>
<td>PACIS 2020 submission review request</td>
</tr>
</tbody>
</table>

Dear Leo,

I am a PC member of PACIS 2020. Could you please write a review for me on the following paper submitted to PACIS 2020:

---

**Paper id:** 2  
**Title:** Test Paper 2  
---

The instructions on how to answer this review request can be found at the bottom of this letter.

I need to receive the review by ...

If you cannot review this paper, could you please suggest names and email addresses of 2-3 possible reviewers?

Best regards,

Zhiyong Liu <zhiyong@dlut.edu.cn>
Check Reviewer Status

Step 1: Click "Reviews" -> "Subreviewers"

Step 2: Reviewer status is shown as following:

```
<table>
<thead>
<tr>
<th>#</th>
<th>Submission Title</th>
<th>Subreviewer Name &lt;Email Address&gt;</th>
<th>PC member</th>
<th>Requested Date</th>
<th>Status Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Leo Liu, A Test Paper</td>
<td>Huo</td>
<td>invited reviewer</td>
<td>Leo Liu</td>
<td>Sep 08</td>
<td>review added to EasyChair</td>
</tr>
</tbody>
</table>
```
- Review by Yourself (TC)

**Note:** TCs are NOT supposed to review paper by themselves. TCs can express opinions by providing comments (Refer to Check Review Reports and Comments). This function is introduced just in case that you can not get enough review reports.

**Step 1:** Click “Reviews” - > “All submissions” or “Assigned to me”

**Step 2:** Select a submission, click the icon below “Add new review”.

**Step 3:** Leave the reviewer information empty, if reviewed by yourself.
Add New Review on PACIS 2020 Submission 1

To ensure independent and unbiased reviews, EasyChair does not show reviews of other PC members to a PC member who is assigned this paper but did not enter her or his review yet. As a consequence of this policy, if you enter a review and then revise it so that the score changes, the system will show both the original and the revised reviews.

For this reason, please ensure that the first review you enter for the paper is a valid review and not a draft and that the scores you give to the paper are the intended scores. If you revise a review and change the scores, we recommend to add a note for PC members explaining the reason for changing the scores.

Paper and reviewer information

Click on "Add associate" in the upper right corner to add your associate as a reviewer.

Step 4: Provide the review score and comments, and submit the review.

Evaluation

Review Score

Review Comments
Reviewer's confidence

- 5: (expert)
- 4: (high)
- 3: (medium)
- 2: (low)
- 1: (none)

Confidential remarks for the program committee. If you wish to add any remarks intended only for PC members please write them below. These remarks will only be seen by the PC members having access to reviews for this submission. They will not be sent to the authors. This field is optional.

Confidential Remarks

Submit review  Submit the Review
**Check Review Reports and Comments**

**Step 1:** Click “Reviews” -> “All submissions” or “Assigned to me”

**Step 2:** Select a submission, click the icon below “Show reviews”.

**Step 3:** All the review reports, and comments from AEs and TCs are shown as bellow:
Submission

<table>
<thead>
<tr>
<th>Submission:</th>
<th>Leo Liu, A Test Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>File:</td>
<td>![File Icon]</td>
</tr>
<tr>
<td>Current decision:</td>
<td>reject? (probably reject)</td>
</tr>
</tbody>
</table>

Summary of Received Reviews and Comments
Reviews superseded by other reviews are shown in the grey color in the table. All times are GMT.

<table>
<thead>
<tr>
<th>Date</th>
<th>PC member</th>
<th>Reviewer</th>
<th>Total score</th>
<th>Reviewer's confidence</th>
<th>Overall evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 8</td>
<td>Leo Liu</td>
<td>Hu</td>
<td>-3</td>
<td>1</td>
<td>-3 (revise)</td>
</tr>
<tr>
<td>Sep 10</td>
<td>Leo Liu</td>
<td></td>
<td>0</td>
<td>3</td>
<td>0 (revise)</td>
</tr>
<tr>
<td>Sep 10</td>
<td>Leo Liu</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 10</td>
<td>Leo Liu</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 10</td>
<td>Zhiyong Liu</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reviews and Comments

**Review 1**
- PC member: Leo Liu
- Reviewer: Hu
- Time: Sep 08, 08:14
- Overall evaluation: -3: (strong reject) very good
- Reviewer's confidence: 1: (none)
- Confidential remarks for the program committee: 12345

**Review 2**
- PC member: Leo Liu
- Time: Sep 10, 13:43
- Overall evaluation: 0: (borderline paper) PC review test
- Reviewer's confidence: 3: (medium)
- Confidential remarks for the program committee:

**Comment 1**
- PC member: Leo Liu
- Comment: This is a PC comment
- Time: Sep 10, 12:47

**Comment 2**
- PC member: Leo Liu
- Comment: PC comment 2
- Time: Sep 10, 13:48

**Comment 3**
- PC member: Zhiyong Liu
- Comment: TC comment
- Time: Sep 10, 13:49
Suggest Decisions

Note: The decision suggested by TCs is NOT a final one. Final decision will be made by PCs, with considering the acceptance rates of tracks.

Step 1: Click “Reviews”->“All submissions” or “Assigned to me”
Step 2: Select a submission, click the icon bellow “Show reviews”.

Step 3: Click “change”, beside of current decision.
Step 4: Select a decision, click the button of “Change Decision”.

Explanation of annotations:

(+) - the either a review was delivered or the request was accepted
Reviews and Comments on Submission 2

Submission

<table>
<thead>
<tr>
<th>Submission:</th>
<th>Zy Lui: Test Paper 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>File:</td>
<td>![File Icon]</td>
</tr>
<tr>
<td>Current decision:</td>
<td>(no decision) [change]</td>
</tr>
</tbody>
</table>

There are no reviews or comments on this paper.

To change the decision select a new decision and press the "Change Decision" button below. If you think your decision is final and you want to hide the paper from the view of the PC on the status page tick the "Hide the paper" box.

- ACCEPT
  - accept
  - probably accept
  - no decision
  - probably reject
  - reject

- reject

- reject

Hide the paper: [ ]

[Change Decision] [Cancel]
For Associate Editors (AEs)

Note: Associate Editor is called as *ordinary PC member* in Easychair system.

- Check Submissions Assigned to you

**Step 1:** Login as role of "PC member", in PACIS2021.

**Step 2:** Click "Reviews" -> "Assigned to me"

Step 3: The information of submissions assigned to you will be shown as following:
Reviews of Submissions Assigned to Me

To **add a new review** click on the "add" icon in the table.

To **update a review** click on the column containing the reviewer name.

Explanation of annotations:

(+): the either a review was delivered or the request was accepted

<table>
<thead>
<tr>
<th>#</th>
<th>Submission</th>
<th>Details</th>
<th>Paper</th>
<th>Show reviews</th>
<th>Add new review</th>
<th>Subreviewers</th>
<th>(Update review) subreviewer/PC member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authors</td>
<td>Title</td>
<td>Details</td>
<td>Download</td>
<td></td>
<td></td>
<td></td>
<td>Reviewer Name (AE who invited this Reviewer):</td>
</tr>
<tr>
<td>1</td>
<td>Leo Liu. A Test Paper</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hu (Liu)</td>
</tr>
</tbody>
</table>

---

**Invite Reviewers**

**Step 1:** Check the submissions assigned to you, click the icon bellow "Contact subreviewer"

---

Reviews of Submissions Assigned to Me

To **add a new review** click on the "add" icon in the table.

To **update a review** click on the column containing the reviewer name.

Explanation of annotations:

(+): the either a review was delivered or the request was accepted

<table>
<thead>
<tr>
<th>#</th>
<th>Submission</th>
<th>Details</th>
<th>Paper</th>
<th>Show reviews</th>
<th>Add new review</th>
<th>Subreviewers</th>
<th>(Update review) subreviewer/PC member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authors</td>
<td>Title</td>
<td>Details</td>
<td>Download</td>
<td></td>
<td></td>
<td></td>
<td>Reviewer Name (AE who invited this Reviewer):</td>
</tr>
<tr>
<td>1</td>
<td>Leo Liu. A Test Paper</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hu (Liu)</td>
</tr>
</tbody>
</table>

**Step 2:** Input the information of reviewer, modify and send the invitation email.
Step 3: Confirm the content of invitation email, then send the email.

Selected Submissions

<table>
<thead>
<tr>
<th>#</th>
<th>Authors</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Zhi Liu</td>
<td>Test Paper 2</td>
</tr>
</tbody>
</table>

Confirm the invitation email, then send it.
Check Reviewer Status

Step 1: Click "Reviews" -> "Subreviewers"

Step 2: Reviewer status is shown as following:

My Review Requests

Using this page you can monitor your work with subreviewers.
To make a new review request, click on "New request".
To view all review requests for a submission click on the submission number.
To view the history of a request or edit information on it click on the status of the request.
● **Review by Yourself (AE)**

**Note:** AEs are **NOT** supposed to review paper by themselves. AEs can express opinions by providing comments (Refer to **Check Review Reports and Comments**). This function is introduced just in case that you can not get enough review reports.

**Step 1:** Check the submissions assigned to you, click the icon bellow “Add new review”

**Step 2:** Leave the reviewer information empty, if reviewed by yourself.

### Add New Review on PACIS 2020 Submission 1

To ensure independent and unbiased reviews, EasyChair does not show reviews of other PC members to a PC member who is assigned this paper but did not enter her or his review yet. As a consequence of this policy, if you enter a review and then revise it so that the score changes, the system will show both the original and the revised reviews.

For this reason, please ensure that the first review you enter for the paper is a valid review and not a draft and that the scores you give to the paper are the intended scores. If you revise a review and change the scores, we recommend to add a note for PC members explaining the reason for changing the scores.

**Paper and reviewer information**

Click on “Add associate” in the upper right corner to add your associate as a reviewer.

- **Title:** A Test Paper
- **Authors:** Leo Liu
- **PC member:** Leo Liu
- **Subreviewer:** (Leave empty if reviewed by yourself)
  - **First name:**
  - **Last name:**
  - **Email address:** Leave empty
**Step 3:** Provide the review score and comments, and submit the review.

**Evaluation**

**Overall evaluation:** Please provide a detailed review, including a justification for your scores. Both the score and the review text are required.

- 3: strong accept
- 2: accept
- 1: weak accept
- 0: borderline paper
- -1: weak reject
- -2: reject
- -3: strong reject

**Review Score**

**Review Comments**

**Reviewer’s confidence:**

- 5: (expert)
- 4: (high)
- 3: (medium)
- 2: (low)
- 1: (none)

**Confidential remarks for the program committee:** If you wish to add any remarks intended only for PC members please write them below. These remarks will only be seen by the PC members having access to reviews for this submission. They will not be sent to the authors. This field is optional.

**Confidential Remarks**

Submit the Review
Check Review Reports and Comments

Step 1: Check the submissions assigned to you, click the icon below “Show reviews”.

Reviews of Submissions Assigned to Me

To add a new review click on the "add" icon in the table.

To update a review click on the column containing the reviewer name.

Explanation of annotations:

(+): The either a review was delivered or the request was accepted

<table>
<thead>
<tr>
<th>#</th>
<th>Submission</th>
<th>Details</th>
<th>Show reviews</th>
<th>Add new review</th>
<th>Subreviewers</th>
<th>(Update review) subreviewer/PC member</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Leo Liu. A Test Paper</td>
<td>Download</td>
<td>Show reviews</td>
<td>+ (+) Hu Liu</td>
<td>Reviewer Name (AE who invited this Reviewer)</td>
<td></td>
</tr>
</tbody>
</table>

Check Review reports

Hu (Liu)
Step 2: All the review reports, and comments from AEs and TCs are shown as bellow:

<table>
<thead>
<tr>
<th>Step 2: All the review reports, and comments from AEs and TCs are shown as bellow:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission</td>
</tr>
<tr>
<td>Submission: Leo Liu, A Test Paper</td>
</tr>
<tr>
<td>File:</td>
</tr>
<tr>
<td>Current decision: reject? [probably reject]</td>
</tr>
</tbody>
</table>

Summary of Received Reviews and Comments
Reviews superseded by other reviews are shown in the grey color in the table. All times are GMT.

<table>
<thead>
<tr>
<th>date</th>
<th>PC member</th>
<th>subreviewer</th>
<th>Total score</th>
<th>Reviewer's confidence</th>
<th>Overall evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review 1</td>
<td>Sep 8</td>
<td>Leo Liu</td>
<td>Hu</td>
<td>-3</td>
<td>1</td>
</tr>
<tr>
<td>Review 2</td>
<td>Sep 10</td>
<td>Leo Liu</td>
<td></td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Comment 1</td>
<td>Sep 10</td>
<td>Leo Liu</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment 2</td>
<td>Sep 10</td>
<td>Leo Liu</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment 3</td>
<td>Sep 10</td>
<td>Zhiyong Liu</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reviews and Comments

**Review 1**
- PC member: Leo Liu
- Reviewer: Hu
- Time: Sep 08, 08:14
- Overall evaluation: -3: (strong reject)
  very good
- Reviewer’s confidence: 1: (none)
- Confidential remarks for the program committee: 12345

**Review 2**
- PC member: Leo Liu
- Time: Sep 10, 13:43
- Overall evaluation: 0: (borderline paper)
  PC review test
- Reviewer’s confidence: 3: (medium)
  Confidential remarks for the program committee:

**Comment 1**
- PC member: Leo Liu
- Comment: This is a PC comment
- Time: Sep 10, 12:47

**Comment 2**
- PC member: Leo Liu
- Comment: PC comment 2
- Time: Sep 10, 13:48

**Comment 3**
- PC member: Zhiyong Liu
- Comment: TC comment
- Time: Sep 10, 13:49

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26 / 32
• Provide Recommendations (AE Comments)

Note: AE comments can be also seen by PCs and TCs, which will provide them references to make decisions.

Step 1: Check the submissions assigned to you, click the icon bellow “Show reviews”.

Reviews of Submissions Assigned to Me

To add a new review click on the “add” icon in the table.

To update a review click on the column containing the reviewer name.

Explanation of annotations:

(+) - the either a review was delivered or the request was accepted

Step 2: Click “Add comment” at the right column, or move to the bottom of this page.
Your comments will be added here, just bellow the review reports.

Add Comment

Please type your comments in the area below. Your comments will only be visible to PC members having access to this paper. Comments entered in EasyChair are used for discussing papers and are not visible to the authors.
For Reviewers

- Accept Review Invitation

Step 1: Check your email, a typical invitation email is as following:

Dear Leo,

I am a PC member of PACIS 2020. Could you please write a review for me on the following paper submitted to PACIS 2020:

--------------------

Paper id: 2
Title: Test Paper 2
--------------------

The instructions on how to answer this review request can be found at the bottom of this letter.

I need to receive the review by ...

If you cannot review this paper, could you please suggest names and email addresses of 2-3 possible reviewers?

Best regards,
Zhiyong Liu <leolzy@dlut.edu.cn>

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This email was sent to you by the PACIS 2020 PC member Zhiyong Liu in connection with a review request.

To answer this review request, please log in to your EasyChair account associated with address legendEmail.com, and you will find the review request either under the Alert menu tab, or by following links EasyChair -> My Conferences -> PACIS 2020.

Step 2: Log in Easychair system with your account, which is registered with this email address. (If you do not have an account, register it following the instructions in “Create Your Own Account in Easychair” under “For All Users”.)

Step 3: Check and answer the review request.

Note: Do not forget to answer the invitation first!
Review Request

Zhiyong Liu requested you to review the following submission for PACIS 2020.

To accept or decline this request or to write to Zhiyong Liu click on “Answer request”.

Even if your review is ready, to submit this review you should answer the request first.

Submission Information

<table>
<thead>
<tr>
<th>Paper 2</th>
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</thead>
<tbody>
<tr>
<td>Title: Test Paper 2</td>
</tr>
<tr>
<td>Paper: ? (Oct 07, 08:15 GMT)</td>
</tr>
<tr>
<td>Track: Test Track 1</td>
</tr>
<tr>
<td>Author keywords: Test 1, Test 2</td>
</tr>
<tr>
<td>Abstract: Test</td>
</tr>
<tr>
<td>Submitted: Sep 06, 07:17 GMT</td>
</tr>
<tr>
<td>Last update: Sep 06, 07:17 GMT</td>
</tr>
</tbody>
</table>

Emails

Below you will find the email exchange between you and Zhiyong Liu concerning this paper. All times are GMT.

Dear Leo,

I am a PC member of PACIS 2020. Could you please write a review for me on the following paper submitted to PACIS 2020:

--

Paper Id: 2
Title: Test Paper 2

Review Request Accepted

To submit your review use the menu in the upper right corner.

The review request has been registered as accepted. Zhiyong Liu will be notified about your decision by email.
Submit Review Reports

**Step 1:** Log in EasyChair system with your account.

**Step 2:** Choose the conference of “PACIS 2021”, and the role of “subreviewer”.

![PACIS 2020 (subreviewer)](image)

**My Review Requests for PACIS 2020**

The table below shows all your review requests. To work with a request, click on a submission number.

<table>
<thead>
<tr>
<th>#</th>
<th>title</th>
<th>PC member</th>
<th>track</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Test Paper 2</td>
<td>Zhiyong Liu</td>
<td>Test Track 1</td>
</tr>
</tbody>
</table>

**Review Request**

Zhiyong Liu &lt;laoliuzy@dlut.edu.cn&gt; requested you to review the request previously.

Submit Review

**Submission Information**

<table>
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<tr>
<td><strong>Submitted:</strong> Sep 08, 07:17 GMT</td>
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<tr>
<td><strong>Last update:</strong> Sep 08, 07:17 GMT</td>
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</tbody>
</table>
**Step 3:** Provide the review score and comments, and submit the review.

**Evaluation**

- **Review Score**
  - 3: strong accept
  - 2: accept
  - 1: weak accept
  - 0: borderline paper
  - -1: weak reject
  - -2: reject
  - -3: strong reject

- **Review Comments**

- **Reviewer’s confidence**
  - 5: (expert)
  - 4: (high)
  - 3: (medium)
  - 2: (low)
  - 1: (none)

*Confidential remarks for the program committee.* If you wish to add any remarks intended only for PC members please write them below. These remarks will only be seen by the PC members having access to reviews for this submission. They will not be sent to the authors. This field is optional.

**Confidential Remarks**

- **Submit review**

Submit the Review