Easy Chair Instructions
(to submit project papers and review other students' papers)

Set up an Account
First, you will need to set up an account (username and password). Go to http://www.easychair.org/conferences/?conf=gsrcece2015.

This link will bring up a login page for the course (Figure 1). Select on the link at the bottom to set up an account.
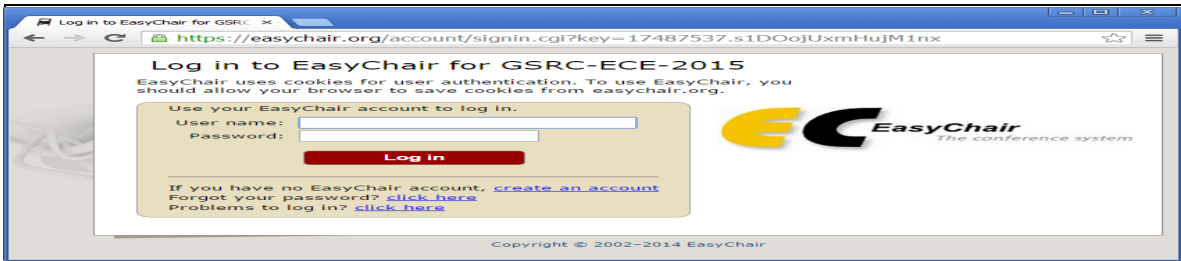

Figure 1. The login page of Easy Chair for GSRC-ECE-2015

This will take you to a new page (Figure 2). Select the link to obtain an account.
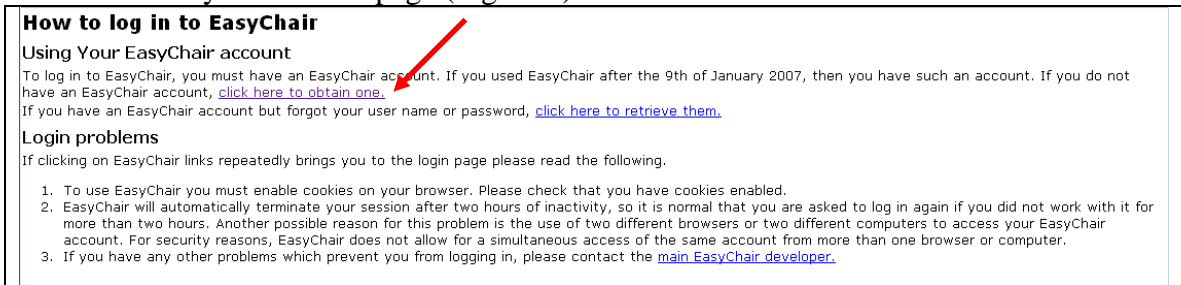

Figure 2. Obtain an account

You will then be directed to a page where you will enter in your information (Figure 3). You will need to do an image recognition test and enter your name, secret word and email address.
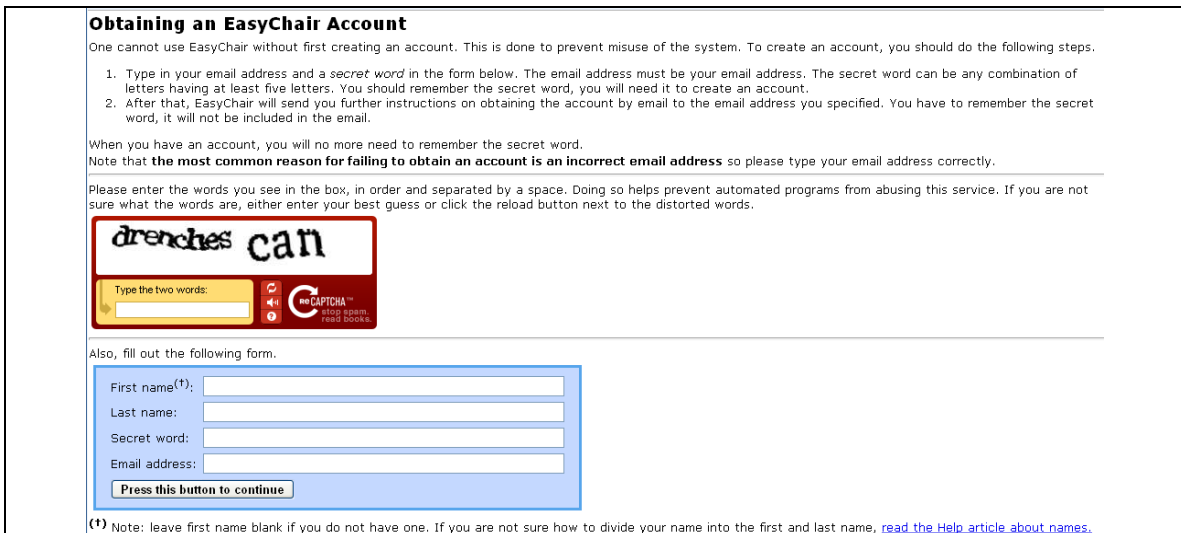

Figure 3. Enter information to set up an account

You will receive an email that looks similar to Figure 4. Follow the link in the message to create an actual account on Easy Chair (username and password).
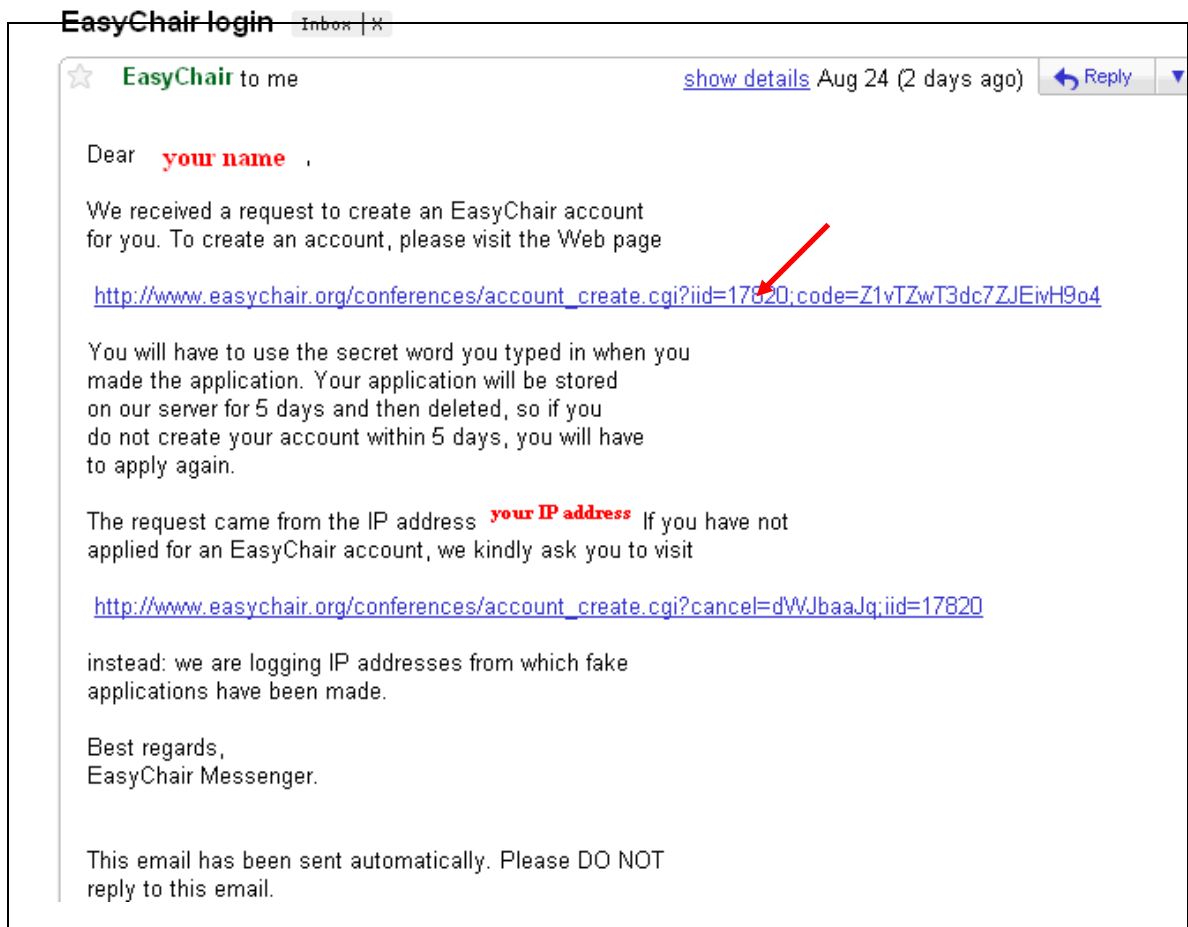

Figure 4. Login Email

Submitting a Paper

Go to the link https://easychair.org/conferences/?conf=gsrcece2015. and enter your login information. This will take you to the main page (Figure 5a). Along the top of the page is a menu. You can view a list of previous submissions by selecting Overview. To see specific information on the previous papers submitted (e.g., the authors, abstract, time of submission) select any identified papers across the top of the menu (e.g., Paper_1 on the menu). The CSCI1106_0 link provides information about the course (see Figure 5b) and EasyChair menu item allows you to view the settings and go to your account information (see the drop-down menu in Figure 5b).

Figure 5. Main Page and Menu Items

To make a submission, first select New Submission and select the appropriate module and class section (Figure 6). Press Continue.

Figure 6. Select the module and class section for the paper

You will then be directed to the submission page. First fill in the correspondence information (Figure 7). Use the Department of ECE Address and Fax Number:

Department of Electrical and Computer Engineering ,
1455 de Maisonneuve Blvd. West, EV05.139
Montréal, Québec,
Canada, H3G 1M8

Fax: (+1) 514-848-2802

Figure 8. Author Information

Enter the title of the paper and the abstract (Figure 9). You can copy and paste your abstract from your actual paper into the text box.

Figure 9. Paper Information

Enter at least two key words that describe your paper (Figure 10). For example, for the Dreamweaver module you might enter "Web Site" and "Design".
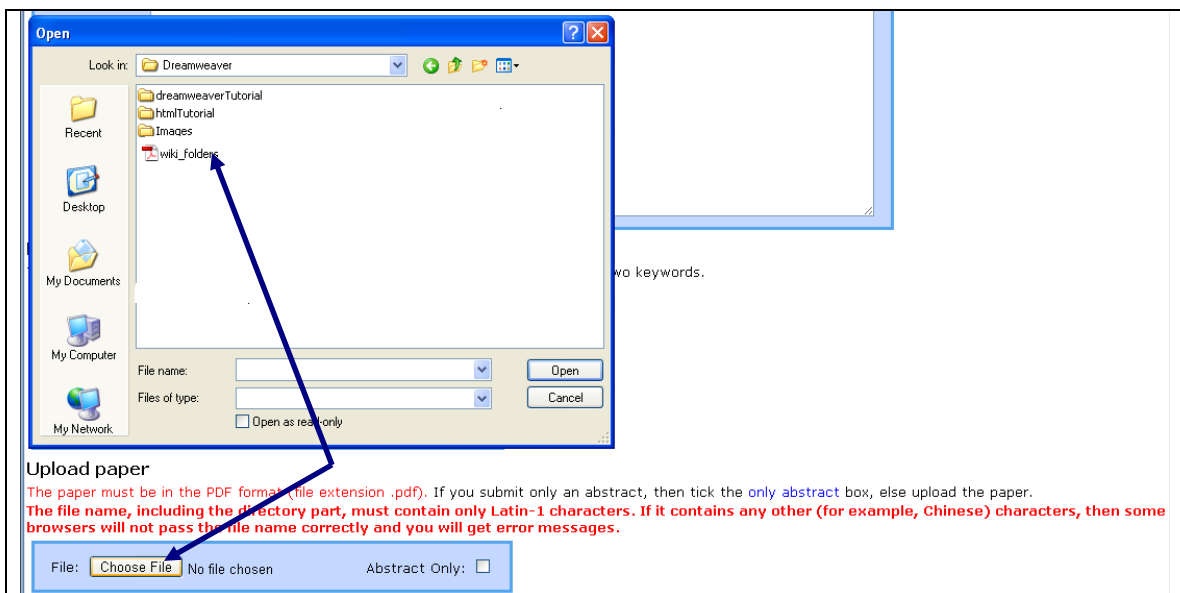
Figure 10. Keywords

Finally, you will need to submit the actual paper (Figure 11). Your submitted paper must be in PDF format. Select Choose File and a file dialog box will appear. Select the paper you want to upload to the site.

Figure 11. Upload your paper (in PDF format)

Once the paper has been received by the site, you can submit your paper and the information by pressing the Submit Paper button at the bottom of the page (Figure 12).

Figure 12. Submit the Paper

The corresponding author will receive an email confirming the submission.

To Review Papers

In addition to doing a paper for each module, you will have to do individual reviews of other students' papers. You will use Easy Chair for this purpose as well. First, you will receive an email requesting you to review a paper (Figure 13). It will contain the authors' names of the paper and the title. As well, there will be a link to follow in the email. If you are not already signed into Easy Chair you will have to sign in using your login information.
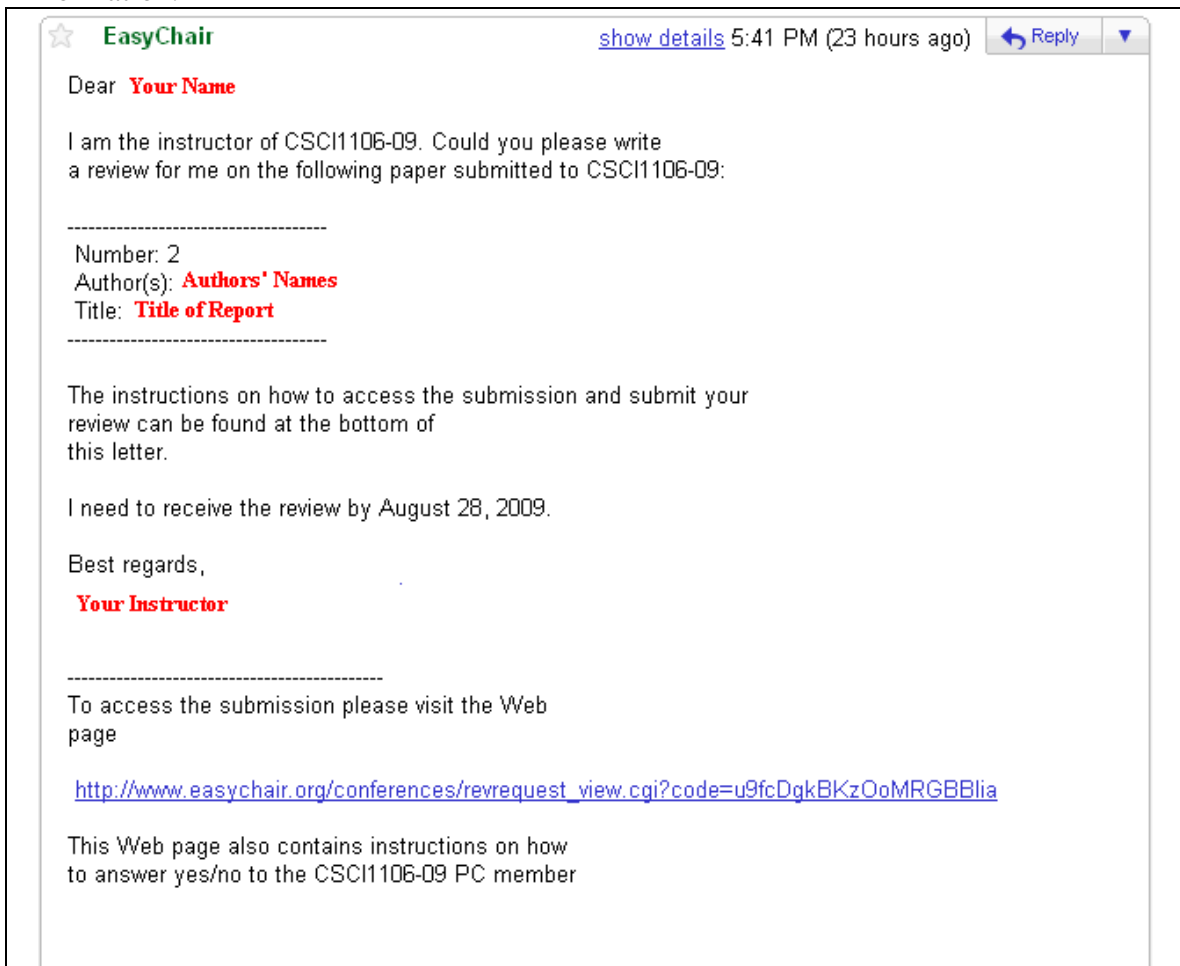
Figure 13. Email request to do the review

You will then be directed to a review home page. Here the detailed information of the paper you are to review will be displayed (title, keywords and abstract) (Figure 14). Also, at the bottom of the page all email correspondences related to the review are included. On the page, in the top right-hand corner there are two options: Download submission and Answer Request. Select Answer Request.

Figure 14. Review Page

You need to indicate that you will do the review. In the text box, write "I will do the review", and then select "I agree to review the submission" (Figure 15). Once you send the message, an email will be sent to yourself and your instructor.

Figure 15. Answer the Request

After you send the message you will be returned to the review home page. In the top right-hand corner there will be two options: Download submission and Download review form (Figure 16).

Figure 16. Review Options

Select Download submission (get the paper to review). A file dialog box will appear you can then select the directory that you want to download the paper into (Figure 17) and press Save.

Figure 17. Download the paper

Next, download the review form (Figure 18). Select the directory to save the file and press Save.
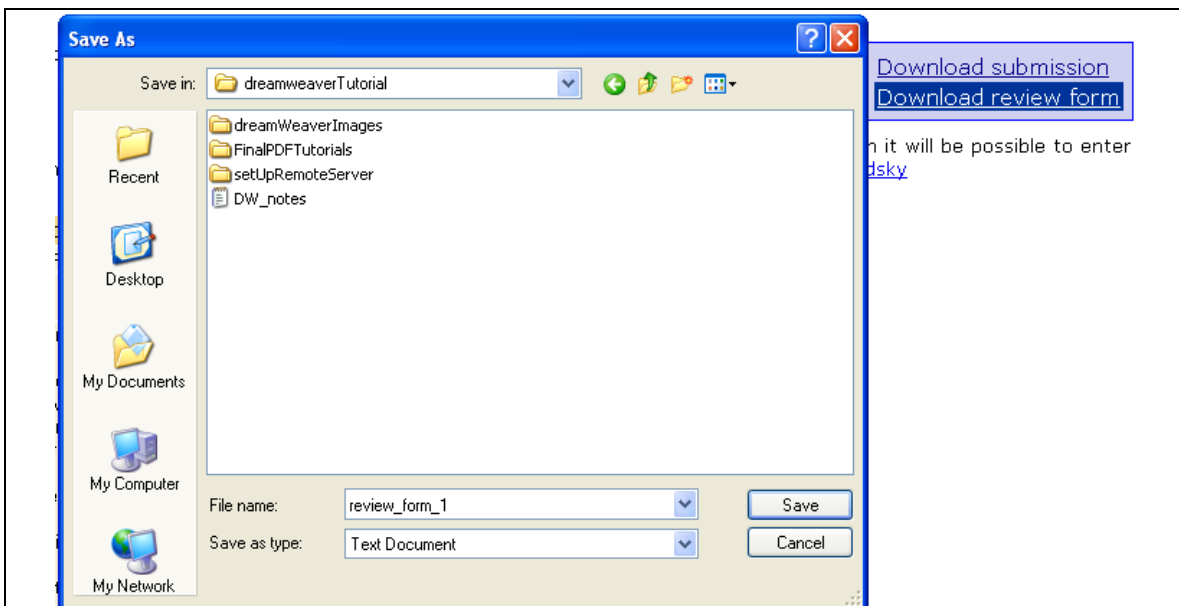
Figure 18. Download the Review Form

The form is a text file (Figure 19). You can either open it in Notepad or in Word but after adding the review to the form, save it as a text document (.txt).

```
---------------------------------------------------------------
--- For your convenience, this form can be processed by EasyChair
--- automatically. You can fill out this form offline and then
--- upload it to EasyChair. Several review forms can be uploaded
--- simultaneously. You can modify your reviews as many times as
--- you want.
--- When filling out the review form please mind
--- the following rules:
--- (1) Lines starting with --- are comments. EasyChair will
---       ignore them. Do not start lines in your review with ---
---       as they will be ignored. You can add comments to the
---       review form or remove them
--- (2) Lines starting with *** are used by EasyChair. Do not
---       remove or modify these lines.
---------------------------------------------------------------
*** REVIEW FORM ID: 261885::149063
*** SUBMISSION NUMBER: 1
*** TITLE:  Paper Title

*** AUTHORS: Author1, Author2
*** PC MEMBER: Instructor's Name
---------------------------------------------------------------
*** REVIEW:
---   Please provide a detailed review, including justification for
---   your scores. This review will be sent to the authors unless
---   the PC chairs decide not to do so. This field is required.




---------------------------------------------------------------
*** REMARKS FOR THE PROGRAMME COMMITTEE:
---   If you wish to add any remarks for PC members, please write
---   them below. These remarks will only be used during the PC
---   meeting. They will not be sent to the authors. This field is
---   optional.

---------------------------------------------------------------
```
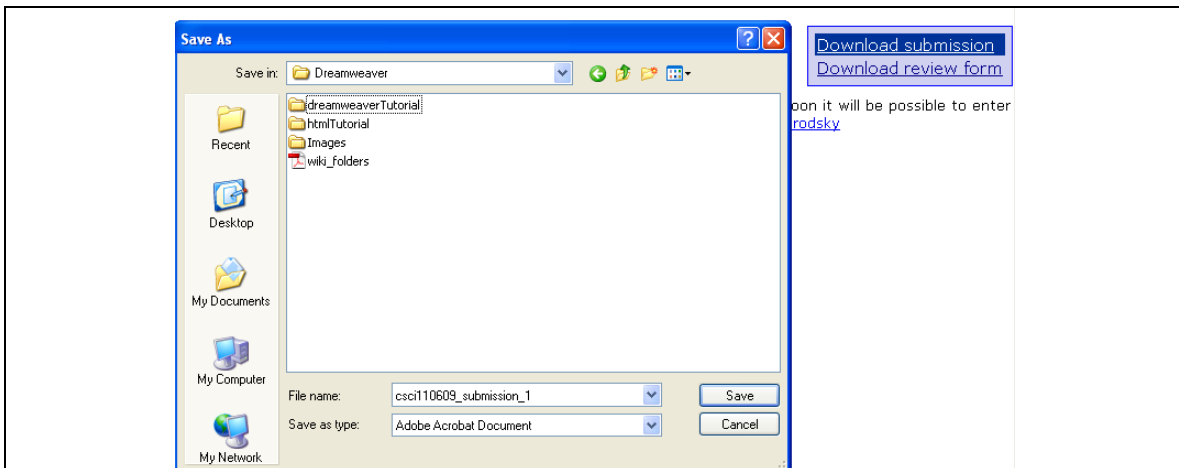
Figure 19. The Review Form

There are seven areas on the form that you need to fill in (the review itself, the overall evaluation grade, the reviewer's confidence level, the presentation grade, the analysis grade, the soundness grade and the discussion grade). You should refer the guidelines for the project review in your notes for more details on the specifics of the review content.

The Review
Under the Review use the guidelines for writing a review and enter it here (Figure 20).

```
*** REVIEW:
---   Please provide a detailed review, including justification for
---   your scores. This review will be sent to the authors unless
---   the PC chairs decide not to do so. This field is required.


Your review goes here
```

Figure 20. Where to enter your review

Overall Evaluation

Next, you will enter your overall evaluation of the paper (Figure 21). To decide on an overall evaluation grade, you should consider how you graded the paper based on the presentation, analysis, soundness and discussion (see below for a description of these attributes). In this case consider that:

> 3 represents an excellent paper
> 2 represents a good paper
> 1 represents a fair paper
> 0 represents an poor paper
> -1 represents a fail paper

```
--- In the evaluations below, uncomment the line with your
--- evaluation or confidence. You can also remove the
--- irrelevant lines
*** OVERALL EVALUATION:

---   3 ((A) Excellent paper)
---   2 ((B) Good paper)
---   1 ((C) Fair paper)
---   0 ((D) Poor paper)
---  -1 ((F) Fail)
```

Figure 21. Overall Evaluation

When you have decided what overall evaluation to give, you need to uncomment your choice (delete the three dashes "---") and delete the other choices in the review document (see Figure 22).

```
--- In the evaluations below, uncomment the line with your
--- evaluation or confidence. You can also remove the
--- irrelevant lines
*** OVERALL EVALUATION:

 2 ((B) Good paper)
```

Figure 22. The Overall Evaluation Grade after the other choices have been removed

Reviewer's Confidence

Next enter the Reviewer's Confidence (Figure 23a). This has to do with how knowledgeable the reviewer is on the paper topic. You should consider yourself a "4". Make sure you uncomment your choice and delete the other options (Figure 23b).

```
*** REVIEWER'S CONFIDENCE:

---   4 (expert)
---   3 (high)
---   2 (medium)
---   1 (low)
---   0 (null)
```

23. a) Reviewer's Confidence Choices

```
*** REVIEWER'S CONFIDENCE:

 4 (expert)
```

23. b) Reviewer's Confidence Grade after the other choices have been removed

23. Reviewer's Confidence

Presentation

Next you will grade the paper on its Presentation (Figure 24a). Again, once you have made your choice, uncomment your choice and delete the others (Figure 24b). When grading the presentation consider: is the paper well-written, spell-checked, grammatically sound, understandable, well-formatted, includes proper citations, etc.

```
*** PRESENTATION: from 1 (lowest) to 5 (highest)

---  5 (excellent)
---  4 (good)
---  3 (fair)
---  2 (poor)
---  1 (fail)
```

Figure 24. a) Presentation Choices

```
*** PRESENTATION: from 1 (lowest) to 5 (highest)

3 (fair)
```

24. b) Presentation Grade after the other choices have been removed

Figure 24. Presentation

Analysis

You will also grade the authors' analysis in the paper (Figure 25a), uncomment your choice, and delete the others (Figure 25b). The analysis refers to how the authors analyzed the proposed approaches. You should consider: are the assumptions and justifications of the approaches clearly described; does the reasoning behind the justifications make sense; are there any issues that were not accounted for based on the authors' assumptions and justifications?

```
*** ANALYSIS: from 1 (lowest) to 5 (highest)

---  5 (excellent)
---  4 (good)
---  3 (fair)
---  2 (poor)
---  1 (fail)
```

Figure 25. a) Analysis Choices

```
*** ANALYSIS: from 1 (lowest) to 5 (highest)

4 (good)
```

25. b) Analysis Grade after the other choices have been removed

Figure 25. Analysis

Soundness

You will grade the paper based on the soundness of the paper (Figure 26a). Then you need to uncomment your choice and delete the other choices (Figure 26b). To grade the soundness of the paper (the soundness of the proposed solution/s), consider: do the proposed solutions work as intended? How does the working project compare to the description in the paper.

```
*** SOUNDNESS: from 1 (lowest) to 5 (highest)

---  5 (excellent)
---  4 (good)
---  3 (fair)
---  2 (poor)
---  1 (fail)
```

Figure 26. a) Soundness Choices

```
*** SOUNDNESS: from 1 (lowest) to 5 (highest)

5 (excellent)
```

26. b) Soundness Grade after the other choices have been removed

Figure 26. Soundness

Originality

Next you will give the paper's originality a grade (Figure 27a). Then uncomment your choice and delete the other choices (Figure 27b). When considering the originality consider how novel or ingenious the solution(s) are. For example, an approach that was described during the tutorial is less novel than one that the authors developed by themselves. Of course, if the approach does not work, this takes away from the originality.

```
*** ORIGINALITY: from 1 (lowest) to 5 (highest)

---  5 (excellent)
---  4 (good)
---  3 (fair)
---  2 (poor)
---  1 (fail)
```

Figure 27. a) Originality Choices

```
*** ORIGINALITY: from 1 (lowest) to 5 (highest)

4 (good)
```

27. b) Originality Grade after the other choices have been removed

Figure 27. Originality

Discussion

The last attribute you will need to grade is on how well the discussion was in the paper (Figure 28a). Again, uncomment your choice and delete the other choices once you have decided the grade (Figure 28b). To grade the discussion consider: did the authors mention related work, and did they discuss possible improvements or further work in the outlook section. A clear separation between facts and interpretations is desired.

```
*** DISCUSSION: from 1 (lowest) to 5 (highest)

---  5 (excellent)
---  4 (good)
---  3 (fair)
---  2 (poor)
---  1 (fail)
```

Figure 28. a) Discussion Choices

```
*** DISCUSSION: from 1 (lowest) to 5 (highest)

3 (fair)
```

28. b) Discussion Grade after the other choices have been removed

Figure 28. Discussion

Submitting the Review

Once you have finished your review, save it (**as a text file**) and email it to your instructor. There is an email link embedded in the web page (Figure 29). In the future you may be able to submit your reviews directly to Easy Chair. In this case, your instructor will provide you with instructions.

Figure 29. Email your Review to your Instructor

Declare: This file was created by the Conference CSCI1106. Some modification are made for ECE GSRC-2015.