

<u>Step-by-step guide for reviewers</u>

1. Registration:

- Click on the "Submit Your Paper" button.
- If you have an account, log in. Otherwise, click on "Register" and fill in the required information.
- Ensure to select the "Reviewer" title and choose keywords based on your expertise.
- Double-check all details and click "Register."

2. Confirmation:

- Upon successful registration, a confirmation message will appear.
- You'll receive an email confirming your reviewer registration.

3. Logging In:

• Go to the login page and enter your credentials to log in.

4. Accessing Submissions:

- Click on "All Submissions" to view papers assigned to you.
- Wait for the system to assign a paper to you.

5. Reviewing:

- Once a paper is assigned, it will appear under "All Submissions," and you'll receive an email notification.
- Click on the paper to review it.
- Follow the set of reviewer comments and questions provided.
- In the recommendations section, accept, reject, or suggest revisions.
- Add any additional comments for editors or authors.

6. Submission:

- After thoroughly reviewing the paper, click "Submit Review."
- A confirmation message will appear, and you'll receive an email confirming the submission.

7. Further Assistance:

• For any questions or feedback, visit the "Contact" page to reach the conference team.

8. Conclusion:

• Thank you for your contribution, and we look forward to seeing you at the conference. Stay safe until then.