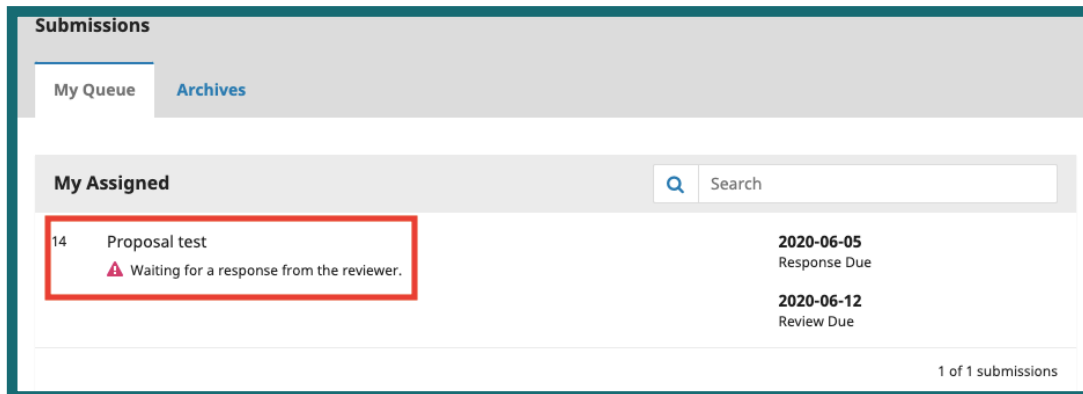


# Proposal review

## Step by step

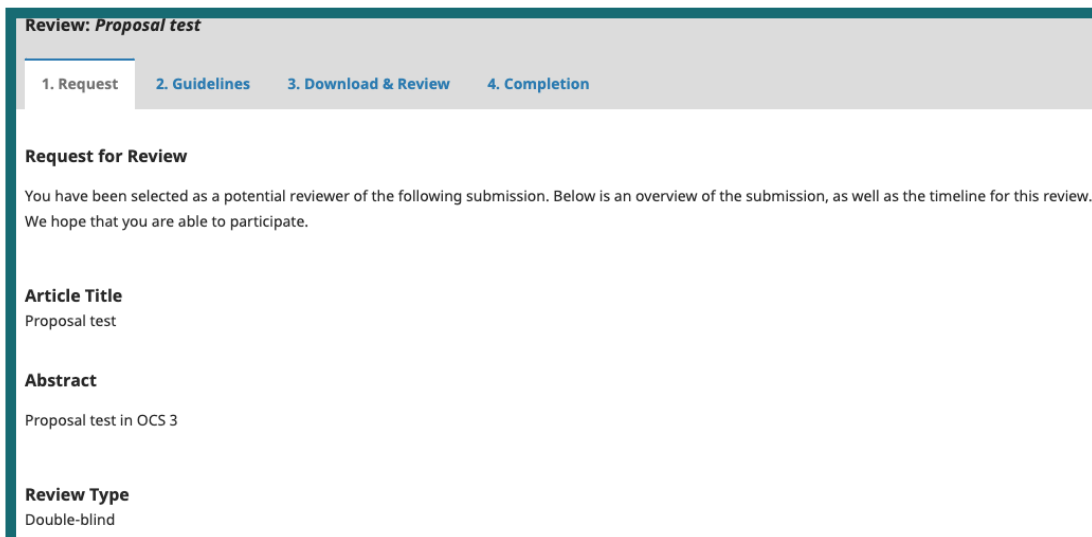
In order to review a proposal you must have a “reviewer” role assigned to you by the conference’s director. Then, you need to login in the conference site and proceed with the following steps.

1 Click on the title of the submission to which you have been assigned as “reviewer”.



The screenshot shows a web interface for 'Submissions'. At the top, there are tabs for 'My Queue' and 'Archives'. Below this is a section titled 'My Assigned' with a search bar. A single submission is listed with the ID '14' and the title 'Proposal test'. A red box highlights the submission title and a warning icon with the text 'Waiting for a response from the reviewer.'. To the right of the submission, there are two dates: '2020-06-05 Response Due' and '2020-06-12 Review Due'. At the bottom right of the submission list, it says '1 of 1 submissions'.

2 Next, you’ll be able to review the paper’s metadata and the deadlines related to the review.



The screenshot shows a detailed view of a submission titled 'Review: Proposal test'. At the top, there is a progress bar with four steps: '1. Request', '2. Guidelines', '3. Download & Review', and '4. Completion'. The 'Request for Review' section is active and contains the following information: 'You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.', 'Article Title: Proposal test', 'Abstract: Proposal test in OCS 3', and 'Review Type: Double-blind'.

[View All Submission Details](#)

### Review Schedule

2020-05-15

Editor's Request

2020-06-05

Response Due Date

2020-06-12

Review Due Date

[About Due Dates](#)

3 After that, you must confirm whether you will or will not perform the review by clicking on the policy statement box and “Accept review continue to step 2” button

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

**Accept Review, Continue to Step #2** **Decline Review Request**

4 After that, you should read the instructions for the review that the event organizer has established and click on “Continue to step 3”.

**Review: Proposal test**

1. Request   2. Guidelines   3. Download & Review   4. Completion

**Reviewer Guidelines**

**Continue to Step #3** **Go Back**


5

Now you can access the files available for review

**Review: Proposal test**

1. Request   2. Guidelines   3. Download & Review   4. Completion









**Review Files** Q Search

|   |   |              |               |
|---|---|--------------|---------------|
|  3-1 | <b>Proposal Text, proposal test.pdf</b> | May 15, 2020 | Proposal Text |
|---|---|--------------|---------------|









6

Fill the review form available by clicking on the icon.

**Review**  
Enter (or paste) your review of this submission into the form below.

  **B** *I* U      Upload 

*For author and editor*

  **B** *I* U      Upload 

*For editor only*

7 Upload additional files when needed.

**Upload**  
Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

**Reviewer Files** Q Search **Upload File**

*No Files*

8 Before you finish, select a recommendation for the paper, and click on “Submit review to director”

**Recommendation**  
Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

✓ Choose One

- Accept Submission
- Revisions Required
- Resubmit for Review
- Resubmit Elsewhere
- Decline Submission
- See Comments