Tutorial for Track Chairs

1) General Information

This document is intended to give you an overview of the most important functions of the WI submission system for the review process. For detailed information please have a look at the ConfTool Documentation or ask the support team (wi23@uni-paderborn.de).

2) Login Information

Track Chairs are already registered to the WI submission system (https://www.conftool.com/wi23/). You should have received the login details by e-mail. If you have lost your login details, they can be obtained through the links right of the login text fields (“Forgotten your user name?” and “Forgotten your password?”).

3) Viewing Submissions and Assigning AEs

After logging in you have the option to view all submissions for your track under the menu “Manage Submissions and Reviews” → “List of Submissions”. Clicking on the Contribution itself, you have the option to get further information about each contribution. With the Button “Assign Associate Editors” you have the option to assign Associate Editors to specific contributions.

Assign Associate Editors (AE)

On this page you can assign program committee (PC) members and reviewers to the selected contribution. The reviewing phase has not started, yet. It begins 24th Mar 2023, 12:00:00am CET.

Furthermore, you have the option to set conflicts. Be aware that AEs don’t get notified by the system about their assignment. Therefore, we recommend you notify all AEs via Mail about their assignments and process them further.
4) Setting Status

Via the menu “Results of the Reviewing Procedure & Decision About Acceptance” you can set the status (e.g. “in review”) for each submission in your track.

5) Viewing Reviews & Accepting or Rejecting

Clicking on a specific contribution either via the “List of Submission” or the “Results of the Reviewing Procedure & Decision About Acceptance” menu Track Chairs can see all details of the reviews of specific contributions.
By clicking on “Edit Status” Track Chairs can make their final decision about acceptance or rejection. E-mails about rejection or acceptance are sent out via Bulk-Emails from the WI-Organizers to the Authors on the following specific deadlines:

- 24\textsuperscript{th} of March 2023 → Fast & Constructive Reports
- 26\textsuperscript{th} of May 2023 → Information to Authors
- 30\textsuperscript{th} of June 2023 → Final Decision to Authors

Please make sure that before the deadlines \textbf{the correct status is set} for all submissions.