

## Instructions for HICSS-43 Minitrack Chairs

Please read all instructions carefully **PRIOR** to logging on.

Each person who uses the PCS system will have one account and one password for all roles that they play in the conference. As a Minitrack Chair, you will manage the process of reviewing the papers submitted to your minitrack. You may also be an author or a reviewer. If you wish to submit a paper to your own minitrack, a “minitrack” entitled “Minitrack Chair Papers” has been set up within each track. Any minitrack chair wishing to submit to their own minitrack must submit their paper to this “minitrack” so that the Track Chair will manage its reviews.

One minitrack chair from each minitrack is appointed the “Primary” (minitrack chair designated as the primary contact). All other co-chairs are assigned as “Secondary”. Both “Primary” and “Secondary” chairs can assign reviewers.

As a Minitrack Chair, you are responsible for assigning reviewers to the submissions to your minitrack, for monitoring the progress of the reviews (and prompting late reviewers), and for submitting your own decision for each submission.

### Primary and Secondary Reviewers

Primary Reviewer (Minitrack chair assigned as Primary Contact):

- For minitracks with multiple co-chairs: This person will see "Submissions to Coordinate".
- Primary reviewer will see three columns on their “reviewing home page” showing reviews that have been completed and those that have not.

The Primary Reviewer is expected to:

1. Check each paper to make sure it conforms to the HICSS format (i.e., double-column, single-spaced, no more than 10 pages including references, tables, etc.)
2. Read each paper and decide if the paper fits their minitrack parameters or if it should be transferred to a different minitrack. (To transfer, you must make this request via rajib@ or hicss@hawaii.edu)
3. Assign a minimum of 3 external reviewers. (Minitrack co-chairs may not act as external reviewers.)
4. Follow up with reviewers who have not submitted a review as Aug 1 nears.
5. The Decision Phase becomes active on Aug 1. (To make a Decision you must Edit your Report, Click on the A-AM or R button in the MTC Decision Section, and click Submit.) Remember: You must Submit your Final Decision by Aug 15. You must be very diligent about specifying changes that are required for the A-M submissions. The System emails Decisions to authors on Aug 16.
6. Reread any A-M submission that was “Accepted with Mandatory Changes” to ensure required changes were done, and record as in #5 above by Sept 10. Authors must submit to the publication site by Sept 15.

Secondary (All other co-chairs for the particular minitrack):

Co-chairs will see the minitrack submissions on their reviewing home page under the heading “Submissions to Review”. They will be able to assign reviewers for each submission.

## LOGGING ON

1. Log on to <https://precisionconference.com/~hicss> as the HICSS-43 Submission and Review Site. Use your User ID and Password that is still active from last year's account. If you have forgotten your login information, or if you are a new minitrack chair, then
  - ☞ Click "Look It Up Here" – Enter the address at which you received this email. Do not use any other email address. This is what you must do as this year's minitrack chair, even if you did not have an account last year.
2. After logging on, click on "Reviews in progress" at the top-right of the page (if you are not already on that page). Then click on "Review for HICSS-43 (as PC member)".

## Viewing Submissions

Scroll to the right most edge of the page to become familiar with all the columns. You can sort the information on any of the columns provided by clicking on the column heading. After you click the header a red arrowhead will appear to allow you to select the direction of the sort

Minitrack Chairs and Co-chairs can do this:

- ☞ Click on the title of the paper to see a submission.
- ☞ Click "See reviews" beside the submission to see the reviews.
- ☞ Click "See your submissions in spreadsheet format". On this spreadsheet page, Click "Download" to import the data into Excel onto your own machine. Return to your main reviewing page by clicking on "reviewingHome" in the upper-right corner on the menu bar.


To see a submission, return to the previous page, then scroll down to "Submissions to Coordinate (as minitrack chair)" or to "Submissions to Review (as minitrack co-chair)"


- ☞ Click on a "submission title" to see an abstract, a link to the pdf of the submission, including file(s) uploaded with the submission.
- ☞ Click on "Manage reviewers" to add, to remove, or to assign reviewers to a submission. The next page will show the following information:
  - Title
  - Author
  - Contact information
  - Show more information
- ☞ Click on "See reviews" to see the reviews submitted so far. This link is inactive if no reviews have been submitted.
- ☞ Click on "Submit your report" to submit your own report on a submission. This is typically your summary of the reviews, and will be seen by the authors. Note:

you may return to edit your decision up to the Review Deadline. (Please consider this Aug 14, because you must record Final Decisions by Aug 15.) Decision notices will be emailed automatically by PCS on August 16.


### **Assigning and Managing Reviewers**


Note: You may wish to contact reviewers ahead of time. HICSS recommends you do this as early as possible. When the paper is assigned, you will have the opportunity to personalize the email message sent to that particular reviewer. Make sure you have their first and last name and the correct email address available, since the system will require you to enter this information.

 Click on "Manage reviewers" beside the submission. Enter the reviewer's name in the "Name" box.


 Click "Assign" – If the person you have listed is currently in the system, you will see the review request letter that you can personalize. The system may return with “There is no exact match for <”reviewer name”> in the database, but here is a close match (if any). Please select a person from the list below or “register a new person” or see a list of the volunteers (reviewers)” or “return to the original page”


If you click on “Register a New Person” you will need to provide first and last name and email address for that reviewer.

 Click "Register and assign this person" – Next, you'll see an email message that will be sent to the person. You can edit that message to personalize it. Then, when ready:

 Click "Send the notification" at the bottom of the page.

### Removing Reviewers


 Click "Manage reviewers" beside the submission. Enter the reviewer's full name in the "Name" box.

 Click "Unassign"


### Monitoring Reviews

The columns to the left of each submission show how many reviews have been done, and how many have been assigned. You can click on “Manage reviewers” to see the individual reviews. You can sort these columns by clicking on column titles.

#### To see reviewing information on each reviewer

 Click the person's name to see papers that have been assigned

### Emailing Reviewers

 Click "Send email to your own reviewers"

Use the "To" box to send to all of your reviewers, to all of your finished reviewers, or to all of your unfinished reviewers.



Click "Send Email" at the bottom of the page when your message is ready.

In summary, this Review Page will enable you to:

- Assign Reviewers
- Send email to your Reviewers.
- Download all submitted reviews of your minitrack's submissions.
- See your minitrack submissions in spreadsheet format.
- Edit your email templates.
- Submit Your Report (i.e. your summary of the reviews for a particular submission)

To return to your personal account



Click "myHome" on the right side of the titlebar.

## LOGGING OUT



Click "logout" on the right side of the titlebar.

Thank you for your time and effort to make HICSS such a successful conference. Please let Rajib Subba know [rajib@hawaii.edu](mailto:rajib@hawaii.edu) and/or the HICSS office [hiccs@hawaii.edu](mailto:hiccs@hawaii.edu) if you encounter any problems during the Review or Decision phases of this online process.