PCS Instructions for all HICSS-47 Minitrack Chairs

Please read all instructions carefully PRIOR to logging on.

We thank you in advance for your time and effort in making HICSS such a successful conference. If you encounter any problems during the Review or Decision phases of this online process please let the thayanan@hawaii.edu or hiccs@hawaii.edu know.

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. However, if you wish to submit a paper to your own minitrack, a section 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 special section. The Track Chair will then manage the refereeing process for these papers. Papers authored by minitrack chairs in this process are limited to (1) for your half-day minitrack, and (2) for your full-day.

If you wish to submit to another minitrack, please submit as normal.

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 Minitrack Chair

One minitrack chair from each minitrack is appointed the “Primary” contact. Only this person will see the “Submissions to Coordinate” as three columns on their “reviewing home page”. This view will show all complete and incomplete reviews in the mintrak.

All other co-chairs are assigned as “Secondary” Chair/Reviewer. Both “Primary” and “Secondary” chairs can assign reviewers and work cooperatively on the evaluations. Also, the Primary Chair/Reviewer should:

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 the minitrack parameters. If it should be transferred to a different minitrack you must make this request to thayanan@hawaii.edu or hiccs@hawaii.edu
3. Assign a minimum of 3 external reviewers. (Minitrack co-chairs may not act as external reviewers.)
4. We suggest follow up with reviewers who have not submitted by July 27.

Only the Primary can record Decisions. The Decision Phase becomes active for you to use on Thursday, Aug 1. Remember: You must record and Submit your Final Decision by Aug 15. The System will email Decisions to authors on Aug 16.

5. Record a Decision. To do so, go to “Edit your Report” and then
   Click on the A or AM or R button in the MTC Decision Section, and
Click Submit.
For A-M submissions, you must re-read as the revised paper is re-submitted to ensure that the paper is acceptable (or not), and then you must change decision as “A” or “R” – giving the author time to submit their Final paper by Sept 15.

Secondary Minitrack Chair (All other co-chairs for the particular minitrack):
These 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. They cannot record a decision, but should let the Primary Chair know their recommendation in “Submit the Review”.

Primary and Secondary Views
The Primary minitrack chair has administrative access to view all the authors on all submitted papers in their minitrack.* If a Primary chair wishes to give a co-chair specific views of individual submissions, please send an email to thayanan@hawaii.edu or hicss@hawaii.edu to allow a Secondary such access.

* The Track Chair has such a view for all minitracks in the Track.

LOGGING ON
1. Log on to https://precisionconference.com/~hicss as the HICSS-47 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, then
   Click “Look It Up Here” (It is very important that you use only the email address as you find it in the system, as it is linked to your review account as a minitrack chair/subcommittee member. Using another email address will create problems. IF you did not have an account last year, then
   Create your own account” – Enter the address at which you receive this PCS minitrack instructions email. Do not use any other email address.

   Please notify thayanan@hawaii.edu or hicss@hawaii.edu if your email needs to be changed.

2. After logging on, click on "reviews in progress" at the top-right of the page (unless you are not already on that page). Then click on "Review for HICSS-47 (as PC member)".

Viewing Submissions
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.

Scroll to the right most edge of the page to become familiar with all the columns.
   Click “See your submissions in spreadsheet format”
   Click ‘Download reviews of your minitrack chair and minitrack co-chair submissions” to import the data into Excel on to your own machine.
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 a “Submission title” to see an abstract, a link to the pdf of the submission, including file(s) uploaded with the submission.

☞ Click "Manage reviewers" – to add, remove, or assign reviewers to a submission. A window will open with the following information:
- Title
- Author
- Contact information
- Show more information

☞ Click “Show more information” to see track and minitrack assigned, and a link to the actual submission. (Note: If the file does not immediately open, you may need to manually open Acrobat Reader.)

☞ Click "See reviews" to see the reviews submitted so far. This link is inactive if no reviews have been submitted.

☞ Click "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 of August 14. You must record the Final Decisions by Aug 15. Decision notices to authors will be emailed by this system automatically on August 16.

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.

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. The system will require you to enter this information if the reviewer does not already have an account in the system.

☞ 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. When ready:
Click "Send the notification" at the bottom of the page.

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".
On the next page, you can use the "To" box to send to the committee (all minitrack chairs and co-chairs of HICSS-47), 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.

Removing Reviewers – this is your responsibility, as reviewers either decline or ignore the request to review within a timeframe that you determine
Click "Manage reviewers" beside the submission. Enter the reviewer's full name in the "Name" box.
Click "Unassign"

**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 reviews for a particular submission)

To return to your personal account
Click "myHome" on the right side of the title bar.

**LOGGING OUT**
Click "logout" on the right side of the title bar.

Please let thayanan@hawaii.edu or hiccs@hawaii.edu know of your concerns during the Submissions, Review or Decision phases of this online process.