

Measuring Behavior 2018

Instructions for symposia chairs



How to chair the review process

1. Go to <https://easychair.org/conferences/?conf=mb2018>
2. If necessary, either create a login using the e-mail address that you have used to correspond to the conference organisation with, or link that e-mail to your existing easy chair account (EasyChair | My Account (Left-hand menu), Email addresses (right-hand menu)).
3. Select the role of track chair for your symposium
4. You will see a list of submissions, including the column Reviewer. If the value for that column is 'Yes', the author has agreed to review other papers in the conference. You can see their e-mail address by clicking on the blue (i) button (Information column). Take a note of their e-mail addresses.
5. Click on PC and then 'Add new PC members'. Follow the instructions to either add reviewers one at a time or in bulk. You can add:
 - Anyone you see in step 4 whom you believe is competent to be a reviewer
 - Any colleague whom you believe is competent to be a reviewer and has agreed to review.
6. Go to Assignment | Assignment by Submission (if you're familiar with EasyChair, you can also use one of the other methods)
7. Click on the number of the paper (left column)
8. You will see the list of reviewers you defined in step 5.
 - Select the reviewers you want to review that paper
 - Do not select a reviewer from the same institute or otherwise a close colleague as one of the authors of the paper. Obviously, this also includes reviewing your own paper.
 - Select at least 2 and preferably 3 reviewers per paper
 - Include myself (Andrew Spink) in one or two papers for your session. If you have agreed with Matt and Robyn that they will review, you can also include them as well as or instead of me
 - Repeat for every paper
9. When you are done, go to Assignment | Send to PC and inform the reviewers or send personal e-mails. Include:
 - A link to <http://www.measuringbehavior.org/mb2018/review>, where they can find instructions for reviewers.
 - The instructions are general instructions, not specific for the symposia. Because your speakers have been invited, we can assume that the focus of the review will not be so much accept/decline as more comments to help the authors to focus on the topic of the conference and your symposium and to make sure that the authors comply with the style guide (for the Proceedings). Feel free to mention that to your reviewers when you invite them.
 - The deadline for all reviews is 4th March 2018 (end of day). This cannot be extended as the program committee meets on the 6th & 7th March and (Robyn, Matt and myself) need

to carry out a meta-review on the 5th. That will consist of a) Random sampling of reviews, b) Examination of submissions and their reviews with low scores.

10. The authors will be informed of the program committee's decision with a bulk mailing within a few days of the meeting on the 7th, giving them plenty of time to register before 4th April.