

Dear Reviewer,

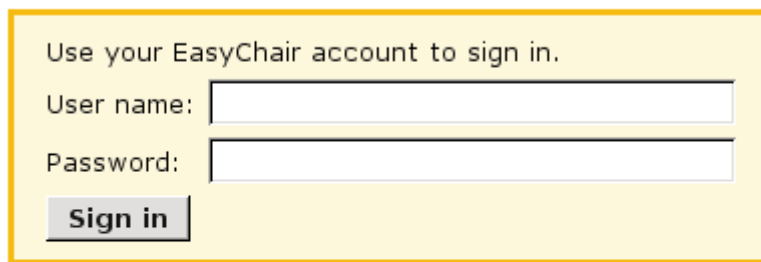
you should have received an email requesting you to review one or more papers for the STeP 2010 conference.

Once again we would like to thank you for your time. This is much appreciated!  
This guide will lead you through the review process.

## 1. Login to the easychair conference system

at: <https://www.easychair.org/login.cgi?a=s066c3903e1a;iid=15898>

### EasyChair Login Page for STeP 2010



Use your EasyChair account to sign in.

User name:

Password:

Note that the submission of new papers for STeP 2010 is closed.  
If you have no EasyChair account, [sign up for an account](#)  
If you have problems to sign in [then click this link](#)

You will see a screen like this:

#### STeP 2010 (chair of track STeP 2010)

[Submissions](#) [Reviews](#) [Status](#) [PC](#) [Events](#) [Email](#) [Administration](#) [STeP 2010](#) [EasyChair](#)

#### STeP 2010 Login for Hubertus Felderer

Hubertus Felderer, welcome to EasyChair! You are logged in as track chair.

This session will expire after two hours of inaction.

If you log in and cannot find information you are looking for, for example, you are a programme committee member but EasyChair only recognises you as a reviewer, then you are not a programme committee member but EasyChair only recognises you as a reviewer. If in the menu above you see only one line and do not see the menu tab "EasyChair", then your browser version is not supported by EasyChair. [Click here](#)

## 2. Go to My Papers

Select from the top menu: *Reviews* → *My papers*

#### STeP 2010 (chair of track STeP 2010)

[Submissions](#) [Reviews](#) [Status](#) [PC](#) [Events](#) [Email](#) [Administration](#) [STeP 2010](#) [EasyChair](#) [Help](#)

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- All papers
- My papers
- Download review forms
- Upload reviews
- Subreviewers
- Delete
- Missing reviews

The paper(s) assigned to you for review will be presented as depicted below:

STeP 2010 (chair of track STeP 2010) [Help](#)  
[Submissions](#) [Reviews](#) [Status](#) [Assignment](#) [PC](#) [Events](#) [Email](#) [Administration](#) [STeP 2010](#) [EasyChair](#)

### Reviews of Submissions Assigned to Hubertus Felderer

[Download these submissions](#)  
[Show abstracts](#)

#### Submissions missing your review

1 Benjamin Tupper and Blubber Blubb, CloudIA  
[Details](#) [PDF](#) [Review form](#) [Add review](#) [Request review](#) [Add comment](#) [Show reviews](#)

### 3. Download the paper and read it

Please use the link “Add review” to get to the review form, as shown below.

### 4. Make your review

Please use the link Add review to get to the review form, as seen below:

STeP 2010 (superchair) [Help](#)  
[Submissions](#) [Reviews](#) [Status](#) [PC](#) [Events](#) [Email](#) [Administration](#) [STeP 2010](#) [EasyChair](#)

### Add New Review on STeP 2010 Submission 1

[Add associate as a subreviewer](#)

To ensure independent and unbiased reviews, the system does not show reviews of other PC members to a PC member who is assigned this paper but did not enter his review yet. As a consequence of this policy, if you enter a review and then revise it so that the score changes, the system will show both the original and the revised reviews.

#### Paper and reviewer information

|                   |                                   |
|-------------------|-----------------------------------|
| <b>Title:</b>     | CloudIA                           |
| <b>Authors:</b>   | Benjamin Tupper and Blubber Blubb |
| <b>PC member:</b> | Frank Doelitzscher                |

*Click on "Add associate as a subreviewer" in the top right corner to add your associate as a subreviewer.*

|   |                                  |                      |
|---|----------------------------------|----------------------|
| <b>Subreviewer</b><br>(leave empty if reviewed by yourself) | <b>First name<sup>(*)</sup>:</b> | <input type="text"/> |
|   | <b>Last name:</b>                | <input type="text"/> |
|   | <b>Email address:</b>            | <input type="text"/> |

(\*) Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the Help article about names.](#)

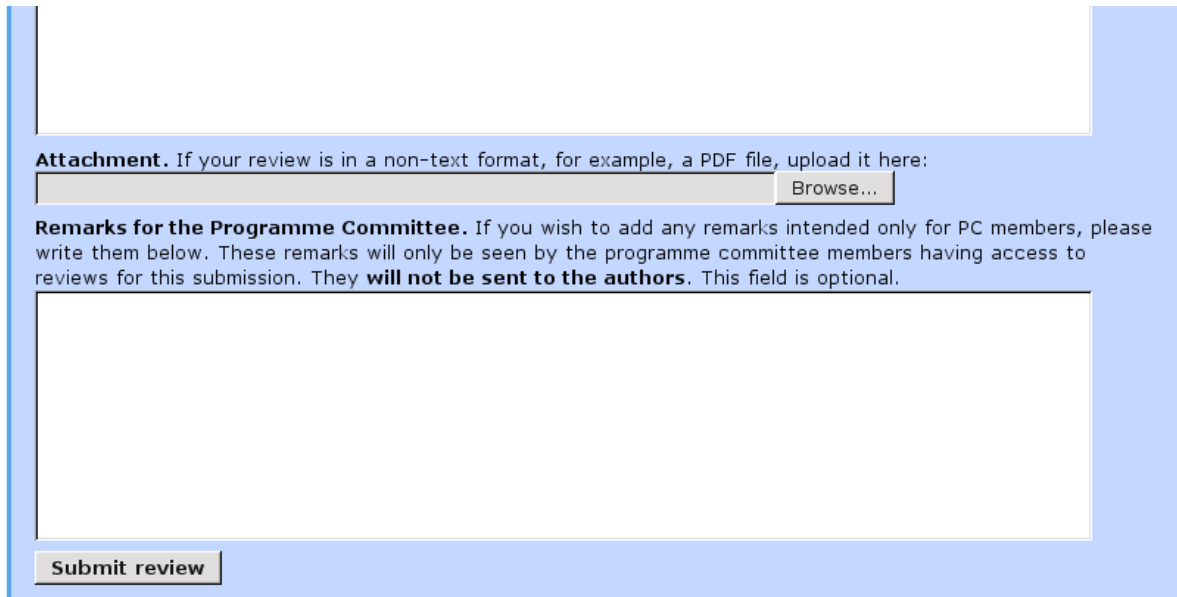
#### Evaluation

| Overall evaluation                        | Reviewer's confidence                   |
|---|---|
| <input type="radio"/> 3 strong accept     | <input type="radio"/> 4 expert          |
| <input checked="" type="radio"/> 2 accept | <input checked="" type="radio"/> 3 high |
| <input type="radio"/> 1 weak accept       | <input type="radio"/> 2 medium          |
| <input type="radio"/> 0 borderline paper  | <input type="radio"/> 1 low             |
| <input type="radio"/> -1 weak reject      | <input type="radio"/> 0 null            |
| <input type="radio"/> -2 reject           |   |
| <input type="radio"/> -3 strong reject    |   |

#### Review

**Review.** Please provide a detailed review, including justification for your scores. This review **will be sent to the authors** unless the PC chairs decide not to do so. This field is required unless you have an attachment.

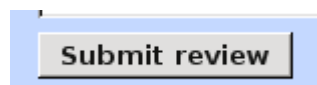
Please fill out the review form. Please also specify reasons which lead to your evaluation result and optionally provide remarks for the Program Committee.



The image shows a screenshot of a web-based review form. The form is enclosed in a light blue border. At the top, there is a large empty rectangular box for text input. Below this box, the text reads: "Attachment. If your review is in a non-text format, for example, a PDF file, upload it here:". Underneath this text is a file upload field with a "Browse..." button. Below the file upload field, the text reads: "Remarks for the Programme Committee. If you wish to add any remarks intended only for PC members, please write them below. These remarks will only be seen by the programme committee members having access to reviews for this submission. They **will not be sent to the authors**. This field is optional." Below this text is another large empty rectangular box for text input. At the bottom left of the form, there is a "Submit review" button.

## 5. Submit your review

Finally use the “Submit review” button to finalize your review.



Thanks again for your time and effort!

If you have any questions, please feel free to contact us at [step2010@hs-furtwangen.de](mailto:step2010@hs-furtwangen.de).