

The reviewing process on easychair

1. Log in at www.easychair.org



EasyChair Log in Pages

Home Log in

Log in to EasyChair

Email address or user name: *

Password: *

Log in

2. Click on “Conferences”



My EasyChair

Conferences CFP Preprints Slides News Alerts EasyChair

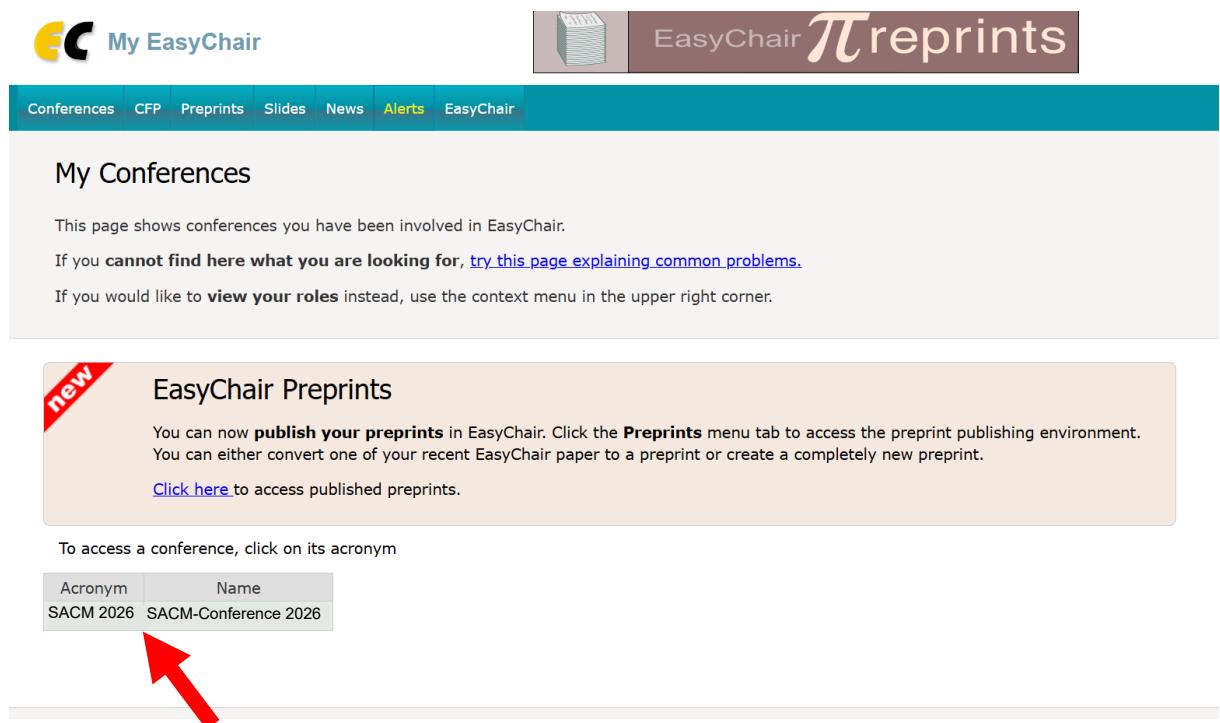
Johanna Burger, Welcome to EasyChair!

To view all your roles, click on "All roles".

Your recent EasyChair roles are shown in the table below. Click on a role to access it.

Conference	Role
SACM 2026	subreviewer / external reviewer

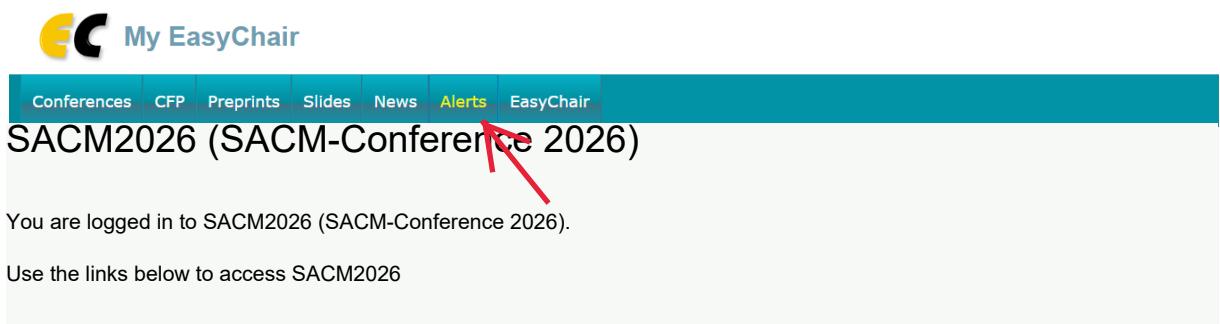
3. Select SACM2026



The screenshot shows the 'My Conferences' page of the EasyChair interface. At the top, there is a banner for 'EasyChair π reprints'. Below the banner, a red 'new' badge is displayed next to the heading 'EasyChair Preprints'. A text block explains that users can now publish their preprints in EasyChair, and provides a link to access published preprints. Below this, a table lists the conference 'SACM 2026' with its acronym 'SACM 2026' and name 'SACM-Conference 2026'. A red arrow points to the 'SACM 2026' entry in the table.

Acronym	Name
SACM 2026	SACM-Conference 2026

4. Click on “Alerts”



The screenshot shows the 'Alerts' page for the SACM2026 conference. The top navigation bar includes 'Conferences', 'CFP', 'Preprints', 'Slides', 'News', 'Alerts' (which is highlighted in yellow), and 'EasyChair'. The main content area displays the conference name 'SACM2026 (SACM-Conference 2026)' in large, bold text. A red arrow points to the conference name. Below the conference name, a message states 'You are logged in to SACM2026 (SACM-Conference 2026)'. A link 'Use the links below to access SACM2026' is provided.

Reviewer

- [subreviewer](#)

CFP

This conference has a call for papers on the EasyChair Smart CFP:

- [view call for papers](#)

5. Reply to requests by clicking on the magnifying glass

Alerts

Alerts are used in EasyChair to attract your attention to something that requires your response. They are normally created as a result of actions of other users. For example, when somebody asks you to make a review, a review request alert will appear in your alerts.

You alerts are shown and explained below. Follow the "view" link to view or respond to them.

If you do not want to respond to an alert, click on its "dismiss" column .

Conference	Alert	Action	View	Dismiss
SACM2026			reply to request	
SACM2026			reply to request	

6. Click on “answer request”



EC SACM2026 (subreviewer)

Review Request

Johanna Burger (johanna.burger@fhgr.ch) requested you to review the following submission for SACM 2026

To accept or decline this request or to write to Johanna Burger click on "Answer request".

Even if your review is ready, to submit this review you should answer the request first.

Answer request

Submission Information

7. Write “accept” and send email

Answer Review Request

To answer the review request you should choose the appropriate action and edit a message to Johanna Burger. The message will be sent by email to Johanna Burger with a copy to you. Only Johanna Burger and you will have access to the text of the message. If you choose not to send the message, Johanna Burger will receive a notification about your decision.

You can choose one of the following actions.

Agree to review

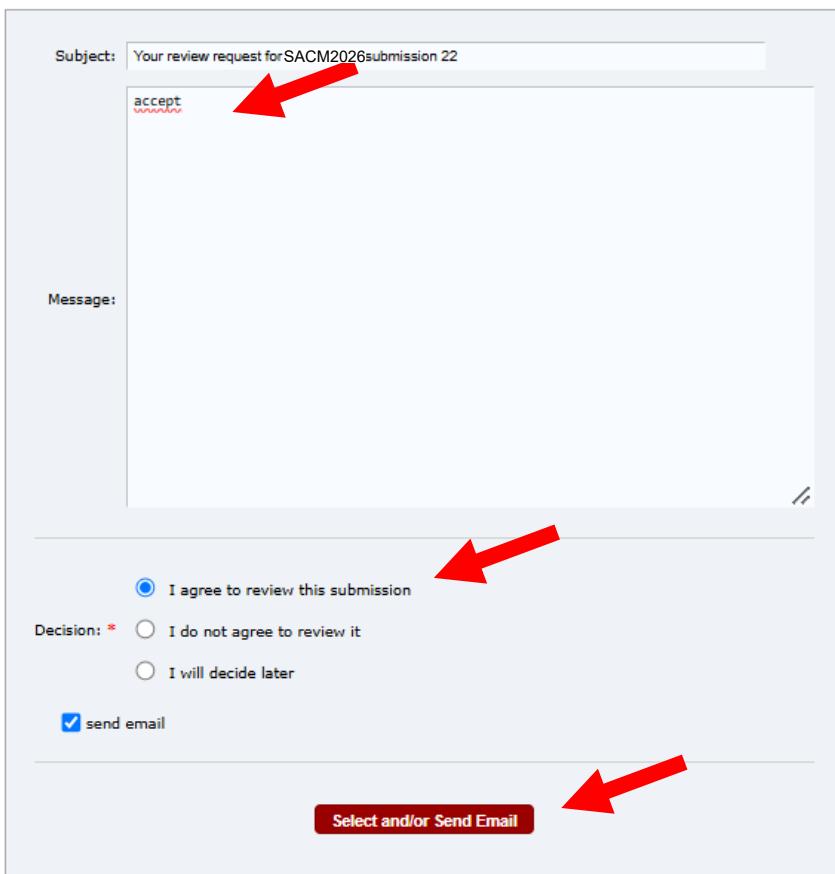
In this case you should select "I agree". The message is optional.

Not agree to review

In this case you should select "I do not agree". The message is optional, however, you may think of suggesting names of other potential reviewers.

Postpone your decision

Select "I will decide later". The message is then required. You can, e.g., ask Johanna Burger for further information in the message.



Subject: Your review request for SACM2026submission 22

accept

Message:

Decision: *

I agree to review this submission

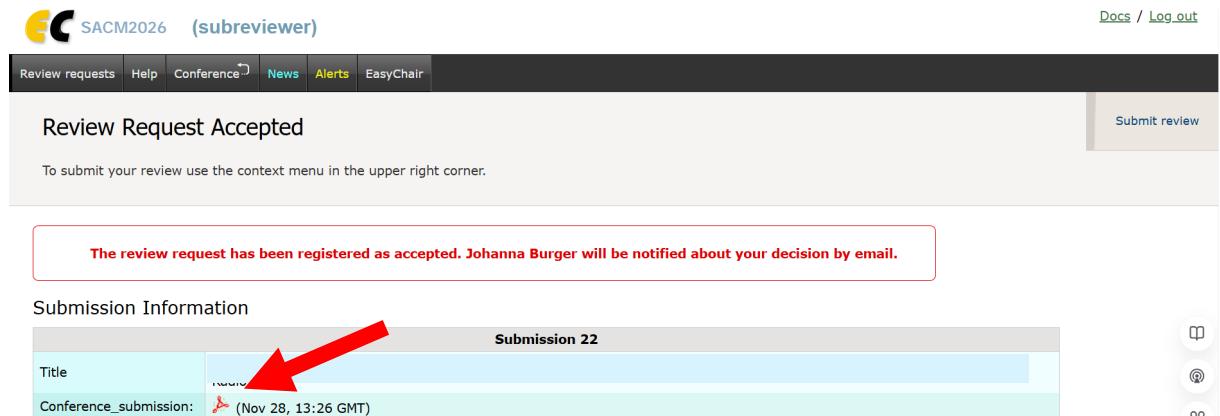
I do not agree to review it

I will decide later

send email

Select and/or Send Email

8. You can now access the PDF by clicking on the Adobe logo



The review request has been registered as accepted. Johanna Burger will be notified about your decision by email.

Submission Information

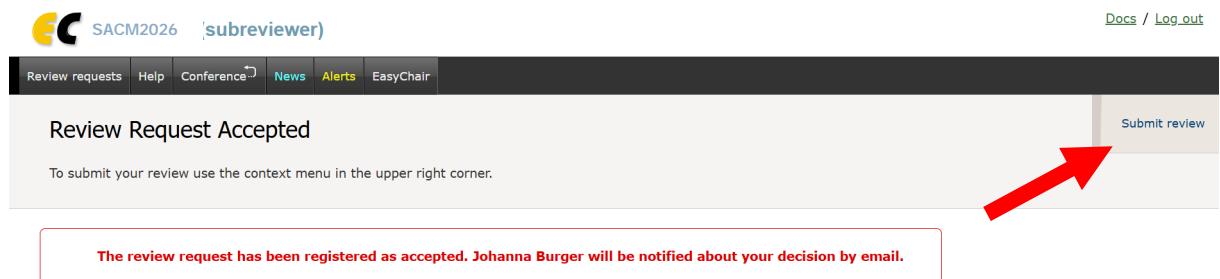
Submission 22

Title:  (Nov 28, 13:26 GMT)

Conference_submission:  (Nov 28, 13:26 GMT)

Submit review

9. Finally, you can “submit your review”



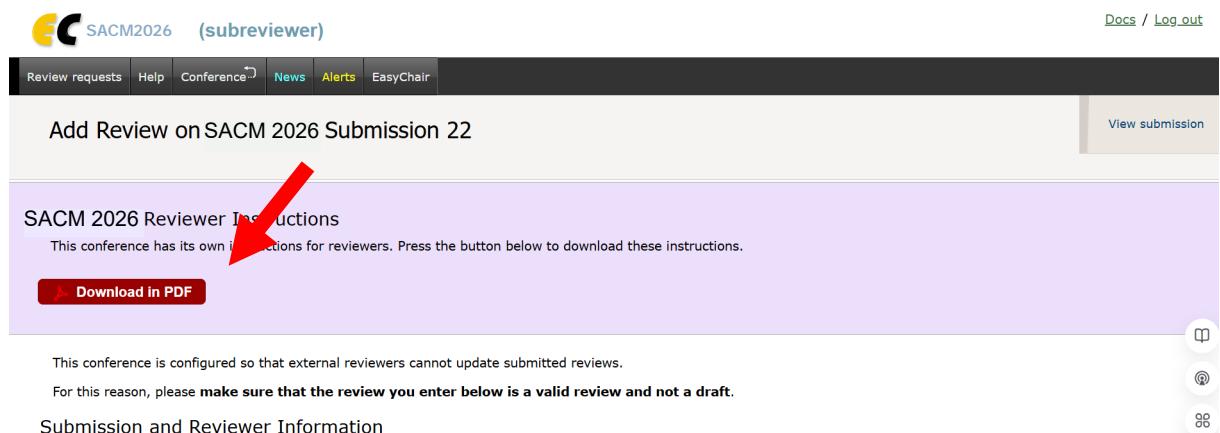
The review request has been registered as accepted. Johanna Burger will be notified about your decision by email.

Review Request Accepted

To submit your review use the context menu in the upper right corner.

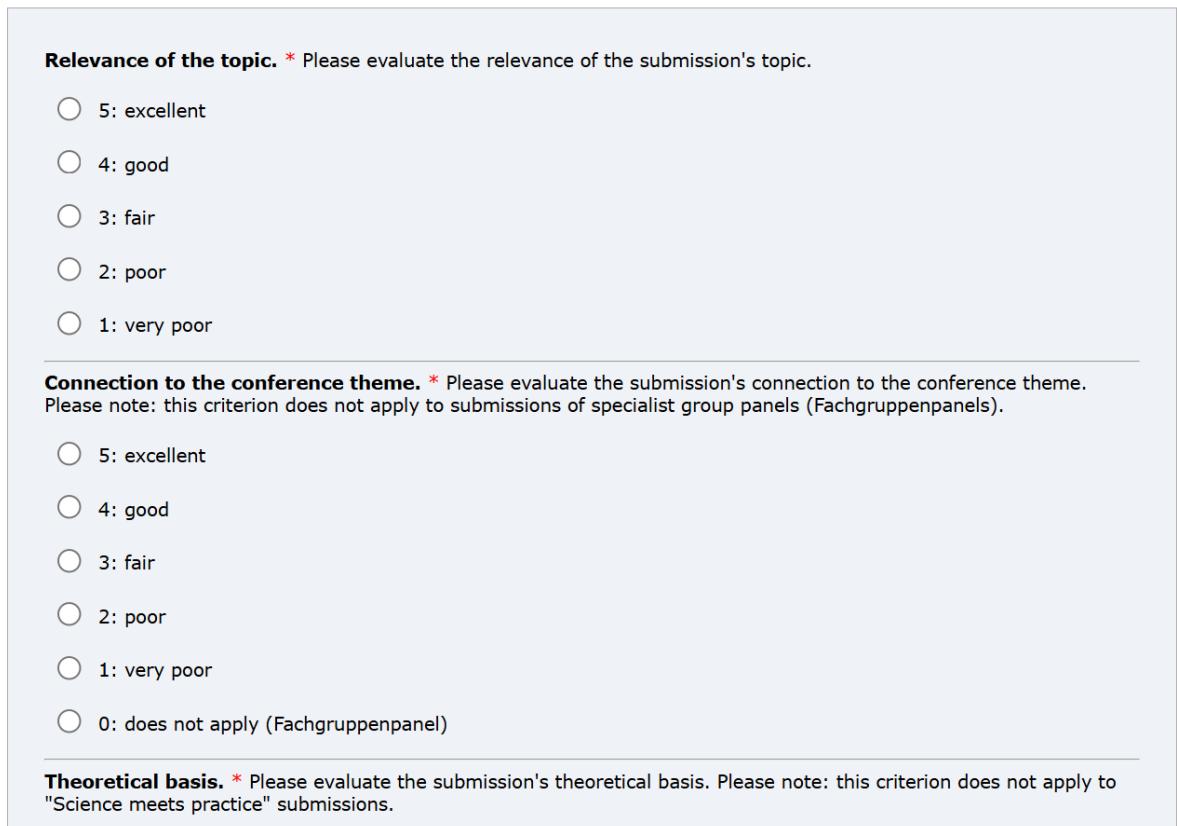
Submit review

Here, you will find the reviewer instructions...



The screenshot shows a web-based review system for SACM 2026. At the top, there is a navigation bar with links for 'Review requests', 'Help', 'Conference' (with a dropdown arrow), 'News', 'Alerts', and 'EasyChair'. On the right of the bar are 'Docs / Log out' and 'View submission' buttons. Below the bar, the title 'Add Review on SACM 2026 Submission 22' is displayed. A red arrow points to a button labeled 'Download in PDF' under the heading 'SACM 2026 Reviewer Instructions'. A note below the button states: 'This conference has its own instructions for reviewers. Press the button below to download these instructions.' To the right of the note are icons for a printer, an envelope, and a magnifying glass. Below the instructions, a note says: 'This conference is configured so that external reviewers cannot update submitted reviews. For this reason, please make sure that the review you enter below is a valid review and not a draft.' At the bottom of the screenshot, there is a section titled 'Submission and Reviewer Information' with a small icon to its right.

... and the reviewer form for your review.



The screenshot shows a review form with three evaluation sections:

- Relevance of the topic.** * Please evaluate the relevance of the submission's topic.
A list of radio buttons for rating: 5: excellent, 4: good, 3: fair, 2: poor, 1: very poor.
- Connection to the conference theme.** * Please evaluate the submission's connection to the conference theme.
Please note: this criterion does not apply to submissions of specialist group panels (Fachgruppenpanels).
A list of radio buttons for rating: 5: excellent, 4: good, 3: fair, 2: poor, 1: very poor, 0: does not apply (Fachgruppenpanel).
- Theoretical basis.** * Please evaluate the submission's theoretical basis. Please note: this criterion does not apply to "Science meets practice" submissions.

Thank you and let us know if you have any questions:
sgkm2026.linguistik@zhaw.ch