


## The reviewing process on easychair

1. Log in at [www.easychair.org](http://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  EasyChair  $\pi$ reprints

Conferences CFP Preprints Slides News Alerts EasyChair

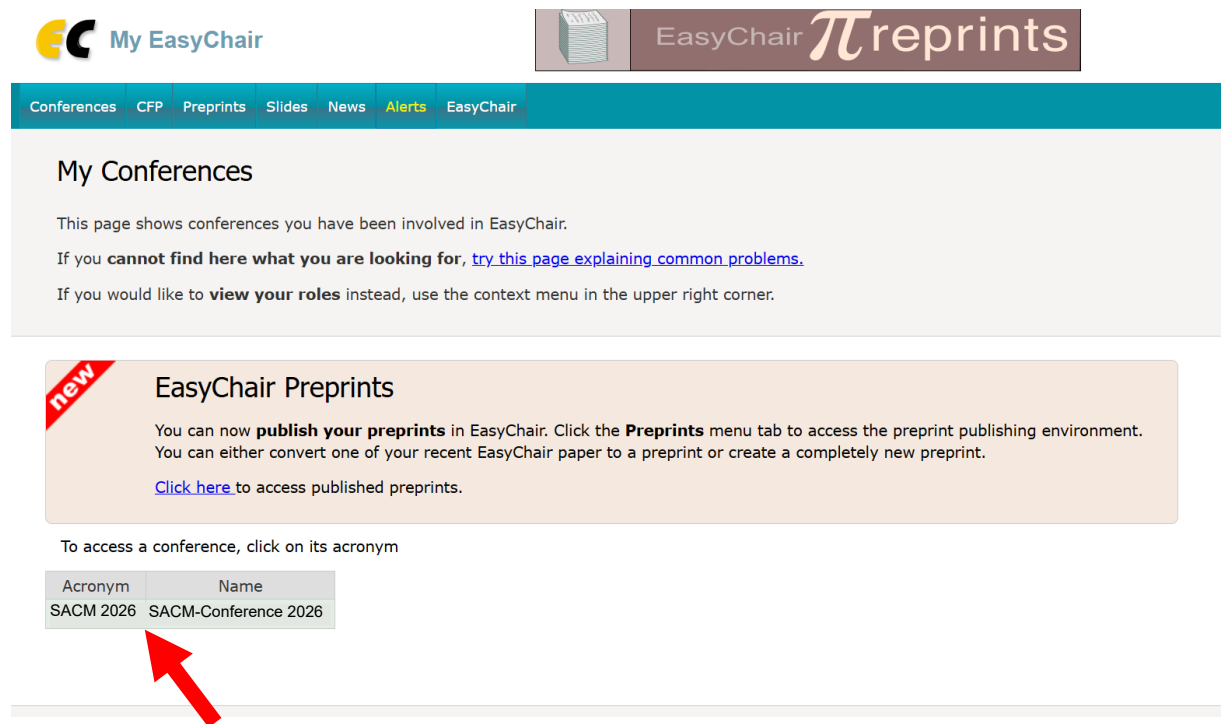
Johann Burger, Welcome to EasyChair!

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	<a href="#">subreviewer / external reviewer</a>

### 3. Select SACM2026



**My Conferences**

This page shows conferences you have been involved in EasyChair.

If you **cannot find here what you are looking for**, [try this page explaining common problems](#).

If you would like to **view your roles** instead, use the context menu in the upper right corner.

**EasyChair Preprints**

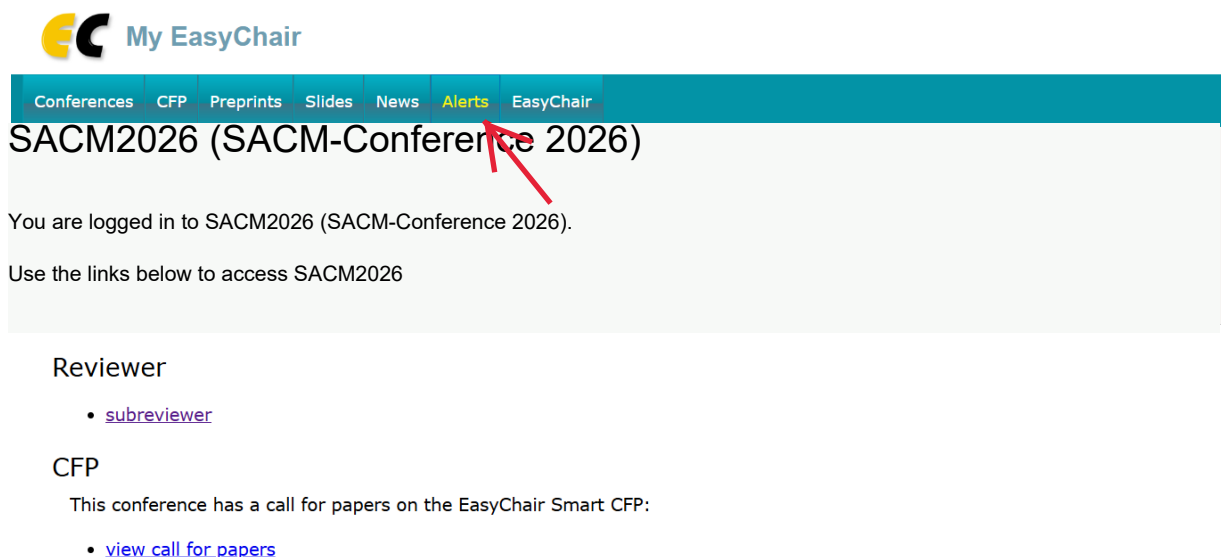
You can now **publish your preprints** in EasyChair. Click the **Preprints** menu tab to access the preprint publishing environment. You can either convert one of your recent EasyChair paper to a preprint or create a completely new preprint.

[Click here](#) to access published preprints.

To access a conference, click on its acronym

Acronym	Name
SACM 2026	SACM-Conference 2026

### 4. Click on “Alerts”



**SACM2026 (SACM-Conference 2026)**

You are logged in to SACM2026 (SACM-Conference 2026).

Use the links below to access SACM2026

**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	Accept	View	Dismiss
SACM2026		reply to request		
SACM2026		reply to request		

## 6. Click on “answer request”

 SACM2026 (subreviewer)

[Docs](#) / [Log out](#)

[Review requests](#) | [Help](#) | [Conference](#) | [News](#) | [Alerts](#) | [EasyChair](#)

### 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.

The screenshot shows a web form for answering a review request. At the top, the 'Subject' field is pre-filled with 'Your review request for SACM2026submission 22'. Below this is a large text area for the message, with the word 'accept' typed in red. A red arrow points to this text. Below the message area are three radio buttons for the decision: 'I agree to review this submission' (selected), 'I do not agree to review it', and 'I will decide later'. A red arrow points to the first radio button. Below the decision options is a checkbox labeled 'send email' which is checked. At the bottom is a red button labeled 'Select and/or Send Email', with a red arrow pointing to it.

Subject: Your review request for SACM2026submission 22

Message:

accept

☒ I agree to review this submission

Decision: \* ☐ 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

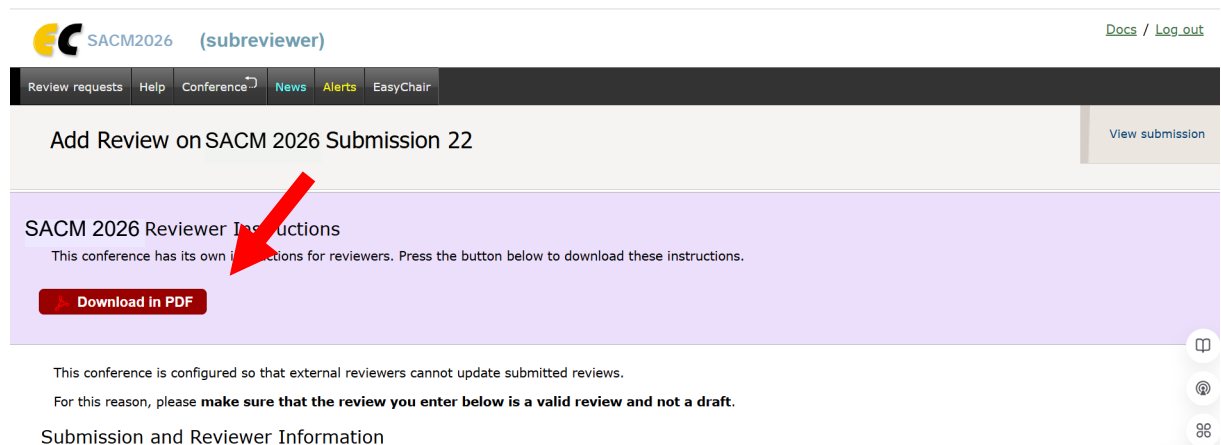
The screenshot shows the SACM2026 subreviewer interface. At the top, there's a navigation bar with links: Review requests, Help, Conference, News, Alerts, and EasyChair. The main heading is 'Review Request Accepted' with a 'Submit review' button in the top right. Below this, a message states: 'The review request has been registered as accepted. Johanna Burger will be notified about your decision by email.' The 'Submission Information' section shows 'Submission 22' with a table containing 'Title' and 'Conference\_submission:'. A red arrow points to the Adobe logo in the 'Conference\_submission' row. The 'Title' row is highlighted in light blue.

Submission 22	
Title	
Conference_submission:	 (Nov 28, 13:26 GMT)

## 9. Finally, you can “submit your review”

This screenshot is identical to the one above, showing the 'Review Request Accepted' message and submission information. A red arrow points to the 'Submit review' button in the top right corner of the interface.

Here, you will find the reviewer instructions...



The screenshot shows the SACM2026 (subreviewer) interface. At the top, there is a navigation bar with links: Review requests, Help, Conference, News, Alerts, and EasyChair. Below this, a header section says "Add Review on SACM 2026 Submission 22" with a "View submission" link. The main content area is titled "SACM 2026 Reviewer Instructions" and contains the text: "This conference has its own instructions for reviewers. Press the button below to download these instructions." A red arrow points to a "Download in PDF" button. Below this, there is a note: "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.**" and a section titled "Submission and Reviewer Information".

... and the reviewer form for your review.

**Relevance of the topic.** \* Please evaluate the relevance of the submission's topic.

☐ 5: excellent

☐ 4: good

☐ 3: fair

☐ 2: poor

☐ 1: very poor

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**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).

☐ 5: excellent

☐ 4: good

☐ 3: fair

☐ 2: poor

☐ 1: very poor

☐ 0: does not apply (Fachgruppenpanel)

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**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](mailto:sgkm2026.linguistik@zhaw.ch)