

SHORT MANUAL OF THE ISAT SYSTEM (for reviewers)

PART I. Accessing the system

The initial steps to prepare for the review process are the following:

- **Create user account** in the ISAT system, or...
- **Login to the system** if you have registered in the system, earlier (e.g. participating previous ISAT conference).
- You can **recover your password** if you have forgotten it.
- **Fill up** or correct your **personal information**.

Then system administrator grants you proper rights to be able to perform reviews. **After granting reviewer rights** you should:

- **Select priority topics** you are familiar or interested in.

A. Logging in.

Logging in to the conference system is available from the conference site <http://www.isat.pwr.wroc.pl>. To enter the ISAT management system select **LOG IN** button on the left. You can also enter in the browser direct link <http://www.isat.pwr.wroc.pl/system>.

The screenshot shows the website for the 36th International Conference ISAT 2015. The browser address bar shows www.isat.pwr.edu.pl. The main navigation menu includes: CONFERENCE INFO, COMMITTEES, IMPORTANT DATES, FOR AUTHORS, REGISTRATION AND SUBMISSION, FEE AND PAYMENT, CONFERENCE PROGRAM, VENUE, TRAVEL TIPS, and ELECTRONIC EDITIONS. On the left side, under the heading "Conference System", there is a blue "LOG IN" button with a red arrow pointing to it. Below this is a "Hot News" section with a date of "02:00 AM, 20 May 2015" and a notice about a keynote lecture by Prof. Peter Nielsen. At the bottom left, there are "Contact Details" including the correspondence address, phone, fax, and email. The main content area features the conference title "36th International Conference Information Systems Architecture and Technology" and the dates "SEPTEMBER 20-22, 2015" in "KARPACZ, POLAND". It also lists the organizers: "Organized by: Chair of Computer Science, Chair of Management Systems" and the host institution: "Wrocław University of Technology, Faculty of Computer Science and Management". At the bottom, it mentions that the proceedings will be published in Springer's book series "Advances in Intelligent Systems and Computing" and includes the Springer logo.

If you haven't registered in the ISAT system yet, first you must to **create your account (1)** in the system. If you have already registered in the ISAT system (e.g. participating previous ISAT conference), in order to log in to the system you need to enter your **username (2)** (if you have set up it earlier) or **e-mail address (2)** and **password (3)**. If you have forgotten your password you can **"recover" your password (4)**. You receive it on e-mail address given during registration.

ISAT 2015

36th International Conference ISAT 2015

Register New · Login

ConfTool Conference System

Log in to your account to **submit a contribution**, enter or view **reviews** and access the results of the reviewing process.

If you have not yet created a user account, please do so now.

Account Login

First time here? → 1

Create account and submit contribution → 1

Registered users

User name or e-mail: → 2

Password: → 3 · Forgotten your password? → 4

Login

Contact Address: isat@pwr.edu.pl
Conference: ISAT 2015

Conference Software - VSIS ConfTool Standard 1.7.29
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B. Password recovery.

If you request for a password reminder **(4)** you will be asked to **enter your e-mail address (5)**, which is provided when you log in the system **(2)**.

ISAT 2015

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Login

Forgotten your password?

You have forgotten your password? Please enter the e-mail address you used for registration in the field below. We will then send the password to that e-mail address.

Your e-mail address → 5

Submit password request

Contact Address: isat@pwr.edu.pl
Conference: ISAT 2015

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C. Account creation.

If you register your account for the first time, you will be asked for some personal data. Among the others, **e-mail (6)**, **username (7)** and **password (8)** are essential for accessing the system.

Please, **fill up** entire form. **Complete** and **update** the information if it is not actual or not complete.

Register New

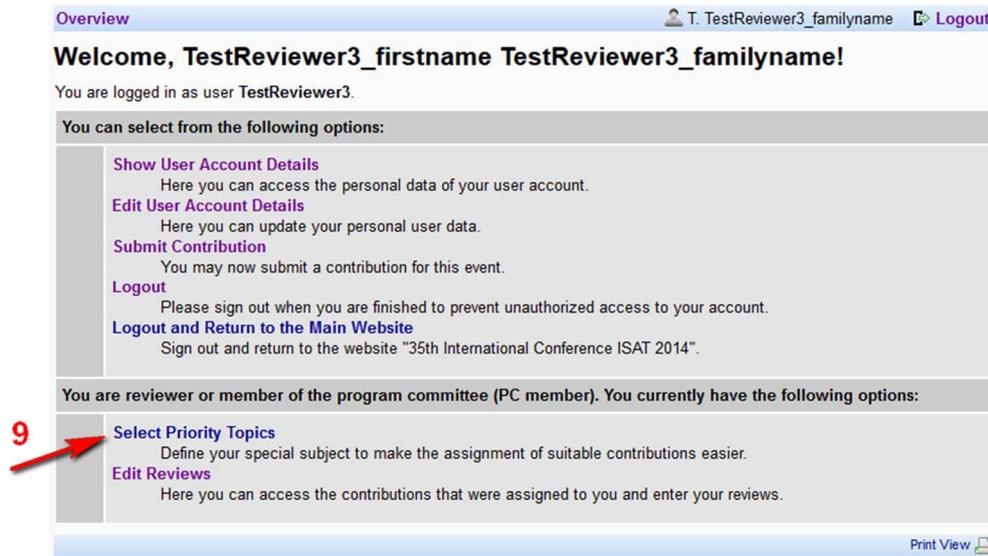
On this page you can create a new user account for the ISAT 2015 conference management system. All fields marked with an asterisk (*) must be filled in.

Personal Information	
* Organization / Company	<input type="text"/>
Department	<input type="text"/>
* Title	<input type="radio"/> Ms. <input type="radio"/> Mr. <input type="radio"/> Dr. <input type="radio"/> Prof.
Full Academic Title / Professional Position	<input type="text"/>
* First & Middle Name	<input type="text"/>
* Last Name / Family Name	<input type="text"/>
* Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
(*) Postcode / ZIP Code	<input type="text"/>
* City	<input type="text"/>
State / Territory / Province	-- Please Select (only U.S. / Can / Aus) ▾
* Country	-- Please Select Country ▾
Phone	<input type="text"/>
Fax	<input type="text"/>
6 → * E-mail	<input type="text"/>
Homepage URL	<input type="text"/>
User Comments	<input type="text"/>
Account Information	
* User name	<input type="text"/> Your user name must be at least two (2) characters long. It is case sensitive.
7 → * Password	<input type="text"/> Passwords must have at least five (5) characters. They must include at least one letter (a-z) and one number (0-9). Passwords are case sensitive.
8 →	<input type="checkbox"/> I would like to receive an e-mail with my password.
<input type="button" value="Submit User Data"/>	

The next step should be done after administrator grants you reviewer rights !

D. Selecting priority topics.

After receiving reviewer rights you should **select priority topics link (9)** to set up areas you are interested in.



Overview T. TestReviewer3_familyname Logout

Welcome, TestReviewer3_firstname TestReviewer3_familyname!

You are logged in as user TestReviewer3.

You can select from the following options:

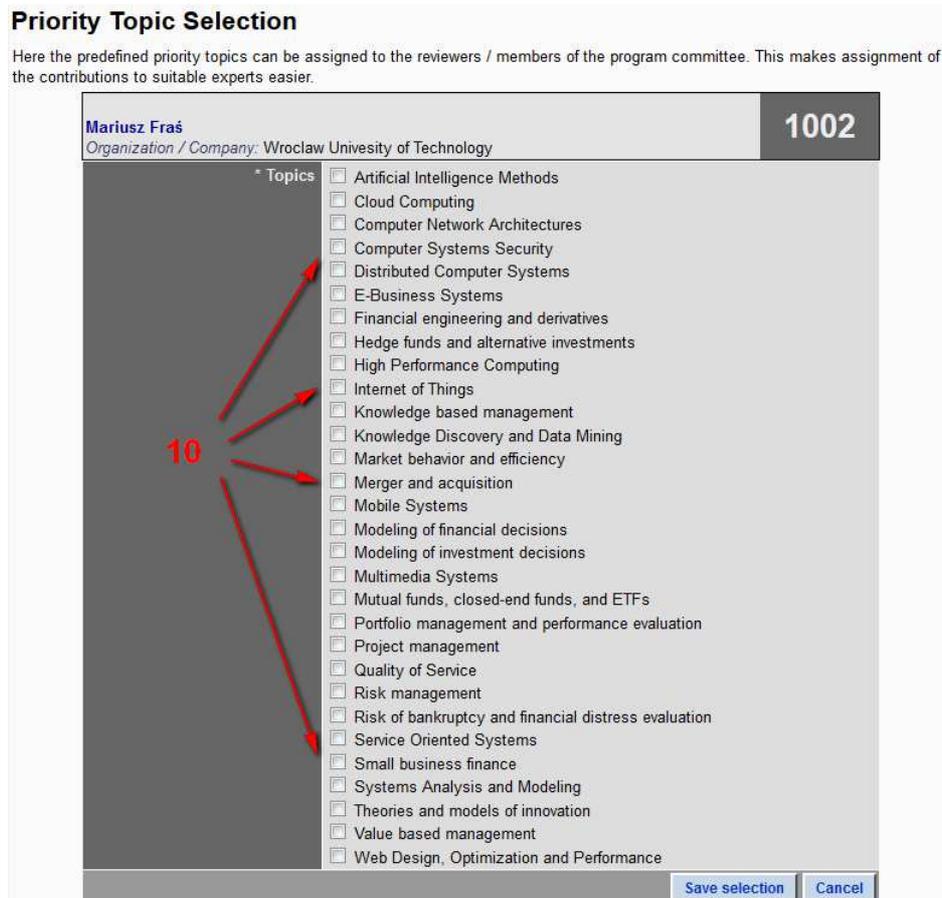
- [Show User Account Details](#)
Here you can access the personal data of your user account.
- [Edit User Account Details](#)
Here you can update your personal user data.
- [Submit Contribution](#)
You may now submit a contribution for this event.
- [Logout](#)
Please sign out when you are finished to prevent unauthorized access to your account.
- [Logout and Return to the Main Website](#)
Sign out and return to the website "35th International Conference ISAT 2014".

You are reviewer or member of the program committee (PC member). You currently have the following options:

- 9** [Select Priority Topics](#)
Define your special subject to make the assignment of suitable contributions easier.
- [Edit Reviews](#)
Here you can access the contributions that were assigned to you and enter your reviews.

Print View

The topics are fairly general. Authors of papers specify these topics. You should select for the review process one or more **topics (10)** you are interested in or are familiar with (less or more). The choice will be considered just as an hint. If possible select also topics you are on average familiar, please.



Priority Topic Selection

Here the predefined priority topics can be assigned to the reviewers / members of the program committee. This makes assignment of the contributions to suitable experts easier.

Mariusz Fraś 1002
Organization / Company: Wroclaw University of Technology

10 **Topics**

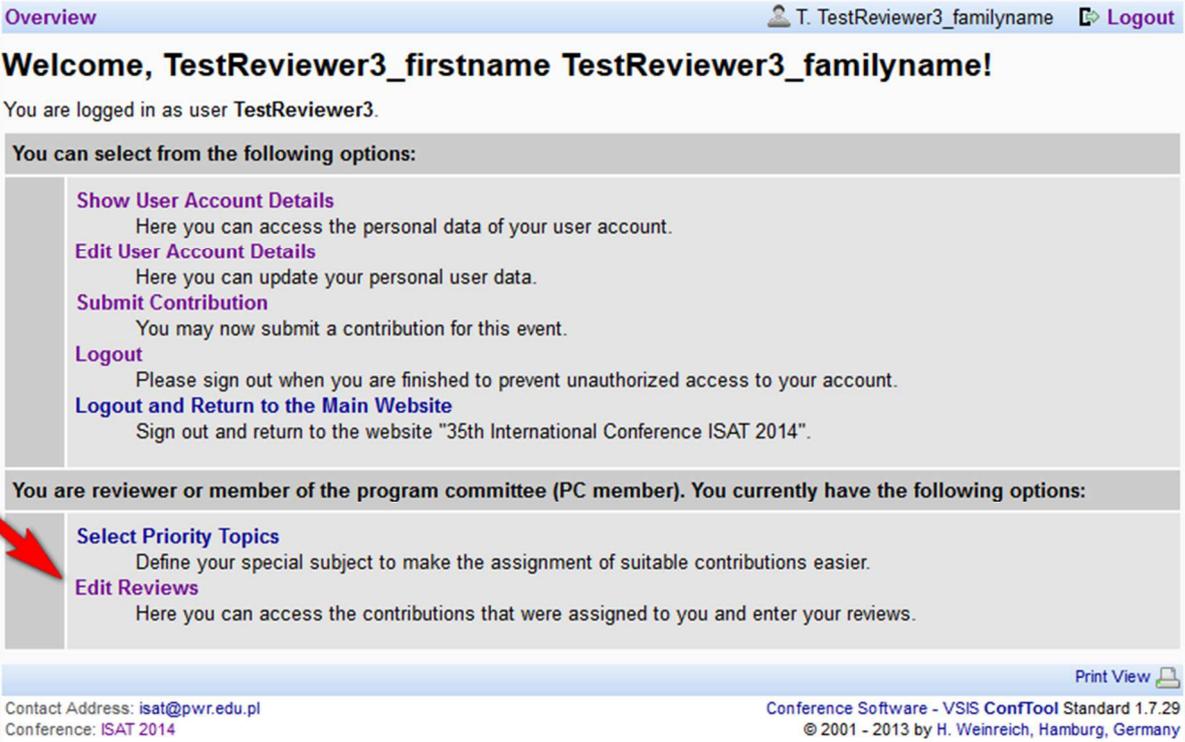
- Artificial Intelligence Methods
- Cloud Computing
- Computer Network Architectures
- Computer Systems Security
- Distributed Computer Systems
- E-Business Systems
- Financial engineering and derivatives
- Hedge funds and alternative investments
- High Performance Computing
- Internet of Things
- Knowledge based management
- Knowledge Discovery and Data Mining
- Market behavior and efficiency
- Merger and acquisition
- Mobile Systems
- Modeling of financial decisions
- Modeling of investment decisions
- Multimedia Systems
- Mutual funds, closed-end funds, and ETFs
- Portfolio management and performance evaluation
- Project management
- Quality of Service
- Risk management
- Risk of bankruptcy and financial distress evaluation
- Service Oriented Systems
- Small business finance
- Systems Analysis and Modeling
- Theories and models of innovation
- Value based management
- Web Design, Optimization and Performance

[Save selection](#) [Cancel](#)

PART II. Paper review

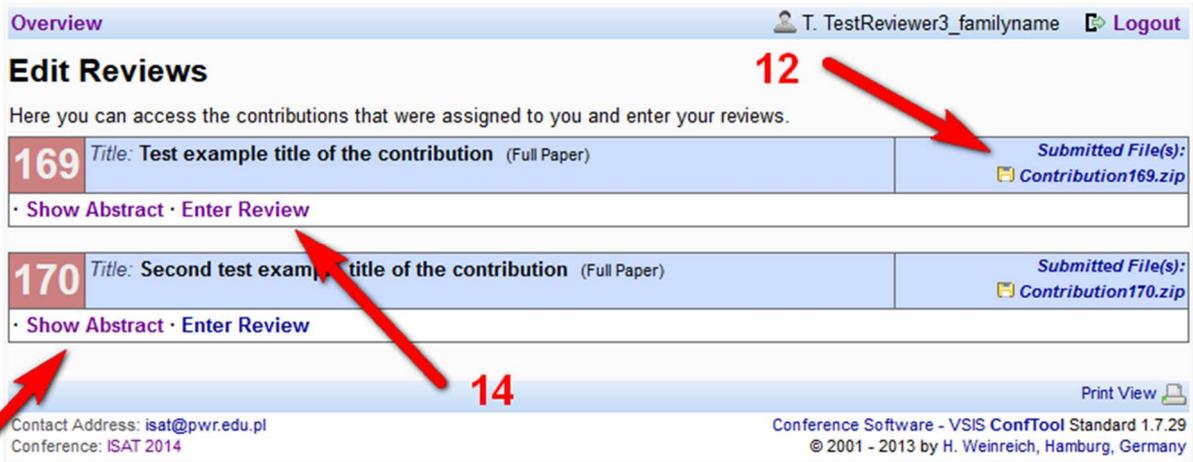
E. Accessing Reviews

After allocation of papers for reviewers, when the Review Phase begins, you can access review menu via **Edit Reviews (11)** available from the main panel.



The screenshot shows a user dashboard for 'TestReviewer3'. The user is logged in as 'TestReviewer3'. The dashboard lists several options: 'Show User Account Details', 'Edit User Account Details', 'Submit Contribution', 'Logout', and 'Logout and Return to the Main Website'. A red arrow labeled '11' points to the 'Edit Reviews' option under the section 'You are reviewer or member of the program committee (PC member). You currently have the following options:'. Below this, there are options for 'Select Priority Topics' and 'Edit Reviews'. The 'Edit Reviews' option is highlighted with a red arrow labeled '11'. At the bottom, there is a 'Print View' link and contact information for 'isat@pwr.edu.pl' and 'ISAT 2014'. The footer also mentions 'Conference Software - VSIS ConfTool Standard 1.7.29 © 2001 - 2013 by H. Weinreich, Hamburg, Germany'.

After moving to **Edit Reviews** you will see a list of papers, which are assigned for your review. Each paper, consists of: paper ID, the title, **paper file (12)**, **abstract (13)** link and a **review panel** associated with the paper which you can access with **Enter Review (14)** link.



The screenshot shows the 'Edit Reviews' page. The user is logged in as 'TestReviewer3'. The page displays a list of papers. The first paper has ID '169' and title 'Test example title of the contribution (Full Paper)'. It has a 'Submitted File(s): Contribution169.zip' link. The second paper has ID '170' and title 'Second test example title of the contribution (Full Paper)'. It has a 'Submitted File(s): Contribution170.zip' link. Below each paper, there are links for 'Show Abstract' and 'Enter Review'. A red arrow labeled '12' points to the 'Submitted File(s): Contribution169.zip' link. A red arrow labeled '13' points to the 'Show Abstract' link. A red arrow labeled '14' points to the 'Enter Review' link. At the bottom, there is a 'Print View' link and contact information for 'isat@pwr.edu.pl' and 'ISAT 2014'. The footer also mentions 'Conference Software - VSIS ConfTool Standard 1.7.29 © 2001 - 2013 by H. Weinreich, Hamburg, Germany'.

After accessing abstract with **Show Abstract (13)** link you'll get basic information about the paper. There is also possibility to download the paper file **(15)**. You can also download file using link **(12)**.

The review form (part 1):

16

17

Information on the Contribution	
Contribution ID	169
Title	Test example title of the contribution
Assigned topics	Fuzzy Logic, Reasoning and Computational Intelligence, New Management Models, Cloud Computing Paradigms
Keywords	keyword1, keyword2, keyword3
Contribution of the submission	
Contribution of the submission	<p>Please outline briefly the main contribution of this submission.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
Awarding of points based on various criteria	
* Quality of Content 10%	<input type="radio"/> 10 - Excellent work and a significant contribution <input type="radio"/> 08 - Good work, significant <input type="radio"/> 06 - Solid work <input type="radio"/> 04 - Weak content <input type="radio"/> 02 - Only an insignificant contribution <input type="radio"/> 00 - Questionable work
* Significance for theory or practice 10%	<input type="radio"/> 10 - Very significant <input type="radio"/> 08 - Significant <input type="radio"/> 06 - Not bad <input type="radio"/> 04 - Low significance <input type="radio"/> 02 - Only of marginal significance <input type="radio"/> 00 - Absolutely insignificant
* Originality and level of innovativeness 10%	<input type="radio"/> 10 - Groundbreaking <input type="radio"/> 08 - A pioneer work <input type="radio"/> 06 - One step forward <input type="radio"/> 04 - Better works on the same topic exist <input type="radio"/> 02 - This has been said several times <input type="radio"/> 00 - Outdated work
* Relevance for the "Call for Papers" 10%	<input type="radio"/> 10 - Appropriate to the point <input type="radio"/> 08 - Definitely relevant <input type="radio"/> 06 - Close enough <input type="radio"/> 04 - Not really adequate <input type="radio"/> 02 - Not adequate <input type="radio"/> 00 - Definitely unsuitable
* Quality of presentation 10%	<input type="radio"/> 10 - Excellently written <input type="radio"/> 08 - Well written <input type="radio"/> 06 - Legible <input type="radio"/> 04 - Needs some revision <input type="radio"/> 02 - Requires considerable work <input type="radio"/> 00 - Not acceptable

The review form (part 2):

Decisive overall recommendation	
18 → * Overall recommendation 50%	<input type="radio"/> 10 - Definitely accept (very high quality) <input type="radio"/> 09 <input checked="" type="radio"/> 08 - Probably accept (good quality) <input type="radio"/> 07 <input type="radio"/> 06 - Lean towards acceptance (borderline quality) <input type="radio"/> 05 <input type="radio"/> 04 - Lean towards rejection (low quality) <input type="radio"/> 03 <input type="radio"/> 02 - Probably reject (minor quality) <input type="radio"/> 01 <input type="radio"/> 00 - Definitely reject (has no merit)
Comments on the submission	
19 → * Comments for the authors	Please explain your evaluation in a detailed and clear manner. Point out strengths and weaknesses of the submitted contribution. Please also provide suggestions for improvement and use an objective and constructive writing style. <div style="border: 1px solid gray; height: 150px; width: 100%;"></div>
Information for the program committee	
20 → * Familiarity of the reviewer with the topic	<input type="radio"/> 10 - Very familiar with the topic, my area of expertise <input type="radio"/> 08 - Good knowledge <input type="radio"/> 06 - More or less familiar <input type="radio"/> 04 - Only marginally familiar <input type="radio"/> 02 - Not really familiar <input type="radio"/> 00 - Completely new to me
21 → Internal comments	These comments are only for program committee (PC) members and will not be passed on to authors. <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>
22 → Submit Review	