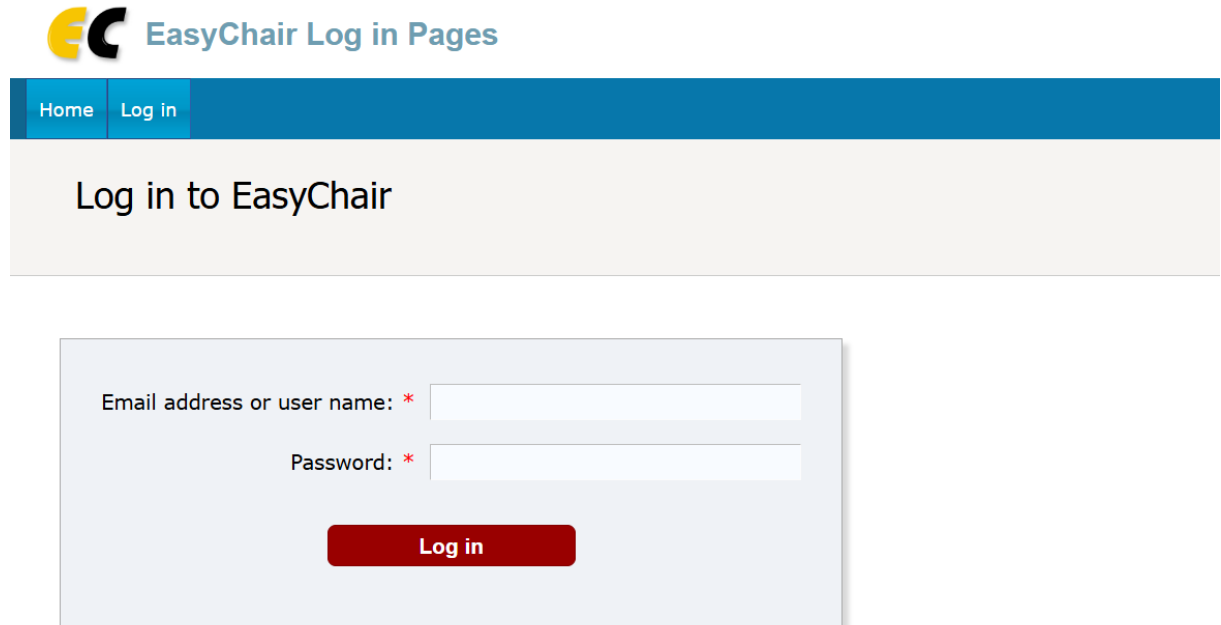
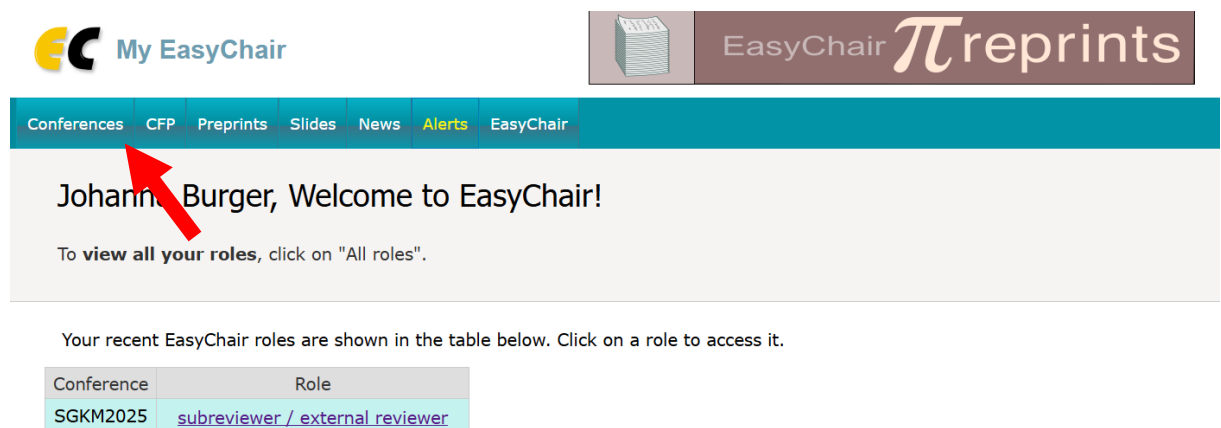


# The reviewing process on easychair

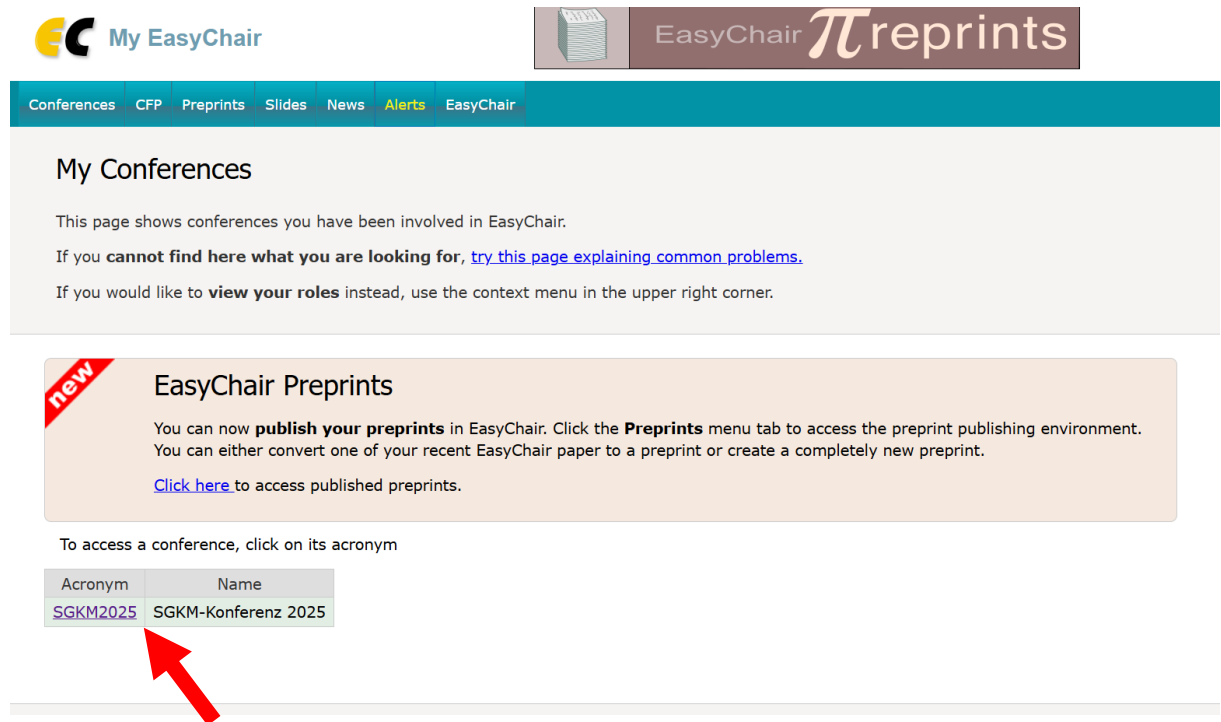
1. Log in at [www.easychair.org](http://www.easychair.org)



2. Click on “Conferences”



### 3. Select “SGKM2025”



My EasyChair

EasyChair  $\pi$ reprints

Conferences CFP Preprints Slides News Alerts EasyChair

#### 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.

**new**

#### EasyChair Preprints

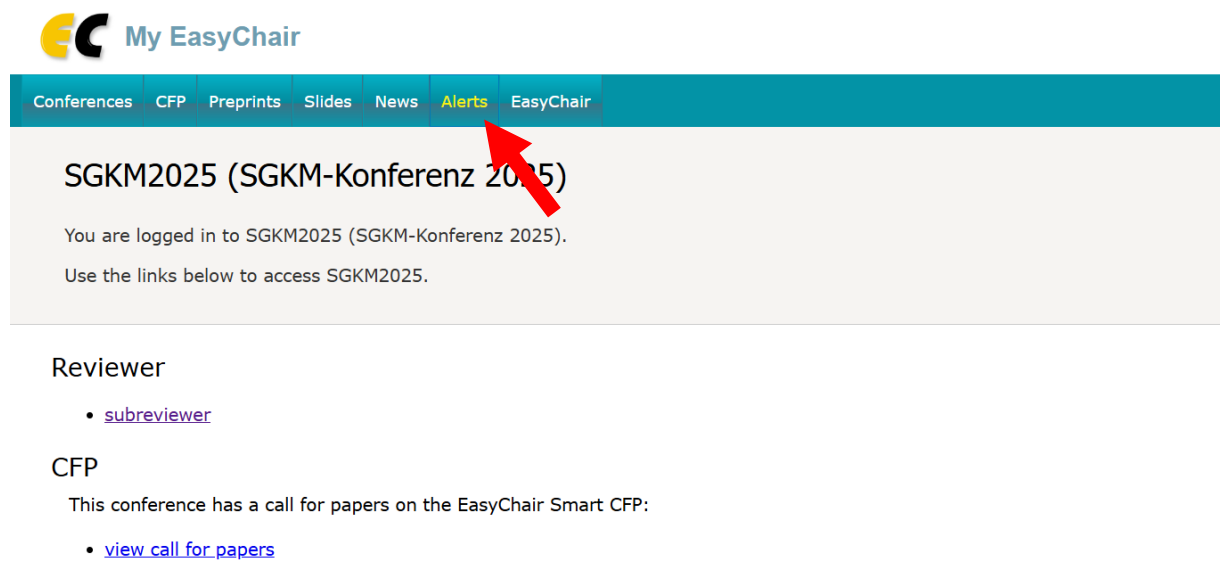
You can now **publish your preprints** in EasyChair. Click the **Preprints** menu tab to access the preprint publishing environment. You can either convert one of your recent EasyChair paper to a preprint or create a completely new preprint.

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

To access a conference, click on its acronym

Acronym	Name
<a href="#">SGKM2025</a>	SGKM-Konferenz 2025

### 4. Click on “Alerts”



My EasyChair

Conferences CFP Preprints Slides News Alerts EasyChair

## SGKM2025 (SGKM-Konferenz 2025)

You are logged in to SGKM2025 (SGKM-Konferenz 2025).

Use the links below to access SGKM2025.

#### 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

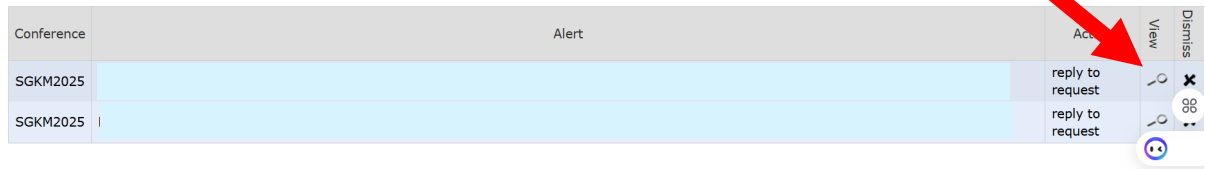
### Alerts

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	Actions
SGKM2025		reply to request
SGKM2025		reply to request



The screenshot shows a table with three columns: 'Conference', 'Alert', and 'Actions'. The first two columns are empty for the first row, and the third column contains a magnifying glass icon. A red arrow points to this icon. The second and third rows have 'SGKM2025' in the 'Conference' column and 'reply to request' in the 'Alert' column. The 'Actions' column for these rows also contains a magnifying glass icon. A red arrow points to the first magnifying glass icon. To the right of the table, there are icons for 'Dismiss' (an 'x'), 'View' (a magnifying glass), and a 'Feedback' icon (a speech bubble with a question mark).

## 6. Click on “answer request”

SGKM2025 (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 SGKM2025.  
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



The screenshot shows the 'Review Request' page. At the top, there is a navigation bar with 'Review requests', 'Help', 'Conference', 'News', 'Alerts', and 'EasyChair'. The 'Alerts' tab is active. Below the navigation bar, the page title is 'Review Request'. The main content area contains a message from Johanna Burger requesting a review for SGKM2025. At the bottom of the message, there is a button labeled 'Answer request'. A red arrow points to this button. Below the message, there is a section titled '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*

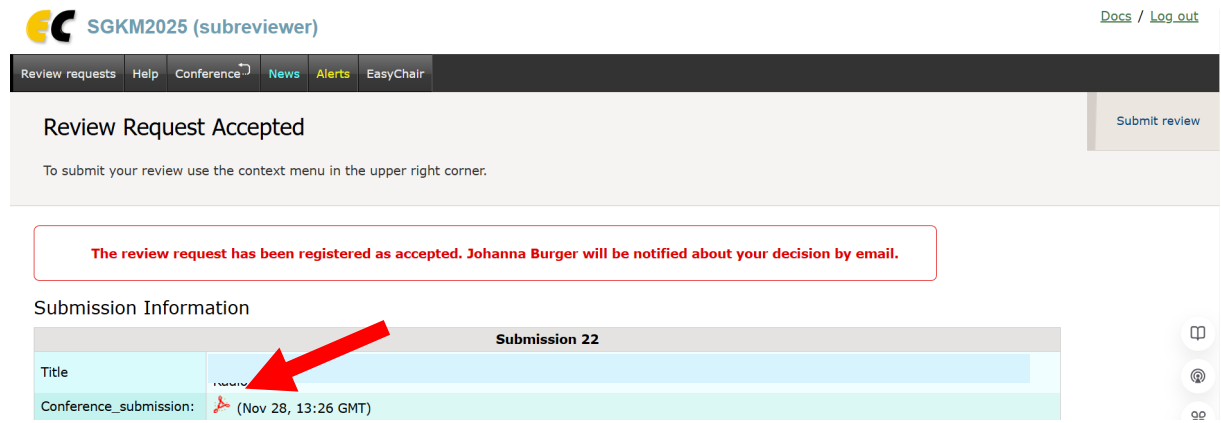
In this case you should select "I do not agree". The message is optional, however, you may think of suggesting names of other potential reviewers.

*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 responding to a review request. At the top, the subject line reads "Your review request for SGKM2025 submission 22". Below this is a large text input area where the word "accept" has been typed. A red arrow points to this text. Underneath the text area are three radio button options: "I agree to review this submission" (which is selected), "I do not agree to review it", and "I will decide later". A red arrow points to the selected radio button. Below these options is a checkbox labeled "send email" which is also checked. A red arrow points to this checkbox. At the bottom of the form is a red button labeled "Select and/or Send Email", with a red arrow pointing to it.

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



SGKM2025 (subreviewer) [Docs](#) / [Log out](#)



Review requests Help Conference **News** Alerts EasyChair

**Review Request Accepted** [Submit review](#)

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

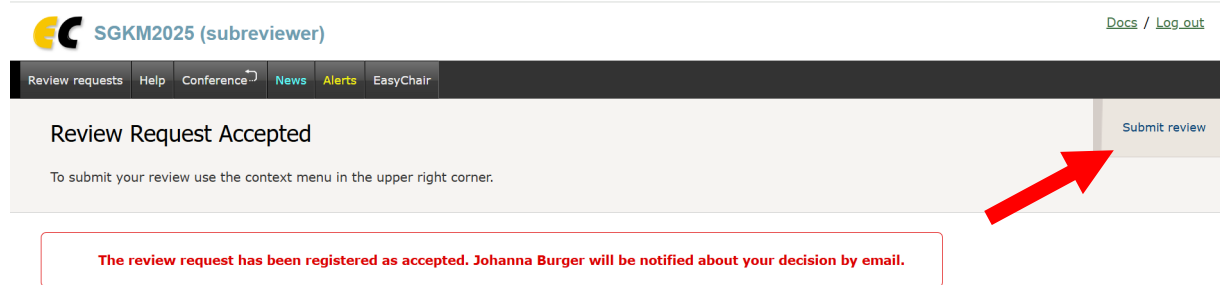
**The review request has been registered as accepted. Johanna Burger will be notified about your decision by email.**

Submission Information

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

[📄](#)  
[@](#)  
[☰](#)

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



SGKM2025 (subreviewer) [Docs](#) / [Log out](#)

Review requests Help Conference **News** Alerts EasyChair

**Review Request Accepted** [Submit review](#)

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

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

Here, you will find the reviewer instructions...

EC SGKM2025 (subreviewer) Docs / Log out

Review requests Help Conference News Alerts EasyChair

Add Review on SGKM2025 Submission 22 View submission

**SGKM2025 Reviewer Instructions**  
This conference has its own instructions for reviewers. Press the button below to download these instructions.

[Download in PDF](#)

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.**

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:  
[sgkm2025@fhgr.ch](mailto:sgkm2025@fhgr.ch)