



13 - 18 March 2026

Online with an on-site plenary in Maribor, Slovenia

Congratulations on being named a review or program committee member! This page will guide you through the core committee features.

Creating an Account

Click the *Sign In* link atop right of the website:

International Conference

Language

Sign In

Home

If you are using a mobile device, this and other header links may be found by pressing the *Menu* button.

1. Click the *Create an account* link immediately below the Sign In header:

Sign In

2. First time here? [Create an account](#)
3. Fill in your Email Address and the Keycode you were provided, then click the *Verify Email Address* button. You will be asked to confirm the address entered; click the Confirm button if correct or cancel to modify the address.
4. Check your email inbox (and spam folder) for a message with a link to verify your email address. Click the link in the message to complete creating your account.
5. Fill in the account profile form, then click the *Create an account* button.

Signing In

When sign in is open, you may click on the *Sign In* link to access your account. Enter your email address and either click the *Email sign in link* button (if available), or enter your password and click the *Sign In* button. If you opt to receive an email with a sign in link, check your inbox (and spam folder) for a message with a one-time use link to grant you direct access to your account; this link expires after 15 minutes. With either option, if you check the *Stay signed in* box, you will remain signed in for 2 weeks (as long you do not sign out); otherwise, you will remain signed in until closing the browser for up to one week.

Having trouble signing in? If you are copy/pasting your email address or password, try typing them in – copying can sometimes include unseen space or control characters. If you



forgot your password, use the *Email sign in link* option instead (if available); reference the Updating Profile section below for how to change your password.

Updating Profile

Once signed in, click the *My Account* link atop right of the website, or under the *Menu* button on mobile devices, for access to your account details. If enabled, the following buttons will be available immediately below the *My Account* page header: *Edit Profile*, *Change Email Address*, *Change Password*.

International Conference

 My Account Sign Out [x]

Home Submissions ▾ Assignments ▾ Proceedings ▾ Program ▾

My Account

Edit Profile

Change Email Address

Change Password

Click the *Edit Profile* button to update your account profile.

Changing your email address will require that you verify the new email address prior to the change taking place. After submitting your change request, look for an email with a link to verify the new address.

If you have forgotten your password and would like to set a new one, click the link in the *Current Password* field description to have a one-time code emailed to you, and enter the code in the field. The code will remain valid for 15 minutes.

Reviewing

If reviewing is open and you have been assigned submissions to review, select the *Assignments: My Reviews* menu. The *My Reviews* page contains a table showing your assigned submissions with the following columns:

- ID – Submission ID
- Title – Submission Title. **Click the title for the review form.**
- Status () – Shows whether you have completed the review.
- Summary – Provides a summary of the submission such as an abstract and other fields the Admin has opted to share with reviewers



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- Type – If present, designates the type of submission (e.g., paper, poster)
- Files – If present, uploaded submission files to be a part of the review evaluation

My Reviews

Click Title for review form

ID ↑	Title	↑	?	Summary	Type ↑	Review Paper
1	Man-Computer Symbiosis	✓			Paper	6 Nov
2	The Computer as a Communication Device	✓			Paper	6 Nov
3	As We May Think	✓			Paper	6 Nov

Click on a submission title to open the review form. In addition to the review form fields, two checkboxes may be available at the end of the form giving the option to have the review contents emailed to you and to designate the review as having been completed.

The review form is only saved when you click the *Save Review* button at the end of the form. If you submit the form and are notified that your session has expired, the review contents will be displayed – save or print its contents, then sign back in to complete the review. It is usually advisable to draft up any lengthy review writeups in a word processor, then copy them into the review form.

Upon saving a review, you will receive a confirmation on screen that it was successful or errors were encountered. If you receive an error message, make sure to correct the issue and re-save the review as its contents are only recorded upon successful submission. Note that if you opted to receive a copy of the review via email, it will be sent out even if an error occurred and is not an indication that the review was saved.

Reviews may be modified until reviewing is closed.

Advocating (Program Committee Only)

Program committee members may be assigned to advocate (champion) submissions in addition to reviewing them. Your role as an advocate is to look over the reviews completed by submission reviewers, and make a recommendation on whether the submission should be accepted. Only one advocate is assigned per submission.

If advocating is open and you have been assigned submissions to advocate, click the *Assignments: My Recommendations* menu. The *My Recommendations* page contains a table showing your assigned submissions with the following columns:



- **Recom.** – Your recommendation on whether to accept the submission
- **Score** – Average reviews score for the submission
- **ID** – Submission ID
- **Title** – Submission Title. Click the title for the recommendation form.
- **Summary** – Provides a summary of the submission such as an abstract and other fields the Admin has opted to share with advocates
- **Type** – If present, designates the type of submission (e.g., paper, poster)
- **Files** – If present, uploaded submission files the Admin chose to share with committee members

My Recommendations

Click Title for recommendation form

Recom. ↑↓	Score ↑↓	ID ↑↓	Title ↑↓	Summary	Type ↑↓	Review Paper
Accept	5.25	1	Man-Computer Symbiosis		Paper	6 Nov
Reject	2.75	2	The Computer as a Communication Device		Paper	6 Nov
Accept	5.00	3	As We May Think		Paper	6 Nov

Click on a submission title to open the recommendation form. Below the recommendation form, you will find all reviews for the submission. Look over the reviews, then fill in the form and click the *Submit Recommendation* button.

Recommendations may be changed until reviewing is closed.

Signing Out

After successfully signing in, a *Sign Out* link is displayed atop right of the website in the same location where you clicked to Sign In. It is a good idea to sign out if you will not be using the system again for a while, especially if you are on a shared device.

Additional Features

If the Admin has granted committee access to other submissions or reviews, these will be available under the *Submissions: List Submissions* menu.

The following features, if enabled, are accessed under the *Assignments* menu:



- [Manage Reviews](#) – provides advocates with the ability to make review assignments.
- [Bidding](#) – allows committee members to designate a level of interest/expertise for each submission, which is then taken into account when assigning them for review.
- [Discussion](#) – provides a forum-like capability for committee discussion of each submission.
- [ORCID Reporting](#) – gives you credit for your reviews and recommendations through the [ORCID](#) service.
- [Rebuttals](#) – shows author rebuttal to reviews, and allows a reviewer to submit a follow-up comment.
- [Upload Review Files](#) – allows the upload of a review file – typically a reviewer marked up version of the author-uploaded file.
- [Shepherding](#) – provides a means of assisting submitters with polishing their submission.

Reminders

By serving as a reviewer or advocate, you may be seeing unpublished works created by others. Unless otherwise permitted, these works should not be distributed or discussed with others.

If you will not be able to discharge your duty as a reviewer or advocate, use the *Contact Us* footer menu to send a message as soon as possible so as to allow enough time for a replacement to be found.