

# Guide for Reviewers and Programme Committee Members

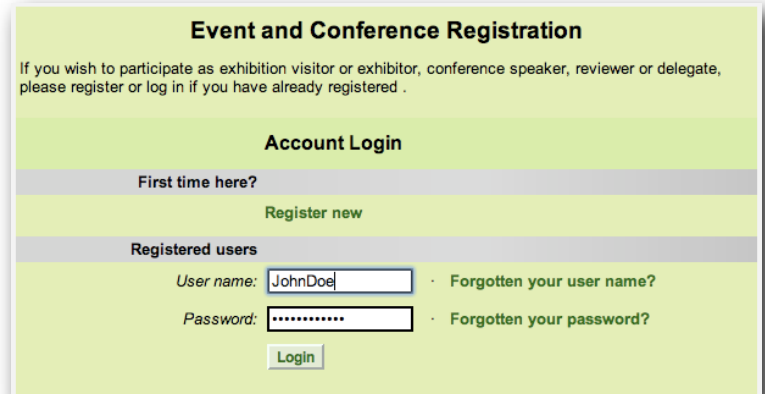
## Set-up a ConfTool account

The review process uses ConfTool, the conference management tool used during the previous phase by authors to submit their contributions. As reviewer, you will need to have an account on ConfTool, and this account can be created at : <https://www.conftool.net/ilearningforum/>

As a reviewer or member of the program committee (PC member) you will usually get an invitation e-mail with your login details sent by the organiser.

## Log in to ConfTool

After having received your account data, please go to <https://www.conftool.net/ilearningforum/> and log in with your user name and password under "Registered Users". If you have lost either, it can be obtained through the links right of the login text fields.



You can select from the following options:

- Personal Data / User Data**  
Here you can access your personal user data.
- Your Submissions**  
Here you can submit contributions and manage your submitted contributions.  
*Next deadline: 30 days 6 hours*
- Register as Participant**  
Here you can register for conference participation.
- Show Conference Sessions - Currently only visible to administrators and chairs**  
Overview and details of all sessions of this event.
- Logout**  
Please sign out when you are finished to prevent unauthorised access to your account.
- Logout and Return to the Main Website**  
Sign out and return to the website "iLearning Forum 2008".

After first login, please select "Personal Data / User Data" to update your personal account details. Please use this opportunity to enter a new password, as you (probably) got the initial password by e-mail. Click "Submit User Data" to save your changes.

Depending on the phase of the submission, review and registration process, you will have different options after logging in. If you plan to submit a contribution, please use this account for your submissions as well, as it simplifies to detect conflicts of interest.

For all subsequent operations you have to be logged in.

## Select Priority Topics

As reviewer or member of the program committee, you have usually requested to state your areas of expertise. Please use the link "Select Priority Topics" from the overview page to select your main topics of interest. This information will help the conference chairs to assign contribution matching your interests. It is therefore important for the quality of the review process. Multiple priority topics can be selected.

## Bidding Phase

After the submission deadline you will be contacted by the conference organisers and get the opportunity to "Bid for Contributions".

Please log in and select the according link from the overview page. You see a list of all submitted contributions of the conference (or your according conference track). Here you can select submissions you would favour to review and state what submissions are probably not covered well by your areas of expertise.

Please also use this function to state personal "conflicts of interest", i.e., mark those contributions you cannot review objectively (e.g. you were involved in the research or are affiliated to the authors).

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

- Select Priority Topics**  
Define your special subject to make the assignment of suitable contributions easier.  
*You have selected 7 priority topics.*
- Bid for Contributions**  
Please choose which contributions you would like to review and where you have a potential conflict of interests.  
*Time left: 45 days 6 hours*
- Show Abstracts**  
Show all the abstracts of all submissions assigned to you for review.
- Edit Reviews**  
Here you can access the contributions assigned to you and enter your reviews.  
*2 contributions were assigned to you. You did already enter 0 reviews.*
- Program Committee Online Forum**  
You may now discuss online about all papers and reviews to complete the conference program.  
*Time left: 67 days 6 hours*

It is recommended to take part in the bidding process, as it strongly increases the chance that papers will be assigned for review to you, that match your interests. Please consider that you usually cannot refuse a submission assigned for review afterwards.

## Entering Reviews

Based on the reviewers' fields of interest and their biddings, the chairs will assign submissions to the reviewers. After the assignment they will send an e-mail with details on and deadlines of the review process.

To access the assigned contributions, please log in to the ConfTool system and select the "Edit Reviews" option. Here you can access the abstracts of the contributions and download the manuscripts.

After reviewing the papers, please use the Web browser to fill in the review form. There are categories to score the contribution. The weights of these categories are shown for your convenience. You may use the print option of ConfTool and your Web browser to print out abstracts and review forms. Please note that different submission types (e.g. papers vs. posters) may have different review criterias and forms.

Please save your review in time, since there is a session timeout (usually 2 hours), after which unsaved modifications will be lost. You can change update your review at any time before the deadline.

Review results can be shared with the authors in order to ask them additional information and/or improvement. Otherwise review results will not be made visible to authors until the review process is finished and the final acceptance status has been decided based on your evaluations.

### Enter and Edit Reviews

Now you may access the conference contributions assigned to you for reviewing. Please enter reviewing phase. During this phase it is also possible to edit and print your entries.

<b>125</b>	Work in Progress
	Title: <b>E-PORTFOLIO: Learning by competences. A practical application</b>
1st file  Contribution125.doc	
Show Abstract · Enter review (Time left: 396 days 6 hours)	
<b>174</b>	Work in Progress
	Title: <b>SAAD : Une plate forme d'apprentissage adaptatif à base d'IMS-LD</b>
1st file No upload, yet.	
Show Abstract · Enter review (Time left: 396 days 6 hours)	

Information on the contribution	
Contribution ID	174
Conference Track / Type of Submission	Work in Progress
Title	SAAD : Une plate forme d'apprentissage adaptatif à base d'IMS-LD
Assigned topics	Designing learning spaces with advanced learning technologies
Keywords	IMS Learning design, Apprentissage adaptative, Unité d'apprentissage, Scénario pédagogique
Contribution of the submission	Please outline briefly the main contribution of this submission. <div style="border: 1px solid gray; height: 60px; 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

## Program Committee Online Forum

ConfTool Pro also offers an online forum to discuss the contributions and the review results. This forum will usually be made available after the review process. You can leave comments on all contributions and reviews that are still undecided, as they for instance got ambiguous ratings by different experts.

### Deadlines

- **30 November 2007**: deadline for receipt of abstracts (500 to 750 words)
- **15 December 2007**: notification of Authors
- **10 January 2008** deadline for receipt of corrected abstracts, which will be given out to conference participants
- **10 January 2008** deadline for receipt of full submissions for iLearning Awards
- **15 February 2008** deadline for receipt of other submissions, ready for publishing. Conference proceedings will available by the end of March 2008

[www.conftool.net/ilearningforum/](http://www.conftool.net/ilearningforum/)