

CIIES 2020

MANUAL PARA REVISORES

Enviar invitaciones a través de la plataforma EasyChair

1. Iniciar sesión en EasyChair.



Log in to EasyChair for CIIES 2016

EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org**.

User name:

Password:

Log in

If you have no EasyChair account, [create an account](#)
Forgot your password? [click here](#)
Problems to log in? [click here](#)

2. Una vez iniciada la sesión ir a la pestaña PC dentro del menú de la parte superior.



Submissions	Reviews	Status	PC	Events	Email	Administration	CIIES 2016	News	EasyChair
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3. Dentro de la pestaña PC buscar el botón “info”. Este botón se encuentra en la cuarta columna de derecha a izquierda.

first name	last name	email	organization	role	last access	info	update	delete	login as
Luis	Mendez	lumendez@ipn.mx	Instituto Politécnico Nacional	chair	Aug 16, 15:13				
Beatríz	Romero	romerobeatriz97@hotmail.com	INSTITUTO POLITÉCNICO NACIONAL	chair	Aug 12, 14:56				
Angelina	Díaz	angelina@ceaden.edu.cu	CEADEN	chair	Aug 11, 18:12				
Suren	Stolik	surenstolik@gmail.com	IPN ESIME ZACATENCO	chair	Aug 10, 19:05				

4. El botón “info” muestra un resumen de la información del chair. Del lado derecho aparece un submenú, dar clic en “Assignment”.

CIIES 2016 (chair) [Help](#) [Log out](#)

Submissions | Reviews | Status | Assignment | PC | Events | Email | Administration | CIIES 2016 | News | EasyChair

Information on Luis Mendez

First name:	Luis
Last name:	Mendez
Role:	chair
Email:	lumendez@ipn.mx
Country:	Mexico
Organization:	Instituto Politécnico Nacional
Web page:	(unknown)
Last access:	Aug 16, 15:23 GMT
Assigned submissions	+ 1 SUBMISSIONS
Reviewed submissions	none
Comments	
Watch list	+ 2 SUBMISSIONS
Missing reviews	+ 1 SUBMISSIONS
Submitted papers	none
Bid	none
Conflict list	none

[Send email](#)
[Send login instructions](#)
[Edit](#)
[Assignment](#)

5. Assignment muestra los artículos de los que es responsable el chair. Dar clic del lado derecho en la lupa al lado del artículo (columna view).

Assignment Information for Luis Mendez

The table below contains information about all submissions assigned to this PC member.

#	Submission	Assigned	View submission	Reassign
1	Andres Ochoa and Greydis Jorda. Desarrollo de la geometría de un cable de doble helicoidal	✓		

6. La lupa dentro de la columna “view” lo va a redirigir al resumen del artículo. Nuevamente del lado derecho aparece un submenú, presione sobre “Request review”.

CIIES 2016 (chair) [Help](#) [Log out](#)

Submissions Reviews Status Assignment PC Events Email Administration CIIES 2016 News EasyChair

Submission 1

The submission information is shown below.

Paper 1	
Title:	Desarrollo de la geometría de un cable de doble helicoidal
Paper	
Author keywords:	steel wire rope geometry CAD CAE FEM
Abstract:	One of the problems currently facing in the field of mechanics is the determination of shear forces on twisted steel large, in practice the solution for this difficulty is testing solution has been giving up parts (strands) the wire and finally a resultant value is obtained from the sum of the breaking loads of each part. With the development of computational techniques using computational tools including the Finite Element Method is possible to model the twisted steel and get the corresponding failure load. However, to achieve the modeling of the cable is required to obtain accurate geometry and hence the importance of the topic addressed in this document that disclosed the essential elements that support the development geometry of the strand and its graphing using free CAE programs.
Time:	Aug 12, 01:12 GMT
Decision:	

[Update information](#)
[Update authors](#)
[Update file](#)
[Delete the submission](#)
[Email to authors](#)
[Email to reviewers](#)
[Show reviews](#)
[Request review](#)
[Assignment](#)
[Edit note](#)
[Attach document](#)

7. Dentro de “Request review” aparecerá un formulario, en este formulario deberá colocar el nombre, apellido y correo electrónico del revisor.

New Review Request

To make a **new review request** for submission 1 (*Desarrollo de la geometría de un cable de doble helicoidal*), fill out the information about the subreviewer and press 'Send Request'.

You can select a subreviewer from your **previous associates** using the menu in the upper right corner.

Subreviewer Information and Message

Your email exchange with subreviewers will not be visible to program chairs or anyone else. However, the chairs will see the list of your subreviewers and the status of the requests.

EasyChair will append to this letter detailed instructions for the subreviewer on how to answer it and how to accept or decline the review request.

You can personalize the subject and body by using variables [***FIRST-NAME***] and [***LAST-NAME***]. For details [click here](#). You can also use variables [***ABSTRACT***], [***AUTHORS***], [***NUMBER***], [***TITLE***] denoting information about the submission. The variable [***NUMBER***] can also be used in the subject.

Each request has an expiry date. If not answered by that date, the request will automatically expire.

Expiry date (*):

Subreviewer's first name[†] (*):

Subreviewer's last name (*):

Subreviewer's email address (*):

Subject (*):

Dear [***FIRST-NAME***],

I am a PC member of CIIES 2016. Could you please write a review for me on the following paper submitted to CIIES 2016:

Number: [***NUMBER***]
Title: [***TITLE***]

Este formulario será enviado al revisor en forma de correo electrónico. Puede editar el cuerpo del mensaje excepto los campos que están entre corchetes ([]). Éstos se llenarán automáticamente al enviar la invitación.

8. Después de enviar la invitación se le notificará por correo electrónico al revisor, éste tendrá que registrarse dentro de la plataforma EasyChair para aceptar o rechazar la invitación.

VII CIIES 2020 submission review request



Luis Mendez (lumendez@ipn.mx) [Agregar a contactos](#) 02/09/2020 ▶
Para: Luis Mendez ✉

Dear Luis,

I am a PC member of XIX CNIES 2020. Could you please write a review for me on the following paper submitted to XIX CNIES 2020

Number: 1

Title: DOCUMENTO DE PRUEBA

The instructions on how to access the submission, accept or decline this review request, and submit your review can be found at the bottom of this letter.

I need to receive the review by ...

If you cannot review this paper, could you please suggest names and email addresses of 2-3 possible reviewers?

9. Si el revisor decide aceptar la invitación tendrá que iniciar sesión dentro de la plataforma EasyChair. En el submenú “Review requests” se enlistan los evaluaciones pendientes para el revisor. Deberá dar clic sobre el número del artículo.

#	authors	title	PC member
1	Eloy Ramirez-Garcia and Leo Ramos	DOCUMENTO DE PRUEBA	Luis Mendez

10. Después de dar clic sobre el número del artículo aparecerán del lado derecho dos enlaces: uno para bajar el artículo (“Download submission”) y otro para evaluarlo (“Submit review”).

Review Request

Luis Mendez (lumendez@ipn.mx) requested you to review the following submission for VII CIIES 2014. You can use the menu on the right for further actions.
To **submit your review** use "Submit review" in the upper right corner.

[Download submission](#)
[Submit review](#)

Submission Information

Paper 1	
Title:	DOCUMENTO DE PRUEBA
Author	Prueba
keywords:	Archivo Telecomunicaciones
Abstract:	Este es un documento de prueba para familiarizarse con el proceso de envío de trabajos a través de la plataforma Easy Chair.
Time:	Mar 19, 15:57 GMT

Emails

Below you will find the email exchange between you and Luis Mendez concerning this paper. All times are GMT.

Time:	Sep 03, 00:59
Who:	Luis Mendez->you
Subject:	VII CIIES 2014 submission review request

Dear [*FIRST-NAME*],

I am a PC member of VII CIIES 2014. Could you please write a review for me on the following paper submitted to VII CIIES 2014:

11.Presionando sobre “Submit review” aparecerá un formulario para evaluar el artículo e incluir comentarios.

***Nota para los revisores**

Si al iniciar sesión no aparece el menú “Review requests” deberá cambiar de rol dentro de la plataforma. Deberá pasar de “author” to “subreviewer”, esto se realiza desde la pestaña “CNIES 2020→change role”.