

All users need to have or to create an Easy Chair account. After following the [submission link](#) provided on RoPM&AM 2017 website, you will be directed to Easy Chair (EC) website. Link for creating account is provided on EC website.



Log in to EasyChair for ropm-am2017

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

User name:
Password:

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

Warning: After registration, if no instruction email sent to your university email after 1-2 minutes, your email server may block or queue EC emails. You may need to use your Gmail or Yahoo email instead.

Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

1. You should type the text that you see in the image below and click on "Continue".
2. If you type the text correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this site. To read the text, click the reload image  next to the text.

Type the text

[Privacy & Terms](#)   reCAPTCHA™

Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by (*)

Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

First name[†] (*):
Last name (*):
Email address (*):
Retype email address (*):

[†] Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the [read the Help article about names](#).
You may also be interested about [our policy for using personal information](#).

HOW TO SUBMIT YOUR ABSTRACT? (FOR AUTHOR)

1. Login to [RoPM&AM 2017](#) submission page provided by EC.
2. Click on "[New Submission](#)" link on top of the screen.
3. Select the track you want to submit your abstract, and click "[Continue](#)".
Submission form appears, fill in with your abstract and related information.
 - You can fill "N/A" on the text box that is irrelevant to you (such as "Fax").
 - At least one author and two keywords are required.
 - If your abstract is plain-text, fill in the abstract text box, and also click on "Abstract only" in the Paper upload box.
4. Click on "[Submit Paper](#)" button.

Submitted abstract can be modified later by logging-in and click on "[My submissions](#)". The menu on the right will assist you with submission modification.

HOW TO ASSIGN ABSTRACTS/PAPERS TO PC¹ MEMBER?

(FOR TRACK CHAIR)

1. Click on "[Assignment](#)" menu
2. Click on "[Interactive Assignment](#)"

You will see a list of submitted paper. Click on the name of the PC member you want to assign the paper (under each paper). You can also assign yourself to a paper (recommended, but not necessary since chair has full access to all papers in the track).

HOW TO REVIEW A PAPER?

(FOR TRACK CHAIR AND PC MEMBER)

Track chair can review all papers in the track he/she chairs. PC member can only review papers assigned to him/her.

To review a paper:

1. Move mouse over "[Reviews](#)" menu on top of the screen, and select "[My papers](#)". All papers assigned to you will be displayed. You can click on "[Details](#)" to see the abstract (plain-text or in PDF/Word uploaded file).
2. Click on "[Add review](#)" link (on the right menu)
3. Fill in your review information after you read the abstract.
4. Click on "[Submit review](#)" button.

Your review can be revised later:

- Move mouse over "[Reviews](#)" menu on top of the screen, and select "[My papers](#)".
- Click on "[Revise your review](#)" link associated with the paper.

HOW TO MAKE DECISION ON A PAPER?

(TRACK CHAIR)

Track chair can make decision on a reviewed paper.

1. Click on "[Show reviews](#)" link associated with the paper.
2. Click on "[Change decision](#)" link.
3. Select the decision and click "[Change](#)". If no further review is needed for the paper, you can also tick on "[Hide the paper](#)".

¹ PC - Program Committee