

73rd Annual Scientific Sessions of The Sri Lanka Veterinary Association

22nd & 23rd October 2021

EasyChair instructions for Reviewer

If you have any problems using EasyChair, please feel free to contact the SLVA Scientific Committee for any assistance

REVIEWING PROCESS CONTAINS TWO STEPS

1. Accepting review request
2. Reviewing paper and submitting a review report

1. ACCEPTING REVIEW REQUEST

1. Initially, the Reviewer should accept the request sent through email by EasyChair account. Request for review abstract will be sent to your email. This email request contains a link and by clicking the link can log in to your EasyChair account for Conference SLVA 2021 using your user name and password. Then select the sub reviewer.
2. Select the '**Alerts**' tab for new review assignments or notes (**Figure 1**).



Figure 1: Check for alerts

2. On the Alerts page, you can see all the reviews assigned to you (review requests). You can select the '**View**' option (clicking the magnifying glass icon – **Figure 2**) to access more information on the review that is requested from you. If you click on the dismiss cross icon, the review assignment will no longer show on the Alerts page.

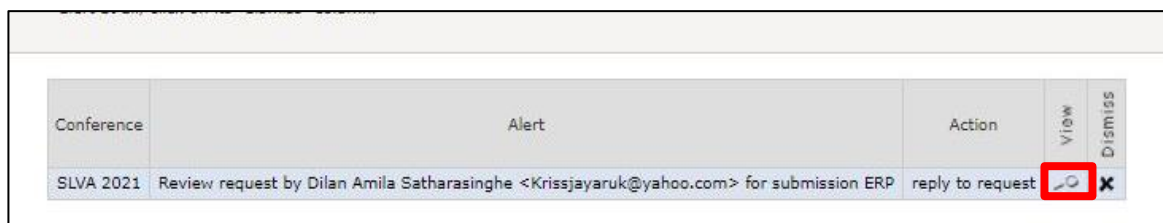


Figure 2: Check for review request

- To respond to the request, click on reply to “Answer request” (**Figure 3**) and will be directed to the answer review request page .

Review requests
SLVA 2021
Premium
Conference
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Review Request

[Answer request](#)

Dilan Amila Satharasinghe (Krissjayaruk@yahoo.com) requested you to review the following submission for SLVA 2021.

To accept or decline this request or to write to Dilan Amila Satharasinghe click on "Answer request".

Even if your review is ready, to submit this review you should answer the request first.

No files were uploaded with this submission. You can check with Dilan Amila Satharasinghe when the files are expected to be submitted.

Submission Information

Submission 64	
Title:	V1
Track:	Animal Health Session
Author keywords:	qqqqqqqqqqqqqqqqqqqqqqq qqqqqqqqqqqqqq qqqqqqqqqqqqqq
Abstract:	qq
Documents:	Clical sessions Reviwer instructions Reviwer form
Submitted:	Aug 19, 02:26 GMT
Last update:	Aug 19, 02:26 GMT

Figure 3: Answer to review request

5. You need to accept the review request to write the review (to answer request see **(Figure 4)**). You can also decline the review request here. **Please answer the request as soon as possible** to let the person who requested your assistance with the review know whether you are willing to review the abstract.

Subject:

Message:

☒ I agree to review this submission
☐ I do not agree to review it
☐ I will decide later


☒ Send message


Select and/or Send Message

Figure 4: Answer the request

2. REVIEWING PAPER AND SUBMITTING A REVIEW REPORT

1.To Access the submission for review - Click on the Review request (**Figure 1**)


SLVA 2021 (subreviewer)



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My Review Requests for SLVA 2021

The table below shows all your review requests. To work with a request, click on a submission number.

Use of colors: request accepted, no review, submission accessed, no answer.

#	Title	PC member	Track	Status	Status Date
2		Dilan Amila Satharasinghe	Animal Production Session	accepted	Aug 10
64	V1	Dilan Amila Satharasinghe	Animal Health Session	submission accessed	Aug 19

Figure 1: Check Review request

2. In the list, you can access the information about submission by clicking on the submission number (**Figure 2**).

#	Title	PC member	Track	Status	Status Date
29	ERP	Dilan Amila Satharasinghe	Animal Production Session	accepted	Aug 08

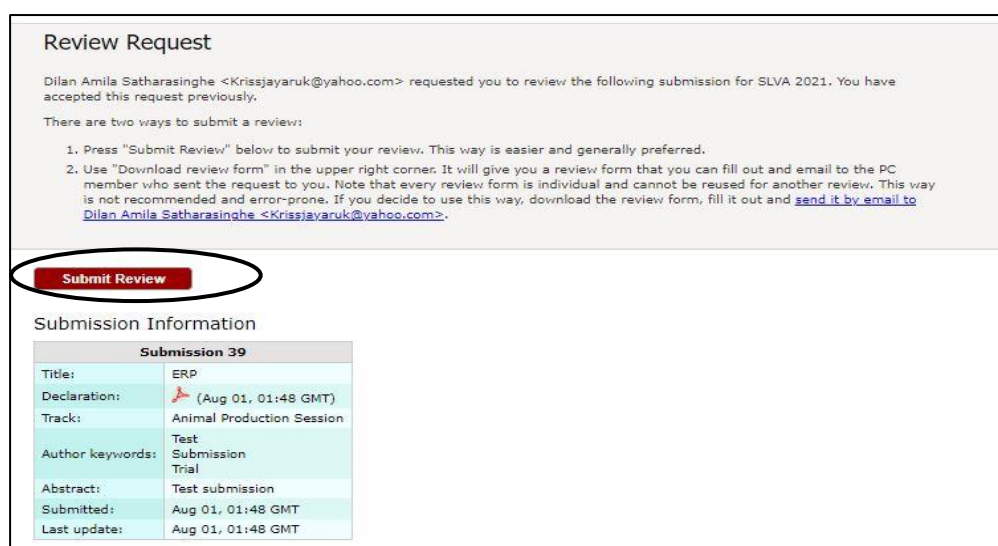
Figure 2: Check information of submission

3.The abstract will be available and the reviewer form can be downloaded (**Figure 4**)

[illegible]

Figure 4: Abstract and Reviewer form

4. After reviewing the abstract can submit the review report. Click on **“Submit review”** (Figure 5), and the online review form will be appearing on your screen (Figure 6).



Review Request

Dilan Amila Satharasinghe <Krisssjavaruk@yahoo.com> requested you to review the following submission for SLVA 2021. You have accepted this request previously.

There are two ways to submit a review:

1. Press "Submit Review" below to submit your review. This way is easier and generally preferred.
2. Use "Download review form" in the upper right corner. It will give you a review form that you can fill out and email to the PC member who sent the request to you. Note that every review form is individual and cannot be reused for another review. This way is not recommended and error-prone. If you decide to use this way, download the review form, fill it out and [send it by email to Dilan Amila Satharasinghe <Krisssjavaruk@yahoo.com>](#).

Submit Review

Submission Information


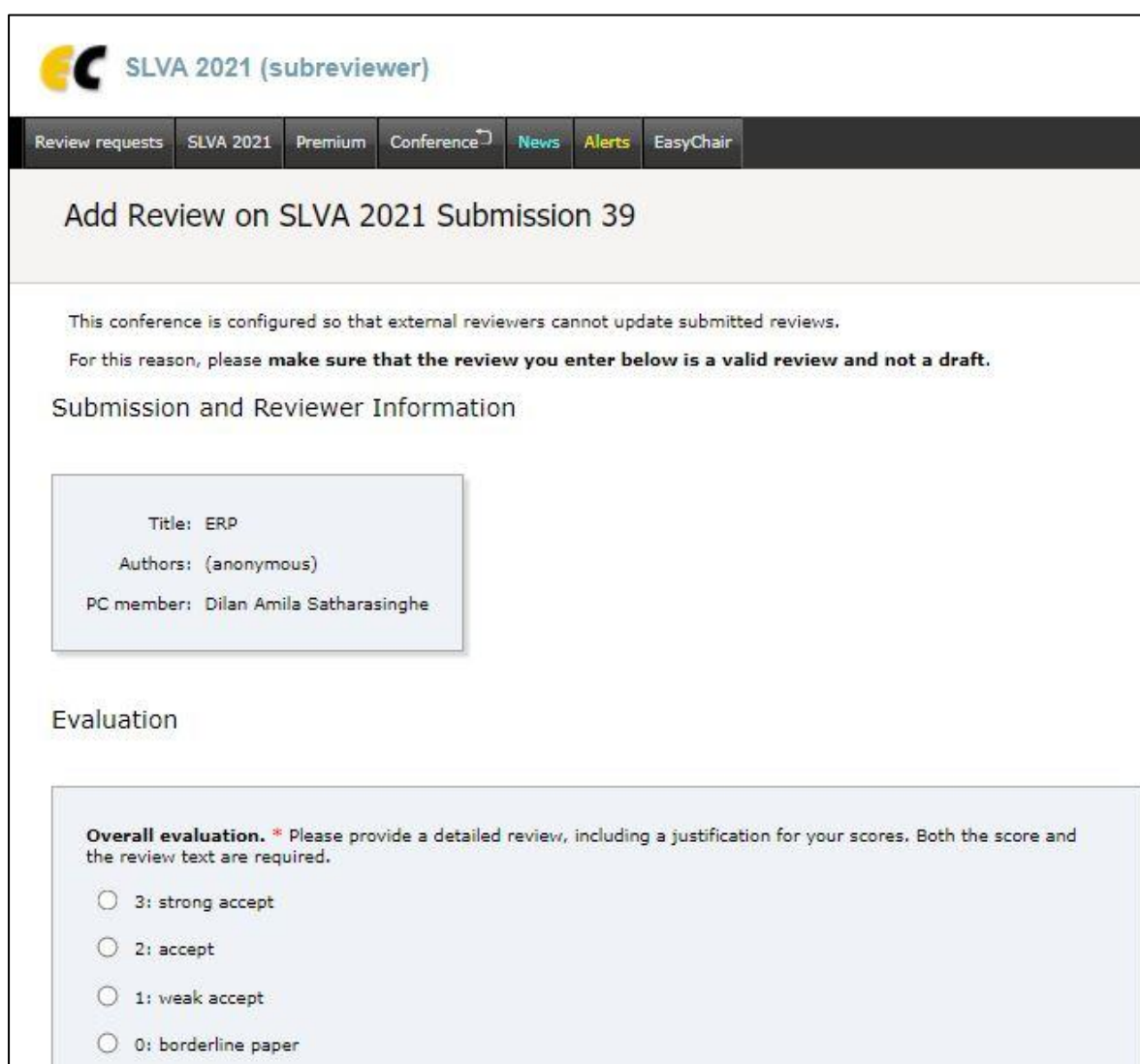
Submission 39	
Title:	ERP
Declaration:	 (Aug 01, 01:48 GMT)
Track:	Animal Production Session
Author keywords:	Test Submission Trial
Abstract:	Test submission
Submitted:	Aug 01, 01:48 GMT
Last update:	Aug 01, 01:48 GMT

Figure 5: Access the submission form



SLVA 2021 (subreviewer)

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Add Review on SLVA 2021 Submission 39

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

Title: ERP

Authors: (anonymous)

PC member: Dilan Amila Satharasinghe

Evaluation

Overall evaluation. * Please provide a detailed review, including a justification for your scores. Both the score and the review text are required.

☐ 3: strong accept

☐ 2: accept

☐ 1: weak accept

☐ 0: borderline paper

Figure 6: Review report

5.Fill the review report and attach the reviewer form by clicking “**Attachment**” submit the report by clicking “**Submit review**” at the end of the form (**Figure 7**).

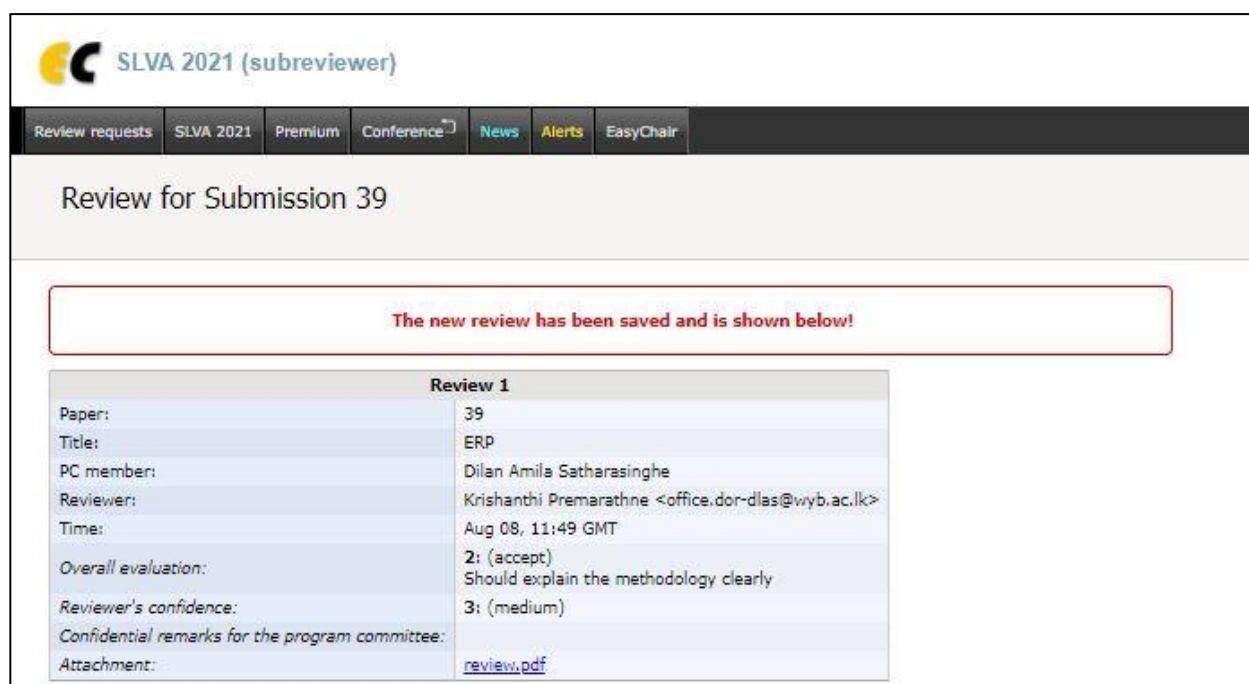


Attachment. If your review is in a non-text format, for example, a PDF file, upload it here:

No file chosen

Figure 7: Submitting the review report

6.After the submission of the review report, one can observe the review status (**Figure 8**).



SLVA 2021 (subreviewer)

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Review for Submission 39

The new review has been saved and is shown below!

Review 1	
Paper:	39
Title:	ERP
PC member:	Dilan Amila Satharasinghe
Reviewer:	Krishanthi Premaratne <office.dor-dlas@wyb.ac.lk>
Time:	Aug 08, 11:49 GMT
Overall evaluation:	2: (accept) Should explain the methodology clearly
Reviewer's confidence:	3: (medium)
Confidential remarks for the program committee:	
Attachment:	review.pdf

Figure 8: Submitting the review report