

ROLES AND RESPONSIBILITIES OVERVIEW

Timeline	Review Coordinator	AIS Staff
12 months	Begin monitoring the Gmail account	
12 months prior	Review System Testing Phase and Training	Assist in training
Mid-August	Track submissions due (end of August) via email	
6 months prior	Final Submission Review begins	

~NUMBER OF COORDINATORS~

Many conferences find the need for 5-7 review coordinators to allow work to be distributed appropriately.

~ROLES AND RESPONSIBILITIES~

1. Receive training on conference management system.
2. After setup of tracks and minitracks is complete, test the conference management system for paper submissions and the entire review process.
3. Monitor and respond to review coordinator Gmail account.
4. Review coordinators are assigned tracks to monitor during review process. Tracks are monitored and reminders are sent to ensure a timely review process, including assignment of papers to minitracks and reviewers, timely completion of reviews, and timely decisions by minitrack and track chairs. Both the original submission and revision submission process is monitored by review coordinators.
5. Review final submissions for compliance with camera ready template, including paper length. Flags within the conference management system were used to record the status of the paper (e.g., complete, specific problems noted, being revised by authors, etc.). Quick turnarounds are often required, and sometimes review coordinators edited the actual manuscripts (e.g., remove original submission and generate PDF that only includes revised submission).
6. RCs to do a quick review for compliance with submission requirements after submission deadline closes and before papers are assigned to reviewers?

REVIEW COORDINATOR POSITION

Time Commitment

- 4-6 hours per week during different phases of the review process, including the testing phase (October/November) and the paper submission phase (March and April).
- Hours will increase for the 7-14 days after submissions close (mid-February) and while papers are being assigned to reviewers and around the time that reviews are due.

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