

## Information for Special Session Organizer

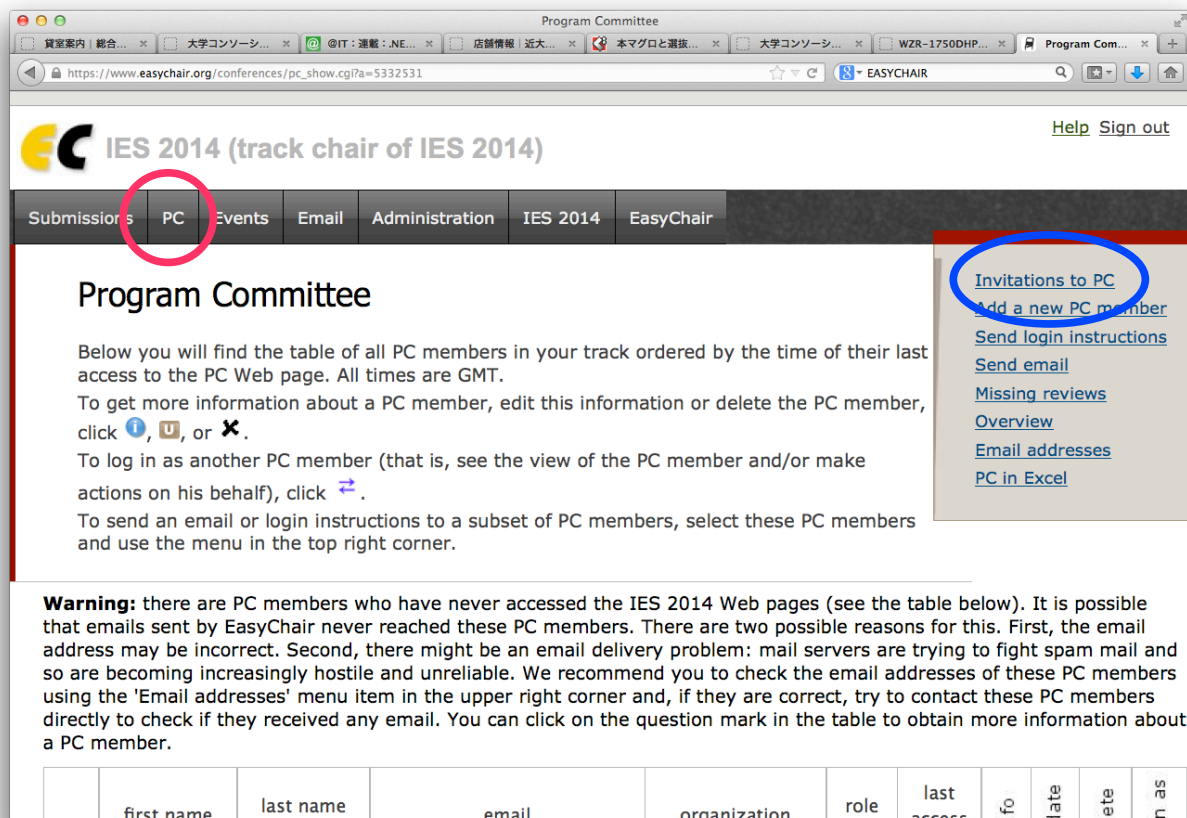
In order to manage your special session shown as a “Track” in the EasyChair system, the following two steps should be proceeded: inviting PC members for the special session, and assigning reviewers for submitted papers. These steps are described in detail:

Inviting PC members:

First, you need to login the EasyChair system:

<https://www.easychair.org/conferences/?conf=ies2014>

You ought to be a Track Chair for your role in the system. If you cannot be the track chair, you should tell me Hisashi Handa, [handa@info.kindai.ac.jp](mailto:handa@info.kindai.ac.jp), who is the workshop program co-chair.



Program Committee

IES 2014 (track chair of IES 2014)

Help Sign out

Submissions **PC** Events Email Administration IES 2014 EasyChair

### Program Committee

Below you will find the table of all PC members in your track ordered by the time of their last access to the PC Web page. All times are GMT.

To get more information about a PC member, edit this information or delete the PC member, click [i](#), [u](#), or [x](#).

To log in as another PC member (that is, see the view of the PC member and/or make actions on his behalf), click [↔](#).

To send an email or login instructions to a subset of PC members, select these PC members and use the menu in the top right corner.

- Invitations to PC
- Add a new PC member
- Send login instructions
- Send email
- Missing reviews
- Overview
- Email addresses
- PC in Excel

**Warning:** there are PC members who have never accessed the IES 2014 Web pages (see the table below). It is possible that emails sent by EasyChair never reached these PC members. There are two possible reasons for this. First, the email address may be incorrect. Second, there might be an email delivery problem: mail servers are trying to fight spam mail and so are becoming increasingly hostile and unreliable. We recommend you to check the email addresses of these PC members using the 'Email addresses' menu item in the upper right corner and, if they are correct, try to contact these PC members directly to check if they received any email. You can click on the question mark in the table to obtain more information about a PC member.

first name	last name	email	organization	role	last access	info	date	date	in as
------------	-----------	-------	--------------	------	-------------	------	------	------	-------

Next step is to invite PC member to your special session, i.e., track in the system. PC in the top menu in the red circle in the above figure is firstly pressed, then the link “Invitation to PC” in the blue circle should be clicked. Now, you can invite PC members to your session through this site.

## Assigning Reviewers:

After the deadline of submissions, you will be asked to assign reviewers for your special session by one of organizing committee members. You need to login the system again. In the submissions page as in the red circle in the below figure, by clicking blue circles, you can assign reviewers for each submitted paper.

The screenshot shows the EasyChair interface for the IES 2014 conference. The 'Submissions' menu item is highlighted with a red circle. The main content area displays the 'IES 2014 list of submissions' and a table of submissions. The first submission is by Hisashi Handa with the title 'test'. The 'assignment' icon in the table is circled in blue. A sidebar on the right contains links for 'Add a submission', 'Delete submission(s)', 'Deleted submissions', 'Email to authors', and 'Download submissions'.

#	authors	title	in formation	sub mission	assignment	update
1	Hisashi Handa	test				