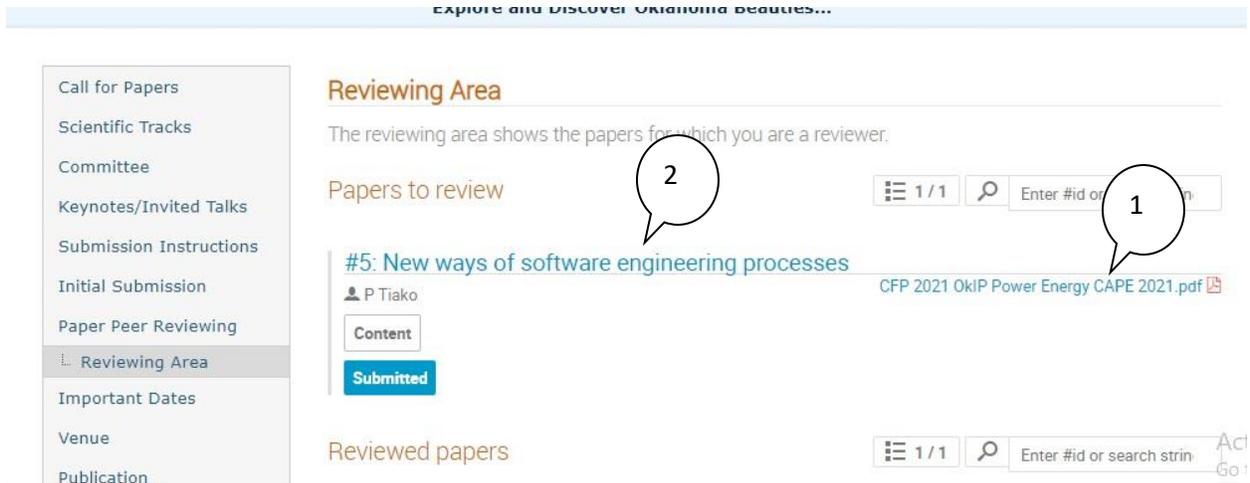# OkIP Conferences Blind Peer-Review Process

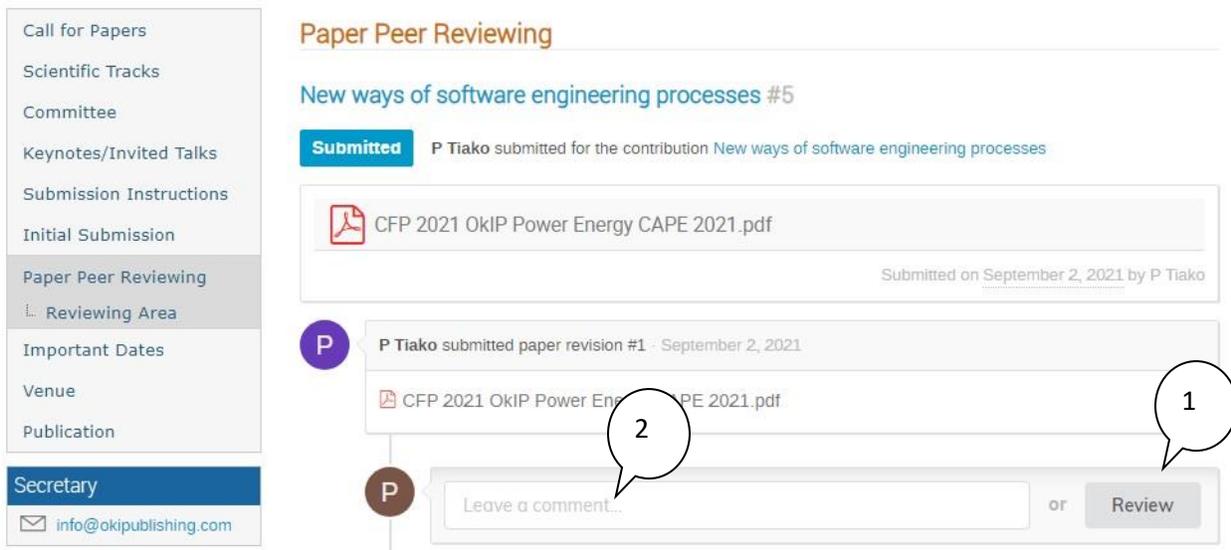By Prof. Dr. Pierre F. Tiako, General Chair

September 03, 2021

A) Log in to the system at Eventutor.com using the password sent to you or your password. If you are creating an account, be sure to check your spam folder for a missing email confirmation from Eventutor.

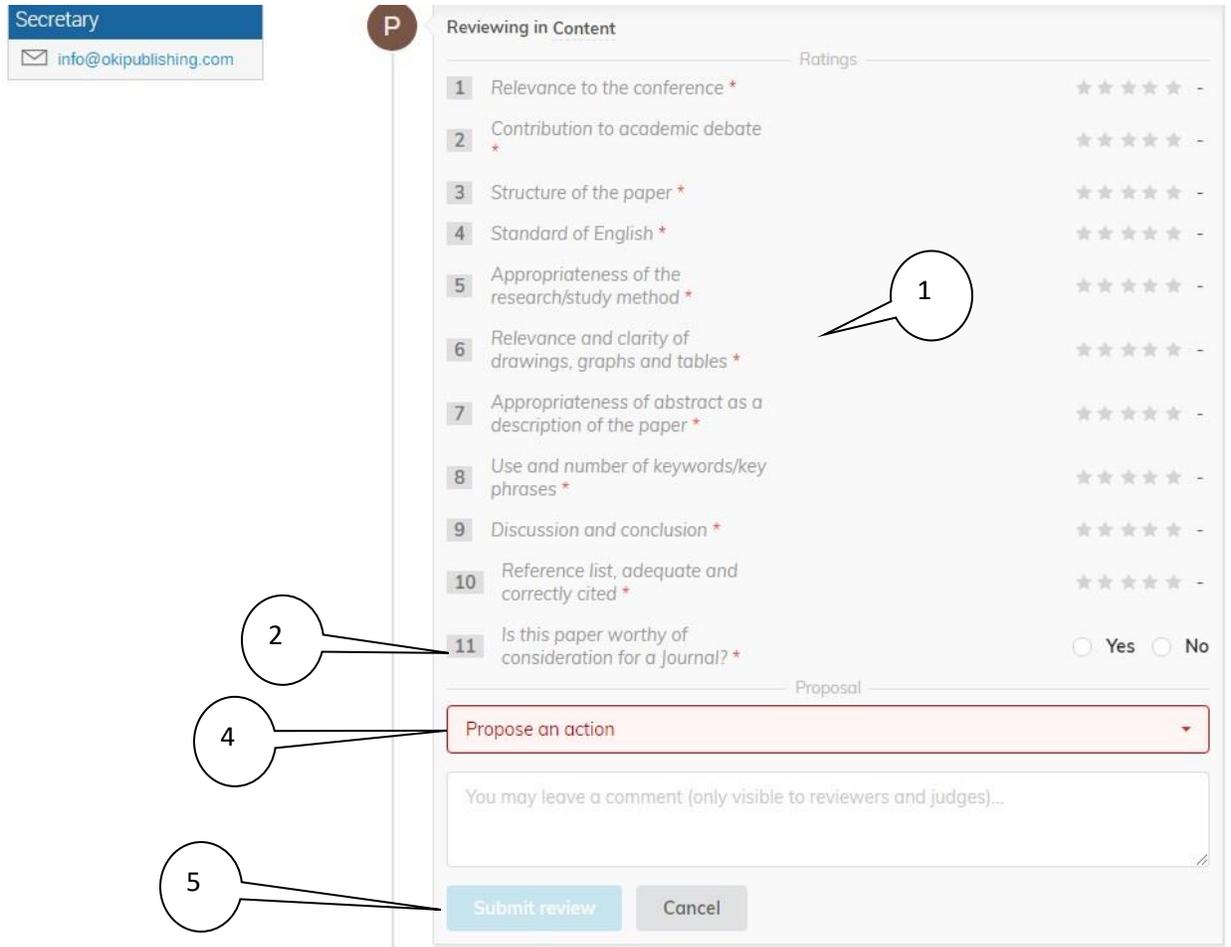B) Follow the link (1) you received from Eventutor inviting you to serve as Content Reviewer.

C) Go to "Reviewing Area" using the "Paper Peer Reviewing" side menu. Download the paper on the right (1) and click on the paper's title to input your review and comments (2).

D) Select the button "Review" on the right (1). Do not leave a comment on the "Leave a comment" area on the left (2).
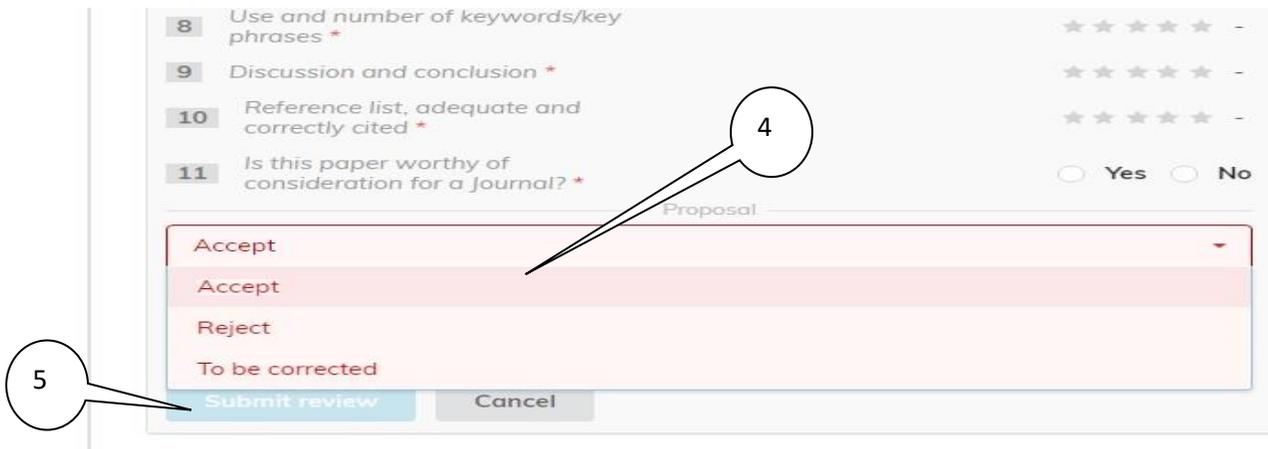
E) Grade the paper (1) for each criterion (1 to 10) with a scale from 1(low) to 5 (high). In item 11), suggest (2) if the Judges could consider an extended version of the paper for journal submission. Input your comment for the author(s) in the area (3) "You may leave a comment (only visible to reviewers and judges)."

Propose an action for the paper (4), including "Accept," "Reject," or "To be corrected." Then submit your review using the button "Submit review" (5).

F) Leave a comment (if any) for other reviewers and judges of this paper using the "Leave a comment" area (1). Keep the default option "Visible to reviewers and judges" (2). Selecting any other alternative could forward your comment (with your name) to the authors and disrupt the blind review process. Submit your comment using the "Comment" button.

G) The judges on the paper you reviewed will receive an email notification from Eventutor acknowledging the completion of your review. Thank you in advance for your review.