HOW TO ASSIGN NEW REVIEWER

- o go to the ***Manage Submissions and Reviews*** module and choose the ***List of Submissions***
- o next to each submission, you can see the ***New Review Request*** option; you can either fill in the form (for external reviewers who do not have a Conftool profile yet), or choose the option *Select receiver from list of all users*.
- o If you decide to invite other reviewers, please inform them by yourself on their duties and deadlines.

Please note that each abstract should be reviewed by at least one track chair.