

## HOW TO ASSIGN NEW REVIEWER

- go to the **Manage Submissions and Reviews** module and choose the **List of Submissions**
- 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*.
- 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.

← Overview 4:46:50pm GMT [William R. Taylor](#) [Logout](#)

Overview > Enter and Edit Reviews ?

### Enter and Edit Reviews

Now you may access the conference contributions assigned to you for reviewing. Please enter your results before the end of the reviewing phase. During this phase it is also possible to edit your entries.

If you are unable to evaluate all submissions assigned to you, please notify the chairs of the conference as soon as possible so that they can allocate new or additional reviewers. You can also suggest other experts as reviewers if you like. To do so, please send their contact details to the chairs.

Please note that the submissions you are evaluating are unpublished work of other authors. Their intellectual property rights and your professional ethics require that you do not disclose the contents of these submissions or part of them to others and that you treat them as confidential.

[Survey of Your Already Submitted Reviews](#)

**Filter Submissions Assigned to You for Evaluation**

Filter by Review Status  Show all reviews [34 Reviews]  Show only reviews awaiting completion [33 Reviews]

<b>145</b>	<p>Human movement Format: Perspective talk <b>BEYOND MECHANICS: INTEGRATING THE SOCIAL DIMENSION OF HUMAN MOVEMENT IN BIOMECHANICAL RESEARCH AND PRACTICE</b> Shaheen, Aliah F Organization(s): Brunel University London, United Kingdom 1st file <a href="#">Contribution_145.pdf</a></p>	<p> <a href="#">Contribution Details</a>  <a href="#">Send E-Mail to Program Committee</a>  <a href="#">Review Requests: 0</a>  <a href="#">Show Review</a>  <a href="#">Edit Review</a> </p>
<p style="color: green;">We have received your review. Thank you very much.</p>		

**For this submission, no review request has been sent yet.**

**Send New Review Request**

<b>Request Expiry Date</b>	11 ▾ Feb ▾ 2024 ▾	This request will automatically expire after this date if not answered.
<b>Review Deadline</b>	31 ▾ Dec ▾ 2025 ▾ 23 ▾ : 59 ▾ : 59 ▾	This deadline is based on the Conftool settings and can be inserted in the message body. The current deadline for entering reviews for this submission type / track is: 31st Dec 2025, 11:59:59pm
<b>User Status of Person</b>	Reviewer	
<b>Review Type</b>	Regular Reviewer	
<b>Sender and Subject</b>		
<b>Sender's Name</b>	Prof. William R. Taylor	
<b>Sender's E-Mail Address</b>	esb2024@conftool.com	
<b>E-Mail Address for Replies</b>	bt@ethz.ch	
<b>Receiver of the Request / Invitation</b>		
Select receiver from list of previous review requests and list of all users		
<b>* Title</b>	<input type="radio"/> Ms. <input type="radio"/> Mr. <input type="radio"/> Dr. <input type="radio"/> Prof.	
<b>* First &amp; Middle Name</b>	<input type="text"/>	
<b>* Last Name / Family Name</b>	<input type="text"/>	
<b>* E-Mail</b>	<input type="text"/>	
<b>Secondary E-Mail (Optional)</b>	<input type="text"/>	