

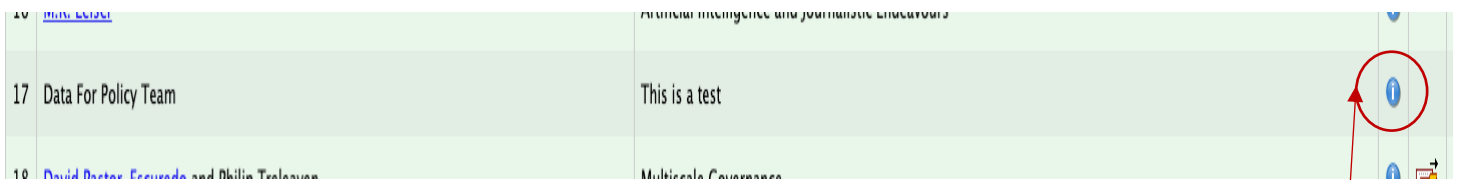



Guidance for using EasyChair to submit reviews for Data for Policy 2025 Regional Conferences

Thank you for agreeing to review submissions to Data for Policy 2025. We hope that this will be a straightforward and rewarding process.

- Before submitting your review on EasyChair, please make sure you have read the [information for reviewers](#) on our website.
- Please note that full papers will reviewed using the Data & Policy ScholarOne System, for which there is separate guidance.
- These instructions are to assist you in submitting your review on EasyChair. For additional information on how to use the system, there are [information pages](#) on EasyChair (login required), and a series of [tutorials](#) on YouTube.

1) On EasyChair, find the submission to review

A screenshot of the EasyChair submission list interface. It shows a table with columns for ID, Author, Title, and a right-hand menu. The second row is highlighted in green and contains the following information: ID 17, Author "Data For Policy Team", Title "This is a test", and a right-hand menu with an information icon circled in red. A red arrow points from the circled icon to a text box below.

17	Data For Policy Team	This is a test	
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Click to Click to open

2) Select 'add review' from the right and menu.

Submissions | Reviews | Status | View bids | Assignment | PC | Events | Email | Administration | Data for Policy 2021 | Premium | Conference | **News** | EasyChair

previous submission ◀ next submission ▶

Submission 17

The submission information is shown below.

Submission 17	
Title:	This is a test
Track:	Other submissions not covered by tracks
Author keywords:	Test Testing Tester
Abstract:	This submission is to help test the peer review system
Submitted:	Mar 12, 10:40 GMT
Last update:	Mar 12, 10:40 GMT
Submission Category	Extended Abstract (1000 words) submission for conference presentation only (for Track Chair's review)

- Update information
- Update authors
- Add file
- Delete the submission
- Email to authors
- Email to reviewers
- Show reviews
- Add review**
- Request review
- Assignment
- Edit note
- Attach document

Click to add review

If you are the reviewer, ignore the top part of the form. If you are a Programme Committee member and you want to invite a reviewer, you can use the below form.

Title: This is a test

Authors: Data For Policy Team

PC member: Emily Gardner

Enter subreviewer information Leave these fields empty if reviewed by yourself

Click on "Add associate" in the context menu to add your associate as a reviewer.

First name: *

Last name: *

Email: *

If you are the reviewer, the top part of the form is left blank. The programme committee can invite reviewers using this form.

3) Enter your score and comments against the assessment criteria: (see <https://dataforpolicy.org/submission-guidelines-for-authors-2025/> and scroll down to check reviewer instructions).

Please ensure that you are using the appropriate assessment criteria for individual extended abstract or panel submission.

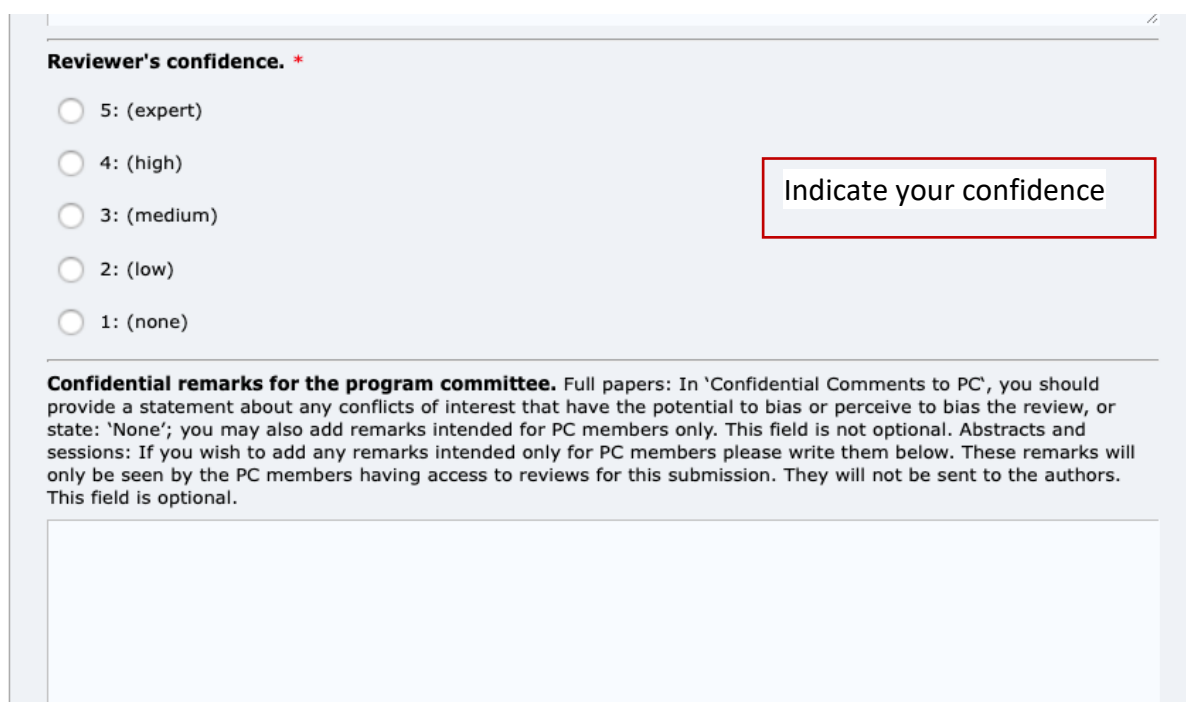
Evaluation

Overall evaluation. * Please provide a detailed review, including a justification for your scores. Both the score and the review text are required.

- 3: strong accept
- 2: accept
- 1: weak accept
- 0: borderline
- 1: weak reject
- 2: reject
- 3: strong reject

Provide your comments in the box below the scores

Indicate your confidence in reviewing the submission.



Reviewer's confidence. *

5: (expert)

4: (high)

3: (medium)

2: (low)

1: (none)

Indicate your confidence

Confidential remarks for the program committee. Full papers: In 'Confidential Comments to PC', you should provide a statement about any conflicts of interest that have the potential to bias or perceive to bias the review, or state: 'None'; you may also add remarks intended for PC members only. This field is not optional. Abstracts and sessions: If you wish to add any remarks intended only for PC members please write them below. These remarks will only be seen by the PC members having access to reviews for this submission. They will not be sent to the authors. This field is optional.

Please declare any conflicts of interest in the confidential remarks box or confirm that you have none.

You may provide any additional comments in confidence to the Programme Committee.

Now **SUBMIT** your review - **Thank you for acting as a reviewer for Data for Policy 2025 Regional Conferences!**