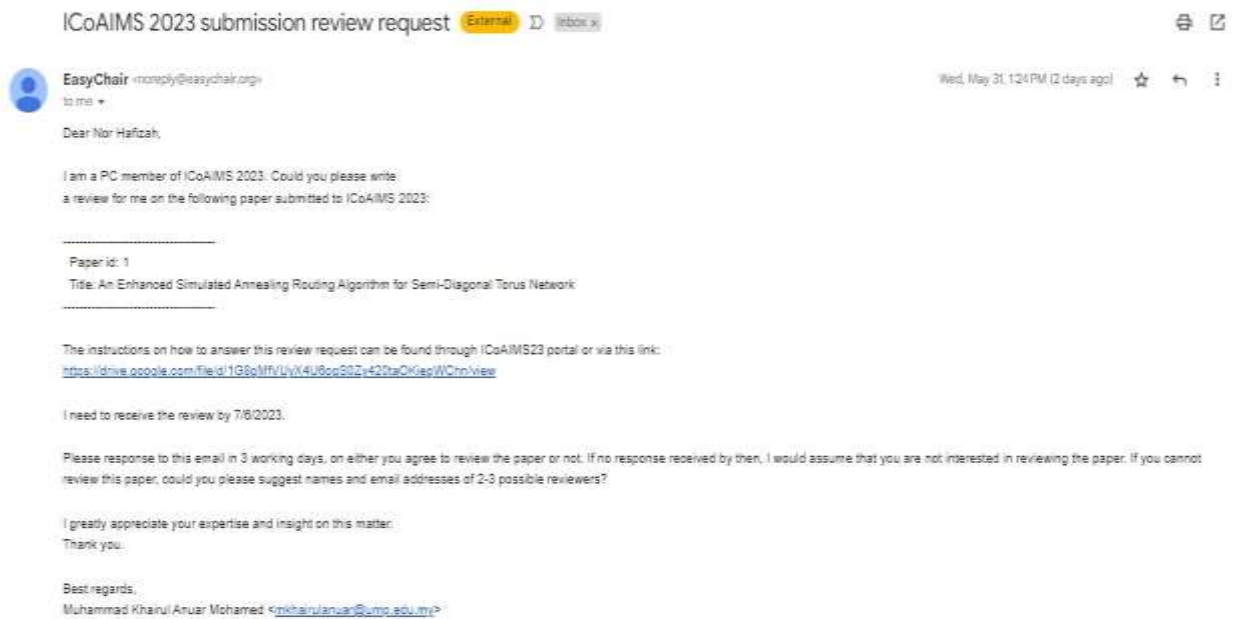


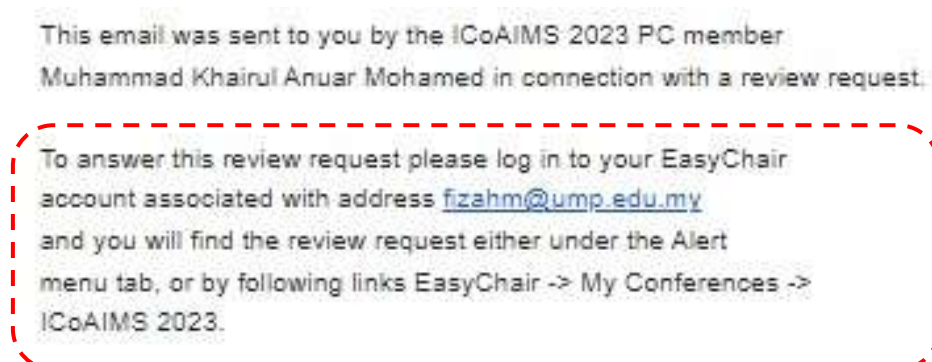


## GUIDELINES FOR REVIEWER

1. If you are appointed as a reviewer, you would receive an invitation email as follows:



2. Please refer to the given instruction in the email to respond to this invitation:



3. Log in to EasyChair and click **subreviewer** button.

## Nor Hafizah Moslim, Welcome to EasyChair!

To **view all your roles**, click on "All roles".

To access **any other EasyChair feature**, use the main menu.

Your recent EasyChair roles are shown in the table below. Click on a role to access it.

Conference	Role
ICoAIMS 2023	<a href="#">subreviewer</a> <a href="#">chair</a>
ICoAIMS 2022	<a href="#">subreviewer</a>
SKSM28	<a href="#">chair</a>


4. Choose the respective manuscript to be reviewed by clicking the magnifying glass icon.

ICoAIMS 2023 (subreviewer) help / Log out

Review requests Premium Conference News Alerts EasyChair

### My Review Requests for ICoAIMS 2023

The table below shows all your review requests. To work with a request, click on the "View" image.

#	Authors	Title	PC member	Status	Status Date	View
			Muhammad Khairul Anuar Mohamed	accepted	May 31	

5. Click **Answer request** to respond the invitation.

The screenshot shows a 'Review Request' form. At the top right, there is a button labeled 'Answer request' which is highlighted with a red dashed border. Below the title, there is a text box and instructions: 'To accept or decline this request or to write to Nadrah Mohd Nasir click on "Answer request". Even if your review is ready, to submit this review you should answer the request first.' Below this is a 'Submission Information' section with a table containing 'Title', 'Abstract', and 'Fullpaper' rows, each with a corresponding text input field.

6. Please type **"AGREE"** or **"DO NOT AGREE"** in the message box and choose the respective decision. Then, click **Send email**.

The screenshot shows a message box for responding to a review request. It includes a 'Subject:' field at the top, followed by a large 'Message:' text area outlined with a red dashed border. Below the message area are three radio button options for the decision: 'I agree to review this submission' (which is selected), 'I do not agree to review it', and 'I will decide later'. There is also a 'send email' checkbox which is checked. At the bottom of the form, there is a red button labeled 'Select and/or Send Email' which is also highlighted with a red dashed border.

7. If you agree to review the manuscript, click the fullpaper symbol to download the file. Once you have read and review the manuscript click **Submit review** to complete the review process. Please evaluate the manuscript accordingly.

Review Request Accepted

To submit your review use the context menu in the upper right corner.

Submit review

Submission Information

Title	Abstract	Fullpaper
	(May 26, 07:23 GMT)	(Jun 20, 03:05 GMT)

8. You can refer to reviewer instructions here.

### ICoAIMS 2023 Reviewer Instructions

This conference has its own instructions for reviewers. Press the button below to read these instructions.

[Read instructions](#)

#### ICoAIMS 2023 Reviewer Instructions

Reviewers are required to evaluate the manuscript based on the following criteria (Title, Abstract, Introduction, Literature Review, Methodology, Figures, Tables And/Or Mathematical Expressions, Grammar/Mechanics Of The Manuscript, Organization/Clarity, Novelty/Orientality, Results And Discussions, Conclusion and References ) using the following indicators (Excellent, Good, Fair, Poor or Very Poor). You may also provide additional comment(s) for each criteria in the space provided.

Reviewers:

- must keep any privileged information or ideas obtained as confidential.
- shall excuse from reviewing manuscripts in which they have co-written, collaborated, or other relationships/ connections with any authors, institutions, or institutions associated with the manuscript; they should promptly inform the ICoAIMS Publication Committee.
- must refer to this file: [ICoAIMS 2023: Guideline for reviewer](#)

Thank you for your cooperation in evaluating the manuscript. Your expertise and insight towards reviewing the manuscript are greatly appreciated.

9. If you would like to attach the reviewed file, click **Choose File**, then upload the respective file. Finally, click **Submit Review**.

**Attachment.** If your review is in a non-text format, for example, a PDF file, upload it here:

No file chosen

Shall you have any inquiries, do not hesitate to contact us at [icoaims@ump.edu.my](mailto:icoaims@ump.edu.my). We would like to express our sincere gratitude for the effort and expertise that you contribute to reviewing the manuscript. Thank you!