1. Find your email from Gary Marks/SITE with the link to the submissions. Once you have logged in appropriately you should get to a page that looks like this:

2. Make sure to select the correct conference! SITE 2010 in this case.

3. Once you have chosen the correct conference and the correct year, you will get to a page that looks like this:

4. Now you need to find the ‘Decide on Paper’ link. (It won’t be circled in red on the website!) It is right here:

**Choose Working Conference**

**Conferences : Choose a Conference**

![Image](site2009_choose_conference.png)

**New Conference**

Add a Conference to the database.

**SITE 2009** March 2-6, 2009

**Change Conference**

**Papers: Main Menu**

**Paper Administration**

- All Papers
- Edit/Delete Papers
- Copy a Paper
- Add Paper
- Confirm Proceedings for All Papers that will be presented
- View Authors With Multiple Papers
  - Get a listing of all authors who have submitted at least 2 papers.

**Paper Reports**

- Display Papers Without Proceedings
  - Display papers that should not be in the proceedings book.

**Decision Process**

- Choose Award Papers
  - Look over the papers and mark them as award papers.
- Decide on Papers
  - You can choose which papers to accept and which type they will be accepted as.

Note that this is for papers that have not been decided on yet. If you wish to change the decision status of a paper that...
5. Now you need to select your SIG and decide on how you want to view the submissions. Select your SIG under the Topic drop-down box. Then choose how to sort your submissions. Sorting by Score is often helpful the first time through. When you come back you may want to sort by decision to find those papers you have left.

Papers: Decide on Papers

6. You will now find yourself at a page with all the submissions in your SIG sorted by the average score of the reviewers. The most helpful thing now is to click on the ‘Reviews’ button. This will show you the abstract and scores/comments of each review (This opens in a new window/tab!)

7. Last step! Make your decision. If you agree with the submission you can simply click ‘Same’. Or you can use the drop box to accept the presentation in a different format, i.e. changing a full paper to a brief paper. If you think the submission is simply outstanding you have two additional choices, recommending it for the book, or an award.

8. As far as what decision to make, there are additional suggestions from Gary in the email from SITE and please don’t hesitate to contact your Council Chairs for additional guidance.