

Dear Organisational Track Coordinator,

We hope your year started off well!

We are writing to you to grant you access to the papers of your track of the EURAM 2012 Annual Conference.

We would also like to take the opportunity to remind you about the next important steps in the paper handling process:

1.	By January 12	Organisational Track Coordinators are granted access into the E-Pass System which will allow them to monitor the incoming submissions.	<input checked="" type="checkbox"/>
2.	By January 17	Paper Submission Deadline	
3.	As of January 24	Organisational Track Coordinators will receive an Excel file with the submissions in their track.	
4.	As of January 30	<p>1. Organisational Track Coordinators allocate two reviewers per paper in the attached EXCEL Sheet and will submit their Excel sheet to Luisa Jaffé. Reviewers are automatically sent log in information and reviewing guidelines.</p> <p>OR</p> <p>2. Organisational Track Coordinators allocate the reviewers on-line themselves as described in the guidelines. Reviewers are automatically sent log in information and reviewing guidelines.</p> <p>Please indicate to luisa.jaffe@eiasm.be which option you select.</p>	
5.	By March 9	Reviewers complete their reviews on-line. During that period, we ask you to closely monitor the progress on the reviews. Luisa Jaffé will contact you if a reviewer informs her that s/he is not able to perform their review in which case you will need to reallocate a reviewer.	Nearing Completion
6.	Between March 9 & March 23	Organisational Track Coordinators decide on the acceptance/rejection of papers and enter their decision in the E-Pass system.	

7.	As of March 27	Authors are notified on acceptance/rejection.	
8.	April 20	Early Bird Registration and Author's Registration	
9.	TBD	Selection of Best Papers and Best Reviewers	
10	June 6-8	EURAM Conference	

I hope these actions are clear and agreeable to you. For questions or concerns, please do not hesitate to contact us at euram2012@rsm.nl, caroline.brown@eiasm.be or luisa.jaffe@eiasm.be

Looking forward to hearing from you.

Best wishes,

Henk Volberda
 Conference Chair
euram2012@rsm.nl

And EURAM Executive Office
Caroline Brown, Stagiaire, Executive Office

Luisa Jaffé, Executive Officer
luisa.jaffe@eiasm.be

2012 Conference
Organisational Track Coordinators Guidelines
(Revised December 2011)

STEP 1: Accessing the system & Downloading Papers

To download and view the papers within your track, please follow these instructions:

1. Go to the EURAM Conference Website: <http://www.euram2012.nl>

In the section "Tracks & Papers", select "E-Pass"

You will be directed to the online paper submission system (E-Pass system)

2. You will be requested to login with your email and password. By now, the Conference team has been in contact with you to ensure that you have a password to access the system.
If you cannot remember your password, follow the instructions to obtain a new one (Click on "*Password Forgotten*"), and change it to something easy to remember.


3. Once you have logged in successfully, you will be on the Organisational Track Coordinators screen.

Here you will see a list of submissions under your particular track.

You can view the list with the Author name, Paper Title, the Track which it was submitted to, the Review and the Status of the review.

You can sort the submissions by clicking in the column header of the:


1. ID Number
2. Author's Last Name
3. Title
4. Status

4. You can download the PDF version of a submitted paper by clicking on the icon  next to the file.

Each paper has a 'Status':

'New'	The paper has not yet been reviewed or allocated to reviewers.
' <i>Review in Progress</i> '	The reviewers have been assigned to the paper.
' <i>Review Completed</i> '	The reviews for this paper have been completed by both reviewers.

<i>'Accepted'</i>	The Track Chair has entered his/her decision and has accepted the paper.
<i>'Accepted and Notified'</i>	The author has been sent his/her acceptance notification.
<i>'Accepted Not Published'</i>	The author does not want the accepted paper to appear on the website.
<i>'Accepted and Withdrawn'</i>	The status means that the paper was accepted, but none of the authors are able to present the paper at the conference.
<i>'Rejected and Notified'</i>	The author has been sent his/her rejection notification.
<i>Coloured in Orange</i>	The author did not comply with the submission guidelines and resubmission of the paper is still pending.

5. You can view all the details (co-authors, keywords, etc.) about each paper by clicking on the icon  .

STEP 2: The Review Process

To be sent out after the paper submission deadline.