

20th International Conference Wirtschaftsinformatik 2025



Tutorial for Track Chairs

1) General Information

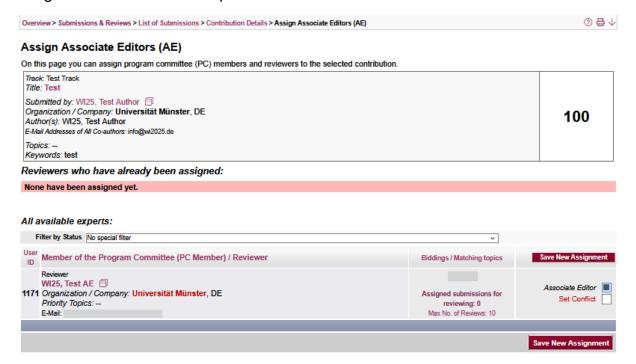
This document is intended to give you an overview of the most important functions of the WI submission system for the review process. For detailed information please have a look at the ConfTool Documentation or ask the support team (info@wi2025.de).

2) Login Information

Track Chairs have already been invited to the WI submission system (https://www.conftool.com/wi25/). You should have received the invitation details by email. If you have lost your login details, they can be obtained through the links right of the login text fields ("Forgotten your user name?" and "Forgotten your password?").

3) Viewing Submissions and Assigning AEs

After logging in you have the option to view all submissions for your track under the menu "Manage Submissions and Reviews" → "List of Submissions". Clicking on the Contribution itself, you have the option to get further information about each contribution. With the Button "Assign Associate Editors" you have the option to assign Associate Editors to specific contributions.



Furthermore, you have the option to set conflicts. **Be aware** that AEs don't get notified by the system about their assignment. Therefore, **we recommend you notify all AEs via Mail about their assignments** and process them further.



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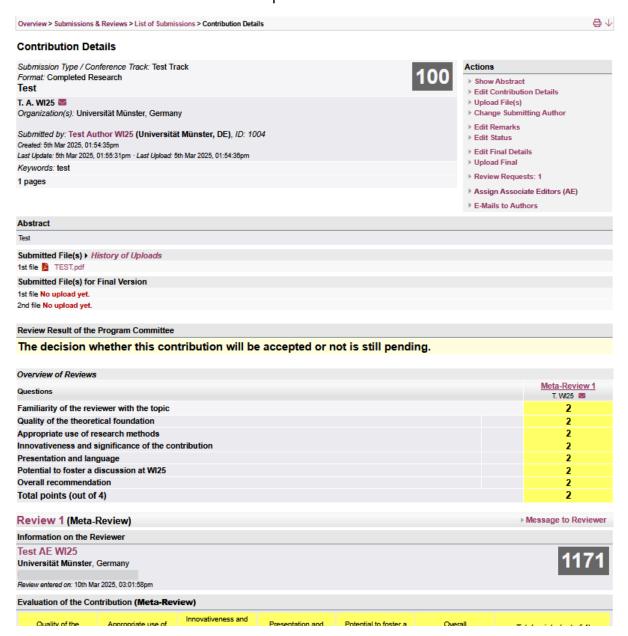


4) Setting Status

Via the menu "Results of the Reviewing Procedure & Decision About Acceptance" you can set the status (e.g. "in review") for each submission in your track.

5) Viewing Reviews & Accepting or Rejecting

Clicking on a specific contribution either via the "List of Submission" or the "Results of the Reviewing Procedure & Decision About Acceptance" menu Track Chairs can see all details of the reviews of specific contributions.



By clicking on "Edit Status" Track Chairs can make their final decision about acceptance or rejection. E-mails about rejection or acceptance are sent out via Bulk-Emails from the WI-Organizers to the Authors on the following specific deadlines:



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- 28th of March 2025 → Fast & Constructive AE Feedback
- 30th of May 2025 \rightarrow Information to Authors
- 27th of June 2025 → Final Decision to Authors

Please make sure that before the deadlines the correct status is set for all submissions.