







TSB2017
29th Annual Meeting of Thai Society
for Biotechnology and International Conference
FRONTIERS IN APPLIED BIOTECHNOLOGY

<http://tsb2017.thaibiotec.org>
November 23-25, 2017
Swissotel Le Concorde, Bangkok, Thailand

Instruction for TSB2017 Reviewer

- You will be requested to review about 1-4 scientific works submitted to present at the Conference
- For each of the submitted works, there will be a total of 3 reviewers to review and rate the abstract, if the abstract is accepted for presentation, the same 3 reviewers might subsequently be requested to review and rate the full paper
 - You will have **10** days to complete the abstract review
 - You will have **20** days to complete the full paper review
- Please read the following 3-step instruction carefully to learn how to complete the review
- Please do not hesitate to contact us at plaimain.a@sci.kmutnb.ac.th if you have any questions regarding the review

Instruction for TSB2017 Reviewer

Step 1 Invitation to register as a reviewer on EasyChair

| Activity | Your Email Inbox |
|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Register as a reviewer (also called Program Committee of the TSB2017) on EasyChair https://easychair.org | <ol style="list-style-type: none">1. Invitation to register received2. Confirmation of registration received upon finishing the registration |

Step 1

Invitation to register as a reviewer on EasyChair received in your Email Inbox

> From: EasyChair <noreply@easychair.org>
> Subject: Welcome to the TSB2017 program committee!
> To: Name Surname <email address>
> Date: Thursday, June 8, 2017, 11:55 AM
> Dear Name Surname
>
> TSB2017 <tsb2017@sci.kmutnb.ac.th>
> added you
> to the program committee of TSB2017 (The 29th Annual Meeting
> of
> the Thai Society for Biotechnology and International
> Conference). This message contains information on how to
> access
> the program committee Web pages. To do so you should access
>
> <https://easychair.org/conferences/?conf=tsb2017>
>
> and enter your EasyChair user name and password.
> Alternatively,
> you can log in to EasyChair using
> <https://www.easychair.org/conferences/>
> and find TSB2017 in your
> list of conferences. For all questions related to this
> invitation please contact TSB2017
> <tsb2017@sci.kmutnb.ac.th>
>
> If you forgot your user name or password, you should access
>
> <https://easychair.org/account/forgot.cgi>
>
> and specify <your email address>
> as your email address.
>
> Best regards,
> EasyChair messenger.

Click here and follow the EasyChair's instruction to register

**** In case you already have an EasyChair account tied with the provided email address, you will receive a notification email from EasyChair to inform you that you have been added as a reviewer for TSB2017 Conference ****

Instruction for TSB2017 Reviewer

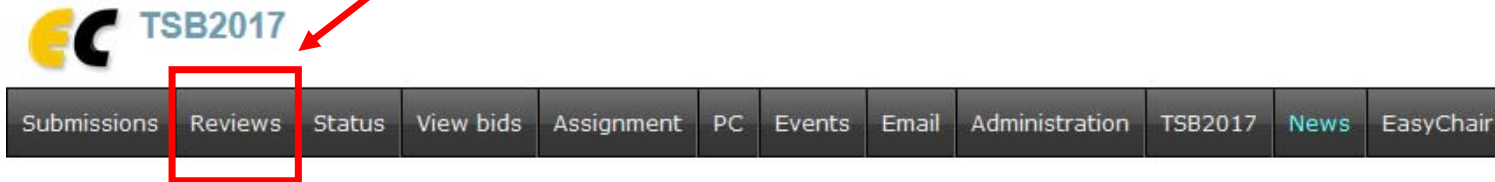
Step 2 Request to review an abstract

| Activity | Your Email Inbox |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| Log-in to https://easychair.org to review the abstract in the section “ Abstract Evaluation ” and submit your review to the system within 10 days | Notification to review the abstract received |

Step 2

Log-in to <https://easychair.org> to review the assigned abstract

1. Select "Reviews" > "My papers"



Reviews

To **add a new review** click on the "add" icon (+) in the table.
To **update a review** click on the column containing the reviewer name.
Use of colors: submission has my review, not assigned to me.

| # | Submission | Details | paper | Show reviews | Review form | Add new review | Contact subreviewer |
|----------------------------|------------------|---------|-------|--------------|----------------------|----------------|---------------------|
| submissions reviewed by me | | | | | | | |
| # | Abstract's title | | | | form | | |

3. Click to provide your review (comments and rating)

2. Click to download the assigned abstract and review

Step 2

Log-in to <https://easychair.org> to review the assigned abstract

Abstract Evaluation. -

3: Accept without correction
 2: Accept with minor correction
 1: Accept with major correction
 0: Reject

Attachment. If your review is in a non-text format, for example, a PDF file, upload it here:
 No file selected.

4. Rate the abstract, provide your comments and suggestions. You may upload your reviewed file in PDF format if you wish to do so

Submit review

5. Click "Submit review" to send your review to the system

Instruction for TSB2017 Reviewer

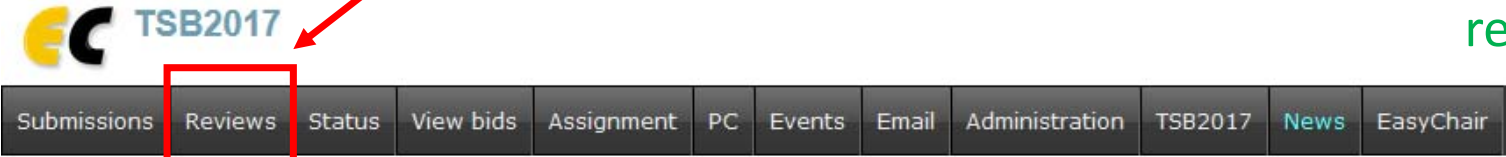
Step 3 Request to review full paper of the abstract

| Activity | Your Email Inbox |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Log-in to https://easychair.org to review the full paper in the section “Overall Full Paper Evaluation” and submit your review to the system within 20 days | Notification to review the full paper received |

Step 3

Log-in to <https://easychair.org> to review the assigned full paper

1. Select "Reviews" > "My papers"



Reviews

To **add a new review** click on the "add" icon (+) in the table.
To **update a review** click on the column containing the reviewer name.
Use of colors: submission has my review, not assigned to me.

| # | Submission | Details | paper | Show reviews | Review form | Add new review | Contact subreviewer |
|----------------------------|--------------------|---------|-------|--------------|----------------------|----------------|---------------------|
| submissions reviewed by me | | | | | | | |
| # | Full paper's title | | | | form | | |

3. Click to provide your review (comments and rating)

2. Click to download the assigned full paper and review

Step 3

Log-in to <https://easychair.org> to review the assigned full paper

Overall Full Paper Evaluation. -

Hypothesis and Objective. -

Discussion. -

Reference. -

Use of Language. -

Presentation and Collocation. -

Creativity. -

Academic Value. -

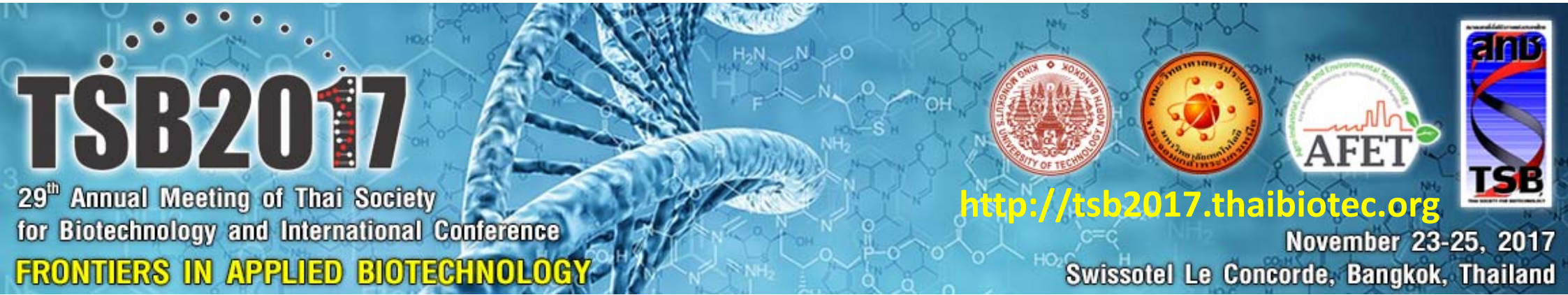
Content and Structure. -

4. Rate the full paper, provide your comments and suggestions. You may upload your reviewed file in PDF format if you wish to do so




Attachment. If your review is in a non-text format, for example, a PDF file, upload it here:
 No file selected.

5. Click "Submit review" to send your review to the system

Submit review



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Instruction for TSB2017 Reviewer

- When you finish all the assigned works, we will send you a letter of acknowledgment to your provided email address

Thank You
so much!