



International Conference on Environmental Systems Guide to Submission and Peer Review Process

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1 Introduction

The International Conference on Environmental Systems (ICES) is an independent, not-for-profit organization dedicated to the dissemination of novel, relevant, and high-quality technical data and information. Topics pertaining to humans living and working in extreme environments with applications inside or outside of terrestrial or outer space habitats or vehicles, including aerospace human factors; environmental control and life-support system technology; environmental monitoring and controls; planetary protection; EVA system technology; life sciences; planetary habitats and systems; and thermal control systems technology for both crewed and uncrewed vehicles are discussed. Through the combined efforts of five committees and an ongoing collaboration with Texas Tech University, conference papers are submitted, peer reviewed, and published online with open access.

The purpose of this document is to clarify publication acceptance criteria for ICES, to outline guidance for the ethical review of conference papers, to define the roles and responsibilities of the ICES Organization Committee members, session organizers, reviewers, and authors, to provide a clear process for appealing decisions, and to provide a guide for the use of EasyChair for authors, reviewers, and session chairs. Review and appeal processes have been developed based on *COPE Ethical Guidelines for Peer Reviewers*¹ and *Wiley's Best Practice Guidelines on Publishing Ethics: A Publishers Perspective, Second Edition*.²

2 Conference Roles and Responsibilities

There are numerous individuals involved in the submission, review, and acceptance of conference publications submitted to each ICES conference. Individuals can assume multiple roles within their participation with the conference, but only a single role with respect to a single submission. ICES uses EasyChair (easychair.org) for manuscript submission, review, and management.

2.1 Author

Authors are considered significant contributors to the technical advancement described in a manuscript and/or to the drafting of the manuscript. Authors are responsible for all content of the manuscript, for ensuring their required organizational reviews are conducted and necessary approvals are received prior to submission, for responding to reviewer comments and questions, and for meeting the published manuscript deadlines. Author responsibilities include:

- Submitting an abstract by the due date
- Responding to requests for a change of session (if necessary)
- Submitting first draft of the manuscript by the due date
- Modifying the manuscript per the reviewer comments
- Submitting a 2nd draft of the manuscript to easychair and sending responses to review comments to the session chair(s), if the 1st draft received any scores ≤ 0
 - Note that review responses are sent only for reviewers scoring ≤ 0
- Making final revisions and submitting a final manuscript by the due date

Detailed instructions on how to use EasyChair as an author are provided in sections 8.1 and 8.2.

¹ COPE Council. COPE Ethical guidelines for peer reviewers — English. <https://doi.org/10.24318/cope.2019.1.9> Version 2: September 2017.

² <https://authorservices.wiley.com/ethics-guidelines/index.html>.

2.2 Reviewer

Manuscript reviewers are pivotal to ensuring the overall technical excellence of ICES. Because each manuscript must have three reviews, authors of a manuscript should assume that they will provide three reviews of other papers to have sufficient coverage for all conference contributions. Once assigned by a session chair, a reviewer is responsible for confirming no conflict of interest exists (see Section 3), for reading the manuscript and providing comments that meet the following criteria:

- Identifies strengths and weaknesses
- Is objective and constructive
- Is specific with recommendations for ways to improve
- Provides references, as appropriate, and
- Addresses technical content, rather than stylistic preferences

Reviewers are responsible for providing their reviews by the requested due date and maintaining the confidentiality of their reviews. If a reviewer applies a score of 0 or lower to a manuscript draft, they will be responsible for providing a second review when a revised manuscript and author response is submitted by the author. The reviewer is responsible for updating their review in an email directly to the session chair for upload into easychair (reviewers are unable to submit 2nd reviews in easychair). Detailed instructions on how to use Easychair as a reviewer are provided in sections 8.1 and 8.4.

2.3 Session Chair

Each year, dozens of sessions are available for abstract and manuscript submission to the ICES conference. Each session is led by a Session chair and one or more co-chairs. Session chairs are responsible for the following:

- Reviewing abstracts for applicability to their specific session(s) and marking ACCEPT, MOVE, or REJECT in easychair (see section for detailed description)
- Identifying a minimum of three knowledgeable reviewers for each submitted manuscript in their session
- Compiling 1st reviews and distributing to corresponding authors
- Reviewing 2nd drafts with edited content for compliance with reviewer comments
- Coordinating 2nd reviews with reviewers when first reviews are scored a 0 or below and updating easychair with the modified reviews
- Designating an initial decision on manuscripts (accept? or reject?)
- Designating a final decision on manuscripts (ACCEPT or REJECT).

It is imperative that Session Chair maintain the anonymity of reviewers throughout the process. Further, Session Chairs are empowered to make the final adjudication to accept or reject a manuscript. However, they are not authorized to communicate the accept or reject dispositions; those decisions come directly from the Conference Vice Chair. Detailed instructions on how to use Easychair as a session chair are provided in sections 8.1 and 8.3.

2.4 Technical Program Chair

There are five active committees within the ICES organization. Technical Program Chairs are responsible for facilitating the submission and review process by engaging and supporting session chairs, by helping to coordinate abstract and paper moves between sessions when needed, and by supporting the review

of abstracts and manuscripts for technical content and acceptability. They work with other Technical Program Chairs to organize the conference as members of the Steering Committee.

2.5 ICES Steering Committee

The ICES Steering Committee is made up of the five Technical Program Chairs, the Conference Chair and Vice Chair, and the two previous conference chairs. The committee is responsible for upholding the technical excellence of manuscripts and the success of the conference.

2.6 Conference Vice Chair

The conference Vice Chair is considered the Editor of the conference proceedings and is responsible for the final judgement on all technical content-related decisions, including the decision to accept or reject submitted abstracts and manuscripts.

2.7 Conference Chair

The conference Chair is responsible for the implementation of the conference including management and organization of the conference content and coordination with the steering committee.

2.8 Conference Communications

Emails from the following conference-related email addresses may be sent on occasion for important conference, session, or paper-related information and updates:

- Emails sent by the conference chair or vice-chair: ICES2025@easychair.org – Replies to these emails will go to a general conference inbox and may not be viewed quickly. For faster responses, author will need to contact the Technical Committee or Session chairs.
- Emails sent by Session Chairs: 54th-ICESXXX@easychair.org (where XXX stands for a dedicated session number) –Replies to these emails will be forwarded to all Session Chairs for the relevant manuscript.

3 Conflicts of Interest

The ICES-related topics community is relatively small, often resulting in the same individuals organizing, submitting papers, reviewing papers, and presenting papers all in the same session. However, every effort is made to eliminate conflicts of interest in the peer review process. The following rules apply to all reviews:

1. Session chairs with an abstract or paper submission in the session which they organize, shall use the “My Conflicts” function in easychair (see Section 8.3.2) so that they are unable to see any future communication related to their submission. This requires that the Session Chair make a Co-Chair aware of the conflict and assign responsibility for ensuring reviews of the papers. In the event that all co-chairs are also authors on a submission, the Technical Program Chair shall take responsibility for the submission through the review process.
2. No individual may provide a review of an abstract or manuscript on which they are an author.
3. No Session/Technical Program Chair or Co-Chair may recommend an accept or reject of an abstract or manuscript on which they are an author.
4. No Session/Technical Program Chair or Co-Chair may modify or update any review of an abstract or manuscript on which they are an author.

5. Technical Program Chairs may not participate in an appeal of a paper on which they are an author.
6. The Conference Chair will serve as the final decision-maker on papers in which the Vice Chair is an author.
7. The Technical Program Chairs, Conference Vice Chair, and Conference Chair shall ensure that the conflict of interest scenarios are followed.

4 Acceptance Criteria

Submissions to the ICES conference may only be accepted if they meet the following criteria:

- Relevant to the ICES conference and its technical intent
- Identical paper must not have been published elsewhere prior to ICES
- Focus on the details of technical work and/or progress (versus a sales pitch for a new product or company)
- Provide meaningful NEW information (not simply a summary of previous work)
- Meet basic requirements for technical rigor and quality (e.g., assumptions, analyses, tests, etc. must be valid)
- Satisfactorily address all legitimate comments from reviewers

The process by which these criteria are evaluated for abstracts and manuscripts is described in Section 5. The appeal process is described in Section 6.

5 Abstract and Manuscript Review Process

5.1 Abstract Review Process

ICES has adopted a pre-publication open review process for abstracts³. Session chairs perform the abstract review of the submissions to their sessions, and their identities are published each year in the call for papers. Figure 1 provides a process diagram for the ICES abstract review process. An abstract is submitted through EasyChair and is screened by the Session chair and/or co-chairs. Abstracts are designated as ACCEPT, MOVE, or REJECT. An abstract that meets the criteria for the session and meets the acceptance criteria as outlined in Section 3 will be designated “ACCEPT” and accepted by the Steering Committee. An abstract that is determined by either the Session Chair or the Technical Program Chair to not meet the criteria for the session, but has the potential to meet the criteria for a different ICES session, is marked MOVE. An abstract that is either irrelevant to the conference or does not meet the acceptance criteria outlined in Section 3 will be marked REJECT.

All abstracts are reviewed by the ICES Steering Committee following the initial evaluation by the session chairs. Abstracts marked MOVE are discussed and reviewed by the appropriate session chairs before moving to a new session. The Steering Committee designates all abstracts as ACCEPT or REJECT. Authors of accepted abstracts are invited to submit manuscripts per the published conference deadlines. Authors of rejected abstracts have the option of modifying their abstract and/or appealing the decision. See Section 6.1 for the abstract appeal process.

³ COPE Council. COPE Discussion document: *Who “owns” peer reviews*. September 2017. www.publicationethics.org.

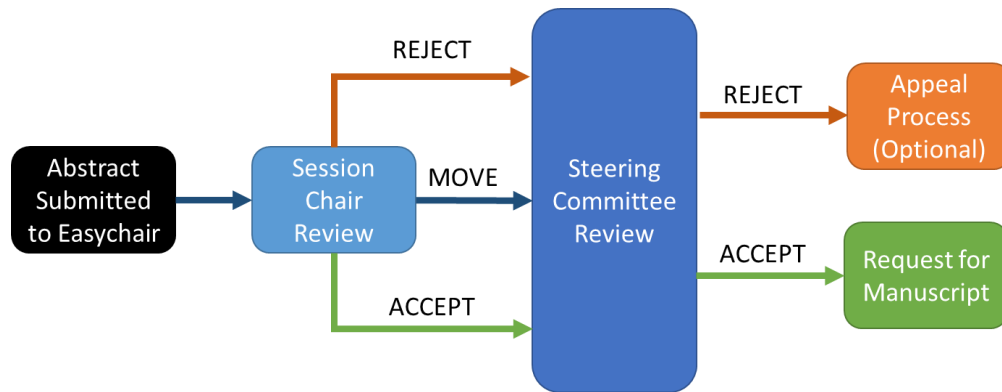


Figure 1. Abstract Review Process.

5.2 Manuscript Review Process

ICES has adopted a pre-publication, single-blind peer review approach for manuscripts.³ The identity of peer reviewers for manuscripts are never intentionally disclosed and no recognition is given for completion of reviews. Pre-publication drafts are available only to ICES session chairs, Technical Program Chairs, the ICES steering committee, and invited peer reviewers. Pre-publication drafts are not disclosed to the public for review. Figure 2 provides a diagram for the initial manuscript review.

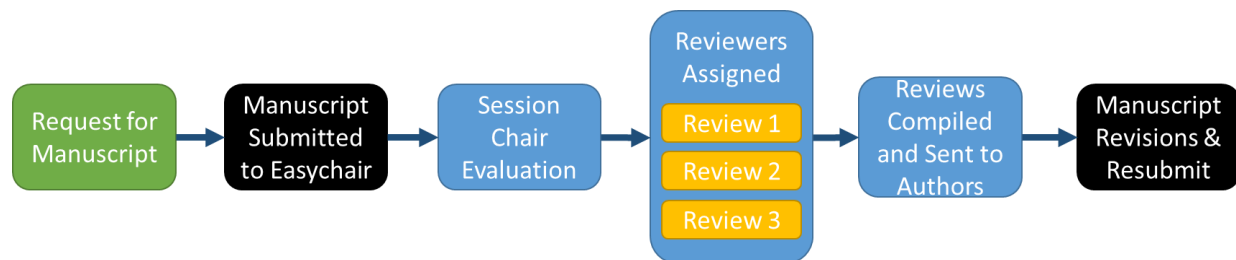


Figure 2. Initial Manuscript Review Process.

Manuscript drafts are submitted to Easychair using the template provided (<https://ices.space/author-materials-resources/>) and the Session chairs conduct an initial evaluation to assess the expertise necessary for a quality technical review. Three reviewers are assigned to each manuscript. Reviewers provide formatting, editorial, and technical review comments and assign a score from -3 to +3 as defined in **Error! Reference source not found.** Once complete, the session chairs compile the comments and scores and provide the feedback to the authors through either easychair or directly from personal/professional email accounts. Session chairs are responsible for maintaining records of email sent from personal/professional email accounts. **Any first draft manuscript receiving two scores of ≤ -2**

Table 1. Manuscript Scoring Definitions.

Score	Description	Definition
+3	Strong accept	Manuscript technical content is sufficiently strong to accept as-is. Manuscript may need only minor editorial modifications
+2	Accept	Manuscript technical content is sufficiently strong that only minor modifications are needed to be ready for acceptance. Manuscript may need only moderate editorial modifications.
+1	Weak accept	Manuscript technical content needs modifications to analysis and/or interpretations and/or minimal additional data to achieve technical acceptance. Manuscript may need significant editorial modifications for readability and to better clarify technical intent.
0	Borderline Paper	Manuscript technical content needs significant modifications to analysis and/or interpretations or minimal additional data to achieve technical acceptance. Manuscript may need significant editorial modifications for readability and to better clarify technical intent.
-1	Weak reject	Manuscript is incomplete, but has some meaningful technical content. Deficiencies in technical content are significant, but the deficiencies are such that it is reasonable to assume that new data or analysis could be generated in time to include in a revised manuscript.
-2	Reject	Manuscript is incomplete and/or the apparent lack of data, analysis, and/or content is such that the reviewer believes there is a very low likelihood that additional technical work could be completed in the time remaining until 2 nd manuscripts are due to warrant acceptance into the conference.
-3	Strong reject	Manuscript is incomplete and lacks any meaningful data, analysis, or content.

will result in an automatic rejection. Authors will be invited to resubmit a revised (per the reviews) manuscript the following year. This is to reduce the burden on reviewers attempting to provide meaningful feedback to incomplete manuscripts.

Accurate manuscript formatting is required for final acceptance of the manuscript. Changes to the manuscript based on editorial comments are not required for acceptance unless they are sufficiently numerous or severe as to reduce the overall quality of the content. Technical comments must be addressed with either changes to the manuscript or responses to the relevant reviewers.

Revised manuscripts are submitted in easychair. If revisions to the manuscript are deemed insufficient to address technical comments submitted by reviewers, then authors are responsible for preparing a response and returning to the session chairs for dissemination to the reviewers. The Final Manuscript Review is conducted per the process shown in Figure 3.

For Manuscripts Receiving Three Scores >0

If all reviewers scored the manuscript between +1 and +3, the session chair will review the edits and confirm that the required content was updated. If it was not, the session chair will contact the authors to complete the additional edits. Once complete, the manuscript is accepted and published.

For Manuscripts Receiving at Least One Score ≤ 0

If any of the reviewers scored the manuscript at zero or below, the revised manuscript must be resubmitted to the reviewer(s) who scored the paper ≤ 0 for concurrence that the comments were adequately addressed and be rescored. If the updated manuscript is deemed acceptable (score >0), the reviewer must provide an updated review to the session chair and the session chair will update Easychair. A second review by reviewers scoring the manuscript >0 is not required. The manuscript will be accepted and published.

If the manuscript has not been revised to the satisfaction of all reviewers, additional edits can be requested and the manuscript re-reviewed. If only a single reviewer determines that the manuscript still does not warrant a score >0 , the session chair may add an additional reviewer, particularly if initial review scores varied considerably. In this case, the decision to accept or reject based on the fourth review will be left to the discretion of the session chair. However, each manuscript must have at least three reviewer scores >0 to be accepted. If the authors and 1 of 3 or 2 of 4 of the reviewers are at an impasse, the manuscript is rejected. If a manuscript is rejected, the authors have the option of appealing the decision. See Section 6.2 for the manuscript appeal process.

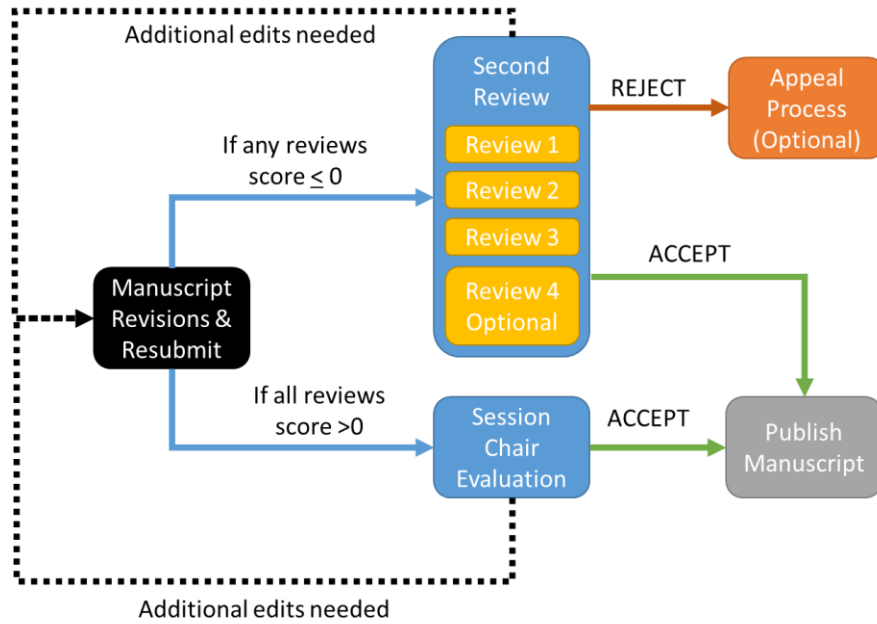


Figure 3. Final Manuscript Review Process.

6 Appeal Process

Abstracts or manuscripts that receive comments from a peer reviewer must be edited to the satisfaction of any reviewer who gave the document a “reject” rating, if that reviewer had legitimate criticism (as determined by the Vice Chair). A single reviewer’s comments matter. A single reviewer can see an error or may have a criticism that may not be seen by other reviewers. All legitimate comments must be satisfactorily addressed in a revision. Authors that wish to appeal the final decision shall follow the appeals process outlined here.

6.1 Abstract Rejection Appeal Process

In the event an abstract is rejected, authors may request an appeal. A diagram of the abstract appeal process is shown in Figure 4. Authors request an appeal through the session or Technical Program Chair. The session/Technical Program Chair provides the abstract to the conference Vice-Chair for review. The Vice Chair has the options of 1) accepting the abstract and requesting a manuscript, 2) requesting edits to the abstract and re-reviewing, or 3) rejecting the abstract. The Vice Chair has final authority on all abstract acceptance and rejections and their decision is final. The Vice Chair may or may not provide additional comments to the authors.

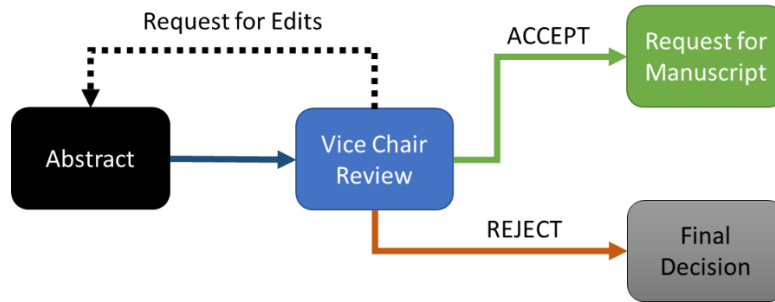


Figure 4. Abstract Rejection Appeal Process.

6.2 Manuscript Appeal Process

In the event a manuscript is rejected, authors may request an appeal. A diagram of the manuscript appeal process is shown in Figure 5. Authors request an appeal through appropriate Technical Program Chair. The Technical Program Chair reviews the initial manuscript, the reviewer comments and scores, the final manuscript, and any additional reviewer comments from the second review. The Technical Program Chair has the option to accept the manuscript or to reject the manuscript. Accepted manuscripts are published. Rejected manuscripts are sent, along with supporting information, to the Vice Chair for review. The Vice chair reviews all documentation and makes the final decision to accept or reject the manuscript. The Vice Chair has final authority on all manuscript acceptance and rejections and their decision is final. The Vice Chair may or may not provide additional comments to the authors.

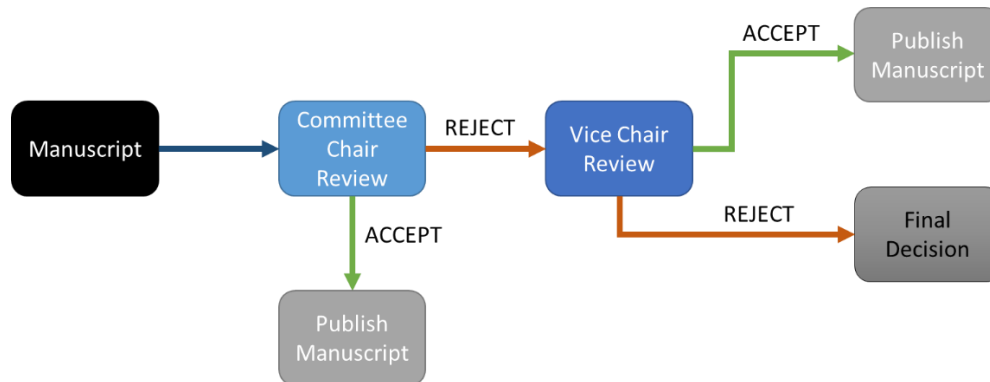


Figure 5. Manuscript Rejection Appeal Process.

7 Post-Conference Manuscript Modifications

Errors in manuscripts are occasionally identified by authors following the final manuscript submission. Depending on the circumstances, changes to the manuscripts may be allowed as described below.

7.1 Manuscript Modifications Between Final Submission and the Start of the Conference

If an error is identified after the final manuscript submission deadline, but before the first day of the conference, the change can be coordinated with the session chair. The author should update the

manuscript, clearly indicate where all changes have been made, and send to the session chair. The session chair shall review the changes and determine whether another technical review is necessary. If no technical review of the changes is needed (i.e. purely editorial changes), the session chair shall send a note to the Conference Coordinator and the Vice Chair and upload the updated manuscript in easychair. If the session chair determines that a technical review is necessary, the session chair will coordinate the review(s) before notifying the Conference Coordinator and Vice Chair and updating in easychair.

7.2 Technical Errors Identified During the Conference

If a technical error in a manuscript is identified during the conference, manuscript modifications will be accepted up to 15 working days (22 calendar days) following completion of the conference. Note that editorial-only changes will not be accepted during this period. To submit a request for manuscript change, authors must notify the session chair **within 5 working days from the completion of the conference**. The session chair shall communicate the pending change with the Conference Coordinator and the Vice Chair. The author will have 15 working days (22 calendar days) following the completion of the conference to submit a revised manuscript to the session chair and Technical Program Chair that clearly denotes the changes from the original. The session chair and/or Technical Program Chair will review the changes and, when satisfied with the updated technical content, will send the updated manuscript to the Conference Coordinator and the incoming Vice-Chair. The incoming Vice Chair will be responsible for final approvals of the updated manuscript. The Conference Coordinator will update the document on the Texas Tech repository.

7.3 Technical Errors Identified After the Conference

Given the historical significance of the International Conference on Environmental Systems and the use of data from published manuscripts in the design of human space systems, technical accuracy is critical in certain circumstances. On occasion, technical errors are identified after the completion of the conference in which the paper was presented. Minor technical errors of low significance to system design may warrant a subsequent conference submission that clarifies the data or augments the previous data and provides new conclusions. This is the preferred method of updating technical data wherein the newer ICES manuscript references the erroneous manuscript with a detailed explanation of the circumstances leading to the error(s). In other cases, the technical error may be of great significance, particularly in cases where a manuscript is used as a key reference for human system design. In these cases, a REVISED manuscript is warranted.

While manuscripts from as early as 2014 may be revised, this will only be undertaken to correct egregious technical errors as defined above. All requests for manuscript revisions must be submitted to the current conference Vice Chair (contact information available at ices.space) with a detailed rationale and an updated manuscript containing tracked changes to correct the errors. The Vice Chair has the final authority on whether to accept the revision. Further, the Vice Chair may solicit independent technical reviews to inform their decision. If accepted, the revised manuscript will be uploaded by the Conference Coordinator to the Texas Tech repository with the original manuscript and details of changes specified as an Appendix. The designator for the paper will also be updated to denote a revised manuscript in the following form: ICES-20XX-###R, where "R" denotes a revised paper.

8 Easychair Instructions

EasyChair is a web-based conference management software system that ICES uses to organize paper submissions and reviews. All conference-related tasks will be performed in and through EasyChair. You can login to Easychair at easychair.org.

8.1 Easychair General Information

8.1.1 Important Dates and Responsibilities

Key dates for many conference roles (i.e., Steering Committee, Session Chair/Organizer(s), Reviewer, & Author) are included in table to help you understand the sequence of conference deadlines. The conference role responsible for each conference activity is indicated with an “X.”

ACTIVITY	DUE DATE	CONFERENCE ROLE			
		<i>Steering Comm.</i>	<i>Session Chair</i>	<i>Reviewer</i>	<i>Author</i>
Call for Papers	16-Sep-24	X			
Abstracts Due	18-Nov-24				X
Entry of Abstract Acceptance Decision	09-Dec-24		X		
Authors Notified of Abstract Acceptance	20-Dec-24	X			
Pre-Identification of Reviewers	24-Jan-25		X		
Paper Submission – Initial Draft	03-Mar-25				X
Assignment of Reviews	03-Mar to 10-Mar-25		X		
Completion of Reviews	24-Mar-25		X	X	
Feedback to Authors	25-Mar to 04-Apr-25		X		
Updated Paper Submission – Revised Draft	01-Apr to 14-Apr-25				X
Second Draft Paper submission and additional reviews if needed⁴	01-Apr to 21-Apr-25		X	X	X
Paper Submission – Final Manuscript	15-Apr to 19-May-25				X
Paper Order Provided by Program Chairs	24-May-25	X			
Approval of Papers in EasyChair	24-May-25		X		
Notification of Approval Sent to Authors	30-May-25	X			
Select Presenter in EasyChair	31-May to 06-Jun-25				X
Paper Presentation Schedule Published	16-Jun-25	X			
START OF CONFERENCE	13-Jul-25				

8.1.2 Easychair vs ICES Nomenclature

Note that Easychair designations are sometimes different from conference designations. See Table 2 for comparison of terms.

⁴ Only applies to papers receiving at least one score ≤ 0 . Authors should plan to submit a second draft no later than 14-Apr-25. This will give reviewers and session chairs 7 days to perform the second review.

Table 2. Comparison of terms for ICES and Easychair.

ICES Term	Easychair Term
Author	Author
Reviewer	Reviewer
Session Chair/Organizer	Track Chair
Technical Program Chair	Superchair & PC Member
Final Draft/Final Submission/Final Paper	Final Manuscript

8.1.3 Changing Roles in Easychair

In EasyChair, each conference participant is assigned one or more conference roles including author, reviewer, or track chair. These roles permit users to perform the tasks relevant to their conference responsibilities. When you log in to EasyChair, the home page displays all EasyChair role(s) associated with your account. If more than one role is available to you for the current conference year (e.g., you are the author of a paper in one track and a reviewer in another track), you will need to change your role to perform certain tasks. To change your role,

1. On the menu, click ICES 2025 > Change role. The Conference home page opens.
2. Select a role from those available to you.

8.2 Author Instructions

The responsibilities of authors are described in section 2.1. Important dates for authors are noted in section 8.1.1. The information below is provided to help authors use Easychair for management of their manuscripts and to point them to relevant portions of this documentation for information during the process. In addition to managing your submissions, you will likely be asked to provide one or more reviews of other manuscripts in your session. Due to the relatively small community and the fact that all manuscripts must receive at least three reviews, you may expect to be asked to conduct at least three reviews for every submission you have to the conference (i.e. if you submit 2 papers to the conference, you may be asked to provide up to 6 separate reviews of other papers). Reviewer instructions are provided in section 8.4.

8.2.1 Submitting an Abstract

The call for ICES abstracts generally occurs in September of the calendar year prior to the conference (e.g. September 2024 call for July 2025 ICES conference). Authors may use the following steps to submit an abstract.

1. Login to [easychair](#). If you do not already have an account, you can create one [here](#).
2. If you have never submitted an abstract to the ICES conference before, you will see the following screen. Choose “make a new submission” from under “Author.”

My EasyChair ICES Docs / Log out

Conferences CFP Preprints Slides News EasyChair

ICES 2025 (54th International Conference on Environmental Systems)

You are logged in to ICES 2025 (54th International Conference on Environmental Systems).
Use the links below to access ICES 2025.


Author

- [make a new submission](#)

CFP

This conference has a call for papers on the EasyChair Smart CFP:

- [view call for papers](#)



ICES 2025: 54th International Conference on Environmental Systems
Hilton Prague
Prague, Czechia, July 13-17, 2025

Conference website	http://www.ices.space
Submission link	https://easychair.org/conferences/conf-ices2025
Abstract registration deadline	November 18, 2024
Submission deadline	March 3, 2025

Topics: [thermal control for space applications](#) [environmental control life support systems](#) [in situ resource utilization \(isu\)](#) [crew and eva systems](#)

https://easychair.org/my/login_author?sum=87cc5f460a273a51b11158144d81d960&conference=288731

- Choose the appropriate track for your abstract and click Continue at the bottom of the page. Full track descriptions can be found on the ICES website located [here](#).
- Each author must be entered individually. Required information includes First name, Last name, Email, Country/region, and Affiliation (i.e. organization the individual represented when authoring the manuscript). Web page is optional.
- Choose whether each author is a “corresponding author.” Corresponding authors will receive all email communications from easychair regarding the submission.
- Enter a Title.
- Enter an abstract, not to exceed 300 words.
- Enter at least three keywords. Note that these are the words that will be entered in the Texas Tech University Library website for search purposes.
- Read each of the License and Policy paragraphs and click the relevant boxes if you agree.
- No files should be submitted under “DRAFT PAPER” or “Power Point Presentation” when submitting an abstract.
- When the information is complete and accurate, click the “Submit” button at the bottom.

Reminder: Do not hit the Submit button more than once.
Processing may take a few minutes.

- You will see a confirmation page. Note the submission number. Future emails from easychair will reference this number with communications about your manuscript.

8.2.2 Submitting an Initial/Draft Paper

Decisions on abstracts are made in December preceding the conference (e.g. decision in December 2024 for July 2025 conference). If your abstract is rejected, you may follow the appeal process as described in

section 6.1. If your abstract is accepted, you will receive an invitation to submit a draft paper. Authors may use the following steps to submit a draft paper.

1. Download and complete the 2025 ICES Manuscript template [here](#). Detailed instructions on how to use the template are provided in the template. Note that beginning for ICES 2025 any first draft manuscripts receiving two reviews of ≤ -2 will be automatically rejected. Definitions of scores can be found in Table 1 in section 5.2.
2. Once the draft is completed, login to easychair [here](#).
3. Locate ICES 2025 from the conference options and select “author” under the Role column.
4. All your submitted abstracts and numbers will be listed. Choose the magnifying glass of the submission of interest.
5. In the upper right corner of the screen, find the option to “Add files” and click.

6. Locate the “Choose File” box below the “DRAFT PAPER” field and click.

File	Admissible file extensions
<p>DRAFT PAPER. DO NOT USE THIS TO UPLOAD A COPY OF YOUR ABSTRACT! All DRAFT versions of your PAPER should be loaded in this category. As you make revisions and updates to your paper the newest copy can be loaded here. It is not necessary to delete the previous version. Easy Chair will automatically replace the file with most recent upload into the folder. Once ALL REVIEWS are complete and FINAL revisions made you should upload the FINAL MANUSCRIPT in the next category below.</p> <p>File upload for a DRAFT paper can be either .doc, .docx or .pdf format</p> <p>Choose File No file chosen</p>	PDF (extension pdf) Word document (extension doc) Word open XML document (extension docx)
<p>Power Point Presentation. Testing the additional upload option for Presentation - DO NOT USE AT THIS TIME</p> <p>Choose File No file chosen</p>	PowerPoint presentation (extension ppt)

7. Locate the file. Confirm the file is in .docx format and click “Open.”
8. Choose “Submit.”

Update Files for Submission 268

Use the form below to **upload or update** files for your submission.

Note that this conference uses [submission templates](#).

Some file upload fields have been disabled, you cannot update these files.

File	Admissible file extensions
<p>DRAFT PAPER. DO NOT USE THIS TO UPLOAD A COPY OF YOUR ABSTRACT! All DRAFT versions of your PAPER should be loaded in this category. As you make revisions and updates to your paper the newest copy can be loaded here. It is not necessary to delete the previous version. Easy Chair will automatically replace the file with most recent upload into the folder. Once ALL REVIEWS are complete and FINAL revisions made you should upload the FINAL MANUSCRIPT in the next category below.</p> <p>File upload for a DRAFT paper can be either .doc, .docx or .pdf format</p> <p>Choose File ICES-2025-268_draft.docx</p>	PDF (extension pdf) Word document (extension doc) Word open XML document (extension docx)
<p>Power Point Presentation. Testing the additional upload option for Presentation - DO NOT USE AT THIS TIME</p> <p>Choose File No file chosen</p>	PowerPoint presentation (extension ppt)

Submit

- When submission is successful, you will see a confirmation stating “The file has been uploaded!”
- If changes to the draft manuscript are needed prior to the draft submission deadline, they can be made by clicking “Add or update files” in the upper right of the page. Additionally, information about the submission and authors can be updated using the corresponding links in the upper right corner.

ICES 2025 Submission 268

If you want to **change any information** about your paper, use links in the upper right corner.

For all questions related to processing your submission you should contact the conference organizers. [Click here to see information about this conference.](#)

Update information
 Update authors
 Add or update files
 Withdraw

8.2.3 Responding to Manuscript Reviews

Each draft manuscript will receive at least three reviews. These will be emailed to you from either easychair or directly from a session chair.

For manuscripts receiving three reviews > 0, authors are asked to make changes per the review and submit a final manuscript by the final submission deadline (15-April to 19-May-25).

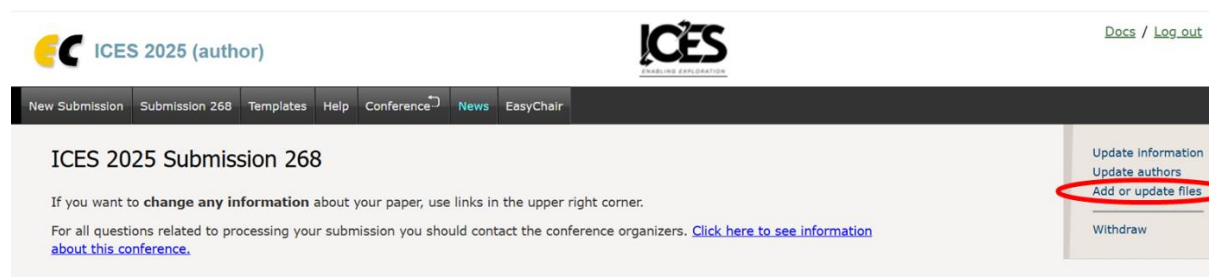
For manuscripts receiving at least one review <0, authors are required to submit a second draft and separate response to comments to the reviewers who scored the manuscript <0. The second draft and response should be sent directly to the session chair. The second draft and reviewer response must be submitted by 01-April to 14-April-25.

The second draft and response will be sent to reviewers for a final review. If all comments have been adequately addressed, the author will be asked to submit a final manuscript by the final submission deadline. Please see section 5.2 for complete details on the review process.

8.2.4 Submitting a Final Manuscript

Note that for final manuscript submissions, the document must be in final manuscript format (i.e. line numbers removed, paper number in upper right of headers, corrected formatting, etc.). Authors may use the following steps to submit a final manuscript.

1. Login to easychair [here](#).
2. Locate ICES 2025 from the conference options and select “author” under the Role column.
3. All your submitted draft manuscripts and numbers will be listed. Choose the magnifying glass of the submission of interest.
4. In the upper right corner of the screen, find the option to “Add or update files” and click.



5. Locate the “Choose File” box below the “FINAL PAPER” field and click.
6. Locate the file. Confirm the file is in .pdf format and click “Open.”
7. Choose “Submit.”
8. When submission is successful, you will see a confirmation stating “The file has been uploaded!”

8.2.5 Preparing a Presentation

There is no defined template for ICES presentations. However, the following guidelines are provided to help authors prepare.

1. Each paper is allocated 20 minutes for presentation and 10 minutes for questions. Because of the numbers of papers presented at the ICES conference, it is critical that time blocks are maintained. Note that any presentations exceeding 30 minutes will be stopped to allow the next presenter to proceed.
2. Note that information about a company is allowed during a presentation, so long as it is limited and could not be interpreted as advertisement.
3. Your session chair will reach out prior to the conference to provide guidance specific to your session. However, two options for presenting are generally available: present from the session chair’s computer or present from your own. If the session chair prefers to present from their computer, you will be asked to provide your slides in advance. Please follow the instructions provided by your session chair.
4. During the conference, a projector and screen are provided with HDMI and USB-C connections available. The organizing committee attempts to make laser pointers available to all presenters. However, these frequently are misplaced or become inoperable during the conference. If you require a laser pointer, it is recommended that you bring your own.
5. SPEAKERS BREAKFAST: A speaker’s breakfast is held on Monday morning prior to the Plenary session. Here you will be provided with important information, specific to the conference and

venue, from the vice chair of the conference. While you enjoy the complimentary breakfast, you will have an opportunity to meet with your session chair and other presenters in your session.

8.2.6 Manuscript Changes after the Final Deadline.

If, after submitting your final manuscript, you identify errors that significantly effect the technical quality of your paper, revisions can be made. Please see section 7 for details.

8.3 Session Chair Instructions

The responsibilities of session chairs are described in section 2.3. Important dates for session chairs are noted in section 8.1.1. The information below is provided to help session chairs use EasyChair for management of their session and to point them to relevant portions of this documentation for information during the process. Key responsibilities and their due dates are provided below:

Due	Description of Activity
09-Dec-24	Enter abstract acceptance decision (see sections 8.3.1 and 8.3.2)
06-Jan-25	Contact session authors. After the steering committee sends formal abstract acceptance notifications to authors, contact session authors to introduce yourself, provide them with your contact information, offer to answer any questions they have, and remind them of the hard deadline of 03-Mar-25 for draft submissions. See section 8.3.5.
24-Jan-25	Pre-Identify Reviewers⁵/Sub-Reviewers⁶. A minimum of three reviews is required for all manuscripts. All reviewers and sub-reviewers who will be involved in your session should be identified early so they are lined up and prepared to evaluate the initial draft of the paper once it becomes available. If a Session Organizer has a conflict of interest with a paper in their session, they must select the “COI” button in easyChair and coordinate with another Session Organizer to ensure the submission is appropriately reviewed. See section 8.3.2.
3-Mar to 10-Mar-25	Assign Reviewers. See section 8.3.3.
24-Mar-25	Complete Reviews. All reviews should be submitted in EasyChair by this date. If the minimum three reviews have not been submitted, contact the Reviewer/Sub-Reviewer whose reviews are missing. If you are unable to make contact with the reviewer or they are no longer able to provide a review by the deadline, you will need to find another reviewer or complete the review yourself.
25-Mar to 4-Apr-25	Send Feedback to Authors. Reviews should be completed and submitted in EasyChair by this date this date to give authors adequate time to evaluate feedback and make updates before the final draft deadline. IMPORTANT: If any papers receive at least two reviews of < -2, immediately notify your Technical Committee Chair and the Vice Chair. These will be automatically rejected and handled directly by the Vice Chair. If a review hasn’t been received by this date, remind the reviewer of the need but still send the review email so all available reviews will be picked up and sent by EasyChair—do not let late reviews hold up the process. See section 8.3.4.
04-Apr to 21-Apr-25	Second Check & Feedback to Authors. After the revised draft of the paper has been submitted, the Session Organizer must ensure that the author has incorporated the reviewers’ requested edits into the paper and/or addressed their questions/concerns.

⁵ Reviewer = A Session Organizer who chooses to also be a reviewer.

⁶ Sub-reviewers = Anyone that has been invited to review a paper that is not already a PC member for that session.

	<p>If the manuscript received any reviews < 0, a second review is required. Session Organizers must send the updated manuscript to the reviewers who submitted scores of < 0 for the revised review. Note that easychair does not allow reviewers to submit updated reviews. The comments and updated score must be provided to the Session Organizer and the Session Organizer must update easychair on behalf of the reviewer. If all the suggested changes have not been made for manuscripts receiving a score > 0, the Session Organizer should encourage the author to resolve the unaddressed items, but a second review is not mandatory. When the revised manuscript has at least three scores > 0, change the decision in easychair to “accept?”. This alerts the Vice Chair that the manuscript is ready for final submission. Notify the author(s) that they may submit a final manuscript into easychair.</p>
20-May-25	<p>METADATA Finalized. Authors should have submitted the final .pdf manuscript into easychair by 19-May. Reach out to any authors who have not done so to confirm imminent submission. For late submissions, direct the authors to the Vice Chair. For each final manuscript in your session, verify that the title, author’s names and affiliations, and paper ID (e.g., ICES-2025-xxx) on the document template matches the submission information provided by the author in EasyChair. If the information does not match, work with the author(s) to update the final manuscript until all information matches.</p>
24-May-25	<p>Order Papers for Program. You and your Program Technical Chair collaborate on the final order in which papers will be presented at the conference. Depending on the session, it may be that Session Organizers submit the paper order to vice chair/conference coordinator directly or the Program Chair may request the order from Session Organizers and send it to the vice chair/conference coordinator; your program chair will specify the preferred process. Once submitted to the vice chair/conference coordinator, they are then integrated into the conference presentation schedule.</p>
24-May-25	<p>Approval/Status of Papers in Easychair. Once the paper order has been set and the metadata has been verified for each paper in your program, you will need to enter the final acceptance for your session’s papers in EasyChair. See section 8.3.7.</p>

8.3.1 Conducting Abstract Reviews

Abstracts are reviewed by session chairs ONLY. If you are responsible for evaluating abstracts, you must review and verify that each abstract meets the conference requirements. After an abstract has been reviewed, the responsible session chair must select a decision in easychair. Any abstracts that do not receive a firm “ACCEPT” or “REJECT” will be reviewed at the December planning meeting to evaluate the best fit. Details on criteria and how to submit a decision are provided below.

Please coordinate with your session co-organizers to decide which one(s) of you will evaluate the submitted abstracts. When evaluating an abstract, you must check that it meets conference requirements and then decide whether the abstract is suitable for your track:

CONFERENCE ABSTRACT REQUIREMENTS

One or both requirements must be met for acceptance of an abstract into the conference:

- A. The abstract’s technical content is appropriate for the conference and for your session, and

- B. The abstract indicates that its corresponding paper will present technical developments and progress in any of the fields of environmental systems and make a new and original contribution to the state of the art or is a construction review of the technical field.

Once you've reached a decision about the abstract, you must enter your decision in EasyChair.

1. Login to [easychair](https://www.easychair.org). The ICES conference page opens. Choose the track where you will be reviewing abstracts.
2. Select **Status** on the site navigation menu. The Current Status of Reviewing page opens.

Current Status of Reviewing

To **change a decision** on a submission, click on the decision column for this submission. You can change decisions for several submissions simultaneously by selecting them. To **select or unselect** a set of submissions, either click on the corresponding rows, or press the mouse button and move the mouse over table rows.

To **change decisions for submissions based on their scores** click on "Change decisions" in the upper right corner.

To **see reviews** on a paper click on the paper title.

For more information about this page, click on **Help**.

Shortcuts to papers: 7, 8, 9, 10, 20, 62, 64, 91, 97, 98, 112, 134, 198, 215, 269, 273, 279, 294, 317, 331, 352, 389

Untick this box to hide shortcuts to papers

Show paper authors.

		Explanations of the decisions		
Decision	Explanation			
ACCEPT	I accept this ABSTRACT into my session - please extend invitation to the author(s) to submit a Draft Paper			
accept?	probably accept			
MOVE	This ABSTRACT does not fit in my session and recommend it be moved to another session			
	no decision			
reject?	probably reject			
REJECT	Reject - This ABSTRACT is not a fit for ICES.			

#	Title	Scores	Average	Decision
7	Mitigation of Silver Ion Loss from Solution by Polymer Coating of Metal Surfaces, Part IV		0.0	
8	Monitoring of Ionic Silver Biocide with Capacitively-Coupled Contactless Conductivity Detection (C4D)		0.0	
9	DirectINJECT: Dosing Systems for Concentrated Liquid Biocides		0.0	
10	Engineering Polymers as Structural Materials in Spacecraft Water Systems		0.0	
20	Feasibility Testing of Silver Electrolysis for Disinfection of Spacecraft Potable Water Systems		0.0	

3. On this page, click in the Decision column that corresponds with the abstract you are entering a decision for. A popup opens.

NOTE: To enter a decision for more than one abstract, click in the row of one abstract you want to enter a decision for. The row is highlighted in yellow. Click in another row. Continue to click to choose each abstract you are entering the same decision for and then click in the decision column for one of the highlighted rows. The pop up will confirm that you are entering a decision for multiple abstracts at once.

4. In the popup, select from one of these choices to indicate your evaluation of the abstract:
 - **ACCEPT:** You accept the abstract into your session. Please extend an invitation to the author(s) to submit a Draft Paper
 - **accept?:** This abstract might be suitable for the session but should be evaluated further at the December planning meeting.
 - **MOVE:** The abstract is acceptable but does not fit your session. You recommend it be moved to another session. If you select this option, please include a comment on the submission that explains your decision and which session you recommend the abstract be moved.

- **reject?:** This abstract might not be suitable for the session and/or the conference but should be evaluated further by the Steering Committee at the December planning meeting.
- **REJECT:** The abstract did not meet the conference requirements and should be rejected. If you select this option, please include a comment on the submission that explains why you rejected the abstract. The author will be notified of the rejection and reason why when decisions are emailed to all authors.

5. Click “Change Decision” to record your evaluation for the Steering Committee to review. Note that you may make comments for any abstract, example: “Abstract doesn’t fit in my session but would be good for another session” and please offer which session you might recommend. All comments will be visible to any PC member.

ICES 2022 (track chair of ICES303: Physio-Chemical Life Support- Water Recovery & Management Systems- Technology and Process Development)

Submissions | Reviews | Status | PC | Events | Email | Administration | ICES 2022

Current Status of Reviewing

To **change a decision** on a submission, click on the decision column for this submission. You can change decisions for several submissions simultaneously by selecting them, or press the mouse button and move the mouse.

To **change decisions for submissions based on a paper**, click on the paper number.

To **see reviews** on a paper click on the paper number.

For more information about this page, click on the help icon.

Shortcuts to papers: 7, 8, 9, 10, 20, 62, 64, 91.

Untick this box to hide shortcuts to papers

Show paper authors.

To **change the decision** for paper 7 select a new decision and press the "Change Decision" button below. If you think your decision is final and you want to hide the selected papers from the view of PC members tick the "Hide the paper" box.

- ACCEPT** I accept this ABSTRACT into my session - please extend an invitation to the author(s) to submit a Draft Paper
- accept?** probably accept
- MOVE** This ABSTRACT does not fit in my session and recommend it be MOVED to another session
- no decision** no decision
- reject?** probably reject
- REJECT** Reject - This ABSTRACT is not a fit for ICES.

Leave hidden/visible status as is
 Hide these papers
 Unhide these papers

Change Decision **Cancel**

#		
7	Mitigation of Silver Ion Loss from Solution i	
8	Monitoring of Ionic Silver Biocide with Capa	
9	DirectINJECT: Dosing Systems for Concentr.	
10	Engineering Polymers as Structural Materials in Spacecraft Water Systems	0.0
20	Feasibility Testing of Silver Electrolysis for Disinfection in Spacecraft Potable Water Systems	0.0
62	Dialysis-based Passive Biocide Delivery System Update	0.0
64	Double ChemFET for the In-Line Monitoring of Silver Dosing in Potable Water Systems	0.0
91	Overview of potential candidates for Partial Gravity Water Recovery Systems	0.0
97	Silver Foam: A Novel Approach for Long-Term Passive Dosing of Biocide in Spacecraft Potable Water Systems - Update 2022	0.0

Explanations of the decisions

Explanation

I accept this ABSTRACT into my session - please extend an invitation to the author(s) to submit a Draft Paper

probably accept

This ABSTRACT does not fit in my session and recommend it be MOVED to another session

no decision

probably reject

Reject - This ABSTRACT is not a fit for ICES.

8.3.2 Identifying a Conflict of Interest

Session Organizers who have a conflict of interest with a manuscript in their session must identify the conflict of interest. This is done by selecting “My Conflicts” from the “Conference” tab on the EasyChair main page.

ICES 2025 (track chair of ICES302: Physico-Chemical Life Support- Air Revitalization Systems -Technology and Process Development)

Submissions | Reviews | Status | Assignment | PC | Events | Email | Administration | Help | Conference | News | EasyChair

ICES 2025 List of Submissions

This table contains hidden fields: [click here to select which fields should be visible](#)

The time in the table is the last modification time.

- Conference information
- Change role
- My watchlist
- My conflicts**
- My email preferences
- Data views
- Conference data download

Add a submission
Delete submission(s)
Email to authors
Submissions in Excel
Submissions in Word

Once the list of submissions is populated, select the papers where you have a conflict of interest and click the red “I have a conflict of interest” button. Note that when this is chosen, the individual may no longer see any information about the submission. Session chairs MUST coordinate with one another to ensure that the manuscript receives at least three reviews.

8.3.3 Assigning Someone to Review a Paper

The Session Organizers should perform this administrative task for their session. Prior to assigning a review, check that the paper meets all the requirements described below:

- Are the first and last names of all authors listed on the paper?
- Was the proper template used for ICES 2025 (particularly the line numbers)?
- Is the paper’s page length less than 15 pages?
- Is the paper devoid of any commercial or marketing aspects?
- Is the paper complete without missing sections or notes indicating pending data (e.g. “data from ongoing testing pending”)?

If any of the above are “no,” work with the authors to update the manuscript before sending to reviewers. **Note that the updated submission must still be received by the manuscript due date of 03-Mar.** The steps for assigning a review depend on whether the reviewer is an organizer of that session (8.3.3.1) or the reviewer is not someone serving as Session Organizers, known as a sub-reviewer (8.3.3.2).

Even though you have already identified a minimum of three reviewers, you must manually assign the papers to the reviewers in EasyChair. For 2025, initial drafts are due in EasyChair on 03-Mar, so all papers should be available for assignment to reviewers on 04-Mar:

- Early Submissions: A paper can be assigned to reviewers as soon as it’s submitted in EasyChair—even if its prior to the submission deadline of 03-Mar.
- Late Submissions: A late submission will only be accepted after 03-Mar by approval of the Conference Vice Chair. If an author has communicated that they wish to submit their paper after 10-Mar, notify the Vice Chair for evaluation.

When assigning reviews to reviewers/sub-reviewers, it’s important that you guide your reviewers through the peer review process and clarify any expectations you may have. Here is an example of

language used in correspondence with a sub-reviewer. It provides general guidance for performing a peer review:

Thank you for your willingness to provide a technical review for an ICES manuscript. First I want to make it clear that the review is completely anonymous—no one other than the Session Organizers know who reviews the papers, and the authors will receive a document in plain text with comments you and other reviewers provide. Second, in terms of evaluation criteria, please consider the following: Given the defined scope, does it meet basic requirements for technical rigor and quality? Are there assumptions, analyses, tests, etc. valid to your knowledge? Is the paper suitable for publication; does it provide meaningful new information and is not simply a summary of previous work? Essentially the question you are being asked is if this work meets the standard of a peer-reviewed technical paper. Feel free to point out the occasional typos or grammatical errors. We are consulting your technical expertise on the subject matter of the paper itself, and we do not want you bogged down in technical editing and formatting.

Also, unfortunately, there is no easy way for us to strip out identifying information if you were to use Word or Acrobat's comment feature. So, the preferred method of submitting the review in this session is to refer to the line number in the Word document, for example:


Line 67: Typo on "the"

Line 124: "How did you calculate X?"

You can submit the .TXT or .DOC file in the form of an attachment or input the text directly into EasyChair, which would complete your review.

Please let me know if there are any questions, and thanks again for your time and diligence in peer reviewing a paper for this year's ICES conference.


8.3.3.1 *The Reviewer is a Session Organizer*
















1. Login to [easychair](#). The ICES conference page opens.
2. Select Reviews. The Reviews page opens.
3. Select the blue information icon () that corresponds with the details column of the paper you want to assign. A new page opens with the paper's submission information. A list of actions displays to the far right.

ICES 2022 (track chair of ICES503: Radiation Issues for Space Flight)

Submissions | Reviews | Status | PC | Events | Email | Administration | ICES 2022

Reviews

To add a new review click on the "add" icon  in the table.

#	Submission	Details	Draft	2022	Terms & Conditions - ICES...	Terms & Conditions - ICES...	Terms & Conditions - ICES...	Show reviews	Add new review
15	John Slough. <i>Spacecraft Scale Magnetospheric Protection from Galactic Cosmic Radiation</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
19	Ronald Turner. <i>Impact of Solar Cycle Duration on Astronaut Radiation Exposure during a Human Mars Mission</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
80	Paolo Deslati and Elena D'Onghia. <i>CREW HaT: A Magnetic Shielding System for Space Habitats</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
146	Eszter Gulacsi. <i>Protection against radiation with the use of fungi - multipurpose use of mushrooms</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
244	Lawrence Heilbronn. <i>The neutron component of the lunar radiation environment</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

3

4. In the actions list, select "Assignment". The Assignment options display.

ICES 2022 (track chair of ICES503: Radiation Issues for Space Flight)

Submissions | Reviews | Status | PC | Events | Email | Administration | ICES 2022

← previous submission

Submission 244

The submission information is shown below.

Submission 244	
Title	The neutron component of the lunar radiation environment
Track	ICES503: Radiation Issues for Space Flight
Author keywords	radiation environment neutrons lunar missions
	The upcoming Artemis missions will return crew to the Moon later this decade. The risk to crew and electronics from exposure to the lunar radiation environment is one of several environmental risks that must be understood to ensure mission success. The lunar radiation environment is different in comparison to the free space and low-Earth orbit environments in that the primary galactic cosmic

- Update Information
- Update authors
- Add files
- Delete the submission
- Email to authors
- Email to reviewers
- Show reviews
- Add review
- Request review
- Assignment
- Edit note
- Attach document

4

5. An Assigned checkbox displays next to each available reviewer. Select the checkbox next to each person you are assigning to review the paper.



ICES 2022 (superchair)

Submissions | Reviews | Status | PC | Events | Email | Administration | ICES 2022 | Premium | Conference | News | EasyChair

Assignment for Submission 244

The following table summarizes the assignment and bidding information for submission 244: *Lawrence Heilbronn, The neutron component of the lunar radiation environment*.

To see the current assignment for a PC member, click on her or his name.

PC member	Assigned Review?	Comments	Total assigned	View
Jane A. Reviewer	<input type="checkbox"/>			
John D. Reviewer	<input type="checkbox"/>			

5

8.3.3.2 The Reviewer is a Sub-Reviewer

1. Login to [easychair](#). The ICES conference page opens.
2. Select *Reviews > Sub-reviewers*. The Review Requests page opens with a list of actions on the far-right of the page.
3. Select “New Request” from the actions. The New Review Request page opens.

ICES 2022 (superchair)

Submissions | Reviews | Status | PC | Events | Email | Administration | ICES 2022 | Premium | Conference | News | EasyChair

Review Requests

Using this page you can monitor your work with subreviewers.
To make a new review request, click on "New request".
To view all review requests for a submission click on the submission number.
For review requests submitted by you, to view the history of a request or edit information on it click on the status of the request.

#	Submission	Subreviewer	PC member	Requested	Status	Status Date
133	Jackelynne Silva-Martinez. Human in the Loop Evaluations: Process and Mockup Fidelity	Keith Crisman <keith.crisman@und.edu>	Sandra Haeuplik-Meusburger	Jan 14	submission_not_accessed	Jan 14
240	Tamalee Basu. Incorporating Sacred Geometry In Space Architecture	Keith Crisman <keith.crisman@und.edu>	Sandra Haeuplik-Meusburger	Jan 14	submission_not_accessed	Jan 14

4. On the New Review Request page, select which paper submissions you want to assign. You can select one or more to assign.

Submissions Reviews Status PC Events Email Administration ICES 2022 Premium Conference News EasyChair

New Review Request

You can select a **subreviewer from the pool** using the menu in the upper right corner.

To make a **new review request** for one or more submissions and a single subreviewer, select the submissions, fill out the information about the subreviewer and press "Send Request".

Subreviewer Information and Message

Your email exchange with subreviewers will not be visible to the chairs. However, the chairs will see the list of your subreviewers and the status of all requests.

EasyChair will append to this letter detailed instructions for the subreviewer on how to answer it and how to accept or decline the review request.

You can personalize the subject and body by using variables like [*FIRST-NAME*] and [*LAST-NAME*]. Click here: [to view all variables that can be used](#) in this template.

5 a

Subreviewer's first name*:

Subreviewer's last name*:

Subreviewer's email address*:

also add this reviewer to the pool

5 b Add from reviewer's pool

Message*: I need to receive the review by ...

If you cannot review this paper, could you please suggest names and email addresses of 2-3 possible reviewers?

Best regards,
Lindsey Ring <lindseyconroy@gmail.com>

6

7 Send Request

* Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the Help article about names](#).

Submissions and Previous Requests

To view the history of review requests for a submission click on the submission number.

4

Showing all entries of 407 (1 to 407)

#	title	completed	accepted	unknown	denied or deleted
<input type="checkbox"/> 1	Development of a Microlith®-based Catalytic Oxidizer for Exploration Trace Contaminant Control				
<input type="checkbox"/> 2	History of NASA's Odor Assessment (Test 6)				
<input type="checkbox"/> 3	JUICE (Jupiter Icy Moon Explorer) Spacecraft Thermal Vacuum Test				
<input type="checkbox"/> 4	Flame Retardant Polyamide Fibers for Space Crew Clothing				
<input type="checkbox"/> 5	Suborbital Testing of the OSCAR Trash-to-Gas System				
<input type="checkbox"/> 6	Targeted Lighting Approaches for Controlled Environment Agriculture in Space Habitats				
<input type="checkbox"/> 7	Mitigation of Silver Ion Loss from Solution by Polymer Coating of Metal Surfaces, Part IV				
<input type="checkbox"/> 8	Monitoring of Ionic Silver Biocide with Capacitively-Coupled Contactless Conductivity Detection (C4D)				
<input type="checkbox"/> 9	DirectINJECT: Dosing Systems for Concentrated Liquid Biocides				

5. Your next step depends on whether the sub-reviewer is already listed in EasyChair:
 - a. If the sub-reviewer is not already listed in EasyChair (e.g., a colleague who has not reviewed papers for ICES before), you can invite the sub-reviewer to EasyChair using the email template on the New Review Request page. Type the sub-reviewer's first name, last name, and email address. Once you have typed the reviewer's contact information, proceed to step 6.
 - b. If the sub-reviewer is already listed in EasyChair (e.g., a Session Chair in another track), then you can save time in your review request by using the "Add Associate" or "Add from reviewer's pool" actions (on the far-right side of the page). If you click "Add associate" or "Add from reviewer's pool", EasyChair will display a list of your associates and reviewers as determined by your previous roles within the ICES EasyChair system.

Selecting one of these existing contacts will pre-populate the email template. If a sub-reviewer does not display as expected, please follow the steps in A above. Proceed to step 5 once the sub-reviewer contact information had been filled in.

6. Before you assign a reviewer/sub-reviewer, it's important that you customize the default email template to include proper information. The email template does not contain full sentences and should not be sent without revision.
7. Click Send Request.

8.3.4 Sending Reviews to Authors

You can send individual or batch emails to authors to notify them of review feedback in EasyChair. Note that you can also send reviews via personal email by copy/pasting. However, this path will not record that reviews were sent in EasyChair. To send reviews in EasyChair:

1. Login to [easychair](#). The ICES conference page opens.
2. Select *Reviews*. The Reviews page opens with several options.
3. Click *Send notifications and/or reviews to authors*. The Send Notification and/or Reviews to Authors page opens.
4. Check the box next to “**reviews**”. Do not select notifications box – this is reserved for a later action by the Vice Chair to send acceptance “notifications”.
5. In the contact form, type a **Subject, Message**, and attach a file if needed.
6. In the Paper Selection section, first select which track you are emailing authors for. This will narrow the available papers in step 9.
7. In the **Select Decisions** field, you can further refine your options by choosing send emails to only submissions with a specific decision or all submissions.
8. Then, in the submission grid, select the paper submissions for which you are emailing the author about review feedback.
9. To view an example of the email before you send it, click **View Example**. Make changes to the email body if needed.
10. When you are satisfied with the appearance of the email, click **Send Email**. EasyChair will send all reviews for the selected papers to their corresponding authors.

8.3.5 Sending an Email to Authors

This is to send a general email, not reviews to authors in your session. This may be used to communicate general session/conference related information or to inform authors of missing papers. This feature functions much like mail merge and variables can be used to easily email multiple people without needing to customize each individual email. These variables can be found by clicking the information icon (i) on the page.

1. Login to [easychair](#). The ICES conference page opens..
2. Select *Administration > Authors > Send Email*. The Email to Authors page opens.
3. In the contact form, type a **Subject, Message**, and attach a file if needed.
4. If you want to send an email to all selected authors and not just the ones currently corresponding, mark the **Send to all** checkbox.
5. In the Selection section, choose whether to select all submissions or, if submissions have already been selected, whether to clear all selections.

- To further filter which submissions are included, you can choose to send an email only to those authors who are missing papers. To include all submissions with missing draft papers or final manuscripts, mark the corresponding checkbox.

The screenshot shows a web interface for managing submissions. At the top, there is an 'Attachment' section with a 'Choose File' button and the text 'No file chosen'. Below this is a checkbox labeled 'Send to all authors of selected papers (not only corresponding ones)'. A red 'Send Email' button is highlighted with a yellow circle containing the number 8.

Below the attachment section is a 'Selection' section with the text 'You can select papers individually or by ticking the boxes in the table below.' It contains two radio buttons: 'select all submissions' and 'unselect all submissions'. Below these is a section titled 'Add submissions having missing files:' with two checkboxes: 'missing (DRAFT PAPER)' and 'missing (FINAL MANUSCRIPT)'. This section is highlighted with a yellow circle containing the number 6.

At the bottom is a 'Submissions' table with columns for 'Submission', 'Decision', and 'Track'. The table contains five rows of submission data. The first row is highlighted with a yellow circle containing the number 7.

Submission	Decision	Track
15. John Slough. Spacecraft Scale Magnetospheric Protection from Galactic Cosmic Radiation	503	x x
19. Ronald Turner. Impact of Solar Cycle Duration on Astronaut Radiation Exposure during a Human Mars Mission	503	x x
80. Paolo Desiati and Elena D'Onghia. CREW HaT: A Magnetic Shielding System for Space Habitats	503	x x
146. Eszter Gulacsi. Protection against radiation with the use of fungi - multipurpose use of mushrooms	503	x x
244. Lawrence Heilbronn. The neutron component of the lunar radiation environment	503	x x

- In the Submissions section, select the submissions of the author(s) you are emailing. You can select one or more.
- Once all selections have been made, click **Send Email**.

8.3.6 Using the Add Comment Feature

You can add comments to a submission to reference later or to assist in later discussion. Any comments added are visible to all PC members.

- Login to [easychair](#). The ICES conference page opens.
- Select *Status*. The Current Status of Reviewing page opens and displays all submissions in your track/session.

ICES 2022 (track chair of ICES502: Space Architecture)

Submissions Reviews **Status** PC Events Email Administration ICES 2022

Current Status of Reviewing

To **change a decision** on a submission, click on the decision column for this submission. You can change decisions for several submissions simultaneously by selecting them. To **select or unselect** a set of submissions, either click on the corresponding rows, or press the mouse button and move the mouse over table rows.

To **change decisions for submissions based on their scores** click on "Change decisions" in the upper right corner.

To **see reviews** on a paper click on the paper title.

Reviewing data in Excel
Change decisions

For more information about this page, click on **Help**.

Shortcuts to papers: 22, 38, 43, 46, 47, 124, 133, 137, 150, 158, 181, 220, 240, 251, 270, 283, 297, 298, 300, 301, 304, 309, 315, 329, 336, 338, 349, 365, 367, 397

Untick this box to hide shortcuts to papers

Show paper authors.

Explanations of the decisions		
Decision	Explanation	Papers
ACCEPT	I accept this ABSTRACT into my session - please extend an invitation to the author(s) to submit a Draft Paper	0
accept?	probably accept	0
MOVE	This ABSTRACT does not fit in my session and recommend it be MOVED to another session	0
	no decision	30
reject?	probably reject	0
REJECT	Reject - This ABSTRACT is not a fit for ICES.	0

#	Title	Scores	Average	Decision
22	Habitability - From Place to Space		0.0	
38	Lunar Surface Cargo Offloading Concepts		0.0	
43	Surface Systems and Interface Standardization		0.0	
46	Advanced 3D printing construction system for martian base construction		0.0	
47	The offworld metaverse: Digital twins of large settlements as Space Analogs		0.0	
124	FLLAG: Free-flyer L.E.O. LAB for Artificial Gravity		0.0	
133	Human in the Loop Evaluations: Process and Mockup Fidelity		0.0	
137	Study for a Rigid/Inflatable Greenhouse Module to Integrate Bio-regenerative Life Support Systems into Orbital Facilities and Deep Space Transfer Vehicles.		0.0	
150	Design Strategies of Greenhouse and Food Production Module for Long-Duration Human Exploration Missions		0.0	
158	ECLSS-First Design Philosophy for Space Habitat Architecture		0.0	

- Select the title of the submission you are adding a comment for. The Reviews and Comments page opens for the submission.
- Click Add Comment in the top-right. The Add Comment page opens.

ICES 2022 (track chair of ICES502: Space Architecture)

Submissions Reviews Status PC Events Email Administration ICES 2022

Reviews and Comments on Submission 22

Click on "Add comment" to **submit a comment** on this submission.

Submission details
Edit note
Add comment
Add new review
Email to reviewers
Email to authors
Request review
Change decision
Assignment

Submission

Submission Sheryl Bishop and Sandra Haeuplik-Meusburger: Habitability - From Place to Space
Current decision (no decision) (change)

There are no reviews or comments on this paper.

- In the textbox provided on the Add Comment page, type the remarks you want to record for the submission and click Add Comment. All PC members who will be notified of the comment are listed below the comment box.

8.3.7 Entering a Review Decision for a Paper

Session chairs may enter intermediate and final decisions for each manuscript. Following completion of initial reviews, any paper receiving all reviews >0 may have an intermediate decision of "accept?" meaning that the session chair expects to accept the manuscript, but the file is not the final submission. Similarly, for papers the session chair believes are at risk of being rejected may have an intermediate decision of "reject?" to alert the Technical Program and Vice Chairs of a high risk paper.

After receipt of Final Manuscripts, session chairs must conduct a final review per the following criteria:

CRITERIA TO ACCEPT A PAPER FOR FINAL APPROVAL



The final version of the paper was uploaded in EasyChair into the FINAL MANUSCRIPT category as a PDF.	
The first and last names of all authors are included on the paper and in the correct order.	
The proper template is used for the current ICES program year.	
The ICES paper reference/number (e.g., ICES-2025-110) aligns with the submission number (e.g., 110).	
A minimum of 3 independent reviews have been completed and all are from outside the organization/center/unit of the author(s), and the results of the reviews met ICES general requirements.	
All comments or requested revisions have been considered and made to the paper. No editing marks are on the paper.	
The paper meets the requirements for page length (they should not exceed 15 pages).	
The paper does not contain any commercial or marketing aspects.	
The appropriate copyright marking is included. Employees of the US Federal Government removed all copyrights.	

If all criteria are met, the Final Manuscript can be designated with the “ACCEPT” decision.

After determining whether to accept or reject a paper, you need to record your decision in EasyChair.

1. Login to [easychair](#). The ICES conference page opens.
2. Select *Status* on the site navigation menu. The Current Status of Reviewing page opens.
3. On this page, click in the Decision column that corresponds with the paper you are entering a decision for. A popup opens.

ICES 2022 (track chair of ICES404: International Space Station ECLS: Systems) Help / Log out

Submissions | Reviews | Status | PC | Events | Email | Administration | ICES 2022

Current Status of Reviewing

Reviewing data in Excel

To **change a decision** on a submission, click on the decision column for this submission. You can change decisions for several submissions simultaneously by selecting them. To **select or unselect** a set of submissions, either click on the corresponding rows, or press the mouse button and move the mouse over table rows.

To **see reviews** on a paper click on the paper title.

For more information about this page, click on **Help**.

Shortcuts to papers: 206, 231, 235, 277, 313, 379, 427

Untick this box to hide shortcuts to papers

Show paper authors.

#	Title	Scores	Average	Decision
206	Converting ISS ECLS Into 3-D Printed Hardware Needed to Support a Lunar/Mars Surface Human Habitat: Case Study #1: CDRA	0.0	0.0	
231	Investigation of the Anomalous Low Voltage Condition of the Oxygen Generation Assembly	0.0	0.0	
235	Estimation and Prediction of Ion Exchange Resin Bed Life for ISS and Exploration	0.0	0.0	
277	ASU SPK-U toilet system development and operation review and its upgrading plans	0.0	0.0	

Explanations of the decisions

Decision	Explanation	Papers
ACCEPT	This paper has been thoroughly reviewed and the author(s) have completed all requested revisions. The final manuscript is also in compliance with all of the template requirements. Please ACCEPT this paper as the FINAL VERSION for Conference Proceedings.	0
accept?!	This paper needs some further revision to comply with the reviewers' suggestions. I anticipate this paper will likely be accepted and a FINAL decision will be made after the requested revisions are completed by the author(s).	0
	no decision	7
reject?!	This paper has very low review scores and needs major revisions. It is uncertain whether the author(s) will be able to complete the requested edits in time and/or to the satisfaction of the reviewers. A FINAL decision will be made after the requested revisions are completed.	0
REJECT	reject	0

NOTE: To enter a decision for more than one paper, click in the row of one paper you want to enter a decision for. The row is highlighted in yellow. Click in another row. Continue to click to choose each paper you are entering the same decision for and then click in the decision column for one of the highlighted rows. The pop up will confirm that you are entering a decision for multiple papers at once.

4. In the popup, select from one of these choices to indicate your evaluation of the paper:

ICES 2022 (track chair of ICES404: International Space Station ECLS: Systems) Help / Log out

Submissions | Reviews | Status | PC | Events | Email | Administration | ICES 2022

Current Status of Reviewing

Reviewing data in Excel

To **change a decision** on a submission, click on the decision column for this submission. You can change decisions for several submissions simultaneously by selecting them. To **select or unselect** a set of submissions, either click on the corresponding rows, or press the mouse button and move the mouse over table rows.

To **see reviews** on a paper click on the paper title.

For more information about this page, click on **Help**.

Shortcuts to papers: 206, 231, 235, 277, 313, 379, 427

Untick this box to hide shortcuts to papers

Show paper authors.

#	Title	Scores	Average	Decision
206	Converting ISS ECLS Into 3-D Printed Hardware Needed to Support a Lunar/Mars Surface Human Habitat: Case Study #1: CDRA	0.0	0.0	
231	Investigation of the Anomalous Low Voltage Condition of the Oxygen Generation Assembly	0.0	0.0	
235	Estimation and Prediction of Ion Exchange Resin Bed Life for ISS and Exploration	0.0	0.0	
277	ASU SPK-U toilet system development and operation review and its upgrading plans	0.0	0.0	

To change the decision for paper 206 select a new decision and press the "Change Decision" button below. If you think your decision is final and you want to hide the selected papers from the view of PC members tick the "Hide the paper" box.

ACCEPT This paper has been thoroughly reviewed and the author(s) have completed all requested revisions. The final manuscript is also in compliance with all of the template requirements. Please ACCEPT this paper as the FINAL VERSION for Conference Proceedings.

accept?! This paper needs some further revision to comply with the reviewers' suggestions. I anticipate this paper will likely be accepted and a FINAL decision will be made after the requested revisions are completed by the author(s).

no decision

reject?! This paper has very low review scores and needs major revisions. It is uncertain whether the author(s) will be able to complete the requested edits in time and/or to the satisfaction of the reviewers. A FINAL decision will be made after the requested revisions are completed.

REJECT reject

Leave hidden/visible status as is

Hide these papers

Unhide these papers

Change Decision **Cancel**

- **ACCEPT:** This paper has been thoroughly reviewed and the author(s) have completed all requested revisions. The final manuscript is also in compliance with all the template requirements. Please ACCEPT this paper as the FINAL VERSION for Conference Proceedings.
- **accept?!**: This paper is either the final draft or needs some further revision to comply with the reviewers' suggestions. I anticipate this paper will likely be accepted and a

FINAL decision will be made after the requested revisions are completed by the author(s) and/or a final manuscript is submitted.

- **reject?:** This paper has very low review scores and needs major revisions. It is uncertain whether the author(s) will be able to complete the requested edits in time and/or to the satisfaction of the reviewers. A FINAL decision will be made after the requested revisions are completed.
 - **REJECT:** This paper does not meet the standards for the conference and will not be
5. Click “Change Decision” to record your evaluation for the Steering Committee to review.

8.4 Reviewer Instructions

If you have been asked to provide a review, you will have received an email with a link to easychair. If you do not already have an Easychair account, you will need to set one up. The following steps are provided to help you navigate Easychair.

1. Login to easychair. The ICES conference page opens.
2. Under the ICES 2025 conference, choose “subreviewer/external reviewer” or “Reviewer” role.
3. You will be taken to a list of submissions requesting a review.
4. Click on the submission and download the .docx file.
5. Begin by checking for the following:
 - a. Paper number is included in the upper right corner.
 - b. Confirm the paper title matches the title shown in Easychair.
 - c. Confirm the authors on the manuscript match the authors in Easychair.
 - d. Confirm the general appearance of the manuscript matches the template found [here](#).

If any of the above is not correct, note the discrepancies in a separate word or notepad file.

6. Read the manuscript and provide both a technical and editorial review in a separate word or notepad file.
 - a. Technical review guidelines can be found [here](#).
 - b. Editorial review is requested to identify typos, misspellings, incorrect or inconsistent font, number, etc., consistent figure and table formats, description figure and table descriptions, etc.
7. Based on your technical and editorial review, decide what rating the manuscript deserves. Definitions are provided below:

Score	Description	Definition
+3	Strong accept	Manuscript technical content is sufficiently strong to accept as-is. Manuscript may need only minor editorial modifications
+2	Accept	Manuscript technical content is sufficiently strong that only minor modifications are needed to be ready for acceptance. Manuscript may need only moderate editorial modifications.
+1	Weak accept	Manuscript technical content needs modifications to analysis and/or interpretations and/or minimal additional data to achieve technical acceptance. Manuscript may need significant editorial modifications for readability and to better clarify technical intent.
0	Borderline Paper	Manuscript technical content needs significant modifications to analysis and/or interpretations or minimal additional data to

		achieve technical acceptance. Manuscript may need significant editorial modifications for readability and to better clarify technical intent.
-1	Weak reject	Manuscript is incomplete, but has some meaningful technical content. Deficiencies in technical content are significant, but the deficiencies are such that it is reasonable to assume that new data or analysis could be generated in time to include in a revised manuscript.
-2	Reject	Manuscript is incomplete and/or the apparent lack of data, analysis, and/or content is such that the reviewer believes there is a very low likelihood that additional technical work could be completed in the time remaining until 2 nd manuscripts are due to warrant acceptance into the conference.
-3	Strong reject	Manuscript is incomplete and lacks any meaningful data, analysis, or content.

8. In Easychair, select “Reviews” and select the submission.
9. First, provide a review of the Metadata (per review in #5 above). Select the appropriate response.

META DATA VERIFICATION. Please verify that the TITLE on the manuscript MATCHES the submission title; verify that the PAPER ID (ICES-2024-xxx) in the upper right header of the manuscript matches the Submission # in Easy Chair

Yes - The manuscript title and paper ID match the Easy Chair meta data for the submission

Template and/or Meta data ISSUES. If the manuscript is NOT compliant with the ICES template or does not have the correct title, authors or paper # as listed on the submission, and/or has formatting issues that are in need of correction PLEASE check the box below:

Manuscript is NOT in compliance with ICES Paper Template

10. Based on your decision in #7, choose the corresponding bubble and copy/paste your text comments into the provided field. Note that line numbers are provided in the draft manuscripts for ease of reference for reviewers. Please use the line numbers to identify the location of relevance for each comment. Note that authors will receive these comments as written. Please be considerate and constructive in the comments.

Manuscript CONTENT REVIEW (For Draft and Final papers only)

Overall evaluation. * This evaluation is for PAPERS only - NOT for ABSTRACTS

3: strong accept

2: accept

1: weak accept

0: borderline paper

-1: weak reject

-2: reject

-3: strong reject

Editorial Comments:

Line X: Insert comment 1 here

Technical Comments:

Line Y: Insert comment N here.

11. Confidential remarks can also be made for the program committee. Note that the author will not see these comments.
12. Select your confidence in your knowledge of the material discussed in the manuscript.

Confidential remarks for the program committee. This evaluation is for PAPERS only. If evaluating an abstract and need to communicate remarks about the ABSTRACT please use the COMMENT field.

Reviewer's confidence. * This evaluation is for PAPERS only - NOT for ABSTRACTS

- 5: (expert)
- 4: (high)
- 3: (medium)
- 2: (low)
- 1: (none)

13. Although generally less desirable, reviewers may also attach a document with their review. This can be done at the bottom of the reviewer page. Files with .pdf are accepted

14. Once the review has been completed, click the **Submit review** button at the bottom of the page.

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

No file chosen

Submit review

15. Note that if your score was <0, you will be asked to review the modifications the authors make to the manuscript to ensure your comments were adequately addressed. The session chair will work with you outside of EasyChair for those additional reviews.