

Reviewer Instructions for European Microwave Week 2025

Introduction

Thank you for volunteering as a reviewer for one of the three conferences within European Microwave Week – the European Microwave Integrated Circuits Conference (EuMIC), the European Microwave Conference (EuMC), or the European Radar Conference (EuRAD). Your contribution is essential in maintaining the high scientific quality of our events.

Code of Ethics

Your reviews form the foundation of the scientific integrity of our conferences. Please keep the following principles in mind:

- **Confidentiality:** All manuscripts under review must be treated as confidential. Do not share the documents or any information they contain with others, nor use the information for your own purposes.
- **Fairness and Objectivity:** Every manuscript deserves an unbiased review. If you have a conflict of interest (for example, if you are an author, co-author, close collaborator, or have any personal involvement with the work or its authors), please refrain from reviewing that paper.

Workflow

1. Manuscript Sorting:

After the submission deadline, the General TPC Chair together with the TPC Chairs of EuMIC, EuMC, and EuRAD will sort and group the papers into thematic Subcommittees.

2. Reviewer Assignment:

Based on your stated review preferences, you will be assigned to one or more Subcommittees.

3. Review Period:

Once the papers are assigned, the review period begins. An email will notify you of the review schedule. Please log in as early as possible and flag any papers you cannot review (e.g., due to conflicts of interest) so that your Subcommittee Chair can reassign them if necessary.

4. Submission of Reviews:

Enter all your review results before the deadline. Late submissions cannot be accommodated once the system is closed.

5. TPC Meeting and Finalization:

Following the review period, Subcommittee Chairs will prepare for the TPC meeting. During this meeting, TPC members will:

- Ensure each paper has received the required number of reviews.
- Decide on paper acceptance or rejection.
- Build the conference sessions.

Afterward, the TPC Chairs will finalize the program and send out notifications to the authors.

Scoring Criteria

You will be asked to enter various scores that indicate your level of familiarity with the manuscript's topic. Furthermore, you can suggest papers for awards and share comments with both the author and the TPC. Your

feedback in the “message to scientific committee” section is highly appreciated by the TPC. The criteria are clarified in the table below, where the ratings range from “excellent” to “unacceptable,” with corresponding values noted in brackets.

The Young Engineer's Prize is exclusively for eligible authors. Please nominate papers for this prize only if the author has selected the presentation format “Oral YEP” or “Poster YEP.” If you recommend a paper for an award, kindly explain your reasoning in the “message to scientific committee” section.

Scoring Criteria	Description
Originality / Novelty unacceptable...excellent	Assess whether the manuscript presents a new idea or a significant technical/scientific development. For technical papers, does it introduce an innovative concept? For application-oriented papers, does it propose a new approach in industry?
Clarity and Completeness for Understanding unacceptable...excellent	Evaluate if the manuscript is well-presented within the four-page limit, clearly outlines its results, includes an adequate bibliography, and has understandable figures and tables.
Fundamental or Applied Value unacceptable...excellent	Consider the technical or scientific interest of the work. Does it enhance understanding of physical phenomena or contribute an important step toward industrial application?
Relevant to the Community interesting to none...interesting to all	Determine the paper’s relevance for the conference and its interest level to the European Microwave Week audience.
Reviewer Self-Rating Expert in the Field / Specialized Knowledge / General Knowledge	Indicate your level of expertise on the topic.
Affiliation first author Academic / Industrial / R&D and Government Research	Specify what setting the paper originates from.
Suggested Disposition accept / reject / accept if room / abstain	If you abstain, you do not need to answer the remaining questions.
Suggested Presentation Format Oral / Poster / N/A -- or no preference	Select the format you believe best fits the paper.
Invite for IJMWT (default) no invitation / invite extended paper / maybe invite extended paper	Indicate if you would like to nominate this paper for an invitation to submit an extended version to the EuMA International Journal of Microwave and Wireless Technologies.
Young Engineer Prize Nomination no nomination / I am nominating this paper	Please nominate contributions that appear to be suited for the YEP. The eligibility of the contributors is claimed by the author upon submission (“Oral YEP” or “Poster YEP”) and will be verified after the TPC meeting.
Nomination for Conference Prize no nomination / I am nominating this paper	If nominating for a conference prize, please also motivate your nomination in the “message to scientific committee” field.

Reviewer Procedure

All review activities are conducted through our web-based system. Please follow these steps:

Step 1: Access the Review Website

Open your web browser and go to:

<https://euma.converia.de/frontend/index.php?sub=37>

This will take you to the login screen:

EuMA | European Microwave Association

Home | **FAQ** | Contact

Your contact person
EuMW 2025 TPC chair
[Email](#)

Submit a paper

User

Password

Login

[Forgot password?](#)

EUROPEAN MICROWAVE WEEK
JAARBEURS UTRECHT
THE NETHERLANDS
21-26 SEPTEMBER 2025
www.eumw.eu

WAVES OF INNOVATION

Welcome to the EuMW 2025 manuscript management site

If you already have an account, please log in. Accounts used in previous years still work, although you might need to request a new password using the Forgot Password link. To create a new account, please use the blue button, "Submit a Paper".

Please refer to the [FAQ](#) first if you have questions regarding the submission process.

For details on the formatting, please refer to the [paper submission guidelines](#), and use exclusively the [EuMW manuscript templates](#).

Important dates:

- **28 January 2025** Deadline for proposals of workshops, short courses, focussed and special sessions
- **11 March 2025** Deadline for submission of papers
- **16 May 2025** Notification of acceptance
- **3 June 2025** Deadline for submission of requests for grants, fellowships, and visas
- **17 June 2025** Deadline for final paper submission

For questions on the conference program, please contact the [TPC chair](#). For support with the paper submission system, please contact the [EuMA software officers](#).

Step 2: Log In

Log in using Username and Password.

Please note: Your password will not be sent via email for security reasons. If you don't know your password, please enter the username we provided and click on "Forgot password?" An email will be sent to the address associated with your reviewer account, allowing you to reset your password.

When we create your reviewer account, you will receive an email containing your username and a link to set your password.

If you are also an author, you will receive a new reviewer account. We will manually merge author and reviewer accounts that clearly belong to the same person, enabling you to access both the papers you authored and the papers you are reviewing from either account.

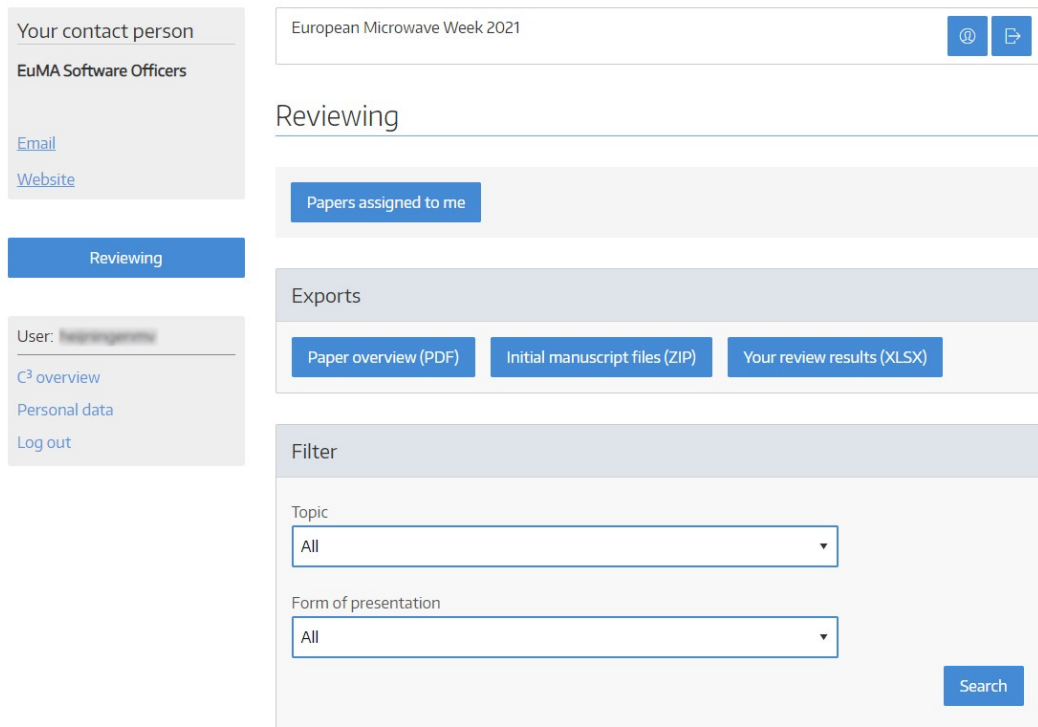
The main screen allows you to perform three actions: modify your personal settings, act as an author, or act

as a reviewer.

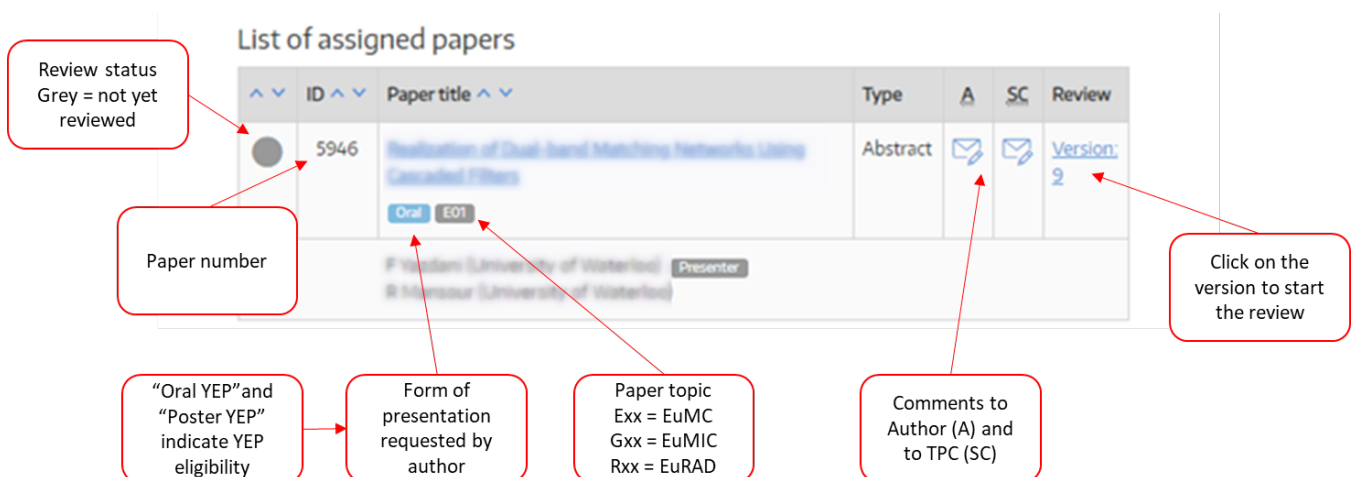
Step 3: Review Assigned Papers

Accessing Your Papers:

Click on “Review assigned papers.” The overview of the papers for review is shown. At the top of the page, you can download all PDFs and apply filters to the displayed papers.



The details of the papers assigned to you are reported on the page:

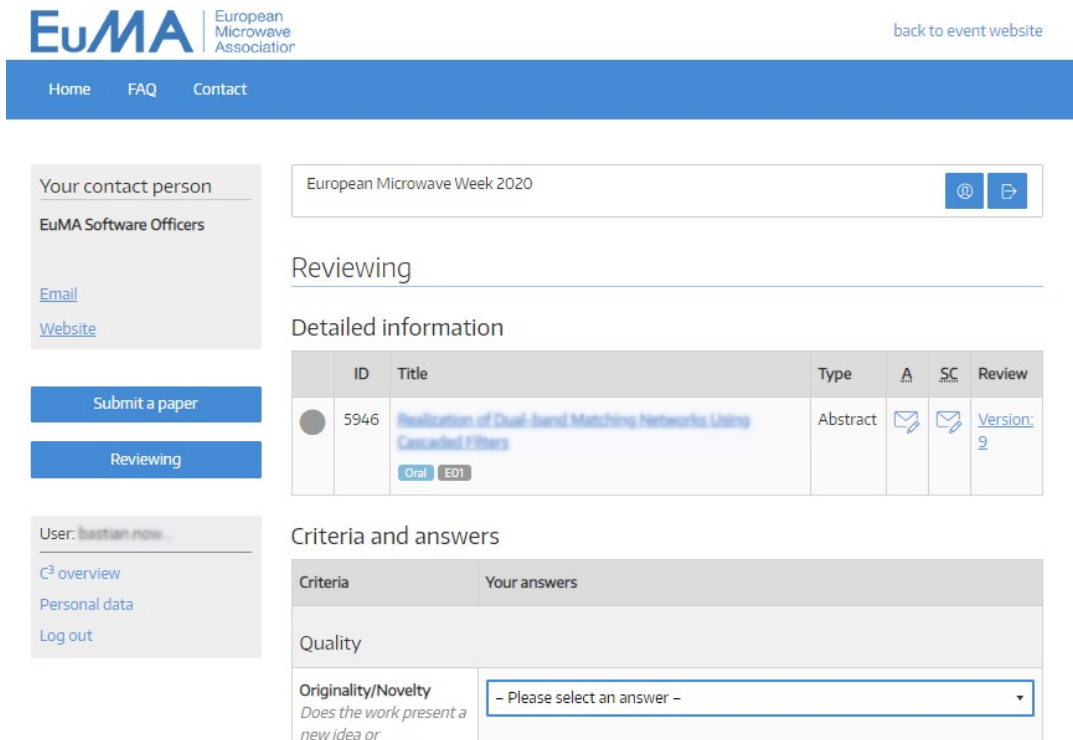


View Manuscript Details:

Click on a paper title to open a pop-up window with a link to view the manuscript PDF (“View abstract file”).

Scoring a Paper:

Click on the version number of the paper to open the review criteria page:



The screenshot shows the EuMA review interface. At the top, there is a navigation bar with 'Home', 'FAQ', and 'Contact'. Below this, a search bar contains 'European Microwave Week 2020'. The main content area is titled 'Reviewing' and shows 'Detailed information' for a paper with ID 5946. The paper title is 'Realization of Dual-band Matching Networks Using Coupled Filters'. The 'Type' is 'Abstract'. There are icons for 'A' (Author) and 'SC' (Scientific Committee) with envelope icons. The 'Review' column shows 'Version: 2'. Below the table, there is a 'Criteria and answers' section with a table for 'Quality' and 'Originality/Novelty'. The 'Originality/Novelty' criterion has a dropdown menu with the text '- Please select an answer -'.

Complete all required questions and press “Save review.”

If you cannot review a paper, select “abstain” from the “Suggested Disposition” options as soon as possible so that your Subcommittee Chair can assign another reviewer. When you select “abstain,” it is not necessary to complete the other questions.

Comments to the Author (A) and to the TPC Members (SC = Scientific Committee):

Please submit comments to the authors and the scientific committee. You can do this by clicking on the envelope icon in the “A” and “SC” columns.