

# Track Chair **2025** OpenConf Handbook



Midwest Academy of  
**Management**

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*This OpenConf handbook was developed specifically  
for the Midwest Academy of Management.*

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v. 06-21-2022  
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02-25-2025*

# 2025 MWAOM Conference Timeline, Revised

- **Friday, May 30, 2025 @ 11:59pm EST:** Deadline for all submissions in OpenConf.
- **Friday, June 6, 2025 – Thursday, June 12, 2025:** Track Chairs do the following:
  - Do a quick cursory review of the submissions in their track to verify that **a)** submission guidelines were followed by the author and **b)** no identifying information in the manuscript (for traditional papers only). Submission guidelines can be found at: <https://mwaom.org/submission-guidelines/>
  - Assign submissions to reviewers and notify them in OpenConf (see section on *Assigning Reviews* in Track Chair Handbook). Also, refer reviewers to the following resources on the Midwest website: a) Reviewer OpenConf Handbook: This PDF document provides visual and written instructions to help reviewers navigate OpenConf to submit their reviews, and **b)** Reviewer eLesson tutorial: An audio/video eLesson on how to review conference papers.
- **Friday, June 13, 2025 – Friday, July 11, 2025:** Submissions Review Period
  - During this time, track chairs should send friendly reminder emails to reviewers in OpenConf about the deadline to submit reviews (see the section on *Track Chair “Advocate” form* on p. 10 of the Track Chair Handbook for the procedure to email reviewers).
- **Friday, July 11, 2025 @ 5pm (CST):** **Reviewer Deadline:** All reviews are to be completed and submitted in OpenConf to the Track Chairs.
- **Monday, July 14, 2025 – Monday, July 21, 2025:** Track Chair – Advocating Period. During this time, track chairs will:
  - Submit recommendations in the OpenConf system (see section on *Track Chair “Advocate” Recommendations* in Track Chair Handbook).
  - Send nominations for Outstanding Reviewer(s) from their tracks - email the reviewers’ full name and their Reviewer ID# to the Program Chair: [m.heath@csuohio.edu](mailto:m.heath@csuohio.edu).
- **Monday, July 21, 2025 @ 12 Noon (EST):** **Track Chair Deadline.** All Track Chairs advocating decisions submitted in OpenConf.

# 2025 Midwest Academy of Management Annual Meeting

→ Sign In

Home

## Welcome!

Click the Chair link on the right side of the footer below to sign in, then click the Settings (⚙) menu to:

- edit *Configuration* options such as the Website Title shown above, your Email Address, and this Home Page Notice
- set *Topics* for selection by submitters and reviewers
- install *Modules* for added functionality
- modify *Templates* used for emails and feature information
- select *Privacy* options including cookie banner use
- *Open/Close Feature* access by users

Menus shown here are based on the features that are open and the access permissions of the user.

Once the *Account Sign Up* feature is open, submitters and committee members will be able to [create an account](#). This link is also accessible by clicking the *Sign In* link atop this page when the feature is open.

For more information on managing OpenConf, visit our [Getting Started](#) guide.

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MWAOM2025 [Chair](#)

Click on the *Sign In* link to login to your **Track Chair Account**.

# 2025 Midwest Academy of Management Annual Meeting

Home

## Sign In

First time here? [Create an account](#)

Email Address \*

Password

[Show password](#)

Stay signed in ⓘ

Sign In

Email sign in link

First visit, create an account;  
enter your email address and the track chair keycode  
track-chair2025

On later visits, use your email  
and the password you created to login



# 2025 Midwest Academy of Management Annual Meeting

## Welcome!

Once logged in, you are returned to the home page.

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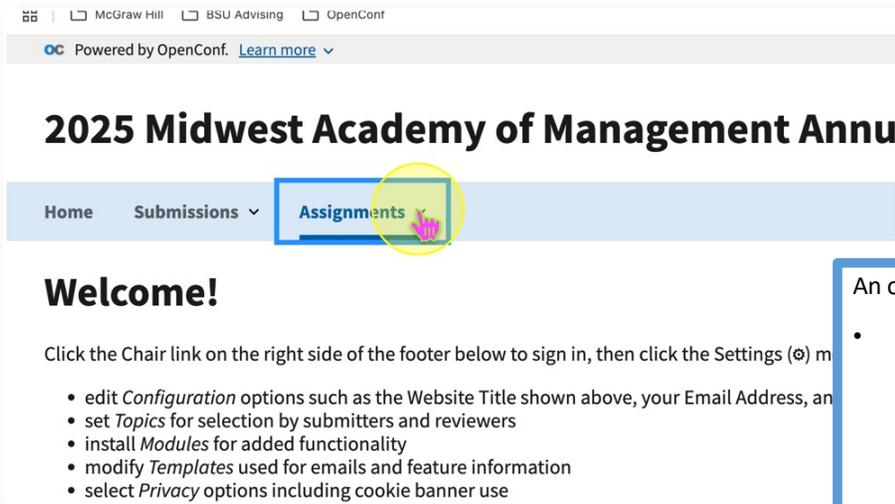
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For more information on managing OpenConf, visit our [Getting Started](#) guide.

[Return to top](#)



## 1 Click on "Assignments"



Powered by OpenConf. [Learn more](#)

# 2025 Midwest Academy of Management Annu

Home Submissions **Assignments**

## Welcome!

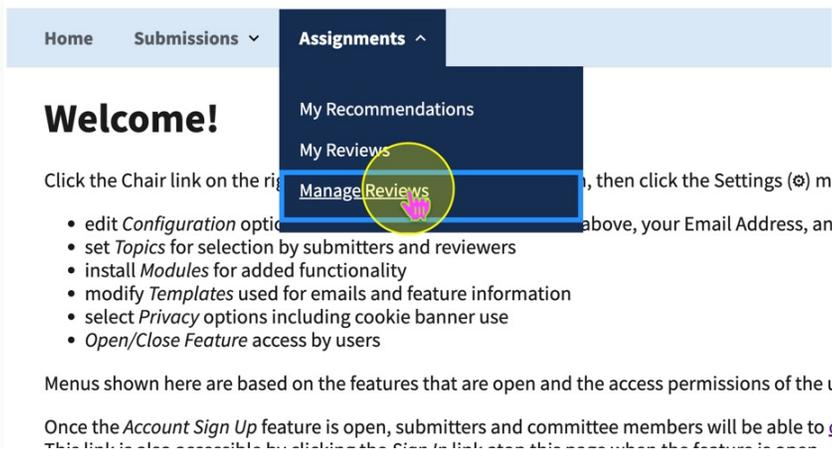
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An overview of the **Track Chair** features/functions (**Assignments** drop-down) are below:

- **My Recommendations:** To view a listing of all the submissions assigned to your track.  
*For tracks with co-chairs: OpenConf will only permit one person to have Advocate privileges. Therefore, if you don't see submissions on this page, it is because By default, the other co-chair for your track has been designated as the Advocate for the track in the OpenConf system and can view submissions for the track.*
- **My Recommendations:** This is where the bulk of your work as **Track Chair** will be completed. This section provides a quick glance at all of the manuscripts in your track that you will need to recommend for by the deadline. Below is a description of the columns:
  - **Recom.:** Any decisions you have made on a submission will be listed in this column.
  - **Score:** This column displays the average numerical scores from all completed reviews.
  - **ID:** Lists the Submission ID number of the submission
  - **Title:** Lists the title of the submission. Clicking on the title link will pull up the **Track Chair** recommendation form along with each reviewer's individual scores and comments.
  - **Abstract:** Click on the icon in the column to read the abstract of the submission.
  - **Type:** Indicates if the submission is a 1) *Traditional Paper*, 2) *Symposium*, or 3) *PDW (Professional Development Workshop)*.
  - **File:** Click on the icon in the column to read or download the submission manuscript. Note: If you click on the ZIP icon, it will download a zip folder of all the manuscripts on your advocate list.
- **My Reviews (section):** If items are present in this section, it means that you have the ability to perform an individual review of that submission.
- **Manage Reviews:** To make initial reviewer assignments or changes.

## 2 Click on "Click the Chair link on the right side of the footer below to sign



Home Submissions **Assignments**

- My Recommendations
- My Reviews
- Manage Reviews**

## Welcome!

Click the Chair link on the right side of the footer below to sign in, then click the Settings (⊗) m

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Once the *Account Sign Up* feature is open, submitters and committee members will be able to

This link is also accessible by clicking the Sign Up link on this page when the feature is open

3 Click on "4 - Demo HR Paper Submission (1) selected"

**Select Submission(s):** Legend/sort: [ID - Title \(Reviewers\)](#)

4 - Demo HR Paper Submission (1)

**Select Reviewer(s):** Legend/sort: [CID - Name \(Reviews\)](#)

- 93 - Michele Ryan (0)
- 97 - Wally Smith (0)
- 107 - DAN CHEN (0)
- 113 - Shameem Shagirbasha (0)
- 118 - Ravikiran Dwivedula (0)
- 133 - Andrea Zimmerman (0)
- 134 - Jin Yan (0)
- 138 - Sajeda Pervin (0)
- 139 - Oyinkansola Sodiya (0)
- 144 - Demo Reviewer (1)

4 Click on "144 - Demo Reviewer (1) selected"

Option(s):

**Notify Reviewer(s)**  
check box to notify reviewer(s) that new assignments have been made

**Assign Reviews**

- 107 - DAN CHEN (0)
- 113 - Shameem Shagirbasha (0)
- 118 - Ravikiran Dwivedula (0)
- 133 - Andrea Zimmerman (0)
- 134 - Jin Yan (0)
- 138 - Sajeda Pervin (0)
- 139 - Oyinkansola Sodiya (0)
- 144 - Demo Reviewer (1)

### **Assign Reviews screen (part 1)**

When clicking on the **Manage Reviews** link from the *Member Home* page, this screen will appear. To Assign Reviews, follow the steps below:

#### **Select/Highlight the submission that you want to assign to a reviewer**

- Tips: It is best to highlight 1 submission at a time to work on. The number in parentheses at the end of the submission title indicates the number of reviewers already assigned to this submission.

#### **Scroll & Select Reviewer(s) you want to assign to the submission selected.**

- Your screen will populate a list of individuals who have signed up to review for your track and that you can assign as reviewers to papers in your track. It will display a first number (their unique Reviewer ID number), their name, and a second number at the end in parentheses (the number of reviews they have been previously assigned to from ALL tracks, including yours). In this section, it is best to highlight multiple reviewers at a time by holding down the "CTRL" key. The highlighted names will be assigned to the submission selected.
- Tips: General rule of thumb is that a reviewer should get a maximum of 3 submissions for each track they signed up to review for. When assigning reviews, take into consideration the number of reviews a person already has in order to distribute the reviews equally.

**STEP 3: Under the Option(s) section, select the box to notify reviewers. This will send a notification email to the reviewer that a reviewer assignment has been made.**

**STEP 4: Click the *Assign Reviews* box.**

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## Manage Reviews

Assign Reviews

Unassign Reviews

### Select Submission(s):

Legend/sort: [ID](#) - [Title](#) ([Reviewers](#))

4 - Demo HR Paper Submission (1)

### Select Reviewer(s):

Legend/sort: [CID](#) - [Name](#) ([Reviews](#))

22 - Greg-Victor Obi (0)  
24 - Aaron Cromar (0)  
27 - Gundars Kaupins (0)  
31 - George Klemic (0)  
35 - Dawn Shearrow (0)  
36 - Matthew Swanson (0)  
37 - Judy Smetana (0)  
38 - Nicholas Miceli (0)  
40 - Keith Lavine (0)  
50 - Shavon Thurmond (0)

### Option(s):

**Notify Reviewer(s)**

check box to notify reviewer(s) that new assignments have been made

Assign Reviews

### Unassign Reviews screen (part 1)

Under **Manage Reviews** you can assign and unassign reviewers to submissions.

To remove reviewer(s) from a submission, click the submission, select Reviewer name(s), and click the *Unassign Reviews* box.

A popup confirmation will indicate if you want to “Delete review data and unassign review(s)?” Click Ok.

Note: use caution; all reviews and entries made by the reviewer will be permanently deleted if you unassign them.

## My Recommendations

Click Title for recommendation form

Recom. ↓	Score ↓	ID ↓	Title ↓	Summary	Type ↓	File
Pending		4	<a href="#">Demo HR Paper Submission</a>		Traditional Paper	 20 Feb
						 <a href="#">download all</a>

[Return to top](#)

After successfully logging into your **Track Chair** account, clicking My Recommendations brings you to this page. An overview of the **Track Chair** features/functions are below:

- My Recommendations:** To view a listing of all the submissions assigned to your track.

*For tracks with co-chairs: OpenConf will only permit one person to have Advocate privileges. Therefore, if you don't see submissions on this page, it is because By default, the other co-chair for your track has been designated as the Advocate for the track in the OpenConf system and can view submissions for the track.*
- My Recommendations:** This is where the bulk of your work as **Track Chair** will be completed. This section provides a quick glance at all of the manuscripts in your track that you will need to recommend for by the deadline. Below is a description of the columns:

  - Recom.:** Any decisions you have made on a submission will be listed in this column.
  - Score:** This column displays the average numerical scores from all completed reviews.
  - ID:** Lists the Submission ID number of the submission
  - Title:** Lists the title of the submission. Clicking on the title link will pull up the **Track Chair** recommendation form along with each reviewer's individual scores and comments.
  - Abstract:** Click on the icon in the column to read the abstract of the submission.
  - Type:** Indicates if the submission is a 1) *Traditional Paper*, 2) *Symposium*, or 3) *PDW (Professional Development Workshop)*.
  - File:** Click on the icon in the column to read or download the submission manuscript. Note: If you click on the ZIP icon, it will download a zip folder of all the manuscripts on your advocate list.
- My Reviews (section):** If items are present in this section, it means that you have the ability to perform an individual review of that submission.
- Manage Reviews:** To make initial reviewer assignments or changes.

## Recommendation – Submission 4

### Demo HR Paper Submission

[Reviews](#)

#### Recommendation

- Accept - Best Paper Candidate
- Accept - Not Best Paper
- Accept only if space allows
- Potentially Reject
- Reject
- Undecided

#### Committee Comments

**Email me the filled out form fields**  
For your records.

**Submit Recommendation**

### Reviews

**Email Reviewers**

[146 Demo Reviewer \(CID-144\)](#)

Score:

Completed:

No

Assigned:

2025-02-20

Last Update:

### **Track Chair “Advocate” form (part 1)**

The Recommendation form will appear when clicking on the title of a submission from the My Recommendations page. On this form, you can read the comments and scores from all completed reviews (see the Review Section at the bottom). If you need to email the reviewers for this submission, you can either: **a)** click on the Email Reviewers link (which will result in a new email being opened in your default email application with the email addresses of the reviewers) or **b)** right click on this link, select “Copy Email Address,” and paste the email addresses to a text file.

Once all reviews have been completed, do the following for each submission in your track:

1. Make a recommendation (Choose 1 of the following options):
  - Accept – Best Paper Candidate (***this option should be selected only for papers that have an average reviewer score of 4.5 or higher.***)
  - Accept – Not Best Paper
  - Accept only if space allows
  - Potentially Reject
  - Reject
2. Committee Comments: This is where you can provide additional information for the Program Chair to make a final decision on the submission.
3. Click the *Submit Recommendation* box.

## 2025 Midwest Academy of Management Annual Meeting

### My Recommendations

Click Title for recommendation form

Recom.	Score	ID	Title	Summary	Type	File
Accept - Not Best Paper		4	<a href="#">Demo HR Paper Submission</a>		Traditional Paper	<a href="#">20 Feb</a> <a href="#">download all</a>

[Return to top](#)

After successfully submitting your recommendation, and returning to the **My Recommendations** page, you will notice that the recommendation value entered on the previous screen is now displayed. If you need to make changes to your recommendation, you can do so until the deadline simply by clicking on the submission link title to pull up the recommendation form.

# Additional Guidelines & Tips

- 1. Assigning reviewers:** The best-case scenario is to assign 3 reviewers to each submission. This is key for two main reasons. First, in case two reviewers disagree on the submission, a third reviewer typically breaks the tie. Second, in case one reviewer doesn't complete their review, you will at least have 2 reviews completed for the submission. In some situations, and usually as a last resort, Track Chairs may have to review papers. See below for additional guidelines in situations when you don't have 3 completed reviews for a submission:
  - If 2 reviews are similar in scores, that would suffice for a good review.
  - If 2 reviews that contrast in scores, then the Track Chair should do a courtesy read and make a decision. Keep your notes, as you will have to put them in the OpenConf system.
  - If there is only 1 completed review, and you can't find an emergency reviewer, then the Track Chair should do a courtesy read and make a decision. Keep these notes, as you will have to put them in the OpenConf system.
- 2. Submission Recommendations:** Your Track Chair recommendations should be based on the information provided by the reviewers: quantitative scores and qualitative comments. Also keep in mind that we want to error on the side of being developmental since these are conference papers rather than taking a hard-line approach as might happen when reviewing papers for publication in a journal.
- 3. Selecting Outstanding Reviewers:** You may already have a method that you will use to choose the Outstanding Reviewers for your track. Feel free to use whatever process that works best for you. As a former Track Chair, I wanted to share with you a method that I used that I found to be successful. Once again, the method below is not required; it is just an idea on how you might go about the process:
  - While reading the reviewer comments for each paper, I would identify the person who provided the best review of that paper. I would take into consideration items such as the level and depth of constructive feedback provided as well as timeliness of the review. I would write their name on a separate list.
  - Then, I would review the separate list of reviewers I created. For example, if I had 20 papers, I would have at least 20 reviewer names on my separate list. If I noticed that certain reviewers appeared multiple times on my separate list, that was a good indicator that this person should be considered for Outstanding Reviewer recognition.