Workflow and information for reviewers

1. Go to [https://openreview.net/](https://openreview.net/)
   a. Login (or create an account)
   b. Open the ACM SIGIR Badging venue
   c. Click on the Reviewer Console link

2. New assigned papers will be seen in the “Reviewers Console”

3. Click “Submit Official Review” to submit a new review including awarded badges
Possible points to address (this list is not exhaustive but can act as inspiration):

- Is the resource available to the reviewer at the time review?
- Are there discrepancies between what is described and what is available?
- Is the resource well documented? What level of expertise do you expect is required to make use of the resource?
- Are there tutorials or examples? Do they resemble actual uses or are they toy examples?
- If the resource is data, are appropriate tools provided for loading that data?
- If the resource is data, are the provenance (source, pre-processing, cleaning, aggregation) stages clearly documented?

**Note:** both authors and reviewers can leave comments on a review. We encourage the use of public comments to interact (e.g., for reviewers to ask explanations on how to use something or ask to fix minor issues).