17th Marcel Grossmann meeting
Instructions for chairpersons: proceedings (see the announcement **here**)

Thank you very much for all your efforts to make MG17 meeting successful! We have received many messages from participants with gratitude and would like to share their enthusiasm with you.

Following the decision to publish the e-proceedings we are starting submission of the proceedings papers. **We kindly ask you to review the papers based on the contributions reported in your parallel session.** Below we give you detailed instructions how to proceed for reviewing the contributions.

Identification of contributions from your parallel session

The list of all contributions to the meeting is available here:
https://indico.icranet.org/event/8/editing/paper/list

Please identify the papers from your parallel session. In order to find contributions from your parallel session the following procedure may be adopted:
1) Open your session(s) here: https://indico.icranet.org/event/8/sessions/mine
2) Click on its title
3) Click on "Contribution list" button. From there you will see the contribution IDs and titles of all talks in your session.

When the paper is submitted its status is changed from "Not submitted" to "Ready for review".

Reviewing your contributions

Please click on the title of the paper when it is ready for review. Below the title you will see the line with the sentence: No editor assigned (assign myself). **Please click on "Assign myself" link**. At this point the button "Judge" will appear at the bottom of the page. As an option you may leave a comment to the author.

Please find the link to download PDF file of the paper. Download it and print if necessary. Once you finished the review you may select the following options under "Judge" button: Accept, Reject, Make changes (it means you are making changes yourself) and Request changes. If you ask the author to revise the paper please leave your comments and requests and select "Request changes". Please note that your decision may be overturned by the editors of the proceedings.

Deadlines

Our intention is to publish the e-proceedings as soon as possible. The following deadlines are adopted:
- September 30, 2024: submission deadline;
- October 31, 2024: deadline for review by the chairpersons;
- November 30, 2024: deadline for review by the editors of the proceedings.

Rapporteur paper

It is a good tradition of MG meetings to have for each parallel session a paper which either presents a review or a summary of that session. As a rule, this paper is written by a chairperson or a person invited by him/her.