



## **For ZPEC 2026 Program Committee: How to Review Submissions**

The 2nd International Zhejiang Power Electronics Conference (ZPEC 2026)

August 14-16 | Hangzhou, China

Website: <https://www.zpec.org.cn/>

Email: [zpec@zju.edu.cn](mailto:zpec@zju.edu.cn)

# I. ZPEC 2026 Program Committee Invitation Email

You will receive an invitation email (Figure 1) from ***noreply@easychair.org***. Please kindly note that you are expected to use the email address where you receive this email to create your EasyChair account at <https://easychair.org/account/signin>. For any questions, please feel free to contact us at [zpec@zju.edu.cn](mailto:zpec@zju.edu.cn).



Dear **Cassie Zhan**,

Cassie Zhan <[2919037414@qq.com](mailto:2919037414@qq.com)> added you to the program committee of ZPEC 2026 (2026 International Zhejiang Power Electronics Conference). This message contains information on how to access the program committee web pages.

The EasyChair ZPEC 2026 web page is <https://easychair.org/conferences/?conf=zpec2026>.

If you have no EasyChair account you should first create an account. To this end, you should use the above mentioned Web page and click on "Create account".

If you have an EasyChair account, then you will not be able to access the ZPEC 2026 program committee web page using that account, since the email address [redacted], used to add you to the program committee is not associated with your account. In this case you should do the following:

1. Log in using your account information.
2. In the EasyChair menu, follow the menu tabs "EasyChair->My account".
3. Add [redacted] as an alternative email address to your account.

For all questions related to this invitation please contact Cassie Zhan <[2919037414@qq.com](mailto:2919037414@qq.com)>

Best regards,  
EasyChair

Figure 1. Invitation Email

## II. Create an Account / Log in

Firstly, click “**Create an account**” (Figure 2) and follow the steps. If your email address has already registered EasyChair, please fill in your registered email and password to log in directly.

The image shows a login form with a light gray background. It contains two input fields: 'Email: \*' and 'Password: \*', both with red asterisks indicating required fields. Below the input fields is a red button with the text 'Log in' in white.

Useful links:

- [Forgot your password?](#)
- [Create account](#)
- [Problems to log in?](#)

Figure 2. Create an Account / Log in

# III. Access ZPEC 2026 as a PC Member



Conferences CFP Preprints Slides News EasyChair

Welcome to EasyChair!

To **view all your roles**, click on "All roles".

Your recent EasyChair roles are shown in the table below. Click on a role to access it.

Conference	Role
ZPEC 2026	<a href="#">PC member (Track 1: Systems &amp; Applications)</a> <a href="#">PC member</a>

# IV. EasyChair Navigation



The screenshot shows the EasyChair navigation menu with tabs for Submissions, Reviews, Status, Events, Help, Conference, News, and EasyChair. A dropdown menu is open under 'Assigned to me', showing options for 'Download review forms' and 'Subreviewers'. Below the menu, there is a message: 'The conference configuration allows you to view only submissions assigned to you. This table can display more information. [Click here to select which fields/submissions should be visible.](#)'

The main tabs that you are most likely to use.

- **“Submissions” tab** - allows you to see all the papers assigned to you for review.
- **“Reviews” tab** - allows you to add new reviews. *Reviews* < *Assigned to me* sub-page, then click the **+** icon under the **Add new review** column to submit new reviews.
- **“Status” tab** – allows you to view submissions for which you have submitted reviews.

# V. Review Submissions

Submissions | **Reviews** | Status | Events | Help | Conference | News | EasyChair

Assigned to me  
Download review forms  
Subreviewers

Reviews Assigned to Me

To **add a new review** click on the "add" icon (+) in the table.  
To **update a review** click on the column containing the reviewer name.

Go to 'Subreviewers' and click 'new request' to make a new review request to other reviewers.

Show abstracts  
**Subreviewers**  
Download these submissions

#	Submission	Details	paper	Add new review	Contact subreviewer	(Update review) PC member
		irids ⓘ	📁	+	👤	

Click on the "i" for more information about the submission.

Click the folder to download the paper PDF file.

Click "+" to add your review.

If you have anything confusing or need any assistance when using EasyChair, please feel free to contact us at [zpec@zju.edu.cn](mailto:zpec@zju.edu.cn), or mobile phone/WeChat: +86 135 4138 2102.

*Thank you for your support and contribution to the conference!*