



**REVIEWER INSTRUCTIONS AND RESOURCES**

Thank you so much for volunteering to review submissions for ILA’s global conference. Review assignments have been made and instructions and the link to ILA’s submission/review portal are below. **Please take a few minutes to read this and to log in to the review portal as soon as possible.**

**All reviews must be completed between now and 21 March 2023.** ILA will send out periodic reminders to reviewers who have pending assignments as the deadline approaches.

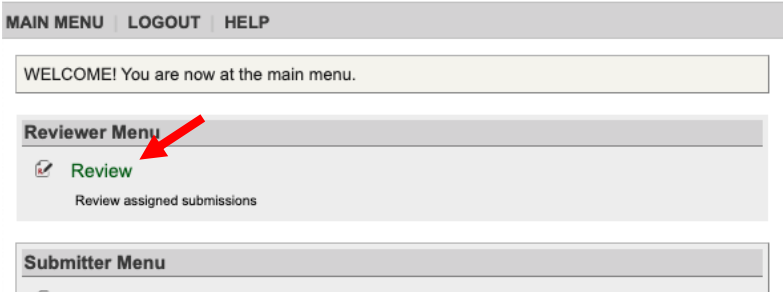
**QUESTIONS?**

If you have any questions about the review process or feel that there is a conflict of interest with any of your assignments, please contact us at [conferences@ilaglobalnetwork.org](mailto:conferences@ilaglobalnetwork.org) or call +1 (202) 470-4818 ext. 106.

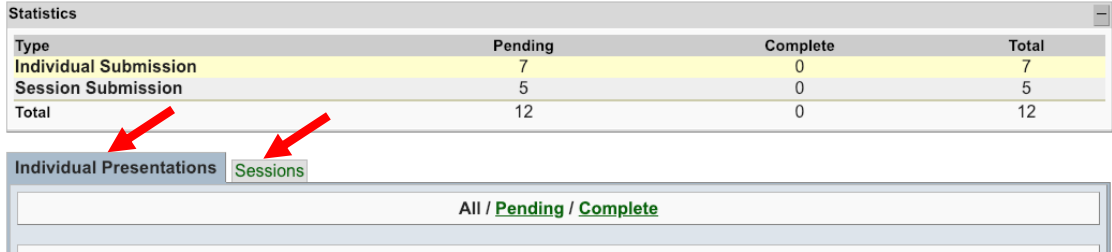
**ACCESSING YOUR REVIEW ASSIGNMENTS**

**1. Log in** to the review portal at <http://convention2.allacademic.com/one/ila/ila23/> using your ILA username and password (the same credentials you used to volunteer).

**2. Click on Review** to access the reviewer page.



**3. On the reviewer page, there are two tabs: Individual Presentations and Sessions. You may have assignments under one or both tabs.** The gray “Statistics” box will alert you to whether you have assignments in one or both tabs. **Click** on one of the tabs to begin.



Click on the green "Review" link on the right to open a proposal.



Summary	Status	Action
Test - Panel 1 All Academic Code: 1490044 Stream: Ethics and Leadership	Pending	<a href="#">Review</a>
Test - Symposium 1 All Academic Code: 1490080 Stream: Ethics and Leadership	Pending	<a href="#">Review</a>

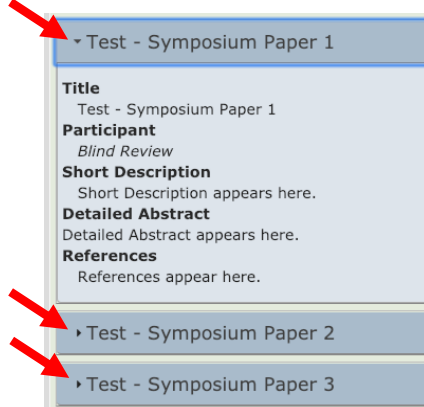
**4. Become familiar with this page:** Just above the title of the proposal, you will see an option to have the review worksheet, which contains the evaluation criteria and comments sections, display on the right (default setting) or below the proposal information, as you prefer.



On the left side, you will see the details of the submission beginning with the Title. Below the title will be a link to a document (only applicable for Paper proposals) or "No Paper/Proposal Uploaded" (for all other proposal types). Then you will find the following eight sections (a-h below), unless noted otherwise. The order of these sections will differ depending on the proposal type.

- a) Participants: This will say "Blind Review" for all submission types **EXCEPT** Panels and Workshops, which will display the names and roles of the participants. *Panels and Workshops have presenter information included to properly assess the levels of expertise of the presenting participants.*
  - b) Short Description: A 250-word maximum brief description of the submission.
  - c) Individual Presentation/Session Type: The submission type/presentation format selected by the submitter. Descriptions of submission types are available [here](#).
  - d) Detailed Abstract: A 1,000-word maximum expanded explanation of the submission
  - e) References: Will display only if the submitter entered a list of references in that field.
  - f) Key Takeaways: 3 unique leadership learnings attendees will gain from attending.
  - g) Streams and Specialties: The stream/specialty the submitter thinks best aligns with the submission's topic.
  - h) Facilitator(s): (*For Panels and Workshops only*) The participants' names, affiliations, and why/how they are qualified to lead or be part of the session. Brief bios are acceptable.
- **For Interactive Display Posters, Interactive Roundtable Discussions, and Presentations:** Read the detailed abstract carefully and completely. *There should be no identifying submitter or presenter information in the submission.* If you find any identifying information, please make note of it in the "Comments to the Association" box, which you will find near the bottom of the review section (see #6 below).
  - **For Papers:** Read the detailed abstract carefully and completely. *There should be no identifying submitter or presenter information in the submission.* If you find any identifying information, please make note of it in the "Comments to the Association" box, which you will find near the bottom of the review section (see #6 below). In addition, each submitter provided further details in an uploaded document. This document is available by clicking on the green "Download" link below the submission's title.

- **For Symposiums:** Read the detailed abstract for the overall submission carefully and completely. In addition, read about each presentation within the symposium. Click on the arrow next to each title in blue to expand the selection and read the short description and detailed abstract. There will be 3-5 presentations within the proposal. *There should be no identifying submitter or presenter information in any part of the submission.* If you find any identifying information, please make note of it in the "Comments to the Association" box, which you will find near the bottom of the review section (see #6 below).



**IMPORTANT:** While there are multiple presentations within a symposium, you will review/rate the submission **as a whole**.

- **For Panels and Workshops:** Read the detailed abstract and facilitator(s) sections carefully and completely. **These proposals can and should include participant-identifying information** in order to properly assess the level of expertise of the presenting participants.

5. The **Review Worksheet** (right side of the page in default view) contains the different [criteria](#) you must consider. **Rate the proposal** according to the listed criteria where 1 is poor, 3 is average, and 5 is excellent.

6. **Provide thoughtful, constructive comments** to the program committee and to the author/submitter. This is *extremely* important to the review process. You will see two boxes:

- **Comments to the Association:** The comments reviewers provide in this section will only be visible to the ILA staff, program co-chairs, and stream co-leads, and can include reasons for your recommendation/ratings, strengths and weaknesses of the proposal, whether or not you think the submission type/presentation format is appropriate, whether or not the submission is a good fit for the stream, if the submitter included submitter or presenter-identifying information (not applicable for Panels or Workshops), and/or anything related to the submission that you feel is important for the program committee to consider.
- **Comments to the Author:** The comments reviewers provide in this section will be made available to the submitter after notifications have been issued. **These should be constructive criticism and comments that give the submitter specific questions to ponder and direction to further develop and strengthen their ideas.** Comments may include the strengths/weaknesses of the proposal, suggestions for improvement, suggestions for how to present the information at the conference if accepted, ideas for collaboration, etc.

**IMPORTANT:** Do NOT include comments such as "this is the best submission I've read" or "I look forward to attending your session" as you are reading just a small number of the 700+ submissions received. The Program Committee will consider the peer reviews and recommendations as part of the decision-making process about what is or is not accepted into the program.

7. Indicate whether you think the proposal should be accepted or rejected by clicking on the **Accept, Accept with Reservations, or Reject** button under Reviewer Recommendation.

**\*Reviewer Recommendation**

Accept  
 Accept with Reservations  
 Reject

8. You can now either **submit the review** by selecting "Complete Review", in which case the review will be marked completed and *cannot be changed*, **OR** you can **save your work** and come back to it later by selecting "Save Work and Finish Later". **We recommend that you read through all your assigned proposals (saving your work as you go) first, then finalize your ratings and comments and submit your reviews.** Make your selection and then click the "Accept and Continue" button to save your work.

**IMPORTANT:** Once you have selected "Complete Review" and clicked on the "Accept and Continue" button, you will not be able to make any changes to the review. You will be able to view your review, but you will not be able to edit it. If you feel that you submitted a review in error and need to make changes, contact [conferences@ilaglobalnetwork.org](mailto:conferences@ilaglobalnetwork.org), and we will give you access to the review again.



9. After clicking "Accept and Continue" you will be returned to your list of assignments. The Status column next to the proposal title you just reviewed will be updated to either "Saved" or "Complete", depending on the choice you just made.

Showing 1 through 4 of 4 records.

Individual Presentations Search Results			
##	Summary	Status	Action
1	Test - Display Poster 1 All Academic Code: 1490093	Saved	<a href="#">Review</a>

**IMPORTANT:** If you saved your work, please **remember to return to the review and click on "Complete Review" by 21 March.** You can return to the review by clicking on the "Review" link under the Action column as you did in step #3 above, make changes to the review as necessary, and submit the completed review. **Remember, once a review is marked as "Complete" you can view it, but you cannot make any further changes.** If you feel that you submitted a review in error and need to edit it further, contact [conferences@ilaglobalnetwork.org](mailto:conferences@ilaglobalnetwork.org), and we will give you access to the review again.

### PRO TIPS

1. We recommend that you **read through all your assigned proposals before finalizing your ratings and comments.** This allows you to get a feel for the overall quality of the submissions.

2. There is a timer - **56:40** - at the top of the page. ***Your session will time out after 60 minutes if you stay on the same page.*** You can refresh your session for another hour by clicking on the timer. Alternately, you can compose your comments (see #6 above) on your computer and paste them into the appropriate sections.

## RESOURCES

- Call for Proposals Document: <http://ilaglobalconference.org/wp-content/uploads/2022/12/Call-for-Proposals-ILA-25th-Global-Conference.pdf>
- Streams/Specialty List: <http://ilaglobalconference.org/wp-content/uploads/2022/12/Call-for-Proposals-ILA-25th-Global-Conference.pdf#page=3>
- Submission Types: <http://ilaglobalconference.org/wp-content/uploads/2022/12/Call-for-Proposals-ILA-25th-Global-Conference.pdf#page=7>
- Evaluation Criteria: <http://ilaglobalconference.org/wp-content/uploads/2022/12/Call-for-Proposals-ILA-25th-Global-Conference.pdf#page=19>