ATIA 2018 Call for Presentations Review Instructions

1. Go to https://s3.goeshow.com/atia/orlando/2018/rsc_reviews.cfm

2. Enter login information (provided in email)

3. The abstracts assigned to your strand will appear.
    a. You will receive an Excel sheet with your abstracts (if your strand has multiple Advisors, you will each receive the same list). Please use this spreadsheet to prepare your rankings before entering them into the system by July 21.

4. From the Reviewer Summary page, click "Review" in the Task column and the respective abstract will open in a new window.
    a. The ranking for is located at the bottom. It includes:
        i. Do you think that this abstract should be reviewed by another Strand Advisor?
            1. No
            2. Yes – Please select the appropriate strand
        ii. Do the speaker(s) need to be connected with the International Ambassador?
            1. Yes
            2. No
        iii. Final ranking of the abstract
            1. Top Ten: a "must" for the conference.
            2. 11 – 20: a "would like to have" for the conference
            3. 21+: a "maybe" for the conference
            4. Reject – this abstract should not be presented at the conference
            5. Poster Alternate
            6. Submitted as Poster: Accept (*if applicable)*
            7. Potential vendor session for the Education team to investigate
        iv. Does the session need revisions before accepting?
            1. Yes
            2. No
            3. N/A (*if applicable, example: session is rejected*)
        v. Additional notes or comments about the session
    b. Click "Save"

5. When done, click "Log out".
    a. **Please identify in the form any abstracts that you think should be reassigned by July 7.**

As a reminder, all rankings are to be in the system no later than Friday, July 21.

Reviewer Guidelines

A Strand Advisor's main responsibility is to review, rank and select the presentations for ATIA's 2018 Education Program.

Each Strand Advisor Team is responsible for:
- Ranking speaker proposals for respective strand (Ranking, Alternate, Reject)
- Reallocating to another strand if applicable
- Providing notes on abstracts

Each Strand Advisor must adhere to the following guidelines in order to produce a consistent and well-balanced program:

1. Is the presentation appropriate for your Strand?
   - If YES, continue the review process
   - If NO, there will be a place on the review form for you to make an alternate strand recommendation to Headquarters when you submit your completed review forms.

2. Is the submission complete? Does it have:
   - A title that reflects the content of the abstract and presentation outline
   - A prerequisite that matches the recommended experience level
   - A well-developed presentation outline that maps out the learning objectives of the presentation
   - The appropriate content to complement the chosen presentation format (i.e., User Case Study vs. Roundtable vs. Q&A Experts, et al)
   - A well-constructed abstract that incorporates and relates to all the other items listed above
   - Sufficient appropriate content to fill the format of the presentation

3. Do the Learning Objectives meet the Guidelines?
   - Are they expressed in accordance with AOTA CEU guidelines?
   - Are there measureable outcomes?
   - Do they use active learning definitions e.g. Identify, Demonstrate, Describe

4. Does this submission meet your strand's strategy? Does it:
   - Address topics outlined in the Call for Presentations
   - Fit well with your other selected topics
   - Contribute to the balance of the content of your strand?

5. Are topics in your strand likely to be of high interest to conference participants?

6. Are the pre-requisites compatible with the experience level? – Please double check this.

7. Have you ranked the top 20 sessions in your strand? Please do this carefully, as the sessions that you rank in the top ten will be honored barring any major unforeseen circumstances. Changes in the sessions that you rank from 11-20 may made based on the need to create a balance, appealing program across all strands.

8. Are your alternate abstracts listed in rank order / order of preference?