Annual International Meeting – Guide for Reviewers

Submission portal - https://na.eventscloud.com/eSites/asabe23/Homepage

The deadline to complete your reviews and have the session organized completely is February 22. This means that all abstracts that remain in your session after that date will receive an acceptance email stating they will present in your session. If you are having trouble meeting this deadline, reach out to your Program Chair in advance of the deadline for assistance.

Review Process:

1. Community Program Chairs will provide a light review of submissions and technical session organization. This process aims to locate abstracts in the appropriate sessions and ensure that each session meets the minimum number of submissions for review. Depending on the number of submissions within your community, the Community Program Chair may need to remove, merge, or rename proposed sessions. Your community program chair will provide you with specifics on your session type and any additional instructions.
2. Your task as a Session Organizer is to review abstracts, select the best submissions for each session, and identify the order they will appear in the program. When you have completed the review and finalized session organization, let your Community Program Chair know.
3. When all sessions within a Community have been organized the Community Program Chair will provide information and instructions for Author notifications.

Steps and Instructions to Complete your Session Organization:
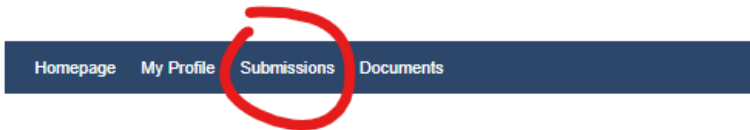
Log into your profile, go to the Submissions tab, scroll down to Submissions to Review. You will only see submissions (aka abstracts) in the session(s) that you are responsible for organizing. Once an abstract is reviewed to completion, the yellow highlight will be removed.

You can opt to use the search box to find abstracts or you can sort by clicking on the blue header of any column. In the above example, I used both. Click on the submission that you want to review. This will open all information available, including if the presentation will be done by a student. The line highlighted in green below, "check for student presenter" will only show up if the box is checked indicating this presentation will be done by a student. Order value will be filled in by me later, please ignore for now.

📄 Submission

Submission ID	Submission Group / Sub-Group	Submitter
3	Invited Sessions /	Invited Speaker

▲ **Call for Abstracts**

Please select the Technical Community you would like to submit to in the drop-down below.
If you want to submit to a poster session, please select POSTER SESSIONS in the first drop-down under Technical Community. The Session drop-down will then only list the poster sessions for you to choose from.
NEWCo-Authors will be added in the second phase of submission only.

Submission ID - 7 digits
2200003

Technical Community
Invited Sessions

Session

Please use proper punctuation. Use Title Case not ALL CAPS for the Abstract Title and authors. Use standard capitalization for your Abstract, etc. Providing your submission in proper format now will reduce possibility for errors later once converted to the program.

Abstract Title-Character max 160
TBD

Abstract-Character max 4000
TBD

Check the box if this presentation will be done by a student. If not, do not check the box.
Check for student presenter.

Order value

Applicant information		25 ▼
Full Name ⇕		
Invited Speaker		

Showing: 1-1 of 1

Call for Abstracts

Instructions-
Step 1. Check relevance for session, if relevant, move on to step 2. If not relevant, send to Community Program Chair.
Step 2. Evaluate abstracts using the evaluation grid below. 20=excellent. Select the order number you would like the abstract presented in.
Step 3. Complete an optional comment box to provide suggestions to the authors.
Step 4. Rank abstracts based on the scores.
Step 5. Select abstracts and finalize session.
Unselected abstracts will be managed by the community program chairs and the ASABE program chair. Send the abstract numbers that do not fit to your program chair to be reassigned.

Innovation and Originality - 1=poor, 20=excellent

○1 ○2 ○3 ○4 ○5 ○6 ○7 ○8 ○9 ○10 ○11 ○12 ○13 ○14 ○15 ○16 ○17 ○18 ○19 ○20

Significance to the field - 1=poor, 20=excellent

○1 ○2 ○3 ○4 ○5 ○6 ○7 ○8 ○9 ○10 ○11 ○12 ○13 ○14 ○15 ○16 ○17 ○18 ○19 ○20

Technical merit (methodology, etc.) - 1=poor, 20=excellent

○1 ○2 ○3 ○4 ○5 ○6 ○7 ○8 ○9 ○10 ○11 ○12 ○13 ○14 ○15 ○16 ○17 ○18 ○19 ○20

Progress to completion (results/summative analysis present in abstract) - 1=poor, 20=excellent

○1 ○2 ○3 ○4 ○5 ○6 ○7 ○8 ○9 ○10 ○11 ○12 ○13 ○14 ○15 ○16 ○17 ○18 ○19 ○20

Order of presentation

○ 1st ○ 2nd ○ 3rd ○ 4th ○ 5th ○ 6th ○ 7th ○ 8th ○ 9th ○ 10th ○ 11th

Review-Optional to provide suggestions to the author ?

[   ]

| save & continue later | save & submit | cancel | Not saved yet. |

The review criteria are above in the blue shaded box with radio buttons. If you do not use the SAVE & SUBMIT button, your review will not be considered complete and will not formulate properly. However, you will not be able to edit your review once you submit. It is advised to go through the abstracts using the SAVE & CONTINUE LATER first, then once you are satisfied with your presentation order, you can save and submit.

If you have an abstract that you are unsure what to do with, send the 7-digit submission ID to your Program Chair. They can move the abstract to another community's session for you.

SESSION LIMITS
        8 minimum/10 maximum for standard oral sessions
        18 minimum/ 25 maximum for lightning sessions
Work with your Program Chair to determine what type of session you are scheduling.
Lightning session speakers will submit their 12- to 15- minute presentation BEFORE AIM (deadline to be determined). It will be recorded and available on-demand during the meeting to registered attendees via the app and through the OpenWater platform similar to 2022 AIM. During AIM, Lightning sessions will have these speakers present a summary 3-5 minutes long (including Q&A). These sessions will still be 2.5 hours, but will be able to have up to 25 speakers. *There will NOT be any live streaming sessions. This is only for on-demand videos.

Next Steps:

Contact the authors of your session. By clicking on the Application Information Full Name at the bottom of the abstract, you will open up the contact information. You can copy their email even though the boxes are greyed out. You cannot edit or delete anything.

Information to include in your email would be that you are the session organizer for – xx – oral/poster session. Include their submission ID, many will have more than one submission. Advise that the deadline to submit their edits* is May 1. This is also the registration deadline required for all presenters (only one presenter is required to register per abstract, only three abstracts are allowed to be presented per presenter. This is just information for you, not necessarily that you have to add to your email). Here is an example you can use or feel free to create your own email.

*Edits they may want to consider are presenting author, abstract title, add their co-authors, and submit a paper (not a requirement).

> **AUTHOR NAME**,
>
> Congratulations, your abstract submission 230**XXXX: "ABSTRACT TITLE",** has been accepted for presentation for the **PAFS oral/poster** technical session "**SESSION TITLE**" at the 2023 ASABE AIM. As Moderator of the session, **I (or Moderator Name)** will be your go-to person to get set up prior to the session and will answer any questions you may have about presenting.

You will need to touch base with them again mid to late April to confirm their participation and ensure that you will have a full session. Any submissions that do not have a registered presenter will be removed from the program after the May 1 deadline.

Presenters will be expected to bring their PPT version of their presentation with them to the meeting on a thumb drive and meet you (or the moderator) in the session room 15 minutes prior to the start of the session to load their file onto the provided laptop. Other versions of a presentation are not guaranteed to be compatible.

Resources:

You can find documents and links for several items on the Documents tab of the submission portal and also on the AIM website, https://www.asabemeetings.org.   Much of the information you will want will be on the Agenda page. Be sure that you are also registered before the deadline if you are presenting or moderating. The deadline is May 1!