REVIEWER INSTRUCTIONS AND RESOURCES

Thank you so much for volunteering to review submissions for ILA's 2022 Women & Leadership Conference. Review assignments have been made and instructions and the link to All Academic, the online review portal, are below. Please take a few minutes to read this and to log as soon as possible. If you have any questions, contact us at WLC2022CFP@theILA.org.

Remember, all reviews must be completed between now and 30 January 2022. ILA will send out periodic reminders to all reviewers who have pending reviews.

ACCESSING YOUR REVIEW ASSIGNMENTS

1. Log in to All Academic, the review portal, at **https://convention2.allacademic.com/one/ila/wlc22/** 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, **please note that there are two tabs: Individual Presentations and Sessions; you may have assignments under one or both.** The gray "Statistics" box will alert you to whether or not 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.

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 to the right of (default setting) or below the proposal, as you prefer.

On the left side, you will see the proposal beginning with the Title. Below the proposal title, you will find the following seven sections (a-f below), unless noted otherwise. The order of these sections will differ depending on the proposal type.

a) Participant: This will say "Blind Review" for all submission types **EXCEPT** Panels and Workshops, which will display the names and affiliations of the participants. *Panels and Workshops have been intentionally unblinded in order to properly assess the levels of expertise of the presenting participants.*

b) Short Description: A 100-word maximum overview of the proposal.

c) Detailed Abstract: A 1,000-word maximum detailed description of the proposal.

d) Individual Presentation/Session Type (i.e., submission types): For a description of submission types, visit *https://ilaglobalnetwork.org/2022-women-and-leadership-conference-call-for-proposal/#submission-types*.

e) References: Will display only if the submitter entered a list of references in that field.

f) Approach: (not applicable for Panels or Workshops)
If "*Theoretical Approach*" is indicated, use the evaluation criteria (see #5 below) labeled *Theoretical-Based Submissions*.
If "*Experiential, Practice-Based Approach*" is indicated, use the evaluation criteria labeled *Experiential/Practice-Based Submissions.*
If "*Both Approaches*" is indicated, consider *both sets* of criteria and weight your ratings appropriately.

IMPORTANT: We recommend that you **read through all your assigned proposals before finalizing your ratings and comments**.

IMPORTANT: There is a timer $C56{:}40$ 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.

For Presentations, Interactive Display Posters, Interactive Roundtable Discussions, and Posters: 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 Symposiums: The presentations within the symposium will have their own titles, short descriptions, and detailed abstracts. Click on the arrow next to each title in blue to expand the selection and read the submission information. Please be sure to scroll down the page and read the details of all the presentations associated with the proposed symposium. There will be 3-6 presentations within the proposal. *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).
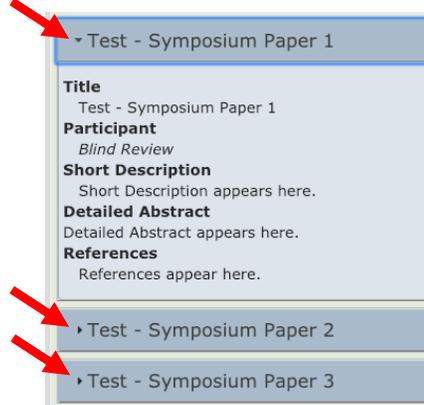
IMPORTANT: While there are multiple presentations within a symposium, you will review/rate the proposal *as a whole*.

For Panels, and Workshops: Read the detailed abstract 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** contains the different criteria you must consider as it relates to the submission type. **Rate the proposal** according to the listed criteria where 1 is poor, 3 is average, and 5 is excellent.

6. Provide 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 chairs, and stream co-chairs, and can include reasons for your recommendation/ratings, strengths and weaknesses of the proposal, whether or not you think the submission/presentation type 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 to 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 think your submission should be accepted, and I look forward to attending your session" as

you are reading just a small number of the 130+ submissions received. The Program Committee will take into account the reviews and recommendations and will make the final decision about what is or is not accepted into the program.

7. Indicate whether you think the proposal should be accepted or rejected by selecting from the sliding scale under **Reviewer Recommendation**: Definitely Accept, Moderately Accept, Slightly Accept, Slightly Reject, Moderately Reject, and Definitely 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 before finalizing your ratings and comments and then finalize and submit once you complete all of 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 WLC2022CFP@theILA.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 review 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.

IMPORTANT: If you saved your work, please **remember to return to the review and click on "Complete Review" before 30 January**. You can return to the review by clicking on the "Review" link under the Action column as you did in step #3 above. You can then 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, contact WLC2022CFP@theILA.org, and we will give you access to the review again.

Questions?
If you have any questions about the review process, feel that there is a conflict of interest with any of your assignments, or determine that you will not be able to complete your assignments by 30 January, please contact us at **WLC2022CFP@theILA.org** or call +1 (202) 470-4818 ext. 106.

If you have trouble logging in with your ILA credentials, please contact our membership team at membership@theILA.org or call +1 (202) 470-4818 ext. 104.