

Reviewing Instructions

In order to evaluate the paper proposals that have been submitted to participate in your symposium, please observe the following instructions:

- 1) Follow the link
https://ebms.univie.ac.at/iEBMS/spa/spa_p5_evallist.aspx?oc=10&cc=111040403651
- 2) Type in the convener's email address and password – **Screenshot 1**
- 3) Click on "sign in to account"
- 4) You can then see the list of all proposals that have been submitted to participate in your symposium.
- 5) Click on "Evaluate" on the left side of each title to see the full entry – **Screenshot 2**
- 6) While reviewing the proposal, you can make annotations and remarks that might help you in the process of evaluation. These comments are for your use only and will not be forwarded to the organizers or authors.
- 7) After reviewing the proposal, choose either accepted or rejected – **Screenshot 3**
- 8) Click "submit" and then you will be redirected to the complete list of proposals submitted – **Screenshot 4**
- 9) Evaluated papers show "evaluated" in the left column
- 10) Chose the next abstract for evaluation
- 11) Starting with step 5 continue the same procedure for each proposal submitted
- 12) While conducting the evaluation, please bear in mind the guidelines for symposia:
Symposia may last from 2 to 5 hours maximum, including at least 30 minutes for discussions with the public. We suggest at least 30 minutes for each paper (approx. 20 minutes for presentation and 10 minutes for discussion). Hence, when composing your symposium please do not accept more than 10 papers proposals.
- 13) Log out

Screenshot.1

**Sign In to review your papers for the
54 INTERNATIONAL CONGRESS OF AMERICANISTS**

What is your e-mail address?

E-Mail Address:

Password:

Remember me on this computer

RESEND PASSWORD to my e-mail
[Click here if your e-mail address has changed since your last visit to our site.](#)

If you have any questions regarding the speaker abstract management please contact the event management at the University of Vienna: phone: +43 1 4277 17575 email: congress@univie.ac.at.

Screenshot 2

[Log out: Schroettner, Ulla?](#)

Evaluator's Abstract List

Here is a list of the abstracts that you are assigned to evaluate.

EVALUATION GUIDELINES

- Click on "**Evaluate**" on the left side of each title to see the full entry
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Event Information

Event: 54 International Congress of Americanists 2012
Event Dates: Sunday, 15.07.12 15:00 - Friday, 20.07.12 17:30

Evaluator Account

Schroettner, Ulla
-
g
wien
1190

Proposal List

Status	Evaluation Status 20 = accepted 10 = rejected		Sequence	Title	Name	Affiliation	Country
-	0,00	Evaluate	3630	Title 1 - Title 1 - Title 1 - Title 1 - Title 1 -	schneider, gerry	xx	Austria / Österreich
-	0,00	Evaluate	3631	Title 2 - Title 2 - Title 2 - Title 2 - Title 2 -	schneider, gerry	xx	Austria / Österreich

Screenshot 4

[Log out: Schroettner, Ulla?](#)

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