

USASBE/SBI 2006 Joint Conference

Reviewer Instructions

Review Process Dates: August 20-September 21

If you have agreed to review for the USASBE/SBI 2006 Joint Conference, you will receive an e-mail message for each reviewing assignment. These will not be duplicate messages, so please do not delete them.

Your role as a reviewer is important in making the USASBE/SBI 2006 Joint Conference the best conference possible. Please take your role seriously and provide detailed comments on how to improve a submission. The best reviewers for each division/track will be recognized at the conference.

To complete the review process, follow these steps:

- (1) Log in to CRS at <http://www.conferencereview.com> and enter your selected username and password.
- (2) From your “Personal Conference Manager” page, click on “Reviewer” for the appropriate division/track.
- (3) Go to the “Assignments” box and click “Go”.
- (4) You will see a list of submissions you have been assigned to review. Please note that you will have to follow these procedures for each reviewer assignment.
- (5) Click on the button labeled “E-Mail Me Blank Review Form” so you can see what questions you will be asked for each submission. There are separate review forms for papers, workshops/symposia, and teaching cases.
- (6) For each assigned submission you are to review, click on “Abstract” and “Paper”. You may read the submission information on the computer and/or print and read it later.
- (7) Once you are ready to enter each submission review, you will need to re-enter the system by following steps #1-#4 above.
- (8) When you are on the “Assignments” page, make sure you have your review information for the correct submission before proceeding. Then, begin with the first submission and click on “Reviews” for that paper/workshop. You will get a page labeled “Review for PAPER NUMBER: TITLE”. Look for “Please read this first” under the “Enter New Review” button. Click on “Please read this first” and read the instructions. After reading, click “Ok”. Now, click on “Enter New Review”.

(9) The top of the review page will have this information:

Paper ID: Number

Title: Title

Author(s): blind review*

Affiliation(s): blind review*

* Papers are blind reviewed. Workshop/symposium submissions will show the author(s) and affiliation(s) information, since these are not blind reviewed.

(10) Each review form is two pages in length. Answer all of the questions on page 1 and then click “Next” to go to page 2. Answer all of the questions on page 2. You may return to the previous page and repeat this process. Once you have completed the review, click “Submit”. You must respond to all questions, except the last one (#11). If you do not provide a response for each question, you will receive an error message. You may return at a later date and edit the review form. Please note that you are expected to provide detailed feedback to the submission author(s) in #10 of the review form. You may prepare this feedback in a Word file and then cut and paste it into the system.

(11) Repeat the process for inserting review information for each submission (steps #7-#10 above).

(12) You will receive an e-mail confirming your reviewer information for each submission. Compare this against what you believe you entered. If changes are needed, you may re-enter the system and edit a form.

Please complete the review process ASAP, preferably by September 14. If you cannot meet this initial deadline, you must post your reviews in the system no later than September 21. You will not be able to post reviews after September 21.

Please contact Dr. Geralyn Franklin, USASBE/SBI 2006 General Program Chair, at franklin_g@utpb.edu, if you have questions or need additional information.

Thanks for your support of USASBE and SBI.

See you in Tucson in January!