

# Reviewer Portal

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The Reviewer Portal lets reviewers see all papers assigned to them for review, and score each one on a number of criteria.

**Note:** Setting up the Reviewer Portal is a key step in the management of a presentation program. For more information, please [read this guide](#).

## Setting up the Reviewer Portal

### Details

As for all apps/portals, you need to set up a name, Alias (URL), brand, live dates, and messaging for before and after the app is live. [Read this article for more information](#).

### Settings

- **Select Document will be reviewed** – chooses which document will be used to store the **Abstract**. This document can be an Uploaded Document, PDF, Plain Text, or HTML.
- **Blind Review** – hides the presentation author's details from the reviewers, to avoid bias.
- **View Abstract as PDF**
- **Allow Abstract Editing** – allows the reviewer to edit the Abstract directly.
- **Allow Reviewer to return Abstract to Author** – allow the reviewer to send the abstract back to the author when edits are required.

The following three settings control the flow of papers through the system with the Paper Status:

- **Paper Status for papers to be reviewed** – e.g. "To Be Reviewed".
- **When a reviewer wants the author to Edit and Resubmit an Abstract, the Paper Status will set to** – e.g. "Edits Required".
- **Paper Status for papers that have been Resubmitted for review** – e.g. "Re Submitted".

Other Settings:

- **Display the following information:**
  - Theme
  - Keywords
  - Authors
  - Affiliations
  - Presenting Author Bio
  - Additional Info
  - AV Requirements
- **Display Abstracts with the following Presentation Types**
- **Require Reviewers to score** – for example:
  - Relevancy of Content
  - Presentation of Paper
  - Overall Rating
- **Title Maximum Word Count** – limit the number of words in the presentation title.
- **Available Themes** – specify which Themes can be chosen in the portal.
- **Available Keywords** – specify which Keywords can be chosen in the portal.
- **Presenting Author Bio Maximum Word Count** – limit the number of words in the Presenting Author Bio.
- **Capture AV Requirements**

## Localization

### Changing the wording in the app/portal

Changes made to the default language in Application Settings will affect all events. However, you can still make unique local changes for each portal in each event in the Portal Setup. [Read more about Localization.](#)

## Content

- **Navigation** – select the text you want for each heading in the portal menu:
- **Home**
- **Abstracts**
- **Additional Page 1**
- **Additional Page 2**
- **Additional Page 3**

Each section allows you to set the Page Heading, as well as enter instructions, in HTML format.

- **Sign In Page** – where the user enters their email and password to Sign In.
- **Home Page**
- **Abstract Review Page**
- **Title and Type Section**
- **Theme and Keywords Section**
- **Authors and Affiliations Section**
- **Abstract Section**
- **Supporting Documents Section**
- **Additional Information Section** – allows up to 10 custom fields.
- **Additional Documents Section**
- **AV Requirements Section**
- **Review Section**
- **Additional Pages** – allows 3 custom pages, such as Submission Guidelines, or FAQ (Frequently Asked Questions).

## Using the Reviewer Portal

### Home

The home page can display a welcome message, and any other basic information required.

### Allocated Abstracts

Here, the reviewer will see any papers allocated to them for review.

- Pressing **Search** shows all papers allocated to the reviewer, or they can enter a part of the Title in the Search box, then press **Search**.
  - Selecting the **Review** button allows them to examine all sections of the paper submission.
  - Clicking the **Review** section allows them to enter the score (or scores) required, plus any additional notes.
  - The reviewer should then check the **Completed** box, and press **Update**.
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