

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

Vhat is your e	-mail address?
-Mail Address:	
assword:	
Remember m	e on this computer
Sign In To Acco	unt
E SEND PASSW	ORD to my e-mail
lick here if your e	e-mail address has changed since your last visit to our site.

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 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.
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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

1000	Status	Evaluation Status 20 = accepted 10 = rejected		Sequence	Title	Name	Affiliation	Country
100	2	0,00	<u>Evaluate</u>	3610	Title 1 - Title 1 - Title 1 - Title 1 - Title 1 -	schneider, gerry	xx	Austria / Österreich
	콧실	0,00	<u>Evaluate</u>	3631	Title 2 - Title 2 - Title 2 - Title 2 - Title 2 -	schneider, gerry	xx	Austria / Österreich

Screenshot 3

	Title	Company	Туре	Presente
schneider, gerry		xx	Presenting Author	
posal	11 Delitics and	State Transfe	mation / Política v	
Thematic area: .	Transformación	del Estado	inación / Pontica y	
Title:	Title 1 - Title 1	- Title 1 - Tit	le 1 - Title 1 -	
Abstract: (Between 1000 and 2000 characters)	Text 1 - Text 1 - - Text 1 - Text 1 - Text 1 - Text 1 - Text 1 - Text 1 - Text 1 - Text 1 1 - Text 1 - Text 1 - Text	Text 1 - Text 1 - Text 1 - Text 1 1 - Text 1 - Text 1 - Text 1 - Text 1 - Text 1 - Text 1 1 - Text 1 - Text 1 - Text 1	Text 1 - Text 1 - Text 1 - Text 1 - Text 1 - Text 1 1 - Text 1 - Text 1 - Text 1 - Text 1 - Text 1 - Text 1 - Text - Text 1 - Text 1 - Text 1 - Text 1 - Text - Text 1 - Text	- Text 1 1 - Text 1 - Text 1
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symposium (prease enter symposium number) <u>Pre-approved-symposia</u> Keywords (3-5): avel Grant Information pply for a grant: NO	357 - Escola ini oralidade e mem	tercultural e a nória como ap	pesquisa educacior ortes na construção	nal:
Pre-approved-symposian Keywords (3-5): avel Grant Information pply for a grant: NO aluation	357 - Escola ini oralidade e mem	tercultural e a nória como ap	pesquisa educacion ortes na construção	nal:
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	Screenshot	4
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Log out: Schroettner, Ulla?

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