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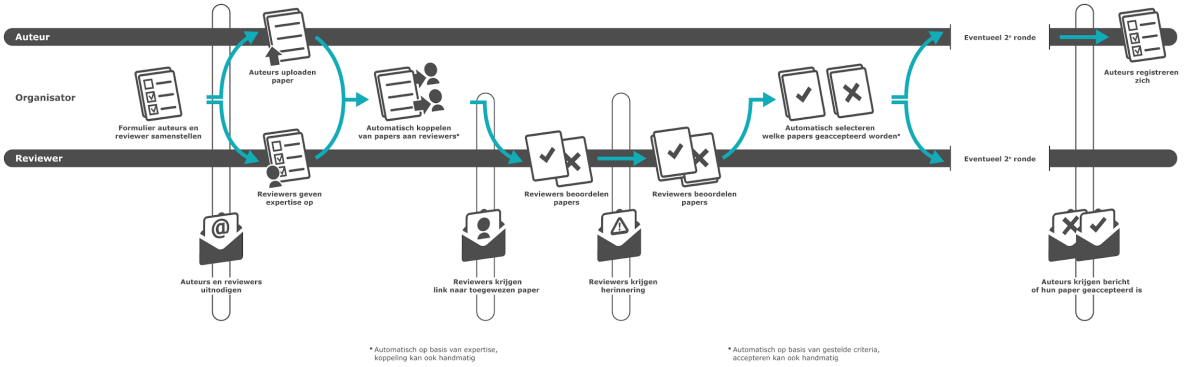
Introduction Abstract Handling

You want to use the Abstract Handling of aanmelder.nl. We have created this manual to help you start with the Abstract Handling. Of course, you can also always contact the support staff from aanmelder.nl if you have any questions.



In order to help clarify the manual, we give an example of certain situations. These examples are written *in pink*. If you are only looking for technical aspects, you can ignore these pink examples.

Example

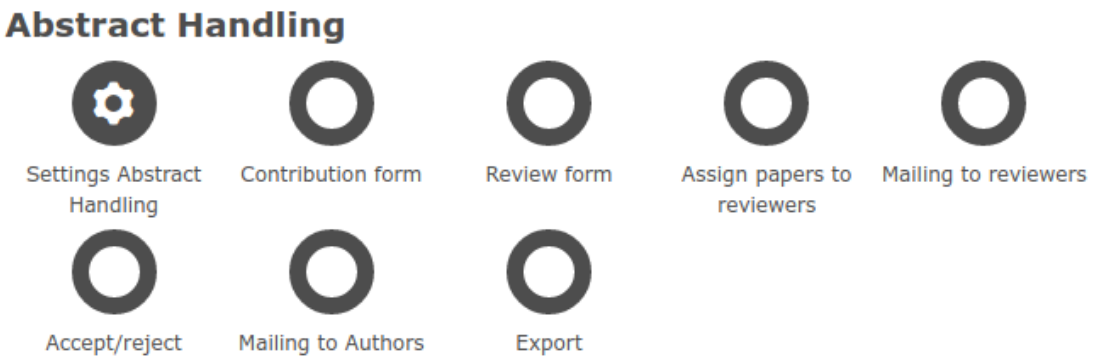
Anneke is the assistant of professor Veldboom. Profesor Veldboom found a new way of recycling plastic and is hosting an event to show his research results to his fellow colleagues. Anneke helps him organise this event.

Professor Veldboom is looking for other innovations in recycling as well. He therefore also wants to give his colleagues a chance to speak about their work. Anneke proposes to make a call for abstracts, but she does not want to process everything in excel. Doing everything in excel would take too much work to handle all the data and information. She starts looking for other options and ends up at aanmelder.nl. She creates an account and sets a meeting with professor Veldboom to ask him the following questions:

- *What are the topics discussed at the event?*
- *What is the timing for the event? When should the programme be ready?*
- *What is the deadline for submitting abstracts/ posters/ papers/ ... ?*
- *How much time do people get to review the submissions (deadline for reviewers)?*
- *Are people allowed to submit papers on more than one topic?*
- *Do we want to only review the abstracts, or also the full papers?*
- *If we approach reviewers, do they themselves get to decide how many submissions they want to review? Or do we, as organizers, decide this for them?*
- *When they have received the abstracts, and they have been reviewed, what is their "verdict" about the abstracts?*
- *How are we going to decide whether a speaker/ poster/ ... is accepted or rejected?*
- *Do we need to make a Book of Abstracts?*

With the answers to these questions can Anneke start making the Call for Abstract in Aanmelder. Let's start at the beginning!

The Abstract Handling module consists of 8 parts. We will discuss each part in this manual.

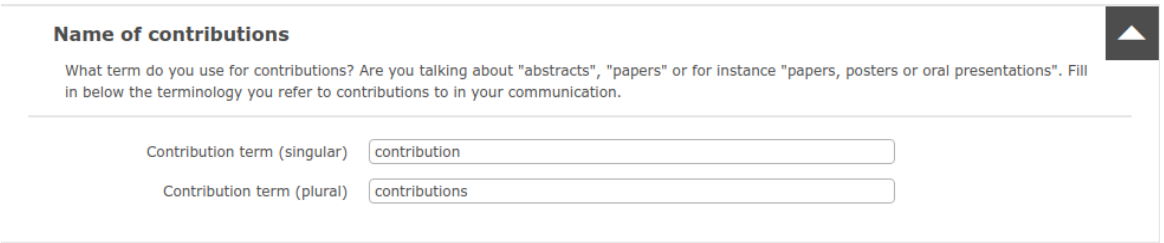


TIP:
If you have more review rounds, please read the last chapter 'Multiple review rounds'. This will give you more information about setting up multiple review

rounds in aanmelder.nl. If you have any questions about this, you can always contact us.

Settings

A short introduction for each subject can be found in this chapter:

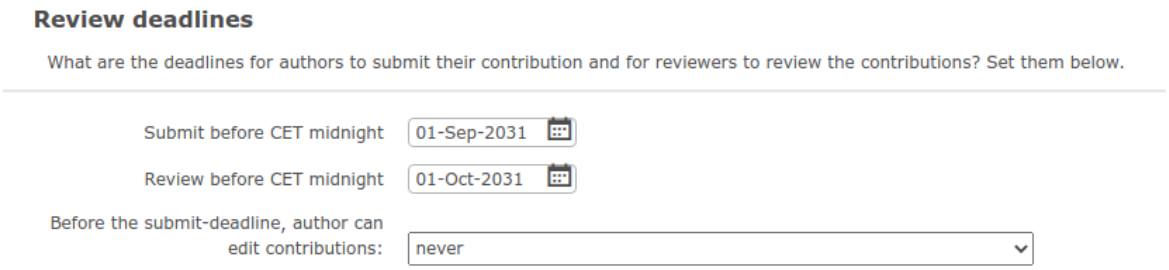


Here you can enter the name of the contribution(s), e.g. “abstracts” or “papers”. This name will also be visible in the communication with other parties. It will mainly be used for automated messages from Aanmelder. For example: ¨Your ¨abstract¨ has been changed.

Example

Anneke agreed with professor Veldboom that they will speak about contributions.

After that, you can set a date/ deadline for the authors to enter their contributions. You can also set this date/ deadline for reviewers. Beneath that you can determine whether the authors are allowed to change their contributions if the deadline has not expired yet. The options are: “always”,”never” or “until a set amount of days after submitting the contribution”.



Please note:
It is possible for authors to change their contribution (if you allowed them to) UNTIL the deadline. After the deadline, it is no longer possible to change the contribution.

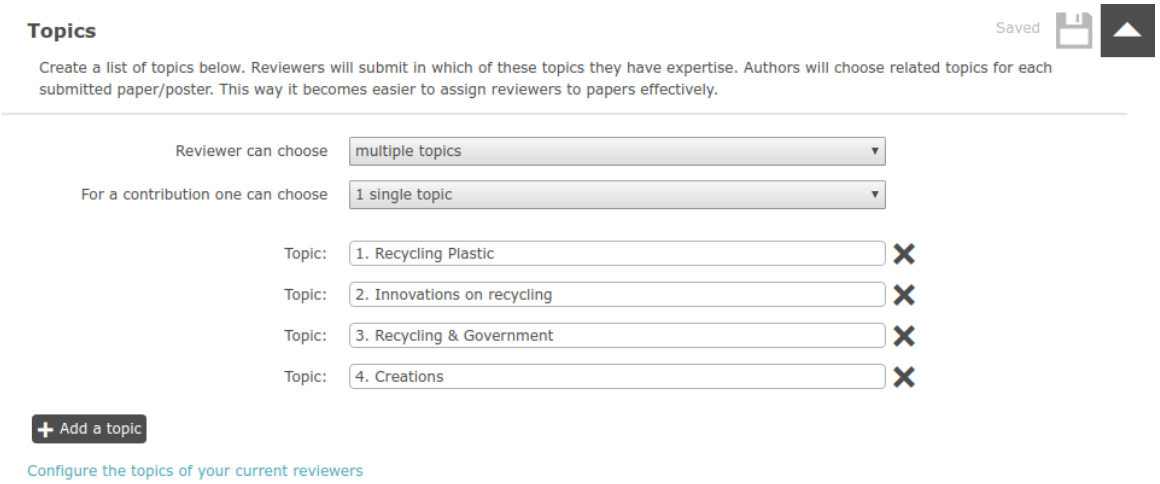
Example
The event organised by professor Veldboom will take place in the fall of 2025. Anneke has therefore plenty of time to disable the Call for Abstract. She set the deadline on 31 December 2024. Reviewers then have until the 9th of February 2025 to review the contributions.

In the next part you can make a list of all the different topics. You declare how many topics the reviewers can choose, e.g. 1 topic or multiple topics. Beneath that you declare how many topics the authors can choose.

The purpose of these topics is to later separate the submitted contributions into different subjects. It is also possible to divide the reviewers into different subjects. Both will give a better oversight and make it easier to connect contributions and reviewers to each other.

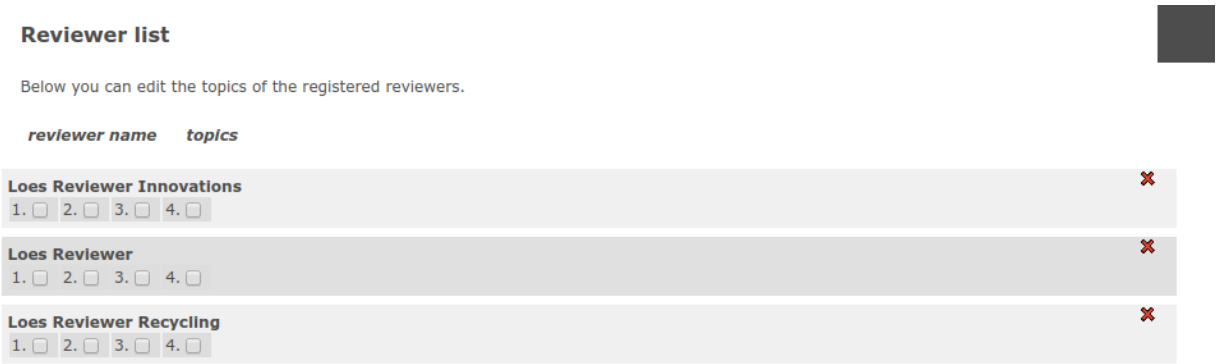
Example
Anneke and professor Veldboom came up with the following topics:

1. *Plastic recycling*
2. *Innovations on recycling*
3. *Recycling & Government*
4. *Creations*

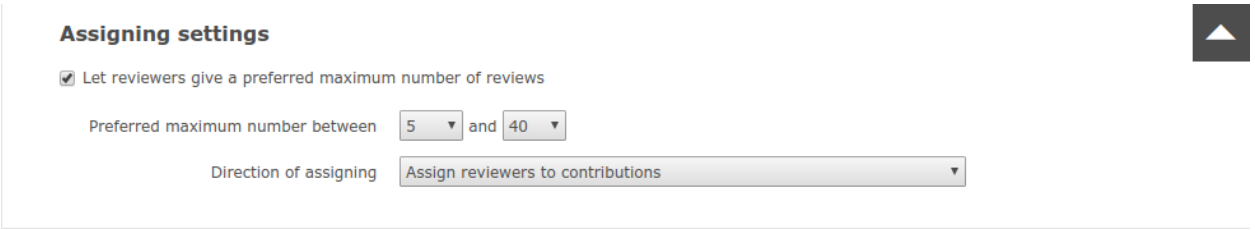


Under the topics you can find a blue link: “Set the topics of reviewers as organiser”. Via this link you will enter a page where you can adjust which reviewer has access to which topic. Earlier, the reviewers already chose a preferred topic. This will make it easier for you to assign reviewers to topics, because you can base your choice on the preferred topic of the reviewer.

This page looks like this:



TIP:
In the list of topics after clicking on the blue link, you are only able to see a couple of characters of each topic. We therefore recommend putting a number in front of each topic. This will make it easier to recognise and distinguish the topics from each other.



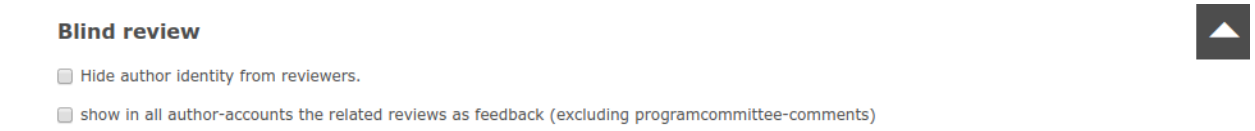
Under the configuration, it is possible to allow the reviewers themselves to set a maximum on the amount of contributions they receive. However, as an organiser, you can choose what the limits are of this amount.

Here you can also choose the “direction” of the assigning process. You can either assign the reviewers to the contributions or you can, vice versa, assign the contributions to the reviewers. When in doubt about which “direction” best suits your event, ask the following question: Is it more important that each contribution gets a couple of reviews, or is it more important that the workload does not become too much for the reviewers? It is of course also always possible to get in touch with us to discuss this matter.

Example

Anneke and professor Veldboom have decided that every contribution must get 2 reviews. They therefore chose to assign reviewers to contributions. Consequently, the limit on the amount of contributions per reviewer is less important to them.

With the option Blind review you have the possibility to make the contributions anonymous. This option is recommended when you do not want the reviewers to be influenced by the identity of the author.



You have the possibility to show the reviews as feedback to the authors in their account. Organisers often do not make use of this option in the beginning of the reviewing process. They mostly start using this option after the mail with the decision/ assessment has been sent to the authors.

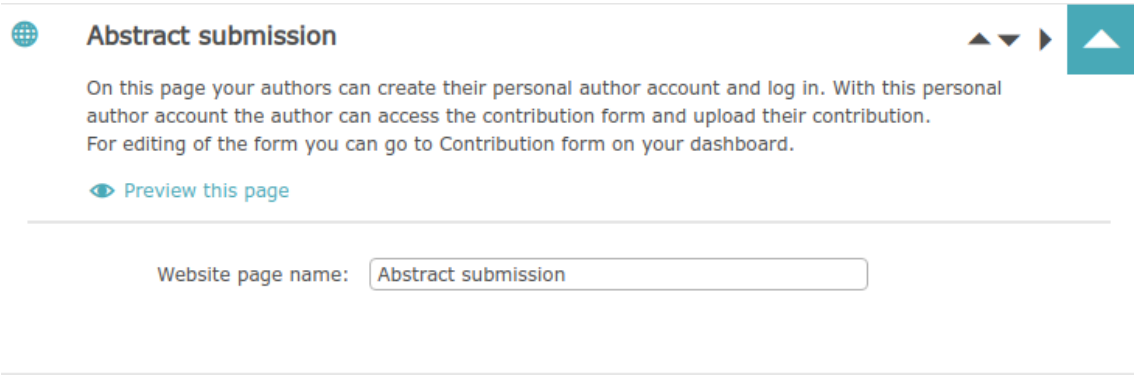
Author and review accounts

As organiser, you will create a contribution form and a review form in aanmelder. The contribution form will be filled in by the author who created his/ her contribution. The review form will be handed in by a reviewer who assesses a contribution.

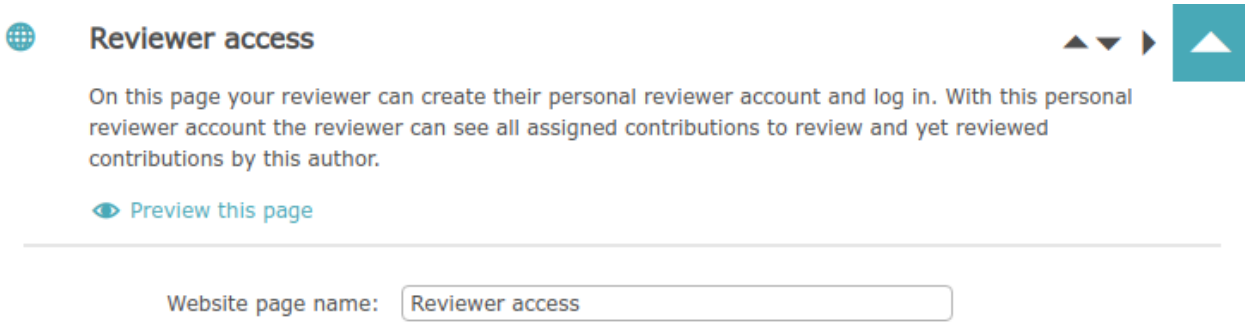
However, the authors and reviewers only get access to this page after they have created an account. How do you get them to create an account?

Starting at your Dashboard, go to the website pages. Here you can find all the pages you made for your event website.

For the authors it looks like this:



For the reviewers it looks like this:



You can share the URLs of these pages with your authors and/ or reviewers. This will allow them to create an account. After that, they can fill in a contribution form or fill in a review form.

It is also possible to already initiate an account for an author. This means that you, as organiser, create an account for the author. Start by clicking on “preview this page”. This will open a new tab/ page similar to the example below:

Abstract submission

Please fill in your name and email address. We will send you an email to create your author account and start the submission of your contribution.

Your name:

Email address:

Send me an email with my author account

Send author an email and initiate account (only for organiser)

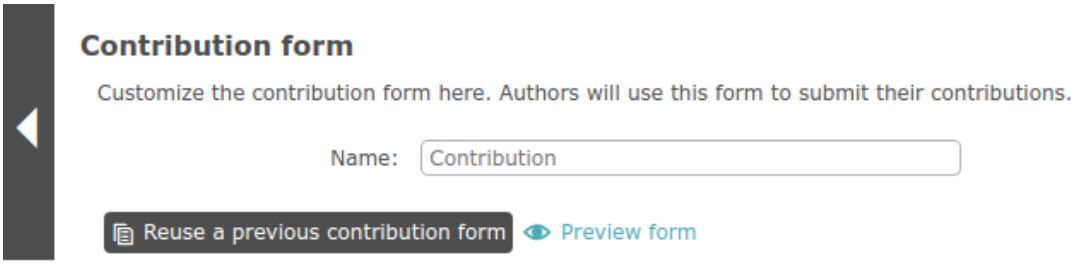
The button “send author an email and add immediately (only for organiser)” will allow you to create an account for an author without their interference. This means that the author will not have to create an account themself. You can also do this for a reviewer.
You can access the created accounts via the “export data” button. In this file you will find links to all the different accounts.

Example

Anneke is going to make a Call for Abstracts via a newsletter, professional journals and their own network. She lets authors create their own accounts. However, since the reviewers will be busy enough reviewing contributions, she chooses to create accounts for reviewers herself.

Contribution form

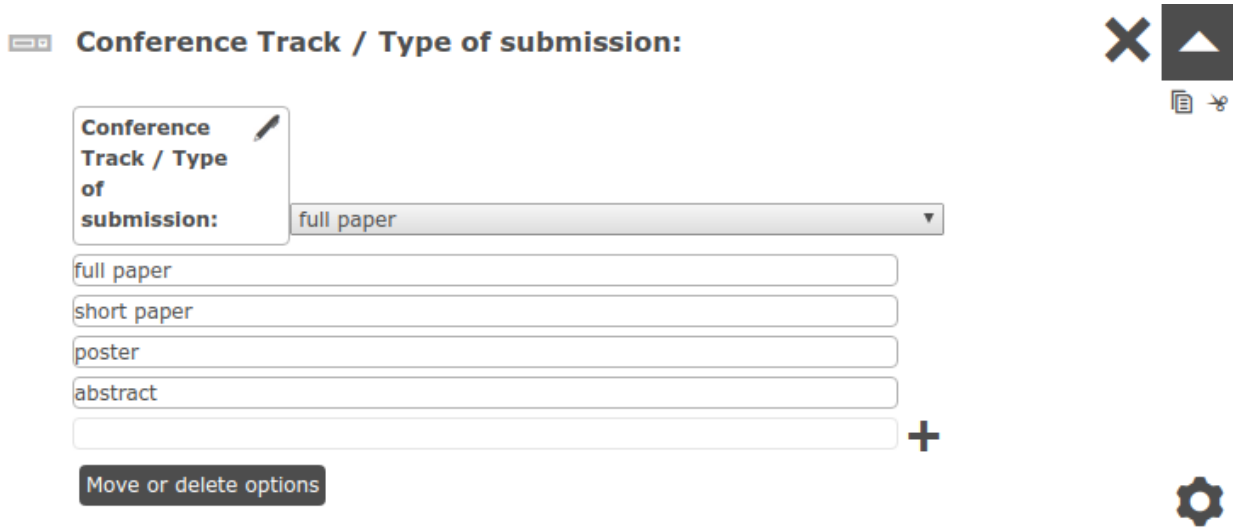
If you click “preview form”, you can see how this page looks.



Example

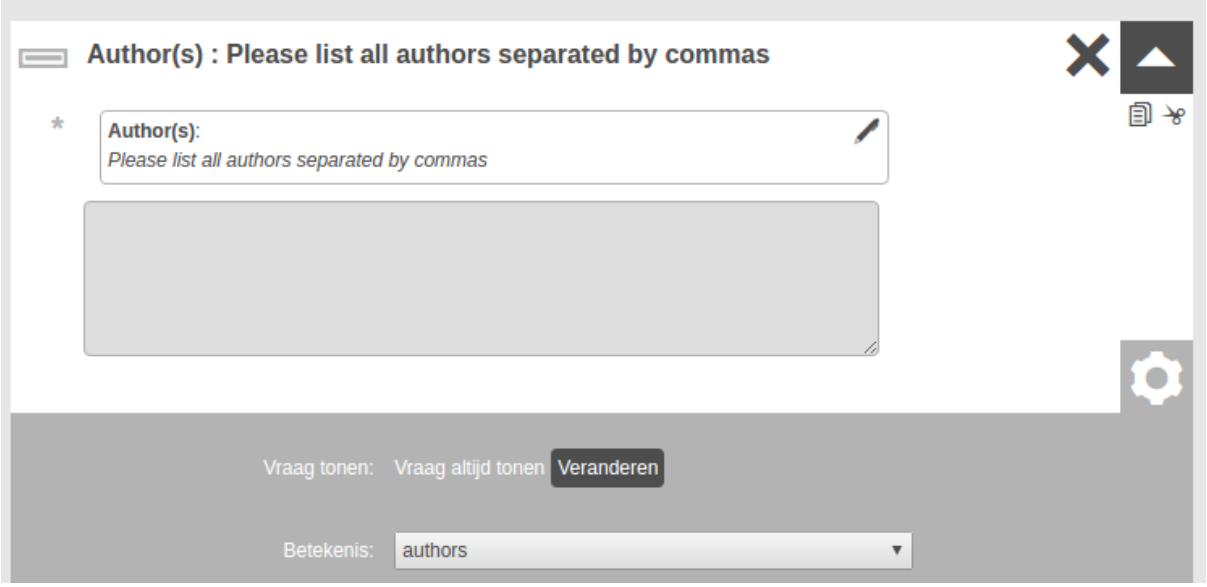
Anneke and professor Veldboom decided they want 15 speakers as a result of the Call for abstracts. Beside that, they have room to hang up 100 posters. Authors can choose whether their preference is an oral or a poster. However, Anneke and professor Veldboom would like the authors to have in their items in 1 specific format. They have therefore created a format in Word that ought to be used as the base for the items. This makes it easier for the publisher to make a Book of abstracts.

The contribution form is the form that the authors have to fill in order to hand in their contribution. The contribution is handed in after the authors have uploaded their form and documents. The organiser can customize the contribution form however they see fit. The form does provide a couple of standard questions. We will now list a some features that are important further on in the process:

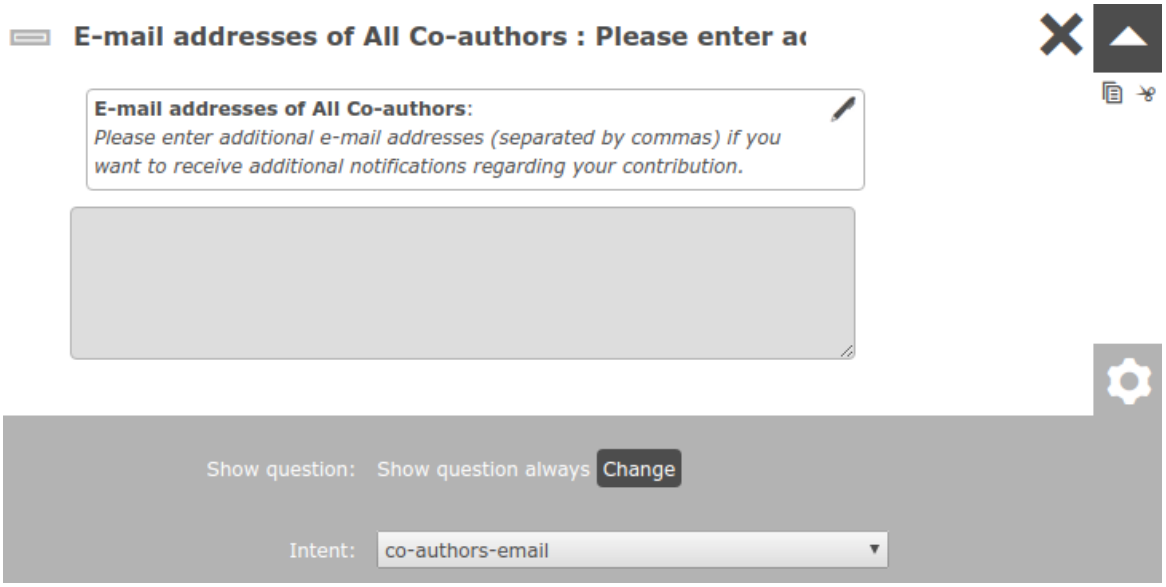


With this question you can determine which type of contributions you want to receive from the authors. It may happen that you need different information from the authors for the oral than for the poster. In this case you can set dependencies for each question. You can do this by clicking the “gear-icon”. You will then see “show question”.

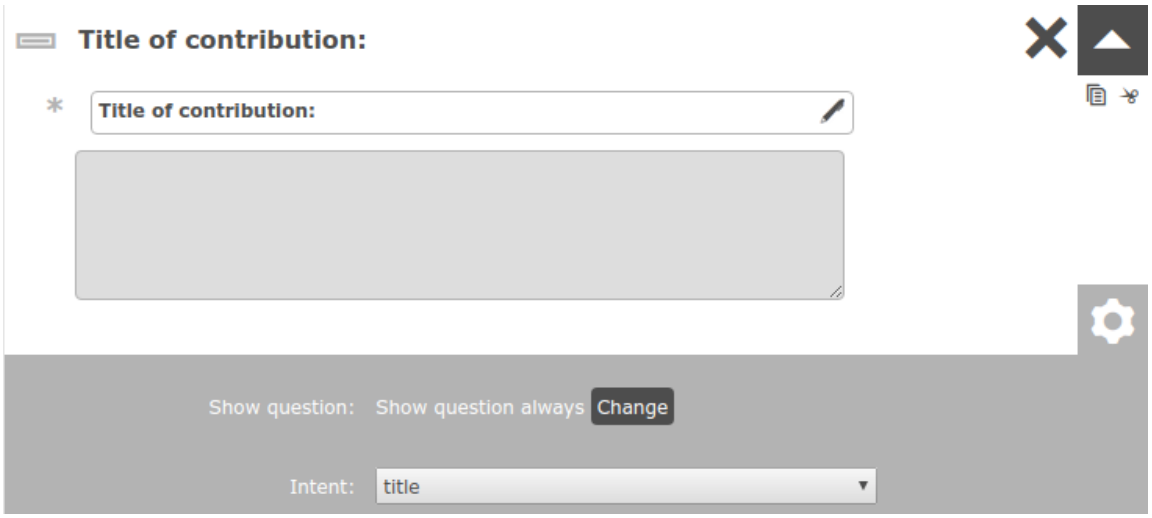
The pre-set questions that are already in the form have specific functions later on in the process. It is therefore important that you do NOT delete these questions. If you think the questions are not important for your process, please contact us.



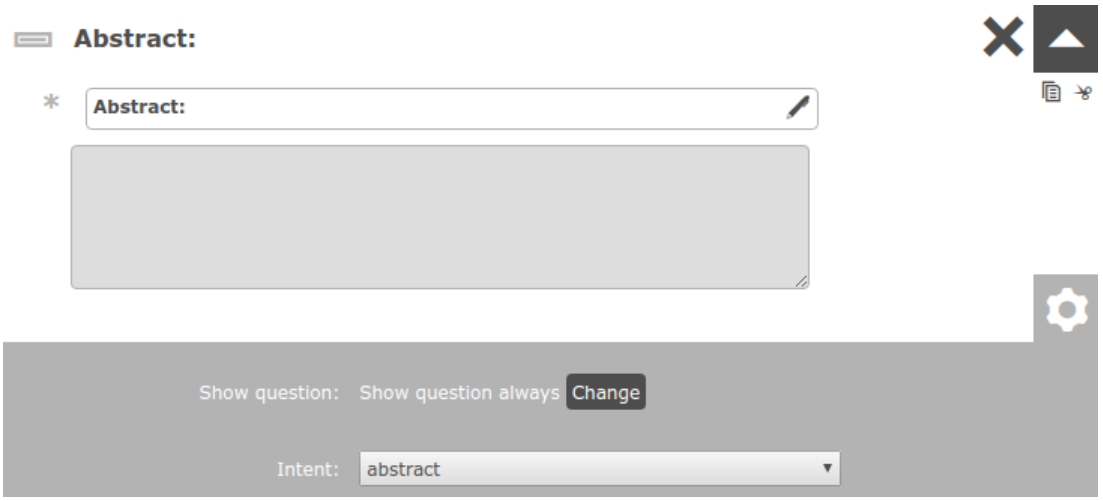
The authors will be shown in the feedback towards the reviewers, but it is also important for you as an organiser to know who the author of a contribution is. The person who creates the author account will be treated as the “corresponding author”.



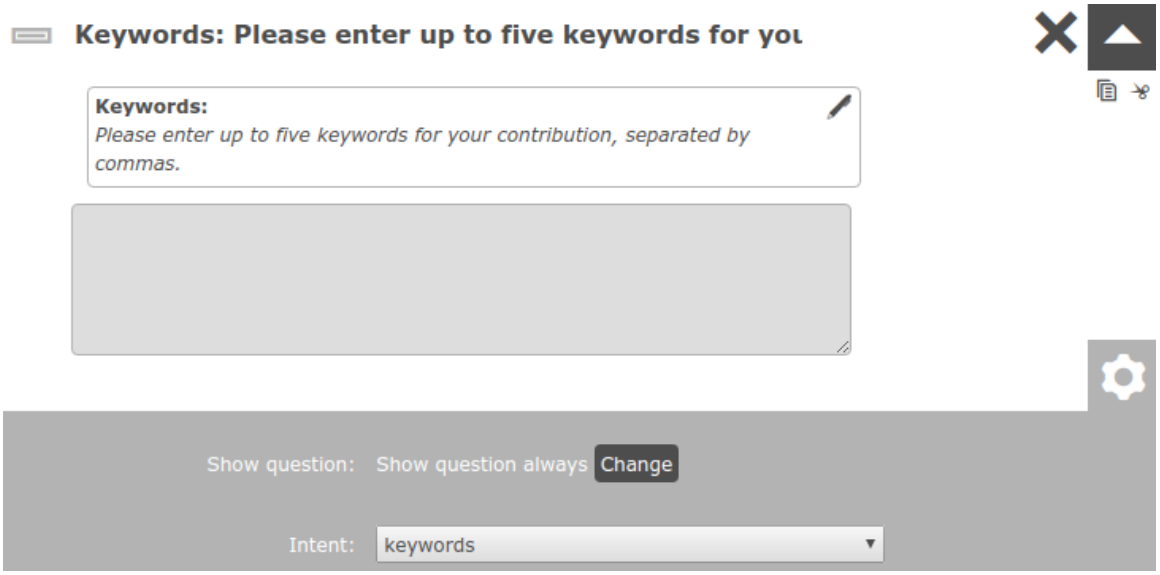
The contribution will be handed in by one author, who is the head-author. In case there are multiple authors, the rest of the authors can be entered as co-author by adding their email addresses. This means that every time the head-author receives an email, we will send a copy of this email to the co-authors as a BCC. These emails will contain “read-only” links to the submitted contributions.



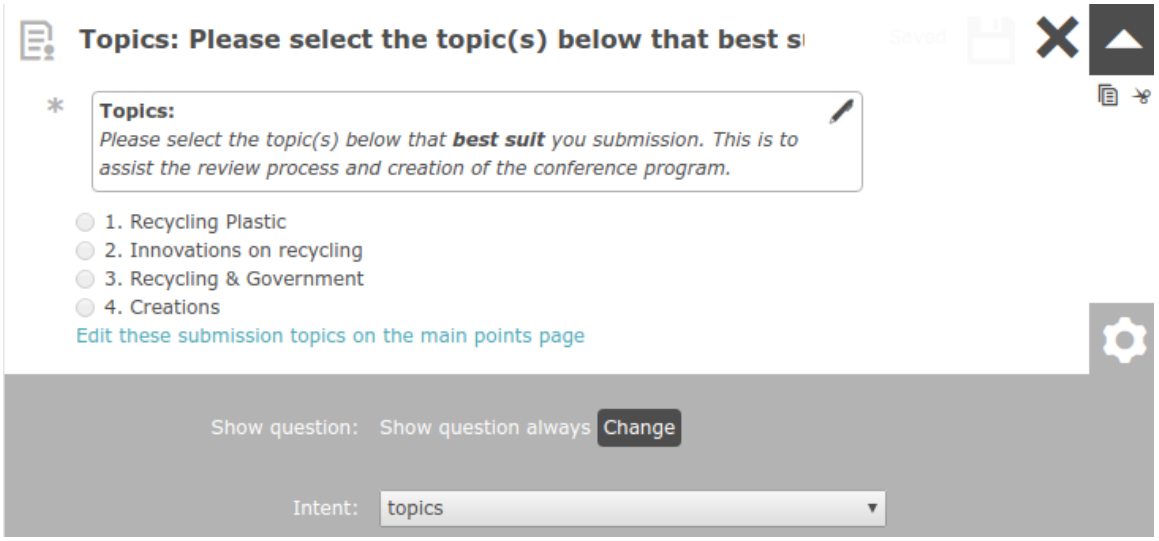
Asking for a title seems obvious, but it is important that authors give their contribution a title. The organiser and reviewers get feedback about the title of the contribution in different places. It is possible to search for titles in other screens (gets treated in this manual under Meaning of questions and replacement words).



The content of the abstract will be shown to reviewers before they proceed to the whole contribution form (when they are reviewing).

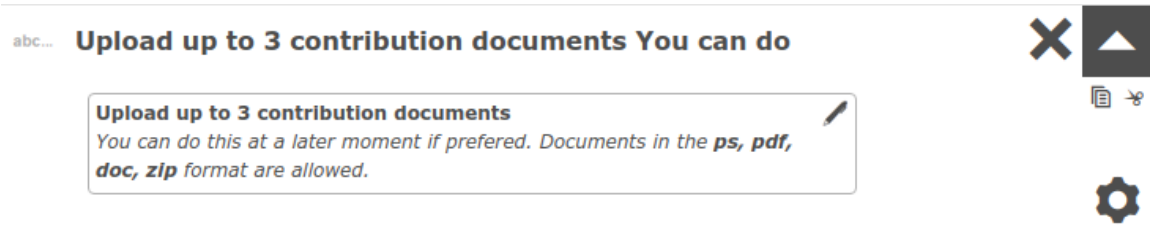


This question about keywords is used to add certain keywords. It acts as an extension of the question about topics (see below). Removing the question about keywords will not affect the process.

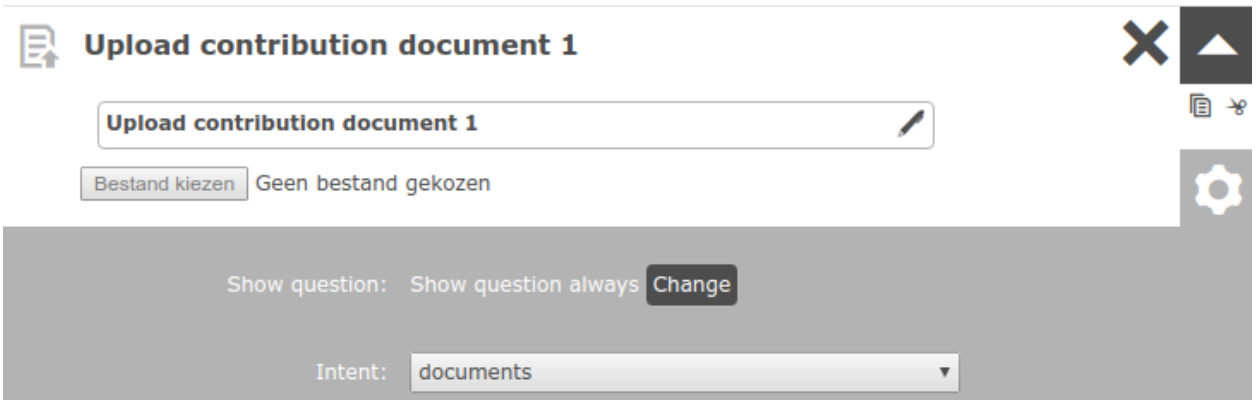


The question about topics is very important! When you (the organiser) are assigning reviewers to contributions later on in the process, you probably want to base your choice on the topics (subject areas). Make sure that you do not forget this question!

This question allows the author to send a message to the organiser (program committee). The reviewer will not see this comment.

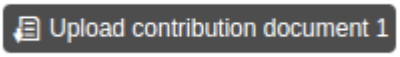


The “text question” enables you to share information, messages or instructions yourself. In the example we used the word template and added an example file to it. A template is useful if you want that every upload follows the same format.



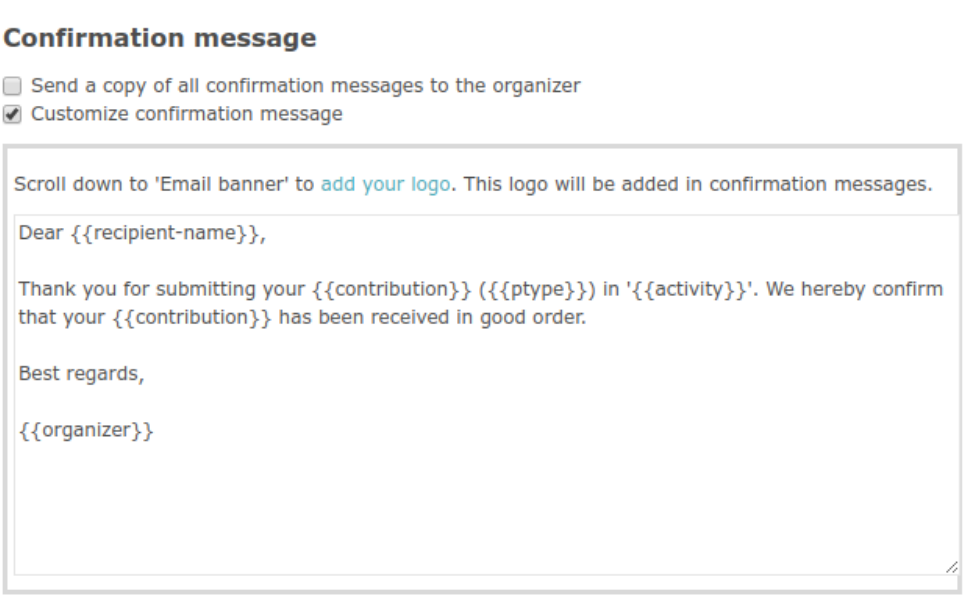
This is the question/ place where authors submit their contribution (following the right format).

TIP:
You can look at every document individually if you click on “list with contributions” under the button “export data”. It is also possible to download all the uploads all at once. This can also be done under the “export data” button by clicking on:



Extra questions and the gear-button
Beside these pre-set questions, it is possible to add as many extra questions as you wish.

Confirmation Message (Contribution form)



The organiser can adjust the confirmation message at the bottom of the contribution form. This is the message authors receive after submitting their contribution. In the confirmation message you will see a couple of “replacement words”. These replacement words are used to automatically fill in information about the submission/ contribution in order to create a personalised confirmation message for the author. More information about replacement words can be found later on in this manual.

You can change the banner that will be used in the confirmation message. You can do this under the email settings of the event: go to “Dashboard”, choose “email settings”, scroll down to “email banner” and upload your banner.

TIP:
Click on “preview website” after making adjustments in the form. This can be found on the top right in the pink bar and will allow you to see your website/ changes through the eyes of an author.

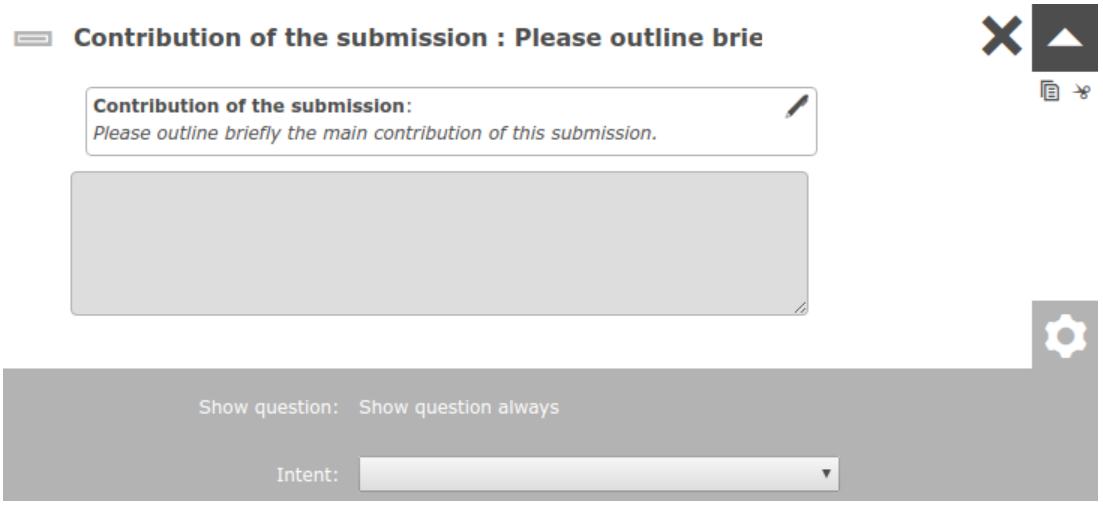
Review form

The review form is the form used by reviewers to assess the contributions.

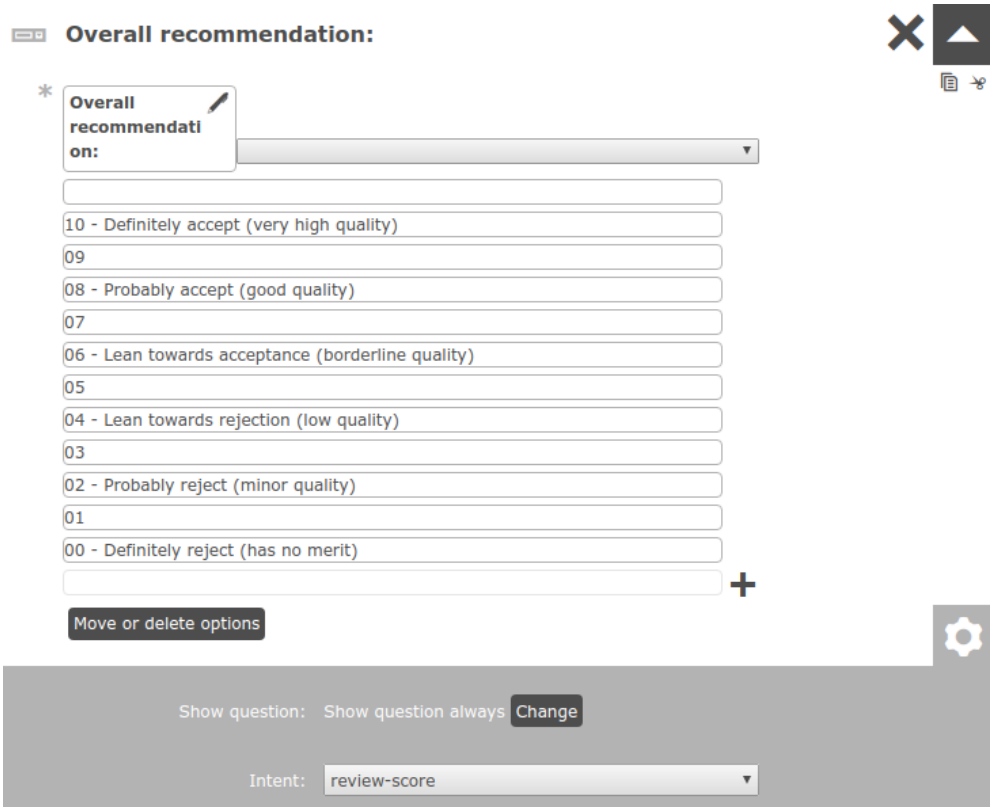
Example
Anneke wants the reviewers to assess the contributions with one final grade. However, she also wants to know how reviewers came up with their grades. She therefore also asks for (sub)grades on the subject of relevance, creativity and innovation. These subjects have different weights of importance, e.g. innovation is more important than creativity for Anneke. Innovation has thus more weight than creativity. She will look at these (sub)grades if the final grade of contributions is equal.

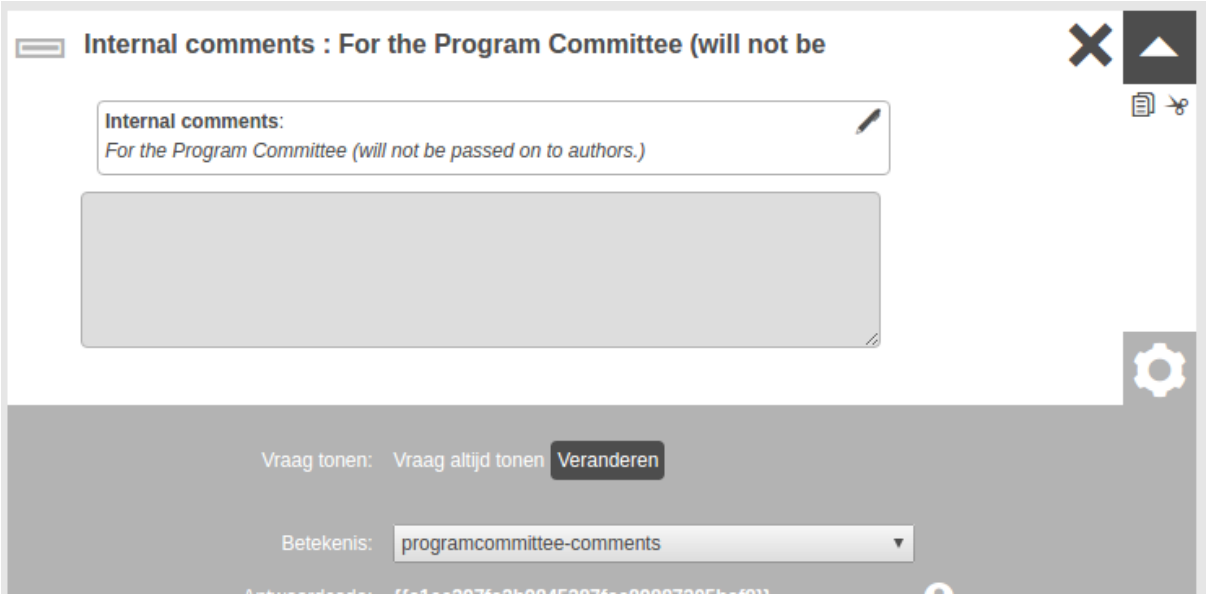
You can already draft the review form before you receive the abstracts/ contributions and before you assign reviewers to contributions. The review form contains, just like the contribution form, a couple of pre-made questions that are

important later on in the process. We ask again NOT to change these questions.
To see more specific properties of a question, click on the “gear-icon”.



This question allows reviewers to give a short reaction to the contribution.



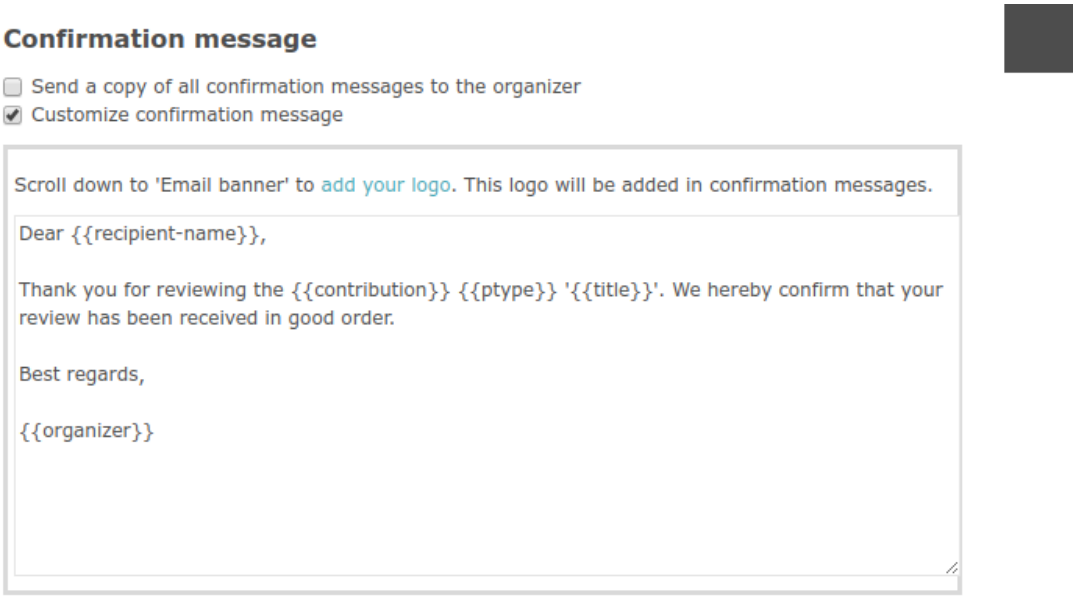


This is the most important question of the review form! This question is called the review-score and it establishes the grade a reviewer gives to a contribution. It therefore determines whether the contribution will be accepted or not.

Please note:
You can only set ONE question as review-score in your review form. You can do this at the bottom of the screen next to the word “meaning”. Make sure this question always asks for a number as a grade, with the highest number being the best grade. The format for the numbers is 00, 01, 02, etc.. but you have the freedom to choose which wording, scale and numbers you want to use. The picture above is just an example.

This question enables reviewers to place comments only visible for the organiser of the event. This will not be visible for authors when you give them feedback. This is thus a tool to only communicate with the organiser.

Confirmation Message (Review form)



The organiser can adjust the confirmation message at the bottom of the review form. This is the message reviewers receive after submitting their review form. In

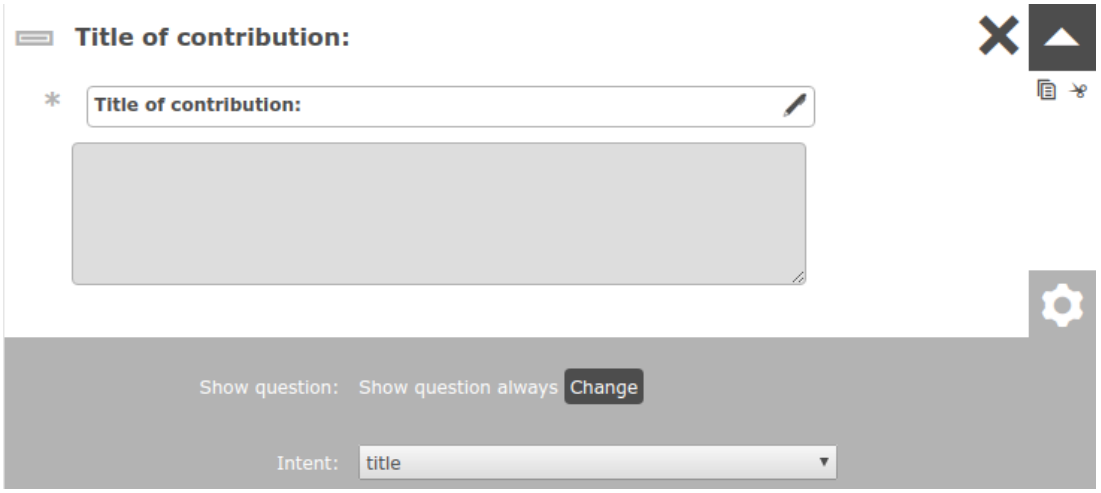
the confirmation message you will see a couple of “replacement words”. These replacement words are used to automatically fill in information about the submission/ contribution in order to create a personalized confirmation message. More information about replacement words can be found later on in this manual.

You can change the banner that will be used in the confirmation message. You can do this under the email settings of the event: go to “Dashboard”, choose “email settings”, scroll down to “email banner” and upload your banner.

TIP:
Click on “preview website” after making adjustments in the form. This can be found on the top right in the pink bar and will allow you to see your changes through the eyes of an author.

Intent of questions and replacement words

This section explains every purpose you can attach to a question; we call this the “intent” of the question. The “intent” basically tells you in short what the effect will be of the answer to a question. Some questions already have a pre-set intent. You can change the meaning under the gear-icon next to the word “intent” at the bottom of the page.



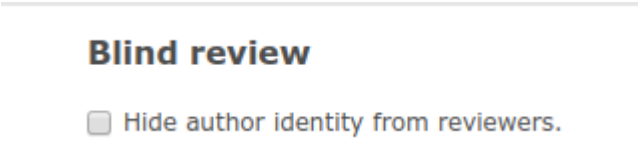
Title
The answer to this question will be shown as the contribution title in the contribution summaries of reviewers, authors and organisers. The title will also be shown in the confirmation message.

Abstract
The answer to this question will be shown as the abstract of contribution to authors, reviewers and organisers.

Contribution-type
The answer to this question will be shown as the type of contribution in the contribution summary, e.g. oral or poster.

Co-authors-email
The answer to this question will be used so send copies (BCC) of emails to the co-authors. These email addresses will also be used to cross-examine the registered participants and conflicts of interests with the reviewers.

Authors
The answer to this question will be shown as the name of the author in the contribution summary. The name will not be shown if “make authors anonymous to reviewers” has been selected in the settings under blind review.



Hidden-for-reviewers
The answer to this question will not be shown if “make authors anonymous to reviewers” has been selected. For example, this question can be used for information about the author.

Topics

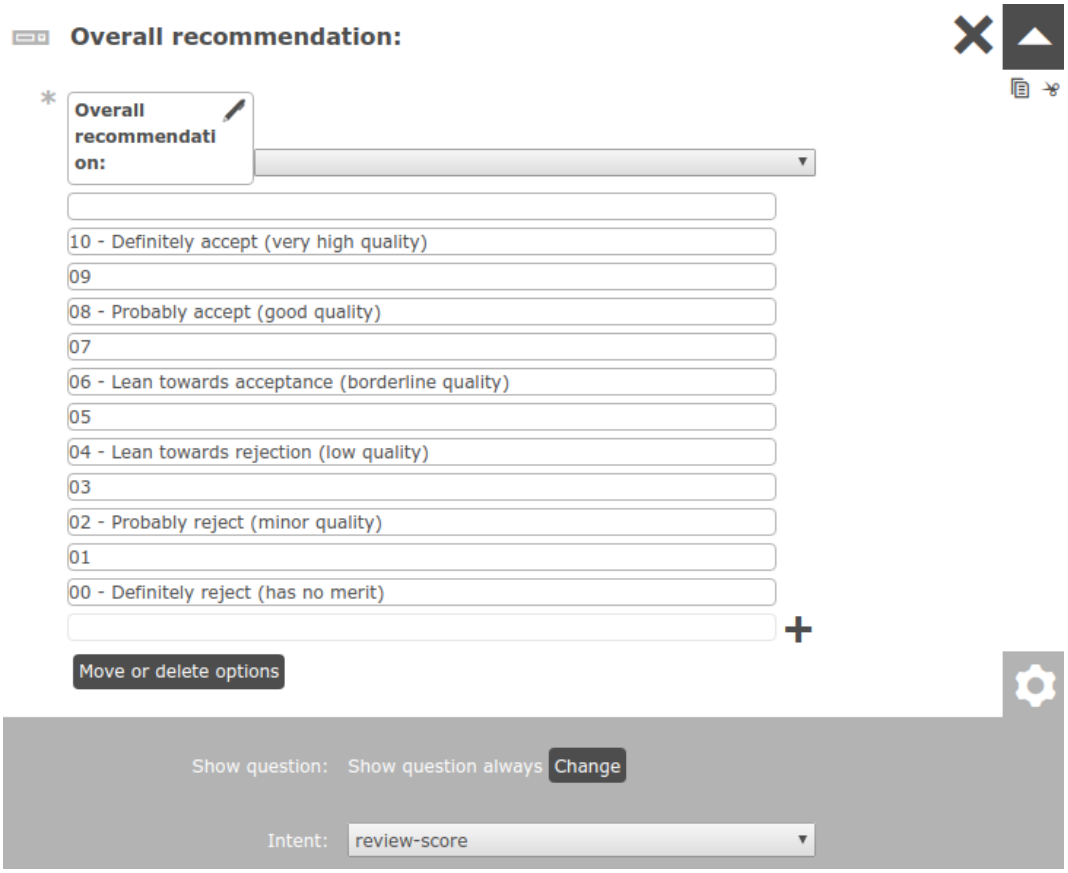
The answer to this question will be shown as the topics of a contribution in the summary of contributions.

Keywords
The answer to this question will be shown as the keywords of a contribution in the summary of contributions.

Documents (use only for an upload-question)
The answer to this question will be shown as a downloadable document (icon) in the summary of contributions.

Review-score (in the review form)
The answer to this question is the score the reviewer gives a contribution.

Please note:
This is usually used in a select-question (example in the picture below). We recommend letting each of the selectable answers start with a number (e.g. “1 - certainly reject”). This makes it possible to use an automatic acceptance or rejection of the contributions based on a set norm.



Programcommittee-comments
The answers to this question are comments that authors or reviewers want to leave for the organiser/ program committee. Only the organiser is able to see these messages.
If the comment has been written by an author, it will be invisible for reviewers.
If the comment has been written by a reviewer, it will be hidden for authors.

Replacement words in mailings

We already saw a couple of replacement words in the confirmation messages. We would like to explain all the different replacement words you can use. You can use

replacement words when sending a message to authors and reviewers in order to make personalized messages. It is necessary that you use the double brackets for every replacement word.

{{contribution-name}}
Will be replaced with the name of the contribution given by the author.

{{contribution-link}}
Will be replaced with a link to the form where the contribution is submitted. This link allows the author to only view the contribution form. It cannot be edited.

{{contribution-edit-link}}
Will be replaced with a link to the form where the contribution is submitted. This link allows the author to view and, if necessary, change its contribution form.

{{author-account-link}}
Will be replaced with a link to the account of the author.

{{contribution-id}}
Every contribution gets assigned its own number/ id. This replacement word shows the number/ id of a contribution.

{{register-link}}
Will be replaced with a link to the registration-form where the author can register itself for an event. In case an author is already registered, this link will allow them to view and change their registration if needed.

{{reviewer-link}}
Will be replaced with a link to the account of the reviewer.

{{recipient-name}}
Will be replaced with the name of the participant.

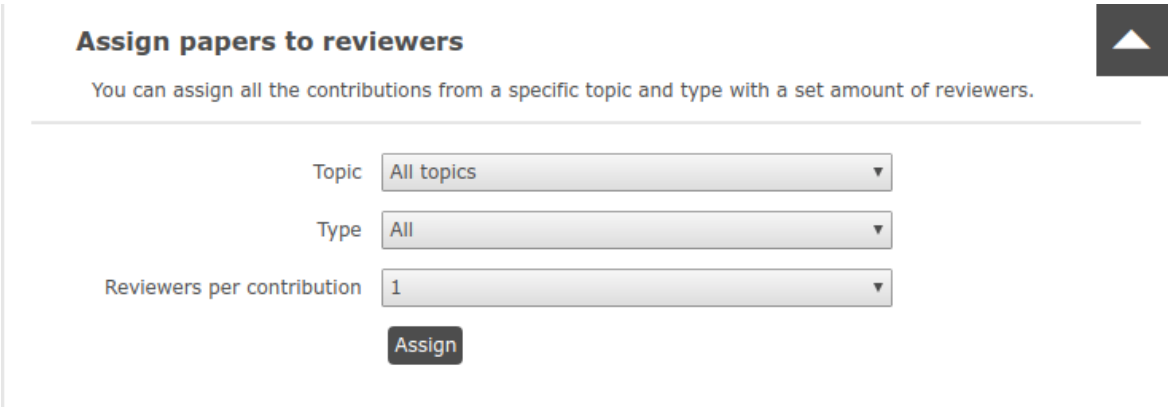
{{recipient-salutation}}
Will be replaced with the title of the participant.

Assigning reviewers to contributions

Types of contributions and topics can be assigned to the reviewers here.

Example

Anneke and professor Veldboom have decided that every contribution must get 2 reviews. It is important that the abstracts/contributions get a reviewer with the right expertise. You also want to avoid that a reviewer has to review its own work (in case they also submitted a contribution). Anneke therefore first chooses the "topic", then the "type" and after that "the amount of reviewers per contribution". This makes it possible to specify which contributions certain reviewers get.



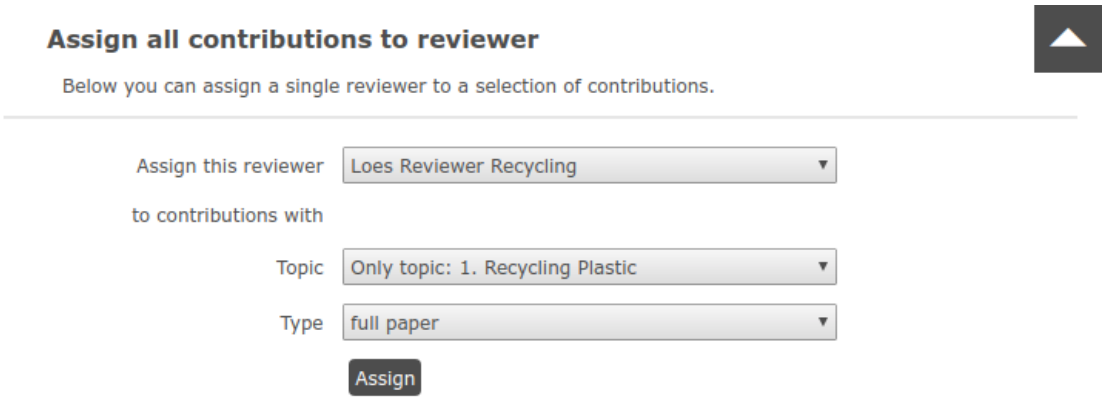
On this screen you can assign reviewers to contributions or vice versa, contributions to reviewers. This depends on what you selected at "settings Abstract Handling".
At *Topic* you can choose between the different topics you created at "settings Abstract Handling".
At *Type* you can choose between the different type options you offered at the "contribution type" question in the contribution form.

It is possible to declare how many reviewers each contribution gets assigned. You can choose a number from "1 through 10" or "as many as possible". Take the following steps if you want to assign reviewers and contributions based on topics

(just like the example):
First choose and click on a “topic” you want to base your choice on, then choose and click on a preferred “type”, after that you choose” how many reviewers” you want to assign to one contribution, and then you press on “assign”.
After you press the “assign” button we match reviewers to contributions in the “background”.
This means that the reviewers (and authors) DO NOT get an email straight away. The organiser has to send the emails manually.

For more information about this see: **Mail to authors** and **mail to reviewers**.

In case you get new contributions and you have to assign reviewers again, just press the “assign” button again. The system will then automatically fill in the gaps.



You can also assign in a different way. It is also possible to assign a selection of contributions to a single reviewer. You can do this by selecting a reviewer and consequently by assigning a specific topic and type of contributions to this reviewer. An example can be found in the picture above: *Loes Reviewer Recycling* will review all the contributions with the topic *Recycling Plastic* and the type *full paper*.

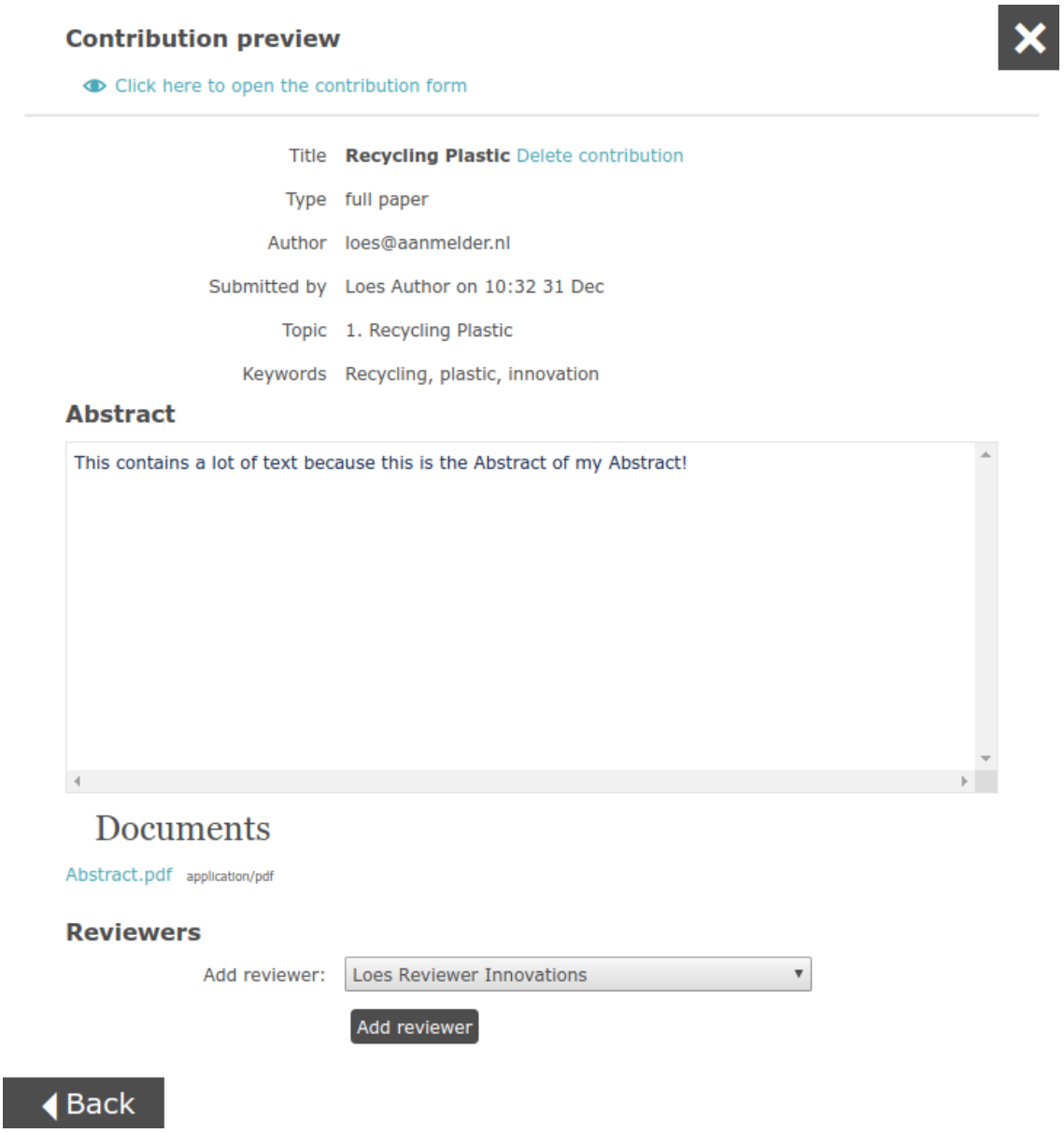
Below you can see an overview of the amount of contributions per topic. You can see the following things about the topic:

- The amount of contributions to this topic
- The amount of contributions that already has been assigned to a reviewer.
- The amount of contributions that has not been assigned to a reviewer yet.
- The amount of reviewers who got contributions assigned in their prefered topic.

This way you have a quick insight into the status of the assigning process. Here, you can also filter for specific topics.

Below the overview you can find the option to search through the contributions. In the search field you can, for example, search for the title or author of a contribution.
You will get an orderly overview of the titles of the contributions, the authors, the topics and the reviewers. Similar to the topics, you can also filter your contributions.

If you click on the title of the Abstract, the following screen will appear:



This screen shows a couple of things: you can delete the contribution, you can look at the submitted documents, you can see important general information

about the contribution and you can view/change the reviewers (at contribution level).

Mail to reviewers

After assigning reviewers to contributions, you want to let the reviewers know they have received contributions and that they can start with reviewing the work. You can do this with the button “mail to reviewers”.

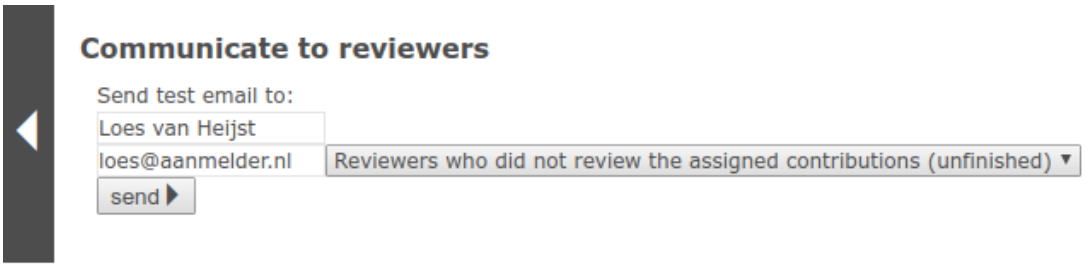
There are 3 different statuses a reviewer can have. You can send different emails to each status group. The statuses are:

1. “Unfinished” - reviewers have not yet reviewed their assigned contributions. Reviewers can be informed via mailing if the contributions are ready to be reviewed.

2. “Finished” - reviewers are done with reviewing their contributions.

3. Reviewers without an assigned contribution.

After drafting an email for a specific status group, you can send a test email to see how it looks. You can select for which group the email is meant for.



NOTE:
If you do not change the text and subject of the email, we will only send the email to people who did not receive the email before. If you add reviewers to the list after sending an email, you can simply send the email again without having to worry

that the reviewers receive the same email twice. However, if you want all people to get the email, you must change the text and subject.

TIP:
You can use replacement words to create personalized messages (see meaning of questions and replacement words).
You can also change the banner of a message. You can do this under the email settings of the event: go to “Dashboard”, choose “email settings”, scroll down to “email banner” and upload your banner.

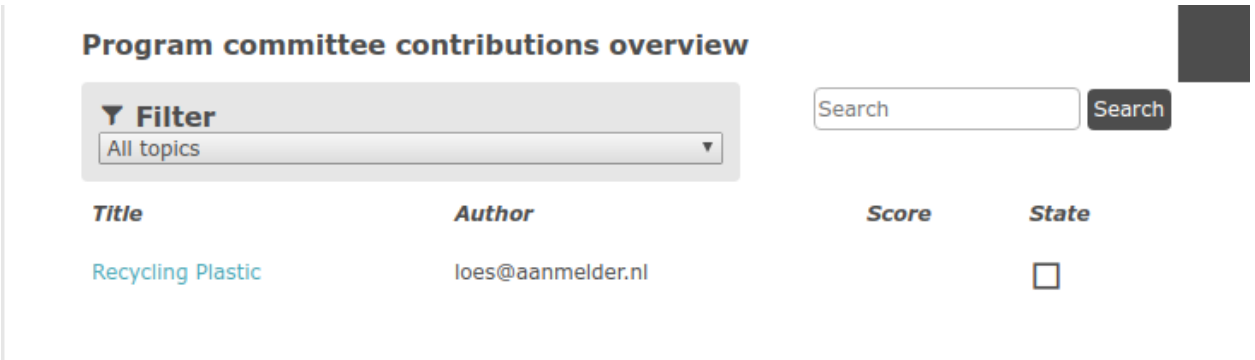
Reviewers are now able to start reviewing. They can enter their reviewer account through your email. Here they will find all their assigned contributions. Reviewers are able to choose whether they want to review the contributions they got assigned. Therefore it may happen that a reviewer rejects to review a contribution.

Accepting/ Rejecting

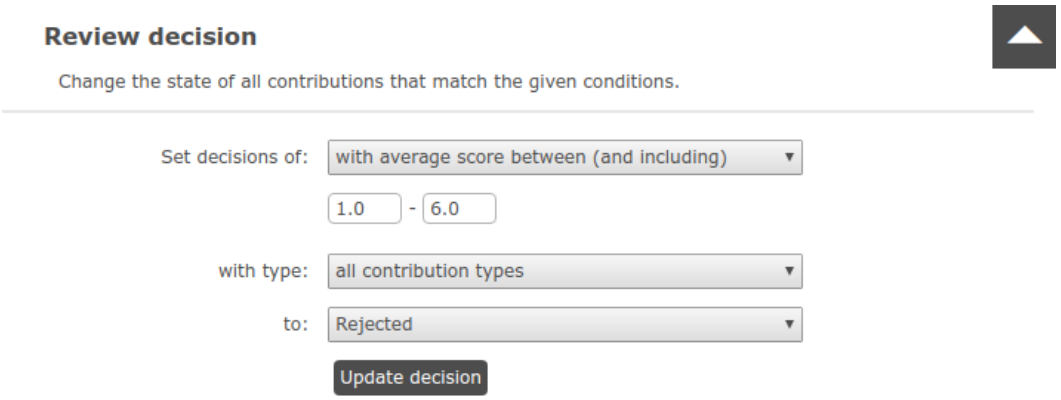
When the reviewers are finished with reviewing the contributions, the organiser will end up with a list of all the contributions and their grades/ scores. It is now time to decide which contributions to accept and which to reject. You will give each contribution a “status”. It is entirely up to you how you want to choose between contributions, but it will probably depend on your type of process. If you are looking for advice about this, do not hesitate to contact the support team of Aanmelder.

Example
The reviewers are done with reviewing their contributions. Anneke and professor Veldboom also already decided how to set up their selection process. The quality of the submitted contributions was very diverse. Nevertheless, there were more than enough contributions of good quality. Anneke and professor Veldboom decided that all contributions with a score lower than a 6 will be rejected. All contributions with a score of an 8 and higher will be accepted. This applies to posters as well as to orals.

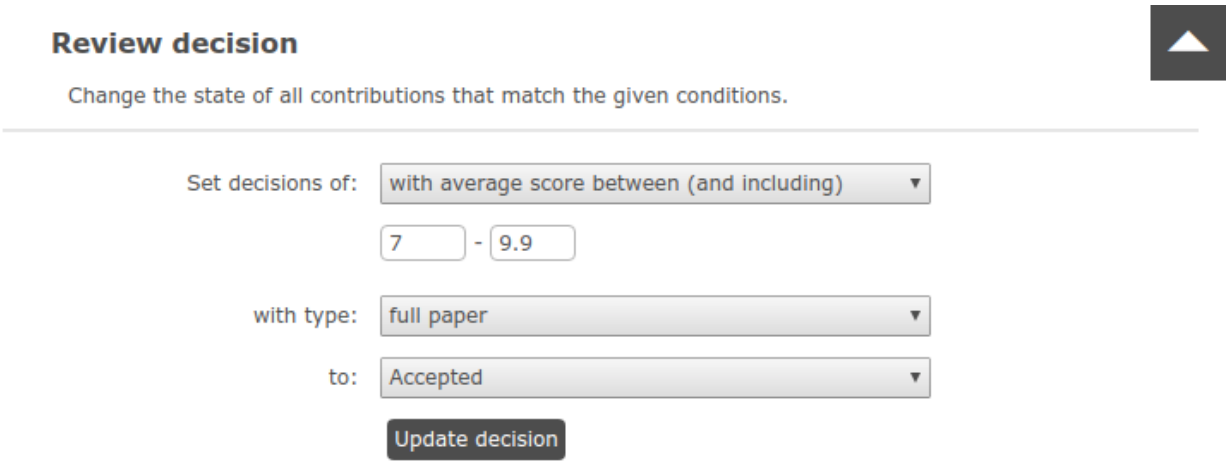
All contributions between 6 and 8 count as cases of doubt. These get the status: "needs to be reviewed again". These contributions must be assigned (by the organiser) to one reviewer who will look at them again. This reviewer can also be someone from the Program Committee.



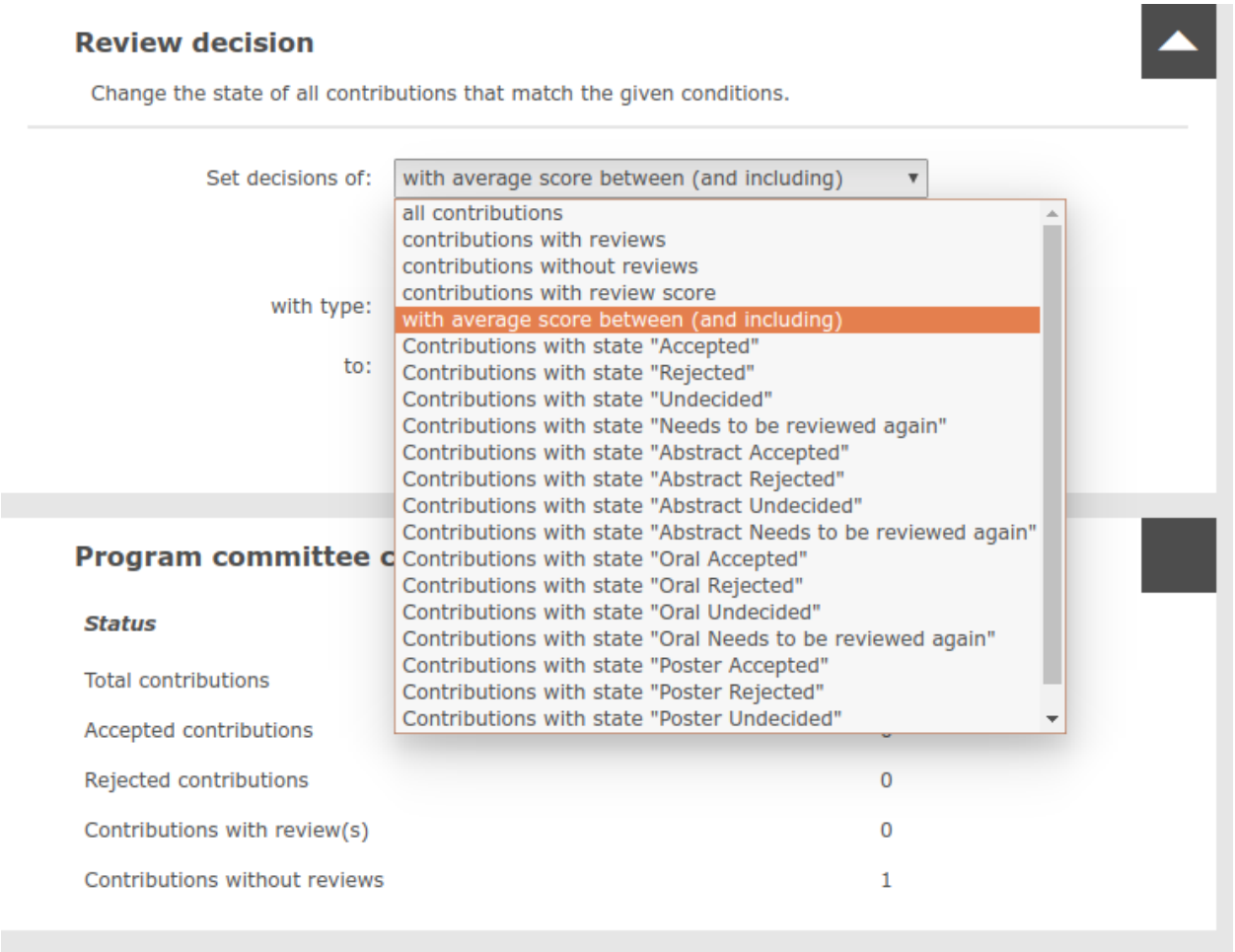
The screen for rejecting contributions would look as follows (take note of the 1.0 - 6.0 as criteria):



Review decision



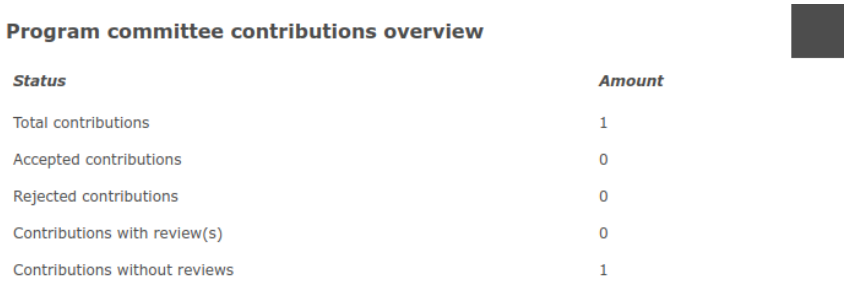
The goal of this screen is to give the contributions a specific “status”. We already defined a lot of pre-made statuses. If you want additional statuses in the list, you can email us and we will add them. Statuses allow the organiser to send different emails to different groups of authors with the same status (see the next chapter: Mail to authors).



A common and easy way to give a big group a status, is with the use of “with an average score between...” as selection-criteria. This allows you to quickly select a group of authors. For example, all scores below a 6 would be written down as “with an average score between 1.0 and 6.0”.

Please note:
You have made the decision about which contributions to accept and which to reject, but the authors do not get notice of this immediately. The organiser has to manually notify authors by emailing them. The next chapter (Mail to Authors) describes how to do this.

Program committee contributions overview



Program committee contributions overview

Status	*Amount*
Total contributions	1
Accepted contributions	0
Rejected contributions	0
Contributions with review(s)	0
Contributions without reviews	1

This screen shows an overview of all the statuses of the contributions, after you finished the selection process.

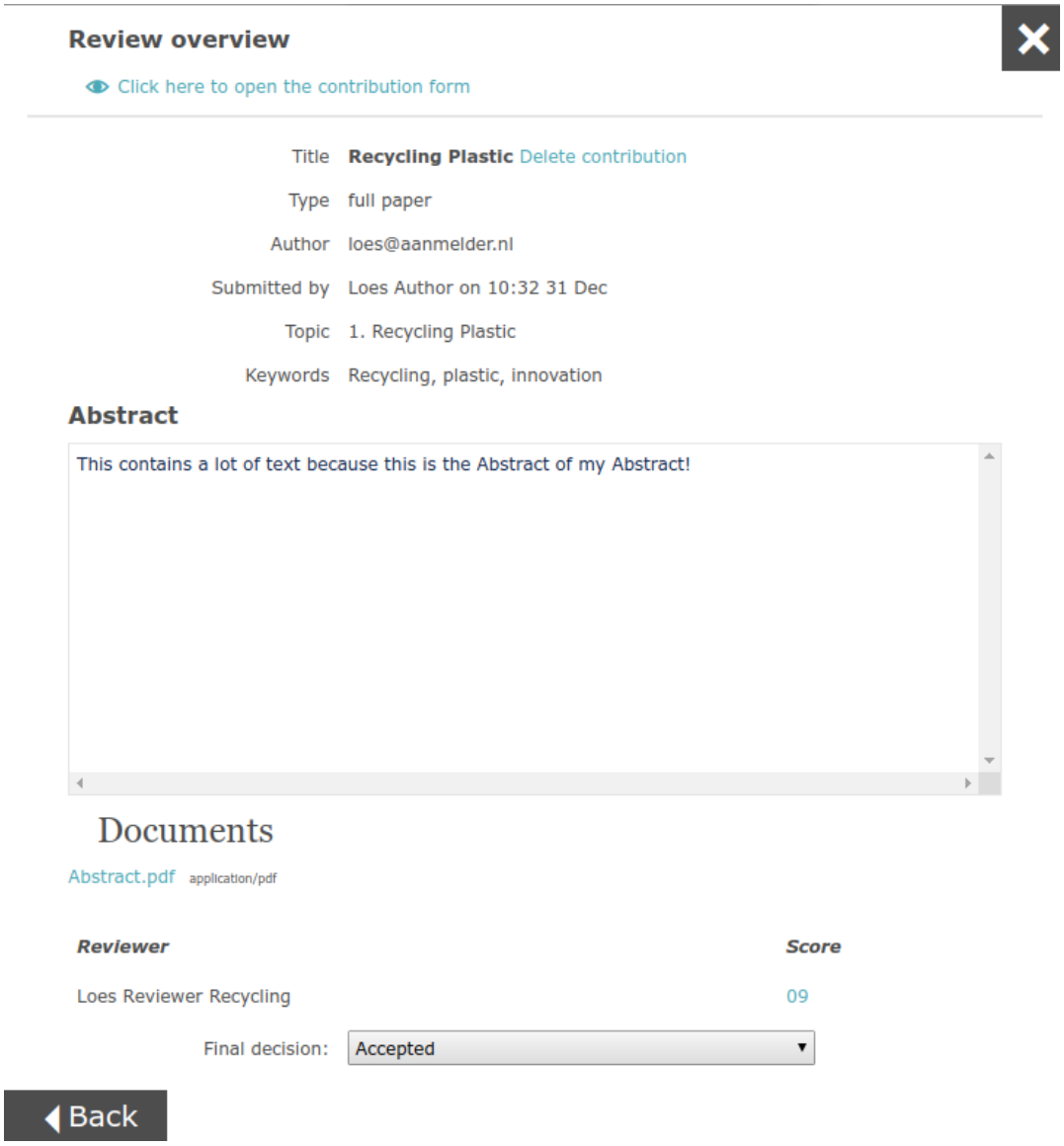
Program committee contributions overview

Filter
All topics

Search | Search

Title	*Author*	*Score*	*State*
Recycling Plastic	loes@aanmelder.nl	9.0	☑

Here you can search for contributions, look at their status and change the status if necessary. If you click on the title, you will get the following screen:



This page allows you to view the whole contribution form, but also to delete the contribution or to alter the decision about its acceptance.

Mail to authors

After you have decided which contributions to accept and which to reject, you can start mailing the authors about the results.

NOTE:
If you want that the authors can also look at the reviews of their contribution, go to the Abstract handling settings and check the following box:

☐ show in all author-accounts the related reviews as feedback (excluding programcommittee-comments)

You can communicate with authors in 3 ways:

1. Based on the contribution
2. Based on the type of contribution
3. A general email to all the authors.

Based on the contribution
The list of statuses for authors is bigger than the list of statuses for reviewers. Beside a general status (Accepted/ Rejected/ Undecided/ Additional reviews), can authors also get such a status for their type of contribution.

Based on the type of contribution
Authors can also be approached based on the type of their contribution. You can do this by using “filter contribution types”. This dropdown shows all the types that earlier have been defined in the contribution forms.

General mail to all the authors
This option allows the organiser to send an email to all the authors. There is no template for this email, so you have complete freedom of how you want it to be. You will find the option to test your email below the appearance section of the mailing.

Please note:
If you do not change the text and subject of the email, we will only send the email to people who did not receive the email before. If you add contributions with the same status to the list after sending an email, you can thus simply send the email again without having to worry that the authors of the contribution receive the same

email twice. However, if you want all authors with the chosen status to get the email, you must change the text and subject.
TIP:
You can use replacement words to create personalized messages (see meaning of questions and replacement words).
You can also change the banner of a message. You can do this under the email settings of the event: go to “Dashboard”, choose “email settings”, scroll down to “email banner” and upload your banner.

Export data

In this overview you find the status of all of the different contributions. It is also possible to download the data of the contributions/ lists into an Excel file.

List with contributions
At “list with contributions” you can download an Excel file which gives an overview of all the data from every author and their contribution. For example, you can see when they submitted their contribution and when they made their last modification (you can only see this if you allowed authors to change their contribution after submitting, at the Abstract handling settings). The most convenient thing about this file is that you can approach the account of an author through the file.

List with contributions and related reviews
When you download this Excel file, you will get a list of all the contributions and their related reviews. This overview shows every submitted contribution plus their review score and review comments.

List with assigned reviewers
This list shows the amount of (assigned) reviewers and the amount of contributions. You can see which reviewer looked at which contribution.

List with all the reviews in detail.

The next list shows an overview of all the reviews in detail. You can, for example, see the average score and the overall recommendation. You can also filter on topics, types of contributions and authors.

List with reviewers
This Excel file shows every reviewer and their assigned contributions. In the file you will find a login link behind the name of a reviewer. You can send this link to a reviewer if you want to send them the login link of their account again. This link will take them to their account. The organiser can also use this link to access the account of a reviewer.

Uploaded documents of contributions
Last but not least, this is an overview of all the documents uploaded at contributions.

Multiple review rounds

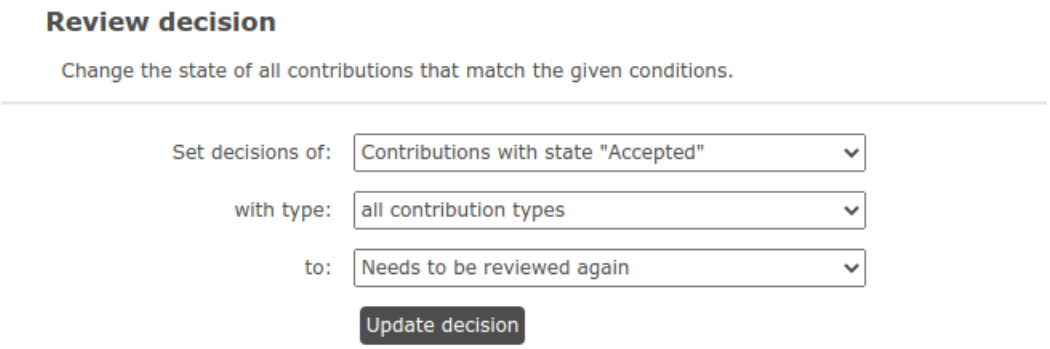
You can set up the Abstract Handling module in such a way that you can build in multiple review rounds in the Abstract Handling process. Important: You can only start the next round when all the steps of the previous round have been completed.

Below you can see which steps you go through in one round:

1. Authors submit contributions (first time) / authors update contributions (optional, after each round)
2. Organizer assigns reviewers to contributions, or contributions to reviewers (direction of assignment)
3. Reviewers fill in the reviewform for each abstract
4. Organizer makes a decision on the reviewed contributions (Accept/Reject)

If you have multiple review rounds, you have to go through a number of extra steps:

5. Organizer makes a backs up of the reviews from the first review round (export data)
6. After consultation, aanmelder.nl will remove the reviews from the previous round. Please note: these are only the reviews, not the contributions, nor the decisions from the previous round.
7. Organizer converts the accepted decisions to 'Additional reviews needed'. This is what you do at Accept/Reject:



At Review decision you can indicate which decision the first review has, and that you want to update it to the decision 'Additional reviews needed'.

After step 7 you have completed one round. Then you start again at step 1.

Please note:
You cannot start the next round until all the steps of the previous round have been completed. You do not want two review rounds to run through each other, because of this you lose the overview.