

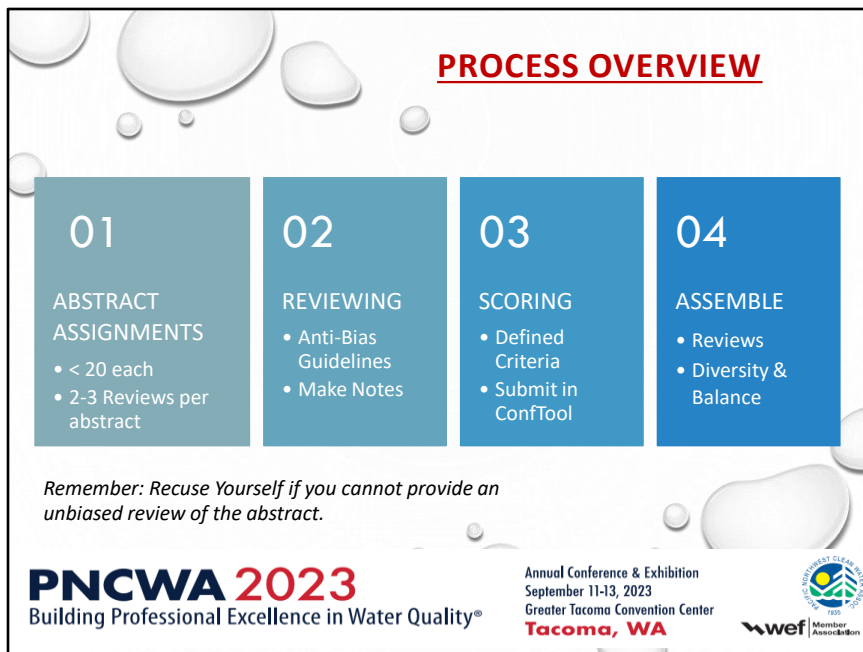


First off, **thank** volunteers for committing to reviewing abstracts. We could not do this without them.

- Agenda Review
- Meeting Goals
 - Bring reviewers up to speed on abstracts received, review process, and timeline
- Review Process Overview
- Review Schedule
- Accessing and Reviewing Your Abstracts
- Resources Available to You as Reviewers
- Q&A



- We got 200 abstracts this year
- Great response from WW Treatment Process category
- Happy to see good numbers in other key areas like Regulatory Changes and Challenges, as well as Utility & Asset Management



1. *Abstracts will be distributed to each reviewer automatically by ConfTool, based on selected area(s) of expertise.*
 1. *Goal is to have at least 2-3 reviewers per abstract.*
 2. *We expect everyone to have about 20 abstracts, or less*

2. *Review the Anti-Bias Guidelines before you start your reviews.*
 1. *These include more than just you knowing*

the author or the project...it's things like "how tired are you?", Decision fatigue, Cognitive Load. Please Read This – 2 pages, one is an infographic.

2. Please make notes as you review abstracts. We have no other way to understand scores, but sometimes it can be helpful (if there is an outlier score, for example) to understand thoughts that went into assigning a particular score.

1. Scoring process will utilize ConfTool and be double-blind. This means you will not see the author or organization of authors for your abstract. Only content.

a. Score each abstract in your assigned queue using review criteria and scoring guidelines.

b. Be sure to include any thoughts in the note section (to program committee) that provide context to your scoring or might be helpful in putting the final program together. For example, if two of your abstracts have complimentary topics, make a note of that so we can consider putting them in a track together.

c. Submit your review scoring and notes in


ConfTool.

1. *A smaller group will use scoring to piece together the program.*
 1. *Scores are primary consideration to prioritize.*
 2. *Smaller group will also be looking to make sure there is balance in states within our region, gender, consultant/public/contractor/etc.*

2. *When to recuse yourself: if it is your own abstract or an abstract you were on the project team for; anytime you cannot provide an unbiased review of the abstract (see anti-bias guidelines)*

SCHEDULE


- **Abstracts and Review Guidelines Available:**
Monday, March 27
- **Reviews Due:**
Friday, April 21
- **Speaker Notifications:**
Monday, May 14



Screams internally
It doesn't have to be like this!

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- a. *Abstracts and review materials will be distributed on Monday, March 27.*
 - *You will be assigned abstracts based on your areas of interest*
- b. *Abstract reviews due End of Day Friday, April 21, 2023.*
- c. *Speakers Selected and Notified by Monday, May 14, 2023.*

ConfTool Walk-Through



Welcome to ConfTool
I'll be Your Guide!

(Click Me...I'm a Link to ConfTool)

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- a. *You should have received an invite from ConfTool with login information. It looks a lot like spam. If you haven't received it, please reach out to Kristi and she will send you your password.*
- b. *Comments on Submission – Remind reviewers that author will see anything in this box.*
- c. *Info for Program Committee – info in this box will only go to program committee. Use this!*
- d. *Save as you go!*
- e. *Will provide links in meeting notes, but the slide is also a link*

Resources

- **Criteria Descriptions**
- **Review Guidelines**
- **Anti-Bias Guidelines**
- **Kristi: Kristi.Steiner@jacobs.com
503.736.4237**

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- We are developing descriptions for the criteria to help keep people aligned – these will be made available to everyone.*
- We are also developing (as part of criteria descriptions) Scoring Guidelines*
- Abstract Review Anti-Bias Guidelines*
- ConfTool*
- Email or call Kristi with questions:
Kristi.Steiner@jacobs.com, 503-736-4237*



QUESTIONS?



**I AM HAPPY
TO HELP**

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