

## PNCWA2023

### Abstract Review Kickoff Meeting

DATE: March 23, 2023  
TIME: 9:00am – 10:00am PST  
LOCATION: Microsoft Teams  
[Click here to join the meeting](#)  
Meeting ID: 278 490 382 756  
Passcode: cqDVHE

#### Kickoff Meeting Agenda

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1. Agenda Review and Meeting Goals
  - a. *Goals: prepare abstract reviewers to begin their reviews on Monday. They should understand the process, schedule, and how to submit reviews.*
2. Review Process Overview
  - a. *We got 200 abstracts this year. Powerpoint will have graphic breaking down # of abstracts in each category.*
  - b. *Review 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.*
  - c. *Abstracts will be distributed to each reviewer, based on your selected area(s) of expertise. Goal is to have at least 2-3 reviewers per abstract. We expect everyone to have 20 or less abstracts.*
  - d. *Review the Anti-Bias Guidelines before you start your reviews.*
  - e. *Review each abstract in your assigned queue using review criteria and scoring guidelines.*
    - *Be sure to include any thoughts in the notes to "Internal Comments" section 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.*
    - *Be mindful of comments you include in "Comments for the Authors" – these will be distributed to abstract authors.*
  - f. *When to recuse yourself: if it is your own abstract or an abstract you were on the project team for OR if you are simply unable to provide an unbiased review of the abstract.*
  - g. *Submit your review scoring and notes in ConfTool.*
  - h. *Once all scores are in, our conference team will rank abstracts by score and put together the program. In doing so, we will be looking at available speaker data to*

*consider speaker diversity and represented organizations, organization types, and locations.*

3. Review Schedule

- a. *Abstracts and review materials will be distributed on Monday, March 27.*
- b. *Abstract reviews due end of day Friday, April 21, 2023.*
- c. *Speakers Selected and Notified by Monday, May 14, 2023.*

4. Accessing and Reviewing Your Abstracts

- a. *ConfTool Walk-through (see meeting recording)*
- b. *Link in powerpoint and below*

<https://www.conftool.pro/pncwa2023/index.php?page=index>

5. Resources Available to You as Reviewers

- a. *Abstract Review Anti-Bias Guidelines*
- b. *Criteria Descriptions and Scoring Guidelines*
- c. *ConfTool*
- d. *Email or call Kristi with questions: [Kristi.Steiner@jacobs.com](mailto:Kristi.Steiner@jacobs.com), 503-736-4237*

6. Q&A

- a. *Will we have an opportunity to discuss reviews with other reviewers ahead of the deadline?*

*This is a great idea! Will look for a time to host a 1-hour discussion a week or two before abstracts are due. This is not to sway opinions on certain abstracts but to provide reviewers space to discuss if there are questions or challenges that come up in reviewing.*