

# SPEP Platform Instructions for Reviewers Ocean Sciences Meeting 2024 (OSM24)

Thank you for volunteering as a Student Presentation Evaluation Program (SPEP) reviewer at OSM24! Reviewers play an important role in the SPEP program, and many students will remember their SPEP experience fondly thanks to the generosity of reviewers.

To ensure fair participation and equity within the program, please read and adhere to the following rules and procedures for SPEP volunteer reviewers.

#### Eligibility

All OSM24 registered attendees are eligible to serve as an SPEP reviewer.

#### **Reviewer Expectations**

- Reviewers are required to complete an evaluation for each of the presentations they have signed up to review. If a reviewer cannot complete an evaluation, it is that reviewer's responsibility to find a substitute.
- All evaluation forms must be submitted through the SPEP portal by 8 March 2024.
- Reviewers are encouraged to remain anonymous at the meeting feedback submitted via the SPEP portal will be shared with the students anonymously.
- Reviewers are not allowed to evaluate students from their own institution or with whom they
  are acquainted.
- Reviewers are encouraged to read the Reviewer Feedback Guidance document found here.

## Volunteer to review at OSM24

To sign up to volunteer, you will need to follow these three easy steps:

- Using the SPEP platform, sign up to evaluate student presentations.
- Attend these student presentations at OSM24. If possible, ask questions about their work.
- Submit your feedback before the evaluation deadline: 8 March 2024

#### **Instruction Quick Links**

- Access the SPEP Platform
- SPEP Gallery
- Sign up to Evaluate
- Reviewer Dashboard
- <u>Uncommit from a Presentation</u>

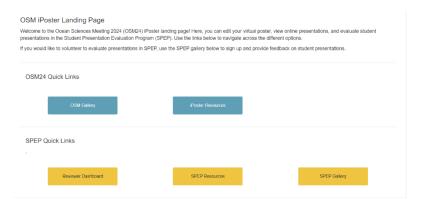
#### **Access the SPEP Platform**

- Access the SPEP Gallery using this link: <a href="https://osm24-agu.ipostersessions.com/Default.aspx?s=spepreviewergallery">https://osm24-agu.ipostersessions.com/Default.aspx?s=spepreviewergallery</a>
- Log in with your AGU credentials.
- You will be logged in to the SPEP platform and brought to the SPEP Reviewer Gallery

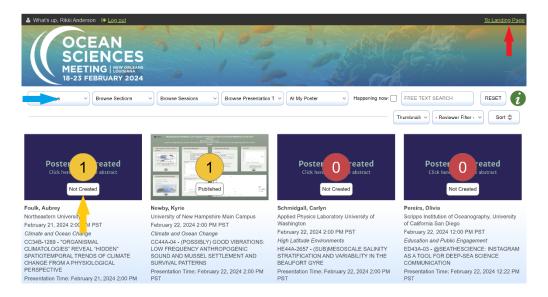
#### **OSM24 iPoster Landing Page**

Your landing page will be where you can access the OSM virtual presentation gallery, the full SPEP presentation gallery, SPEP resources, and depending on your role at OSM24, you may have the following options:

- 1. If you are a poster presenter, you can access and edit your virtual poster.
- 2. Once you sign up to review a presentation, you will have access to your Reviewer Dashboard.



### **SPEP Presentation Gallery**



When you access the SPEP presentation gallery, there are a few key areas you will see:

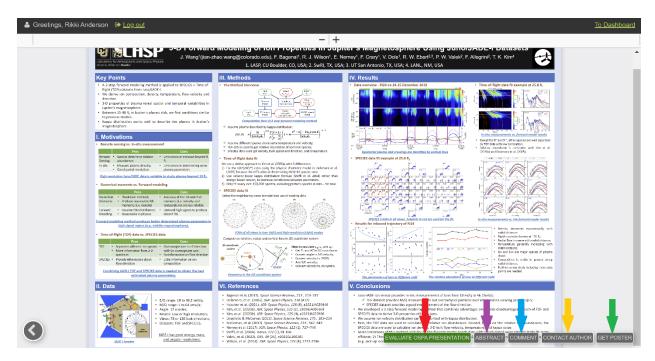
- **Filters** (Blue arrow): **This area is key to finding SPEP presenters in the system.** Here, you will be able to filter the presentations in SPEP. You can use more than one filter at a time to narrow your selection. you can filter by:
  - o Presentation Date,
  - Section or Session,
  - Presentation Type,
  - The number of Reviewers,
  - o Or, through a text search.

- **Reviewer Number** (Yellow arrow): This number shows you how many reviewers have signed up to evaluate a presentation. The maximum number of reviewers per presentation is three.
- Landing Page (Red arrow): This link will bring you back to your landing page.

#### Sign up to Evaluate

Once you find a presentation that you are interested in evaluating, click on the image in the gallery. Once you do so, you will be brought to the presenter's virtual presentation.

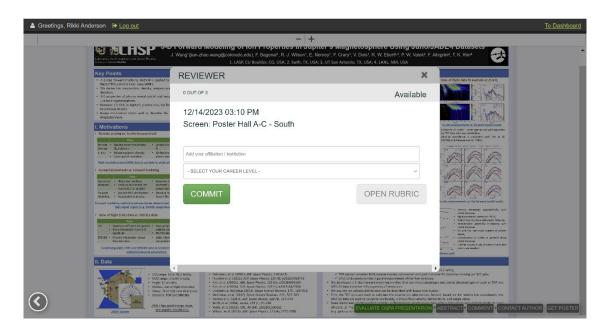
SPEP presenters were asked to upload a digital version of their presentation to iPoster, but this upload is not required. If they have not uploaded a digital version of their presentation, you will see their abstract.



On the bottom right corner of your screen, you will see five buttons:

- **Sign up to Evaluate an SPEP Presentation** (Red arrow): If you click this button, you will be able to sign up as a reviewer for this presentation.
- **Abstract** (Purple arrow): Here, you can read the presentation abstract.
- **Comment** (Blue arrow): Here, you can ask a public question to the presenter.
- Contact Author (Yellow arrow): Here, you can send a private message to the presenter.
- **Get Poster** (Green arrow): Here, you can email yourself a link to the presentation.

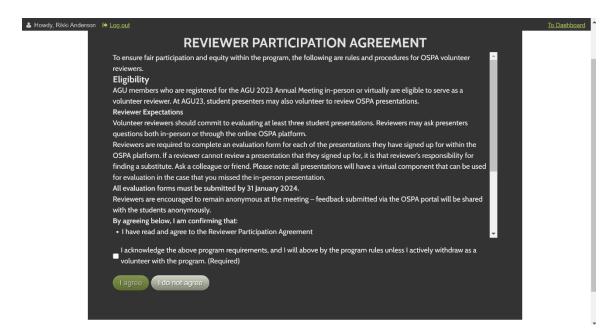
After you select the EVALUATE SPEP PRESENTATION button, you will see the following pop-up:



Add your affiliation/institution, note your career level, and select COMMIT. When the meeting begins, you will be able to click the OPEN RUBRIC button and submit your evaluation here.

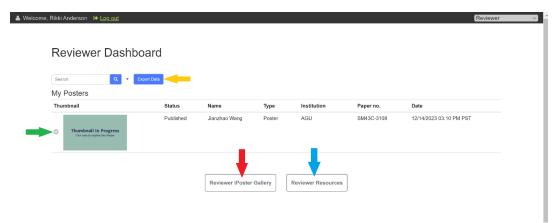
# **Participation agreement**

After you click COMMIT, you will need to agree to the reviewer participation agreement. You will only need to do this once. Once you agree to the form, you are now a reviewer for this presentation!



#### **Reviewer Dashboard**

From your landing page, you will now be able to access your Reviewer dashboard.



Here, you can review all of the presentations you have signed up to evaluate.

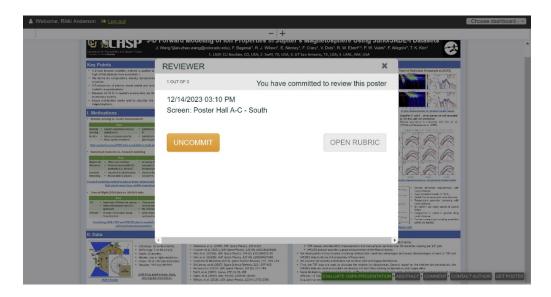
- **Review Presentation Details** (Green arrow): By selecting the plus sign next to each presentation, you will see the full presentation details.
- **Download Presentation Details** (Yellow arrow): Select Export Data to download a list of presentations you have signed up to evaluate.
- Access the Gallery (Red arrow): Use this button to get back to the SPEP gallery, where you can find more presentations to evaluate.
- Review Resources (Blue arrow): Here, you will find additional reviewer and SPEP resources.

#### **Uncommit from a Presentation**

If you cannot complete an evaluation, it is your responsibility to find a substitute.

Once you determine you cannot complete your evaluation, please uncommit from the presentation in the SPEP platform. To do this, follow these steps:

- Navigate to the student's presentation.
- Select EVALUATE SPEP PRESENTER button on the bottom right side of the screen.
- Select UNCOMMIT.



**Thank you for participating in SPEP.** We appreciate you volunteering your time to this important program!

Please direct any questions to <a href="mailto:ospa@agu.org">ospa@agu.org</a>.