Reviewing Deadline: Tuesday, March 23, 2021 at 5:00 PM Central Time.

Use the below criteria to rate the submissions assigned to you.

As a reviewer you should consider the following criteria in rating each submission:

• Significant, important, substantive contribution to existing knowledge
• Innovative, cutting-edge, novel topic or approach
• Relevant, applicable to fields of bioethics and humanities
• Cross-disciplinary
• High quality and well-written

As a reviewer, you are responsible for:

• Reviewing all the submissions assigned to you.
• Scoring submissions from 1 to 5 according to the chart below.
• Leaving a thoughtful comment explaining your rating given on each submission (this step is required).
• Recusing yourself and stating a proper reason for the recusal (such as lacking sufficient expertise to evaluate, recognizing the work, or having other conflicts of interest.)
• Submitting the scores by Tuesday, March 23 at 5:00 PM Central Time.

Scoring:
1 - Poor, should not be part of the program
2 - Fair, should be considered for the program only if absolutely necessary
3 - Average, should be accepted if there is space
4 - Good, should be part of the program
5 - Excellent, must be part of the program

If you have a conflict of interest, please use the “Recuse Myself from Reviewing this Submission” link and explain why you feel you should not judge this proposal.

Comments: Please include a comment on each submission explaining the rating given. These comments assist the Program Planning Committee as they schedule submissions for presentation. Comments are required for all scores, as they will help support your decision.

Please keep the content of all proposals confidential prior to their publication.
Review Instructions

Recommended Procedure for Reviewing and Grading (Standard Scoring):

1. Go to: [https://asbh.secure-platform.com/a/organizations/main/home](https://asbh.secure-platform.com/a/organizations/main/home)

2. Login using your ASBH username and password. If you do not know your ASBH username and password, contact info@asbh.org or 847.375.4745 for assistance.

3. Click “My Account” and then “My Reviewing Assignments” to see the submissions assigned to you.

4. You will now see the number of submissions assigned to you separated by submission category. To begin your review, click “Open” next to “View All Categories”.

5. You will now see the individual submissions assigned to you. To review a submission, click “View Proposal”.

![Image showing the interface for reviewing and grading submissions](image-url)
6. Along the left side of the screen, you will see the submission information including the title, presentation preference, learning objectives, presentation topic, abstract, and audience engagement (if applicable). Along the right side of the screen, you will see the evaluation form. You are required to select a score from 1 to 5 based on the scoring rubric. You are also required to leave a thoughtful comment explaining your score. Once you have selected your score and entered your comment, click “Save and Go to Next” to move onto the next submission.

If you have a conflict of interest, please use the “Recuse Myself from Reviewing this Submission” link at the top of the page and explain why you feel you should not review this proposal.

7. Once you have reviewed the submissions assigned to you, you can return to the home screen to check your progress. Your review score will display next to the submission.

You can save your progress at any time and return to the review site to complete your remaining reviews before the deadline.

8. When you are finished, all submissions will have a score listed in the score box. Double check that all your assigned submissions are scored. You can close out of your browser when finished. You will not receive a confirmation email that all your reviews are complete.

Please reach out to tlionetti@asbh.org with any questions or concerns.