

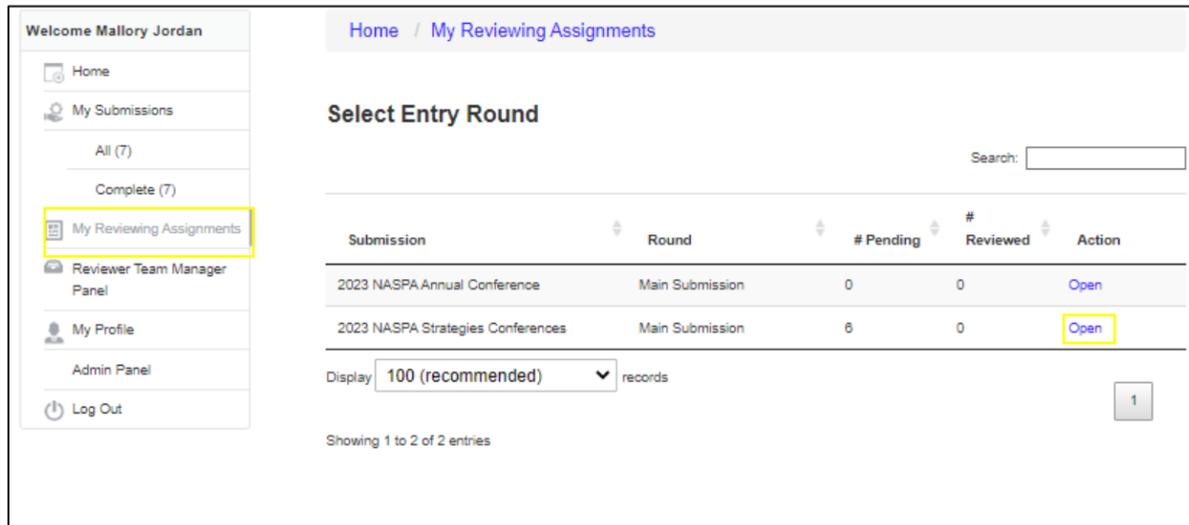
2023 NASPA Strategies Conferences CFP Reviewer Instructions

Thank you for volunteering to serve as a program reviewer for the 2023 NASPA Strategies Conferences. Your participation in this process helps ensure we have the best possible content for our Strategies Conferences. NASPA appreciates your due diligence in finishing the reviews by **Monday, October 10 at 5:00p PST**. Be sure to schedule enough time (consider 2-3 hours) to review these applications.

If preferred, our instructional reviewer video is available here: <https://vimeo.com/750423820/5d6326ba8d>

You'll first need to log into <https://naspa.secure-platform.com/strategies/>

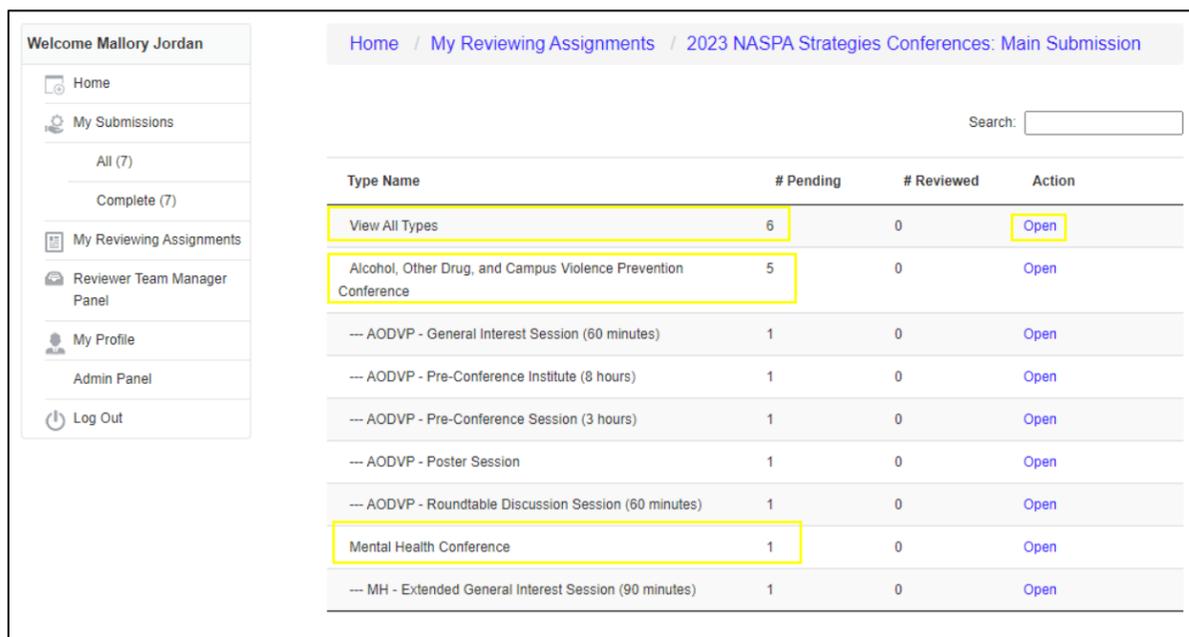
On the left navigation panel, click on 'My Reviewing Assignments'. You'll then see the following screen:



Then click the 'open' button on the 2023 NASPA Strategies Conferences Assignments line. *Please note: If you have more than one conference that you're reviewing for, they will all be listed here.*

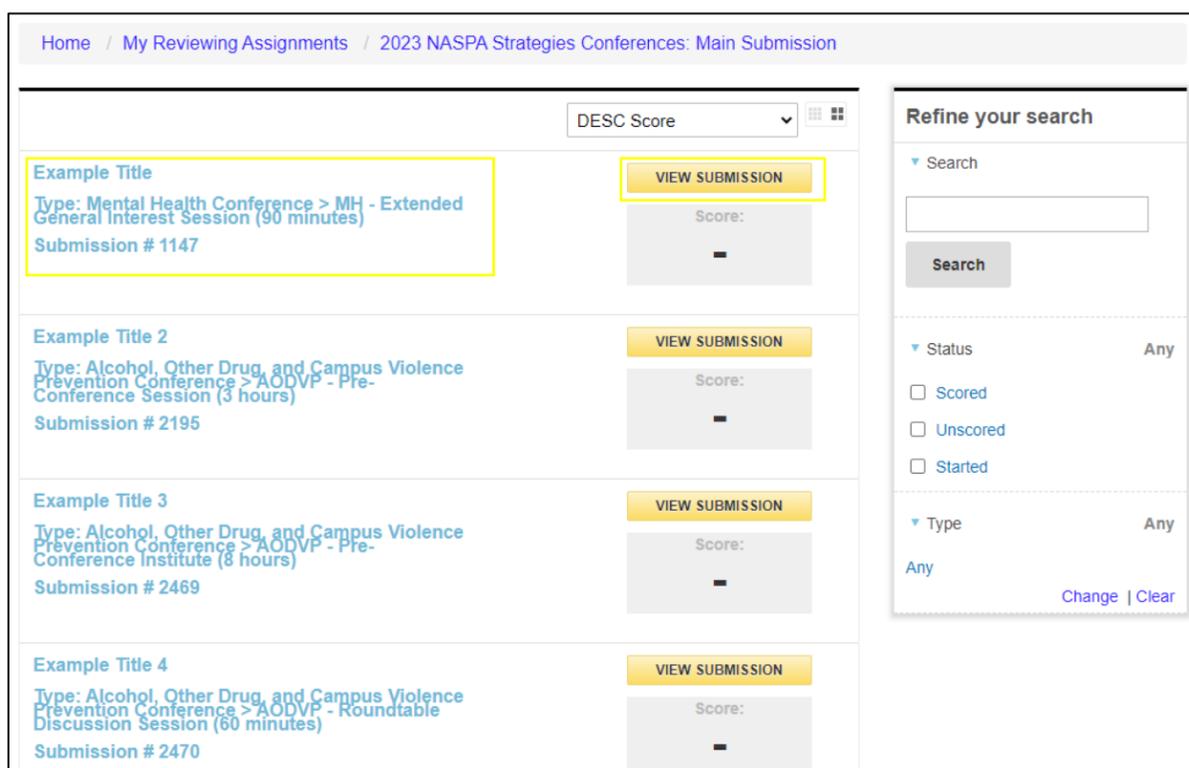
You will see all the sessions that you're assigned to review.

Although it may look like there are more assignments than from previous screen, this page breaks down the submissions by conference and session type as well as all. Below is a screen shot of what you will see if you click 'open' for the 'view all types'.



To begin reviewing a program, either click:

- on the title and supporting information on the left or
- click on the 'view submission' in the yellow bar towards the right of the page.



Once into a specific session, you'll want to review all the submitted information which will be housed on the left side of the screen.

Please Note: while reviewing the program information, the Evaluation Form column on the right will remain static.

To review all of the submitted information, you can:

- use the 'next' button at the bottom of each of the four pages or
- you can click on the specific page that you'll like to review by clicking directly on 'Coordinating Presenter Information', 'Session Logistics', 'Session Submission Information', or 'Qualifications & Additional Presenters'.

Home / My Reviewing Assignments / 2023 NASPA Strategies Conferences: Main Submission / Example Title

Coordinating Presenter Information → Session Logistics →
Session Submission Information → Qualifications & Additional Presenters

First Name *
Mallory

Last Name *
Jordan

Professional Title *
Director of Health & Well-being Initiatives

Organization *
NASPA

Primary Email *
mjordan@naspa.org

Next

Example Title

Type:
Mental Health Conference > MH - Extended General Interest Session (90 minutes)

Submission #
1147

Evaluation Form

Review Instructions

Before selecting your rating for each of the categories below, we recommend first reading through the whole proposal to the left by click through the 'next' buttons.

Once you've read through each of the four pages (CP Information, Session Logistics, Submission Information, Qualifications & Additional Presenters), then please enter your selections and comments below. Feel free to revisit any of the four pages as needed for a quality review.

Here is a [link](#) for further instructions and screenshots for further support. If you have any questions, please reach out to strategies@naspa.org.

Session Outcomes *

The proposal communicates clear, specific, and concise session abstract, description and learning outcomes. By attending the proposed session participants will learn skills, knowledge, tools, and/or resources that can be applied to advance an individual's responsibilities on campus.

Strongly Agree

Once you've reviewed all the submitted information, focus on the right side of the screen. You will select a rating of Strongly Agree, Agree, Disagree, or Strongly Disagree and provide support comments for your rating for the following sections:

- Session Outcomes
- Equity, Inclusion, and Social Justice
- Proposal Content
- Conference Theme
- Presenter Qualifications
- Intended Audience & Timeline

Home / My Reviewing Assignments / 2023 NASPA Strategies Conferences: Main Submission / Example Title

Coordinating Presenter Information → Session Logistics →
Session Submission Information → Qualifications & Additional Presenters

First Name *
Mallory

Last Name *
Jordan

Professional Title *
Director of Health & Well-being Initiatives

Organization *
NASPA

Primary Email *
mjordan@naspa.org

Next

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Session Outcomes *

The proposal communicates clear, specific, and concise session abstract, description and learning outcomes. By attending the proposed session participants will learn skills, knowledge, tools, and/or resources that can be applied to advance an individual's responsibilities on campus.

Strongly Agree

Lastly, there will be an opportunity to provide comments of your overall thoughts of the submitted session to the Conference Selection Committee.

program content into one session.

No, I would not wish to combine program content.

Comments for Conference Selection Committee

Please provide any further comments for the conference committee to consider to assist them in determining whether this presentation will meet the identified conference outcomes. Please feel free to provide any more clarification on your recommendation. Note, these comments will not be seen by the author of the proposal.

Provide Comments Here.

Once you've finished selecting the ratings and adding your comments, you will have a few options as to how you'd like to move forward.

- 'Cancel and Go Back' doesn't save any of your changes in the evaluation form and goes back to the reviewer assignment list
- 'Save Draft' allows you to simply save your evaluation form if you don't feel like your review is final
- 'Save and Back to List' saves you selections and comments in the evaluation form, considers the review as complete, and goes back to the reviewer assignment list
- 'Save and Go to Next' saves you selections and comments in the evaluation form, considers the review as complete, and goes to the next reviewer assignment
 - If this is the last review, this button will not be available

The Coordinating Presenters will be given access to all the reviewers' comments. Your name, however, will not be disclosed. This practice is intended to be educational and assist presenters in improving their program submissions. Do keep this in mind when making your comments, and please be constructive and respectful to the proposal author.

If for any reason you feel that you have a conflict with the submitted session (i.e. coordinating or additional presenters are co-workers or from the same institution), please recues yourself from the session and provide the reason why.

[Home](#) / [My Reviewing Assignments](#) / [2023 NASPA Strategies Conferences: Main Submission](#) / [Example Session](#)

[Coordinating Presenter Information](#) → [Session Logistics](#) →

[Session Submission Information](#) → [Qualifications & Additional Presenters](#)

First Name *

Mallory

Last Name *

Jordan

Example Session

[Recuse Myself from Reviewing this Program](#)

Type:
Well-Being and Health Promotion Leadership Conference > WHPL - Pre-Conference Session (3 hours)

Submission #
2611

Evaluation Form

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[Coordinating Presenter Information](#) → [Session Logistics](#) →

[Session Submission Information](#) → [Qualifications & Additional Presenters](#)

First Name *

Mallory

Last Name *

Jordan

Professional Title *

Senior Director of Health, Safety, & Well-being Initiatives

Organization *

Example Session

Type:
Well-Being and Health Promotion Leadership Conference > WHPL - Pre-Conference Session (3 hours)

Submission #
2611

Evaluation Form

Reason for Recusal: *

Again, we thank you for your dedication to the program review process. We absolutely could not do this without you. We look forward to reading your reviews, and to the amazing conference your reviews help to make possible this January.