

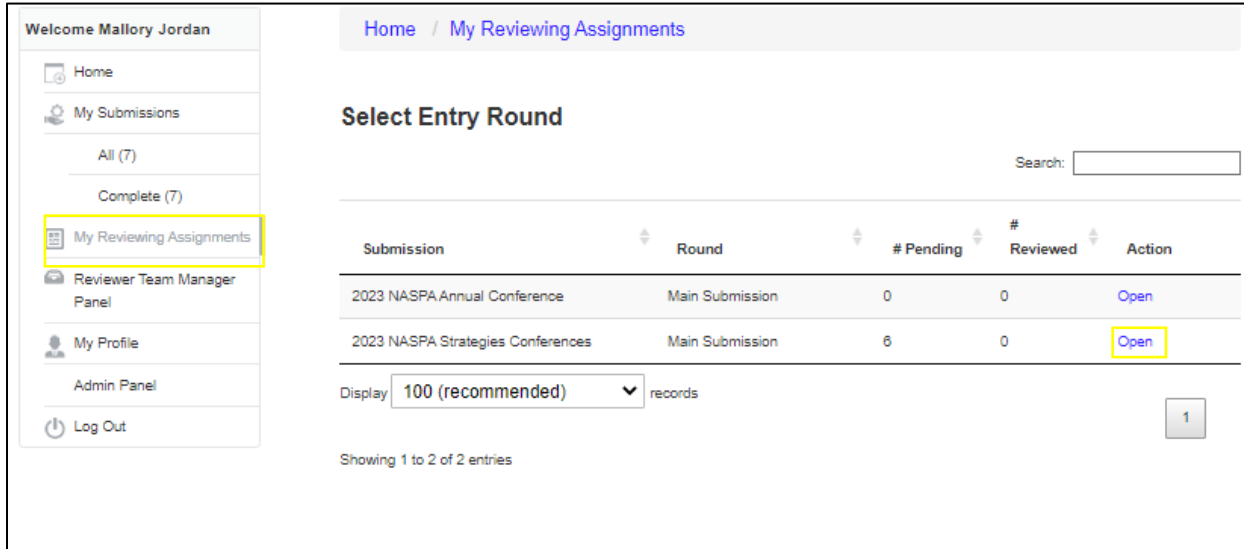
2025 NASPA Strategies Conferences CFP Reviewer Instructions

Thank you for volunteering to serve as a program reviewer for the 2025 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 **Friday, October 4 at 11:59p 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/naspa/strategiesreviews>

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

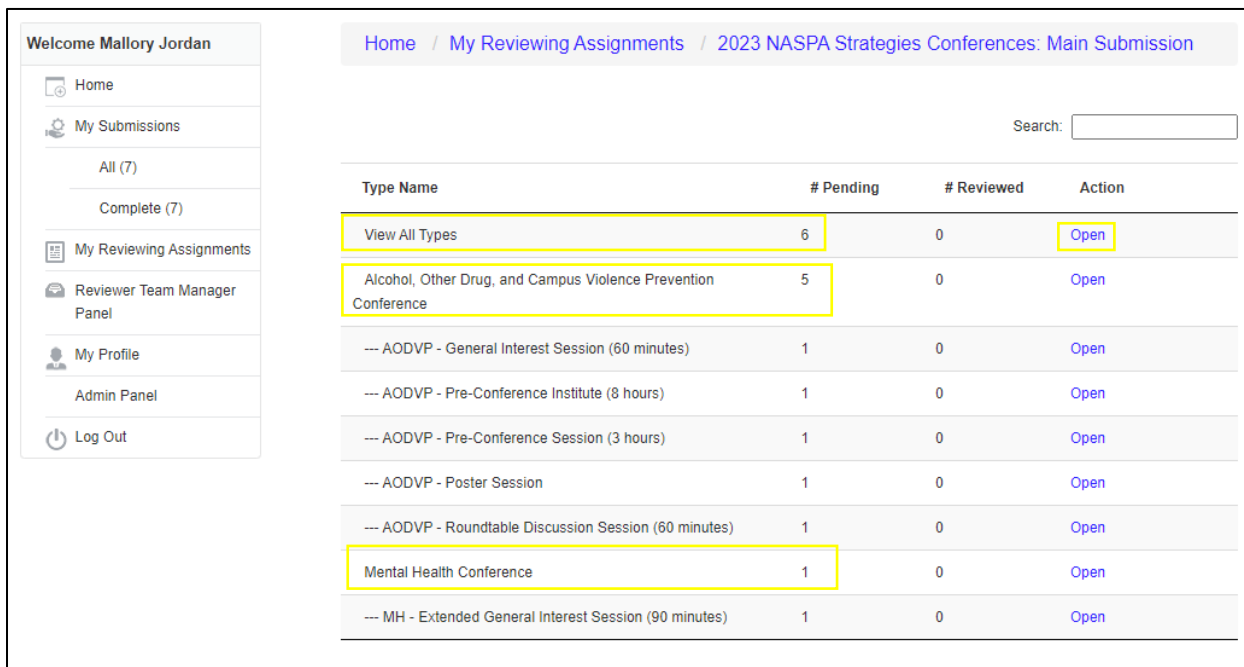
On the left navigation panel, click on 'My Reviewing Assignments'. You'll then see the following screen:



Then click the 'open' button on the 2025 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.*

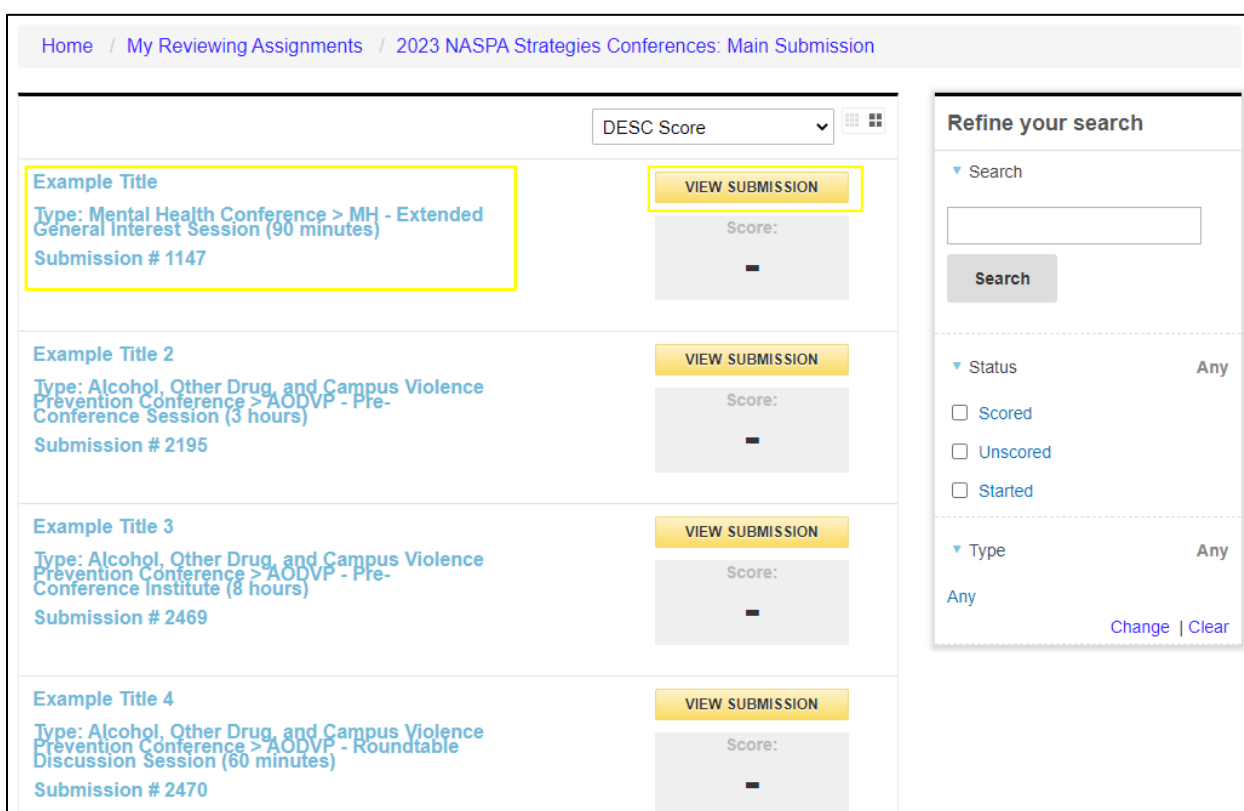
You will see all the sessions that you're assigned to review.

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, scroll to see all the details. **The Evaluation Form column on the right will match for each section for review.**

At any point you can save and go back to list or return to a submission you already evaluated.

Home / My Reviewing Assignments / 2024 NASPA Strategies Conferences: Main Submission / 13689 - MJ Test - General Session - PE - General Interest Session (60 minutes)

Title
MJ Test - General Session

Abstract
t

Learning Outcomes

- t
- t
- t

Description & Outline
t

Conference Focus Area
t

Professional Competencies

- Ethical Professional Practice and Personal Foundations - Intermediate, Law, Policy, and Governance - Intermediate

Content Areas

- Peer Education

Format and Learning Outcomes

For this section of the review, please complete the related questions regarding the format and learning outcomes for this program. This section of the program review is worth 24% of the program score.

Format and Learning Outcomes Review *

The proposal communicates clear, specific, and concise 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.

Select ▼

Format and Learning Outcomes - Reviewer Comments *

Please add additional comments to clarify your selections. Review comments are an important part of the process. Reviewers must write thoughtful, useful, and specific feedback for the presenter(s) to improve the program. Please note - this information is shared with the presenter(s). *Required.*

Cancel and Go Back
Save and Back to List

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:

- Format and Learning Outcomes
- Proposal Content
- Justice, Equity, Diversity, and Inclusion
- Conference Theme
- Intended Audience & Timeline
- Presenter Qualifications

Home / My Reviewing Assignments / 2024 NASPA Strategies Conferences: Main Submission / 13689 - MJ Test - General Session - PE - General Interest Session (60 minutes)

Learning Outcomes

- t
- t
- t

Description & Outline
t

Conference Focus Area
t

Professional Competencies

- Ethical Professional Practice and Personal Foundations - Intermediate, Law, Policy, and Governance - Intermediate

Content Areas

- Peer Education

Target Groups

- Graduate Students, New Professionals

Institutional Types

- For-Profit Institutions, Large Universities

Format and Learning Outcomes

For this section of the review, please complete the related questions regarding the format and learning outcomes for this program. This section of the program review is worth 24% of the program score.

Format and Learning Outcomes Review *

The proposal communicates clear, specific, and concise 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.

Select ▼

Select

Strongly Agree

Agree

Disagree

Strongly Disagree

Review comments are an important part of the process. Reviewers must write thoughtful, useful, and specific feedback for the presenter(s) to improve the program. Please note - this information is shared with the presenter(s). *Required.*

Cancel and Go Back
Save and Back to List

Lastly, there will be an opportunity to recommend to the Conference Committee to "Accept", "Accept with Improvements", or "Reject" this session. You will also be able to provide comments of your overall thoughts of the submitted session to the Conference Selection Committee.

Reviewer Recommendation *

Please provide your overall recommendation to the Conference Committee regarding the session. This recommendation is not shared with the presenter(s), it is a recommendation to the CLC.

Accept
 Accept with Improvements
 Reject

Confidential Comments to 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. These notes are not shared with the presenter(s). *Not Required.*

Cancel and Go Back
Save and Back to List

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 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
 - You may return to a saved review to edit later, but you must enter something into every question in order to save. If you enter placeholders, please remember to go back and update them later.
- '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

Please remember that the Coordinating Presenters will be given access to the reviewers' comments, except for comment for the Conference Selection Committee. In comments, your name 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 recuse 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

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

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: *

Cancel Confirm

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.