



19TH INTERNATIONAL
MICROSCOPY CONGRESS
IMC19
Sydney 9-14 September 2018
International Convention Centre

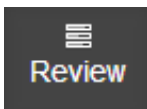
eOrganiser Reviewer Instructions

STEP 1 – Access to the review system

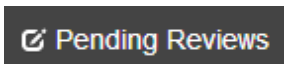
- Log in to the eOrganiser URL: <https://imc19-c10000.eorganiser.com.au/index.php?r=site/login>
- If you already have an author account, please use those login details. If you have never used the system, you should have received an email to verify your email address and set up your password. If you experience any issues trying to log in, please contact support@eorganiser.com.au with details.

STEP 2 – View list of allocated Abstracts

To view your pending reviews, click on the “Review” button, located next to the home button at the top of the page.



Then, click “Pending Reviews” (note: This page loads automatically by default).



Click on the “Paper Title” or the “Review” button next to the document that you want to review.




Note: This screen has a read/unread feature, similar to emails. Once you click “Review”, the paper will un-bold itself. You can use this feature to keep track of papers you wish to action later. All new papers for your review will be displayed in bold.

By clicking on the abstract title, you will be able to proceed to **STEP 3**.

STEP 3 – View Abstract details

At this stage you are able to view further details that have been selected by the author as well as view the actual abstract as a PDF document. In addition, you have the option to download or print the PDF. Simply select the print or save icons which appear when hovering the mouse over the abstract.

Re-assign Abstract to a different a session

If an abstract assigned to you is not suited for your symposia topic, please click the ‘Cancel’ button at the bottom of the screen. This will take you back to step 2 and you then need to select the ‘Re-assign Theme’ button  located on the right hand side of the abstract next to the review button.

If you are unsure which button to select you can hover over them to see what they do. This will take you to another page where you can select the appropriate program stream and then the appropriate symposia topic. You then need to select the ‘Update’ button located at the bottom of the page.



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IMPORTANT: If you are not sure which program stream and/or topic the abstract should be reassigned to, please **do not** select one from the list. Instead email imc19@arinex.com.au with the Paper ID number and a comment by 9 April 2018. This will allow enough time for it to be reassigned and reviewed by another chairperson.

Conflict of interest

If you feel that you should not review a particular submission that has been assigned to you due to an actual or perceived conflict of interest (for example if you are a work colleague, hold current grants, supervise an author), please click the red button "Report Conflict of Interest" located at the bottom of the page. Here you will be able to note down the reason and submit. This message will notify the Congress Managers and they will reallocate the submission to another reviewer.

 Report Conflict of Interest

STEP 4 – Reviewing and evaluating Abstracts

Please consider the following evaluation criteria for review of each abstract:

- Offers latest scientific information in the field of microscopy that has the potential to challenge/change current practice or foster professional debate.
- Clearly states the problem.
- Indicates aims or hypothesis of the research/paper.
- Describes appropriate methods/methodology.
- Describes relevant results/describes main findings.
- Draws valid conclusions from results/findings.
- Comments on relationship or recommendation to practice where suitable.
- Is relevant to the Congress audience.

Once you have reviewed the abstract submission, please assign a rating of 1 – 5 as below for each submission in the drop-down box:

- 1) **Unsatisfactory**
Not appropriate for inclusion in the Program
- 2) **Satisfactory**
Recommended for inclusion in the Program if the timetable/space permits
- 3) **Good**
Recommended for inclusion in the Program
- 4) **Very good**
Highly recommended for inclusion in the Program
- 5) **Excellent**
Should definitely be included in the Program

Please be as accurate as possible when scoring the abstracts.



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Please then select one of the following options from the drop-down box to show which presentation type you recommend that the submission might be:

- Recommend as oral presentation
- Recommend as mini-oral presentation
- Recommend as poster presentation
- Do not recommend for inclusion in the program

STEP 5 – Commenting on the Abstracts

In addition to the quantitative assessment outlined above, you can also add any other comments in the 'Overall Comments' box that may assist in making the final decision on each submission.

STEP 6 – Save your review

Once you have finished your comments on an abstract, click the "Review Submission" button. This will take you back to 'STEP 2' where you can start on the next abstract that has been assigned to you. The reviewing process is finished once you have reviewed all abstracts pending review and each abstract has "Reviewed" noted in the "Status" column on the front page to indicate that you have reviewed the abstract. If you wish to change any of your ratings that you have already given for a reviewed paper, you can do so up until 9 April 2018 by clicking on the "Paper Title" or the "Review" button.

NB. Deadline for all reviews: **Monday 9 April 2018 11.59pm (AEST)**.

If you have any questions regarding the review process, or about particular submissions, please contact Arinex, the Congress Managers on imc19@arinex.com.au with the **Abstract number in the message heading** or phone +61 (02) 9265 0700.