OSPA Platform Instructions for Judges

Thank you for participating in the AGU 2022 OSPA program. Below, you can find instructions for using the online judging platform. You can also find video instructions on the OSPA website.
If you have any questions about judging, please contact your liaison or the OSPA team at
ospsa@agu.org.

Judge Eligibility Requirements
- Judges must be AGU members.
- Judges must be registered to attend AGU 2022 in-person *or* virtually.
- Judges cannot evaluate students from their institution or students they are acquainted with.
- AGU student members **can** volunteer as judges if they are not participating in OSPA as a student presenter.

Judge Responsibilities
- Sign up to evaluate at least three presentations at the AGU Fall Meeting.
    - **In-person judges** may evaluate both in-person and virtual presentations.
    - **Virtual judges** may evaluate virtual posters (iPosters) and oral presentations (available live or via recording available within 72 hours of the live event).
- Evaluate your presentations by the deadline: **9 January 2023**.
    - Optional: Send questions to your presenters through the OSPA judge portal. Students are required to respond by the end of the meeting (16 December 2022.)

Access the Online Judge Platform
- Access the log in button on this webpage.
- Log in to your AGU account.
- You will automatically be logged in to the online judge platform.

Agreement Forms
When you first access the platform, you must complete your participation forms. Then, you will automatically enter the judging portal.

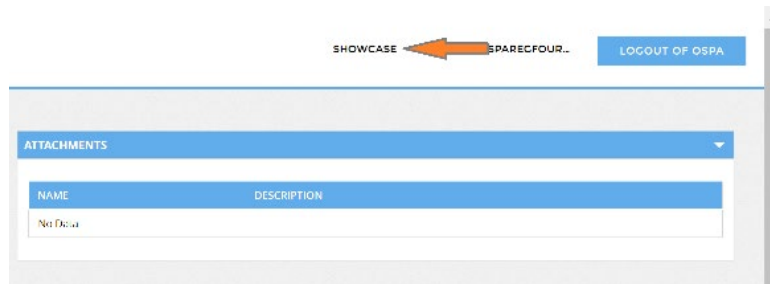## Landing Page

When you enter the system, you will automatically be brought to your landing page, which has three essential areas:
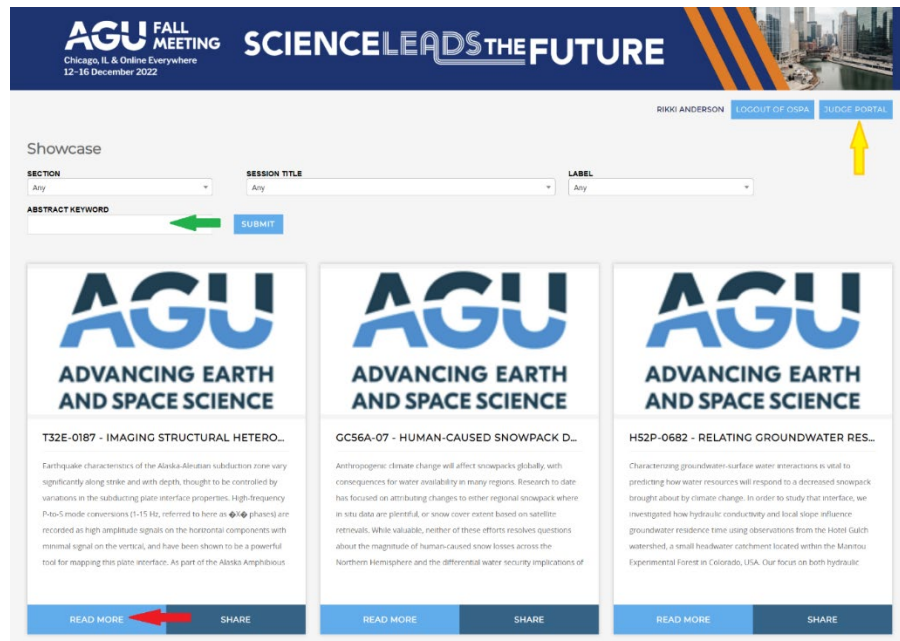
- **Showcase** (orange arrow), which is used to assign yourself presentations to evaluate. Learn more.

- **Submissions Tabs** (green arrow), which are used for evaluating presentations you've been assigned to judge. Learn more.

- **Schedule** (yellow arrow), which is used to view the schedule of the presentations you are judging. Learn more.

Assign yourself a Presentation

At the top right side of your landing page, select the Showcase button (orange arrow). The showcase allows judges to review all abstracts in all sections that still need a judge assigned.
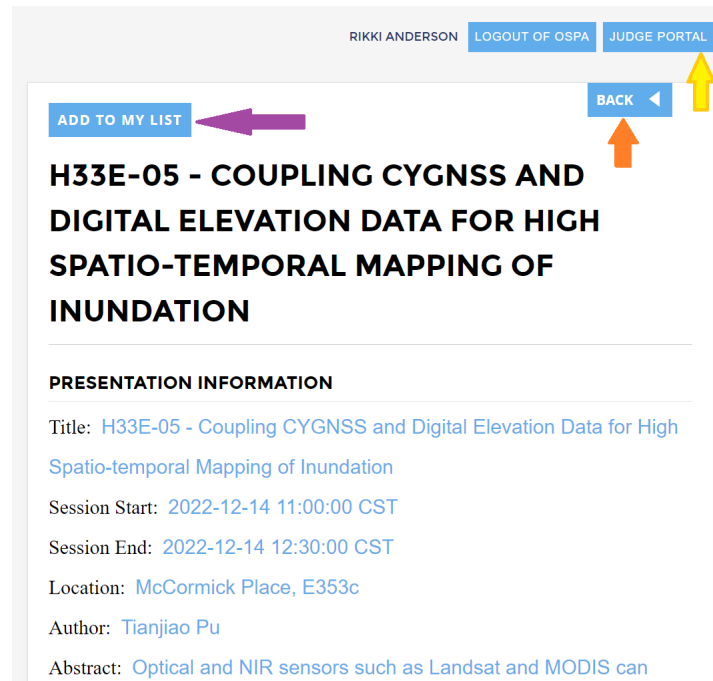

Once you access the showcase, you will see the following:

If you would like to exit the showcase and return to your landing page, select "Judge Portal" (yellow arrow).

Find a Presentation

- Use the drop-down menus or search bar (green arrow) to narrow your search.

- Use the label to search for in-person posters, online iPosters, or oral presentations.

- Once you find a presentation you are interested in, select "Read More" (red arrow).

- Once you select an abstract, you can find the presenter information, the abstract description, and scheduling details.
- Once you find a presentation you would like to evaluate, select "Add to my list" (purple arrow)
- If you would like to find more presentations to evaluate, select "Back" (orange arrow).
- When you are ready to evaluate your presentation(s), select "Judge Portal" (yellow arrow).

Please note: Students have been asked to confirm if they will be presenting in-person or virtually. Beginning 2 December, if a student has not confirmed, you will see the presentation type they were assigned and a note that they have not confirmed.

The most important presentation type for judges to note will be **in-person posters**. If a poster presenter has swapped to virtual without notifying OSPA, you will see that poster's status as "in-person, unconfirmed" in the system. If you are unable to find the poster in the poster hall on-site, please check the online poster platform.

Evaluate a Presentation

- At the bottom of your landing page in the submissions tabs (green arrow), you will see the presentations you have signed up to judge. If you have fewer presentations to judge you may see the tab labeled as the session's title.

- Make sure to look through all the sessions in the "Groups" drop-down menu (yellow arrow) to make sure you don't miss a presentation you are scheduled to evaluate.

- To begin your evaluation, select "Incomplete" next to the presentation name (red arrow.) Once you have started your evaluation, this status will change to "In Progress." When you have finalized your evaluation, the status will change to "Complete."

- Here, you will see the full presentation information on the left side of the screen and the evaluation form on the right.

- Complete your evaluation and select "Submit" at the bottom of the evaluation form.

- You will be able to adjust your evaluation until the deadline: **9 January 2023**.

Ask a Presenter a Question

When looking at the presentation you are evaluating, you will see a tab called "Comments and Questions" (green arrow).

Use the "Add question/comment" button to submit a question to the presenter. You will receive an email when your presenter has responded, and you can view their response.

Presenters are required to respond to your questions within the online system before the end of the meeting (16 December 2022).

Schedule: The schedule for abstracts that you have signed up to judge will appear here.

YOUR ASSIGNED SUBMISSIONS

Please note that all times listed here are in CST. The official time zone for the AGU F

Sep 19, 2022, 8:00:00 AM - Sep 19, 2022, 12:20:00 PM

Session: T09192201 - AGU 2022 T091922

T091922-04 - The 2018 European drought under future climate conditions

Once you have finalized all of your evaluations, your responsibility as a judge is complete. Thank you for volunteering your time to this important program!