# OSPA Platform Instructions for Coordinators and Liaisons AGU 2023 Annual Meeting



Thank you for volunteering for the AGU OSPA program! Below, you can find instructions for using the online OSPA platform.

If you have any questions about your role as a coordinator or liaison, please contact the OSPA team at <u>ospa@agu.org</u>.

# **Coordinator Responsibilities**

- Monitor the overall effort to secure reviewers for students within your section,
  - Encourage reviewers to participate via email, section newsletters, or other communications
  - Assist liaisons in recruiting reviewers and monitoring the number of evaluations
  - o Potentially fill last-minute reviewer needs at the AGU Annual Meeting
- Send reminder emails to your section's liaisons and reviewers, and
- Participate in the selection of OSPA winners within your section.
- You may choose to review students in your section yourself. This is acceptable if there is no conflict of interest.

# **Liaison Responsibilities**

- Secure reviewers for every student presentation within your session(s), by leveraging your network.
  - Each presentation should be evaluated by three reviewers.
  - The deadline for reviewers to submit their evaluations is 30 January 2024.
- You may choose to review students in your session yourself. This is acceptable if there is no conflict of interest.

# Quick links:

- <u>Access the Platform</u>
- Your Landing Page
- Volunteering as a Reviewer

# Access the Online OSPA Platform

- Access the OSPA platform <u>here</u>.
- Log in to your AGU account.
- You will automatically be logged in to the online platform.

# **Agreement Forms**

When you first access the platform, you must complete your participation forms. Then, you will automatically enter the platform and access your landing page.

#### Landing Page

						Coordinator
Coordinator Das	hboard					
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Presentation Statistics						
17 Total Presentations Crea 587 Presentations With No F	_	entations With 3 Reviewers	entations With 2 Reviewers	8 Presentations With	a 1 Reviewer	
Reviewer Statistics						
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- Reviewers - V - Published -	V Vildthdrawn - V Session ID - V	- Session Type - V	- Session Start Time V - Pr	esentation Date V Search	۹ -	Export Data
Name	E-mail	Poster ID	Reviewers	Evaluations	Published	
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Abby Beilman	abby@beilman.com	1298506	0	0	No	View
Abdelhamid Ads	abdelhamedads@gmail.com	1298602	0	0	No	View
Abdullah Al Nahian	azn0066@auburn.edu	1349155	0	0	No	View
Abhay Raj	abhay_r@wr.iitr.ac.in	1379436	0	0	No	View

When you enter the system, you will be brought to your landing page based on your role. If you are both a coordinator and a liaison, you will be able to toggle between your roles using the top left menu (red arrow). There are a few key areas you will see:

#### 1. Data Points

#### • General Information:

- If you hover your mouse over any number, an explanation of that data point will appear.
- If you click on a number, your screen will only include data from that filtered list.
  - Please note: some of these lists are in the process of being created by our dev team. They will be available as they are finalized.
- **Green arrow:** This row will give you the data points for the **students** in your section/session.
- **Yellow arrow:** This row will give you the data points for the **presentations** in your section/session.
- **Purple arrow**: This row will give you the data points for the **reviewers/evaluations** in your section/session.
- 2. Filters (Blue arrow): This area is key to using the iPoster system. Here, you will be able to filter the presentations in your section/session. You can use more than one filter at a time to narrow your selection. Please note: If you are a liaison with only one session, these filters will not appear. Some tips:
  - **Withdrawn:** Some students may have withdrawn from AGU23. Filter by students who have not withdrawn to see the students who are still in the OSPA program. If there are no withdrawn students in your section/session, you will not see this filter.

- Opted out: Some students may have opted out of OSPA after signing up. Filter by students who have not opted out to see the students who are still in the OSPA program. If there are no opted out students in your section/session, you will not see this filter.
- **Sessions:** Filter by session ID to see the students in a specific session.
- **Session Type:** Filter by session type to see all the poster presenters or oral presenters in your section/session.
- **Presentation Date:** Filter by presentation date to see the students presenting on a specific date.

This area also allows you to export the data in your section/session to an Excel spreadsheet. Use the blue Export Data button to download the report.

3. Presentations in your Section/Session (Orange arrow): This row will give you an overview of each presentation – you will see the presenter's name, email, number of reviewers assigned, and number of evaluations submitted. Select the + button next to each presenter's name to see their full presentation details. If a student has more than one presentation, they will appear in more than one row.

Once reviewers begin signing up for presentations, you will see the reviewer information here as well.

4. **Toggle between your roles** (Red arrow): If you have more than one volunteer role (coordinator and liaison or coordinator and reviewer), this drop-down menu will allow you to toggle between your roles.

# **Reviewer Instructions**

In the OSPA platform, coordinators and liaisons will not be able to manually assign reviewers to presentations. Instead, **reviewers must sign up for presentations themselves using this the platform.** 

As a coordinator or liaison, you may choose to review students yourself. This is acceptable if there is no conflict of interest.

To ensure fair participation and equity within the program, please read and adhere to the following rules and procedures for OSPA volunteer reviewers.

# Eligibility

All AGU23 attendees (including students!) are eligible to serve as an OSPA reviewer.

# **Reviewer Expectations**

- Reviewers are required to complete an evaluation for each of the presentations they have signed up for. If a reviewer cannot complete an evaluation, it is that reviewer's responsibility to find a substitute.
- All evaluation forms must be submitted through the OSPA platform by 31 January 2024.
- Reviewers are encouraged to remain anonymous at the meeting feedback submitted via the OSPA platform will be shared with the students anonymously.

- Reviewers are not allowed to evaluate students from their institution or that they are acquainted with.
- Reviewers are encouraged to read the Reviewer Feedback Guidance document found here.

#### Volunteer to review at AGU2023

To sign up to volunteer, you will need to follow these three easy steps:

- Using the OSPA platform, sign up to evaluate student presentations.
- Attend these student presentations at AGU23. If possible, ask questions about their work.
- Submit your feedback before the evaluation deadline: **31 January 2024**

#### **Instruction Quick Links**

- <u>Access the OSPA Platform</u>
- OSPA Gallery
- Sign up to Evaluate
- <u>Reviewer Dashboard</u>
- Uncommit from a Presentation

#### Access the OSPA Platform

- Access the OSPA Gallery using this link: <u>https://agu23.ipostersessions.com/Default.aspx?s=login&dest=ospareviewergallery</u>
- Log in to your AGU account.
- You will be logged in to the OSPA platform and brought to the OSPA Reviewer Gallery

#### **OSPA Reviewer Gallery**



When you enter the system, you will be brought to the reviewer gallery. If you have two OSPA roles (i.e. you are both a reviewer and an author or a reviewer and a liaison), you can toggle between your roles using the top left menu (red arrow).

There are a few key areas you will see:

- Filters (Blue arrow): This area is key to finding OSPA presenters in the system. Here, you will be able to filter the presentations in OSPA. You can use more than one filter at a time to narrow your selection. you can filter by:
  - Presentation Date,
  - Section or Session,
  - Presentation Type,
  - The number of Reviewers,
  - Or, through a text search.
- **Reviewer Number** (Yellow arrow): This number shows you how many reviewers have signed up to evaluate a presentation. The maximum number of reviewers per presentation is three.

# Sign up to Evaluate

Once you find a presentation that you are interested in evaluating, click on the image in the gallery. Once you do so, you will be brought to the presenter's virtual presentation.

This year, all OSPA presenters were required to upload a digital version of their presentation to iPoster. This is so that both virtual and in-person attendees could submit evaluations.

- **In-person attendees:** The expectation is that you will attend the presentation in-person and then use the virtual presentation as a reference when choosing a presentation to evaluate and submitting your evaluation.
- Virtual attendees: You are eligible to review all presentation types. If you sign up to evaluate an oral presentation, you will be able to see the recording of the oral presentation session on the presentation page after the session has occurred. If you sign up to review a poster presentation, you can use the OSPA gallery to review their poster.



On the bottom right corner of your screen, you will see five buttons:

- **Sign up to Evaluate an OSPA Presentation** (Red arrow): If you click this button, you will be able to sign up as a reviewer for this presentation.
- **Abstract** (Purple arrow): Here, you can read the presentation abstract.
- **Comment** (Blue arrow): Here, you can ask a public question to the presenter.
- **Contact Author** (Yellow arrow): Here, you can send a private message to the presenter.

• **Get Poster** (Green arrow): Here, you can email yourself a link to the presentation. After you select the EVALUATE OSPA PRESENTATION button, you will see the following pop-up:

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Add your affiliation/institution, note your career level, and select COMMIT. When the meeting begins, you will be able to click the OPEN RUBRIC button and submit your evaluation here.

#### **Participation agreement**

After you click COMMIT, you will need to agree to the reviewer participation agreement. You will only need to do this once. Once you agree to the form, you are now a reviewer for this presentation!

🛓 Howdy, Rikki Anderson 🛛 🕪 Log out	To Dashboard
REVIEWER PARTICIPATION AGREEMENT	
To ensure fair participation and equity within the program, the following are rules and procedures for OSPA volunteer reviewers. Eligibility	
AGU members who are registered for the AGU 2023 Annual Meeting in-person or virtually are eligible to serve as a volunteer reviewer. At AGU23, student presenters may also volunteer to review OSPA presentations. Reviewer Expectations	
Volunteer reviewers should commit to evaluating at least three student presentations. Reviewers may ask presenters questions both in-person or through the online OSPA platform.	
Reviewers are required to complete an evaluation form for each of the presentations they have signed up for within the OSPA platform. If a reviewer cannot review a presentation that they signed up for, it is that reviewer's responsibility for finding a substitute. Ask a colleague or friend. Please note: all presentations will have a virtual component that can be used for evaluation in the case that you missed the in-person presentation. All evaluation forms must be submitted by 31 January 2024.	
Reviewers are encouraged to remain anonymous at the meeting – feedback submitted via the OSPA portal will be shared with the students anonymously.	
By agreeing below, I am confirming that: • I have read and agree to the Reviewer Participation Agreement	
I acknowledge the above program requirements, and I will above by the program rules unless I actively withdraw as a volunteer with the program. (Required)	
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#### **Reviewer Dashboard**

Once you have completed your participation agreement, you will be brought to your dashboard.

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Here, you can review all of the presentations you have signed up to evaluate.

- **Review Presentation Details** (Green arrow): By selecting the plus sign next to each presentation, you will see the full presentation details.
- **Download Presentation Details** (Yellow arrow): Select Export Data to download a list of presentations you have signed up to evaluate.
- Access the Gallery (Red arrow): Use this button to get back to the OSPA gallery, where you can find more presentations to evaluate.
- **Review Resources** (Blue arrow): Here, you will find additional reviewer and OSPA resources.

#### **Direct Link to Reviewer Dashboard**

After you have signed up to review specific OSPA presentations at AGU23, you can directly access your Reviewer Dashboard using this link:

https://agu23.ipostersessions.com/Default.aspx?s=login&dest=reviewer

#### **Uncommit from a Presentation**

If you cannot complete an evaluation, it is your responsibility to find a substitute.

Once you determine you cannot complete your evaluation, please uncommit from the presentation in the OSPA platform. To do this, follow these steps:

- Navigate to the student's presentation.
- Select EVALUATE OSPA PRESENTER button on the bottom right side of the screen.
- Select UNCOMMIT.

🛔 Welcome, Rikki Anderson 🕞 Log out				- Choose dashboard - 🗸
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# Thank you for participating in OSPA. We appreciate you volunteering your time to this important program!

As this is our first year with this new system, we invite you to provide feedback as you use the system so we can continue to improve and strengthen the OSPA platform for future years.

#### Please direct any questions to OSPA@agu.org.