

OSPA Platform Instructions for ReviewersAGU 2023 Annual Meeting

Thank you for volunteering as an OSPA Reviewer at AGU23! Reviewers play an important role in the OSPA program, and many AGU students will remember their OSPA experience fondly thanks to the generosity of reviewers.

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 to review. 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 portal 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.
- Reviewers are not allowed to evaluate students from their own institution or with whom they
 are acquainted.
- 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

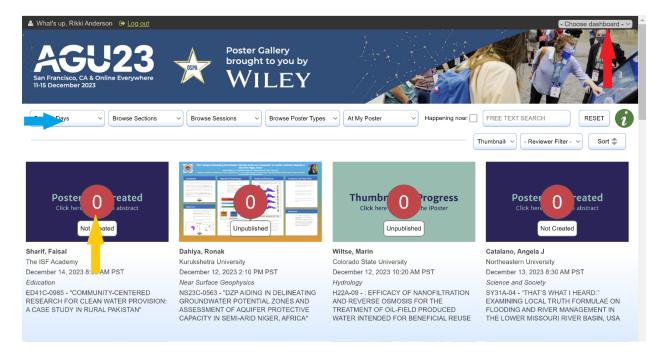
Instruction Quick Links

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

Access the OSPA Platform

- Access the OSPA Gallery using this link: https://agu23.ipostersessions.com/Default.aspx?s=login&dest=ospareviewergallery
- 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:

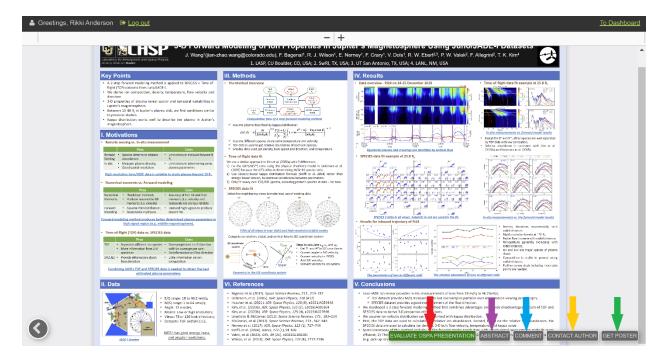
- **Filters** (Blue arrow): **This area is key to finding OSPA presenters in the system.** Here, you will be able to filter the presentations in OSPA. You can use more than one filter at a time to narrow your selection. you can filter by:
 - o Presentation Date,
 - Section or Session,
 - Presentation Type,
 - o 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.

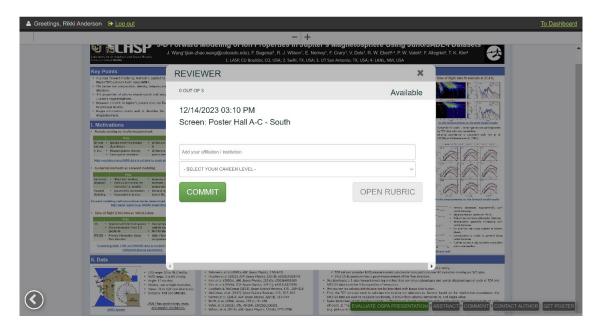
- **In-person attendees:** The expectation is that you will attend the presentation in-person and then use the virtual presentation as a reference when choosing a presentation to evaluate and submitting your evaluation.
- **Virtual attendees:** You are eligible to review all presentation types. If you 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.

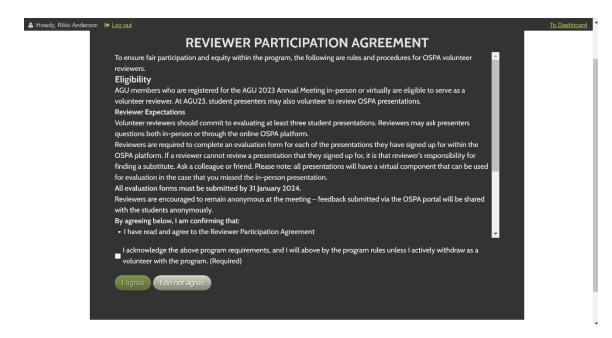
After you select the EVALUATE OSPA PRESENTATION button, you will see the following pop-up:



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.

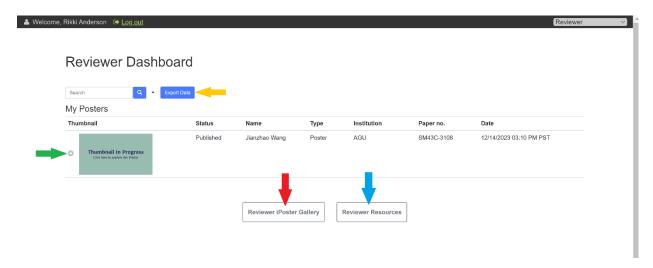
Participation agreement

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!



Reviewer Dashboard

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



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:

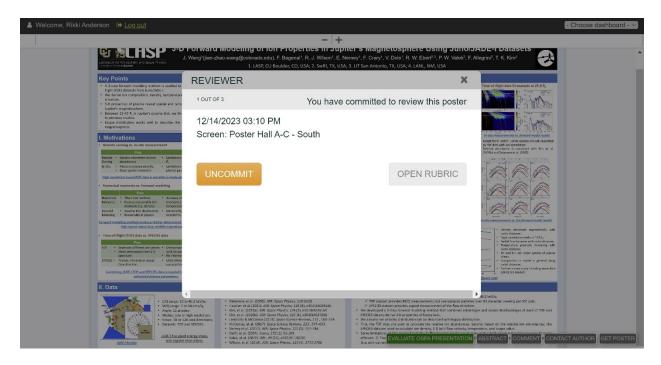
https://agu23.ipostersessions.com/Default.aspx?s=login&dest=reviewer

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.



Thank you for participating in OSPA. We appreciate you volunteering your time to this important program!

Please direct any questions to OSPA@agu.org.