

NAIS Annual Conference: Abstract Reviewer's Guide

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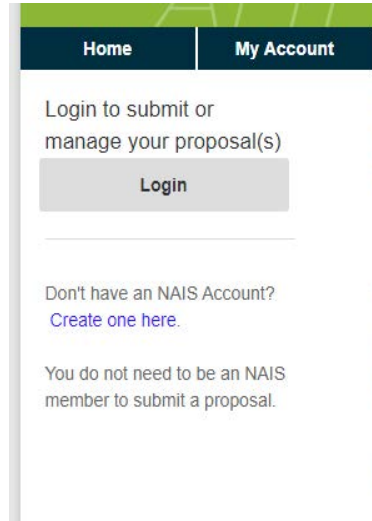
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Introduction

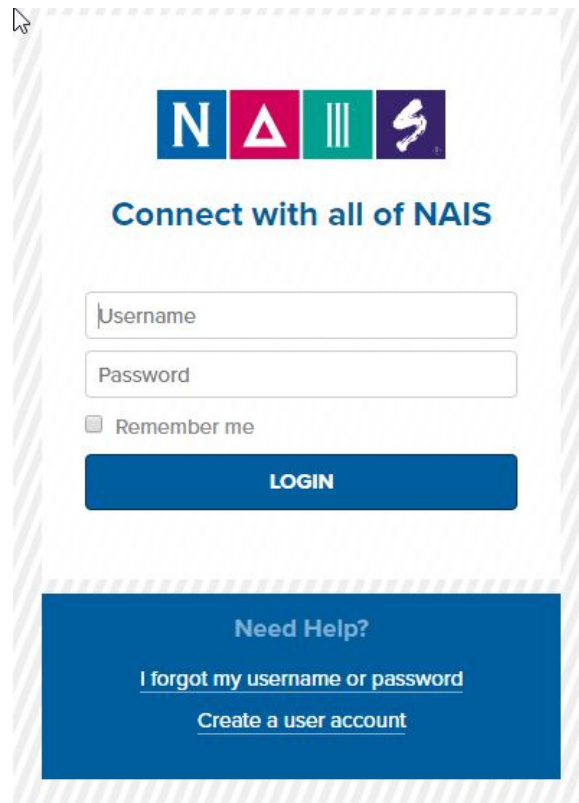
Thank you for joining the 2021 NAIS Annual Conference as a Reviewer. Below we will cover the basics of the platform from login to reviewing abstracts and submissions.

How To Login To Your Account

1. Click the "Login" button on the left hand side of the home or help page to be taken to the login screen.

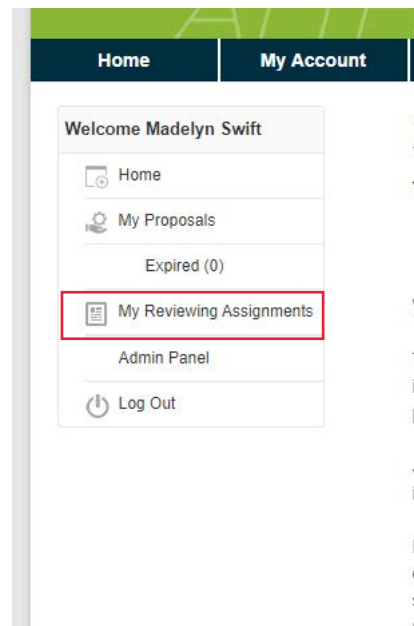


2. From the login screen you will be able to provide your Username and Password associated with your NAIS account to login.



Reviewing Assignments

1. Once logged in you will be able to select “My Reviewing Assignments” on the left hand control box. This will take you to a list of categories under which you will have a number of assignments to review.



2. From here you will be able to select “Open” under the action column to be taken to a list view of those entries assigned to you.

Category Name	# Pending	# Reviewed	Action
View All Categories	11	0	Open
One-Hour Workshop	10	0	Open
Three-Hour Workshop	1	0	Open

3. From the list view you will be able to view each proposal by selecting the “View Proposal” on the right hand side of the screen.

<p>How to Lead Change in Your School Category: Three-Hour Workshop Proposal # 3240</p>	<p>VIEW PROPOSAL</p> <p>Score: -</p>
<p>Fight, Flight, Rest and Digest Workshop: Executive Functioning, Stress and Seeds for Success Category: One-Hour Workshop Proposal # 3277</p>	<p>VIEW PROPOSAL</p> <p>Score: -</p>
<p>Cool, Calm and...you want me to do WHAT? Advice for new and aspiring administrators Category: One-Hour Workshop Proposal # 3283</p>	<p>VIEW PROPOSAL</p> <p>Score: -</p>
<p>Boys: How to Teach Them: How to Reach Them Category: One-Hour Workshop Proposal # 3284</p>	<p>VIEW PROPOSAL</p> <p>Score: -</p>

4. Once selected the proposal will load, on the left hand side of the screen you will be able to review all information associated with that entry, clicking through each page of information via the top controls outlined in the first red block below.

[Presenter](#) → [Proposal](#) → [Co-Presenter\(s\)](#)

Primary Presenter Details

First Name *

Jay

Last Name *

Rapp

Job Title

Vice President, Professional Development

School/Organization *

National Association of Independent Schools (NAIS)

Have you presented previously at the NAIS Annual Conference? *

Yes

No

5. Once you have reviewed the submission you will be able to enter your review of it on the right hand side under the “Evaluation Form”. You will be reviewing the submission for “Relevance”, “Clarity”, “Impact and Applicability”, “Uniqueness”, and “Audience Experience” along with leaving notes and other feedback.

Evaluation Form

Relevance *

	Lacking	Acceptable	Outstanding
Relevance	Session explores needs that are relevant for a very small minority of conference attendees and/or covers topics that are not timely.	Session explores needs, challenges, and opportunities that are relevant to a portion of the independent school community, but that are still timely and critical.	Session explores critical and/or urgent needs, challenges and opportunities relevant to a wide cross-section of the independent school community.

Acceptable ▼



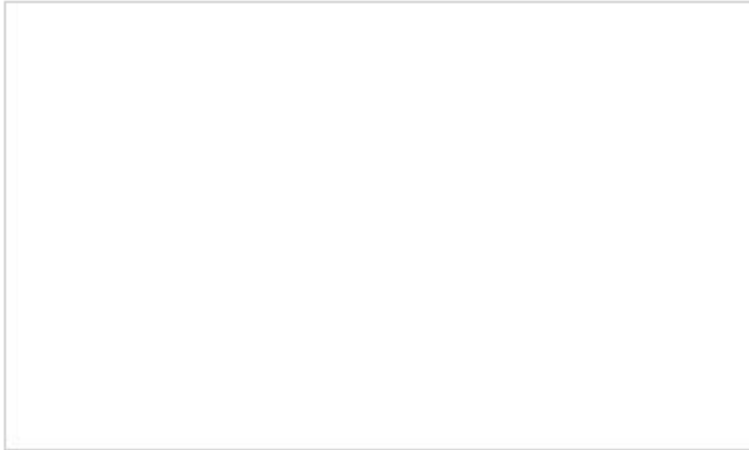
Clarity *

	Lacking	Acceptable	Outstanding
Clarity	Session does not complete or provide enough detail for the session description, audience and objectives to make a valid judgement.	The session description, audience and objectives are adequate and unambiguous.	The session description, audience and objectives are fully detailed and present a clear and compelling picture of the session.

6. Once you have entered your review you will be able to move on to the next entry for review by clicking “Save and Go to Next”, head back to the list by clicking “Save and Back to List”, or disregard your input by hitting “Cancel and Go Back”.

Overall / Comments

Overall: Detail your comments and overall impression here --- keeping in mind the factors above or other factors that you might be considering that you don't feel are represented by the rest of the rubric.

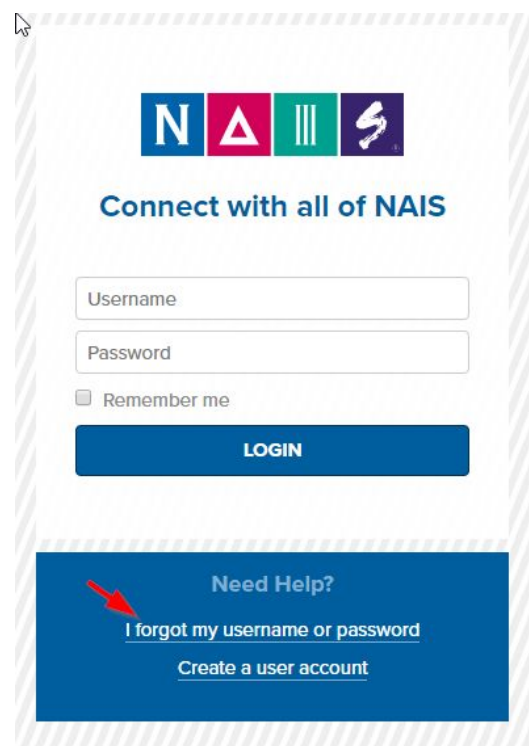


Final Recommendation *



Lost Password: How To Recover Password

1. If you have forgotten your password you are able to retrieve it by clicking “Login” and will be taken to the NAIS login screen which will provide you with the relevant links to retrieve your information.



The image shows a login interface for NAIS. At the top, there is a logo consisting of four colored squares: a blue square with a white 'N', a red square with a white triangle, a green square with three white vertical bars, and a purple square with a white stylized 'S'. Below the logo, the text "Connect with all of NAIS" is displayed. Underneath, there are two input fields: "Username" and "Password". Below these fields is a checkbox labeled "Remember me". A blue button with the text "LOGIN" is positioned below the checkbox. At the bottom of the form, there is a blue box containing the text "Need Help?". Below this text are two links: "I forgot my username or password" and "Create a user account". A red arrow points to the "I forgot my username or password" link.

2. You will be taken to the “Forgot Password” screen where you can enter your email address and retrieve your relevant information.



Forgot Password

Retrieve Username/Password

Please enter your information below to see if you already have an account with NAIS.

Email Address

Search