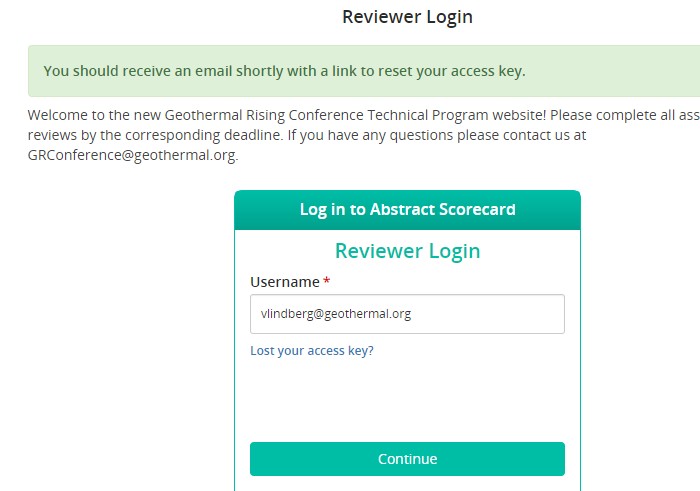
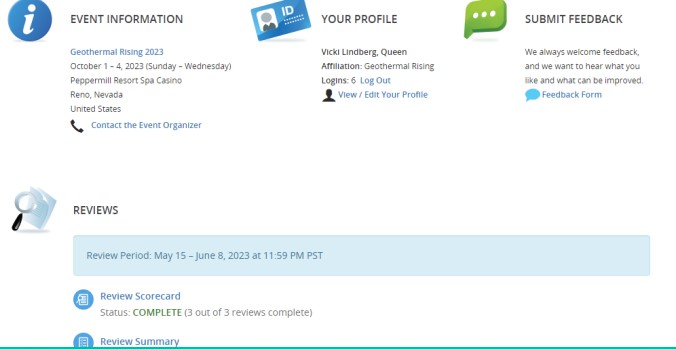


**2024 Geothermal Rising Conference Reviewer’s User Guide**

1. You may only access the Reviewer’s Portal using the link sent to you via email. Once you click on the link, you will need to follow the instructions, as shown in the video link below, to obtain your access key: <https://www.conferenceabstracts.com/uploads/documents/13169/LoginVideo.mp4>The Reviewer Login screen:



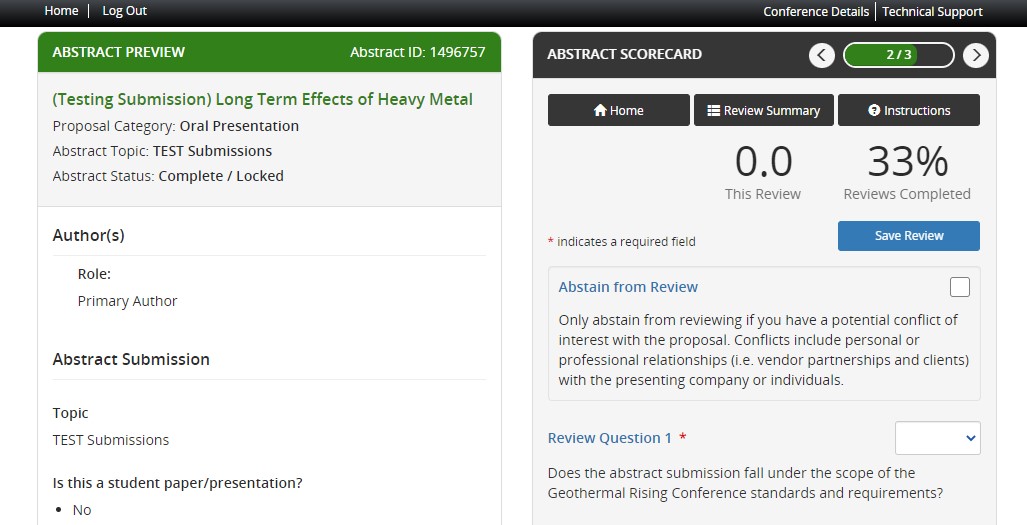
1. Once you have logged into the Reviewer Portal, you will be taken to your personal landing page. From this page, you will see an overview of the Reviews that have been assigned to you:



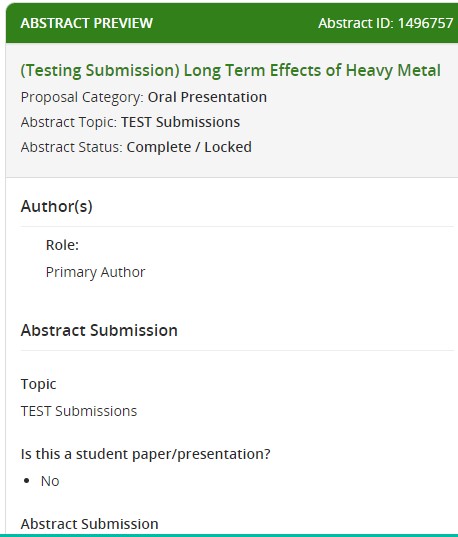
1. To begin your Abstract Reviews, select the Review Scorecard link:



1. Once you select the Review Scorecard link, you will be taken to the Review screen to view the first abstract assigned to you:

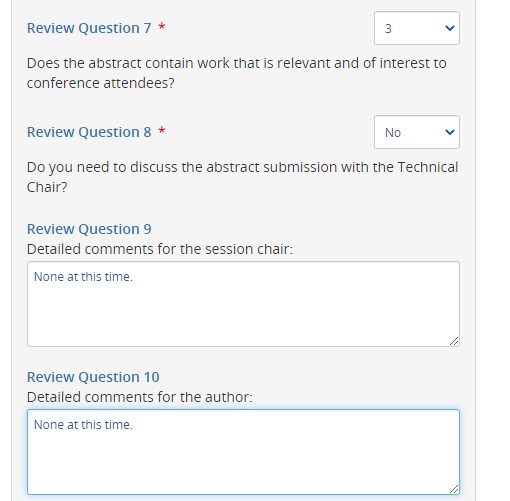
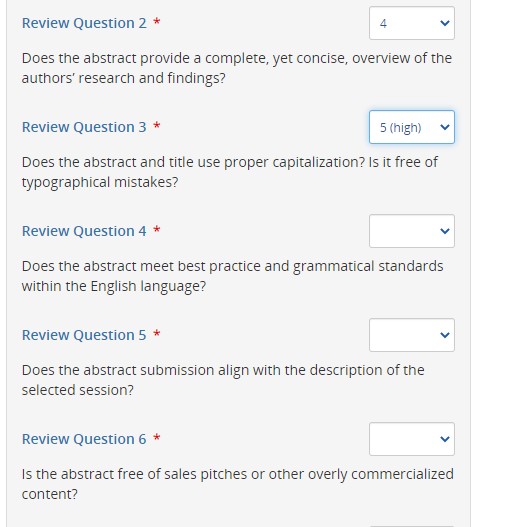
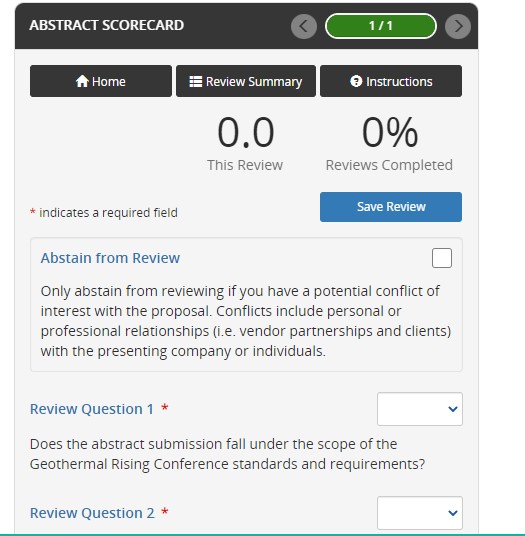


1. The left side of the screen includes all the pertinent information for the Abstract Review: title, type of presentation (oral or poster), the content of the abstract (in the “Abstract Submission” section and whether or not it is a student paper/poster. **New for this year: reviews are being conducted as a “blind review”. This means reviewers are not able to see the author’s name, organization or other personal identifying information.** This has been done to help eliminate the potential for scientific or other biases.



1. The right side of the page is the Reviewer’s Section. After reviewing the Abstract, you may begin responding to the Reviewer Questions. Two important items to note here:
   * Although the system looks in the backend to ensure reviewers are not co-author’s of a submission, mistakes can happen due to different email addresses and other factors. If you should not be reviewing a submission due to an unidentified conflict, please check the “Abstain from Review” checkbox.
   * **NEW THIS YEAR**: Numeric grading is being used to evaluate the submissions. When assigning a numeric value, a five (5) is the highest (best) rating with one (1) being the lowest (worst) rating. **It is very important that rate your reviews appropriately as the numeric values will be used in the acceptance/rejection of all submissions.** The Technical Program team also suggests that YOU use your numeric grades when making your acceptance/rejection recommendations. Did your submission score a 4.0 or higher? It should be accepted! Did it score 2.0 or lower? Consider recommending a rejection of the submission.

*Required fields are denoted by an asterisk (\*):*

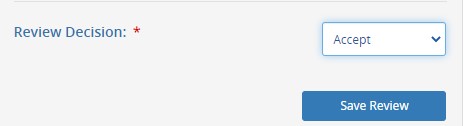
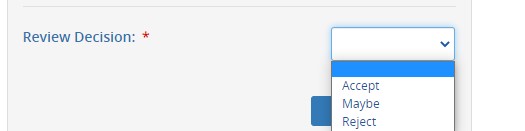


**NOTE: If an abstract is better suited as a poster presentation, please indicate so in question 9.**

A screenshot of a computer

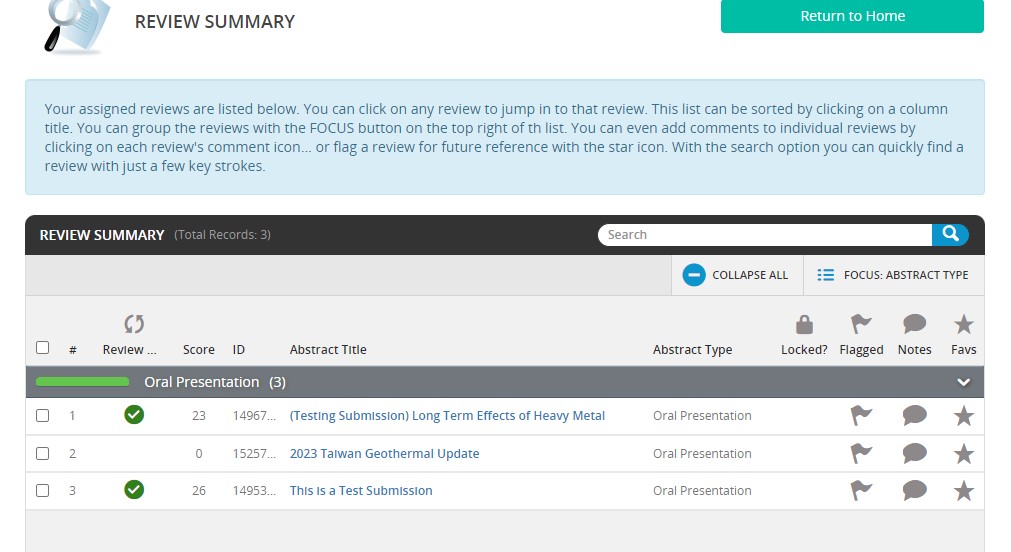
Description automatically generated

1. Once you have completed the Reviewer Questions, select “Save Review”.



1. Once you have saved the review you just completed you will be taken to the next Abstract Review assigned to you. If you have completed all your assigned reviews, you will be redirected to your

Review Summary page (you may expand your summary window by clicking the arrow down button):



1. From the review summary window, you can, if necessary, access your review to check your responses, see the current review score and make changes by clicking on the title to one of the abstracts in your list:

